



**SFSC  
District Board of Trustees  
Regular Meeting  
October 28, 2020**

**Highlands Campus  
1:00 p.m.**

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**Joe Wright, Chair  
Tami Cullens, Vice Chair  
Tim Backer  
Derren Bryan  
Louis Kirschner  
Lana C. Puckorius  
Kris Y. Rider  
Thomas C. Leitzel, President/Secretary**

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**[Zoom video conference/conference call](#)**

**<https://zoom.us/j/3648648281?pwd=MVBlbFRZT3dkNHBWTS96cm9FNHdCZz09>**

To join conference call, please use: Phone Number: 929 205 6099; Meeting ID: 364 864 8281;  
Passcode: 765107

This meeting is open to the public.

**1.0 *Call to Order and Preliminary Matters***



OFFICE OF THE PRESIDENT

Item 1.1

PRESENT TO BOARD: OCTOBER 28, 2020

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

A handwritten signature in blue ink, appearing to read "Tom", is placed next to the name Thomas C. Leitzel.

SUBJECT: ADOPTION OF AGENDA

It is recommended that the agenda of the regular meeting of October 28, 2020 be adopted.

**SUGGESTED MOTION:**

**Move to adopt the agenda of the regular meeting of  
October 28, 2020 as presented.**

**REGULAR MEETING AGENDA  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
HIGHLANDS CAMPUS  
OCTOBER 28, 2020  
1:00 P.M.**

- 1.0 Call to Order and Preliminary Matters
  - 1.1 Adoption of Agenda
  - 1.2 Approval of Minutes
    - 1.2.1 Virtual Meeting – September 23, 2020
  - 1.3 Review of Master Calendar
- 2.0 Communications, Introductions, and Recognition
- 3.0 Public Comment
- 4.0 Presentations
- 5.0 Consent Agenda Action Items
  - 5.1 Personnel Actions
  - 5.2 Grant Awards
    - 5.2.1 Carl D. Perkins V – Postsecondary Programs – \$241,903
    - 5.2.2 Health Sciences Instructional Technology and Community Health Initiatives - \$9,715
    - 5.2.3 Family-Friendly Performances in Rural Florida - \$10,000
  - 5.3 Operating Actions
    - 5.3.1 Monthly Accounts Payable & Payroll Check Register
- 6.0 Planning and Policy Issues
- 7.0 Academic and Student Matters
- 8.0 Other Action Items
- 9.0 Reports
  - 9.1 Financial Report
  - 9.2 Foundation Report
  - 9.3 Grants Development Report
  - 9.4 President's Report
  - 9.4 Board Attorney Report
  - 9.5 Board Member Reports
  - 9.6 Board Chair Report
- 10.0 Adjournment



OFFICE OF THE PRESIDENT

Item 1.2.1

PRESENT TO BOARD: OCTOBER 28, 2020

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – VIRTUAL MEETING – SEPTEMBER 23, 2020

It is recommended that the minutes of the virtual meeting held September 23, 2020 be approved as presented and recorded in the Supplemental Minute Book.

**SUGGESTED MOTION:**

**Move to approve the minutes of the September 23, 2020 virtual meeting as presented.**

**MEETING MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
SEPTEMBER 23, 2020 – VIRTUAL**

**Members Present:** Mr. Joe Wright, Chair  
Mrs. Tami Cullens, Vice Chair  
Mr. Tim Backer  
Mr. Derren Bryan  
Dr. Louis H. Kirschner  
Mrs. Lana Puckorius  
Mrs. Kris Y. Rider  
Dr. Thomas C. Leitzel, President/Secretary  
Mrs. Pamela T. Karlson, College Attorney

<b>Staff Present:</b>	Mrs. Jamie Bateman	Mrs. Ashley Bennett	Ms. Cindy Garren
	Mr. Don Kesterson	Mrs. Melissa Kuehnle	Mr. Glenn Little
	Ms. Lena Phelps	Mr. Jonathan Stern	Dr. Chris van der Kaay
	Mrs. June Weyrauch	Dr. Tim Wise	

<b>Excused Staff:</b>	Mr. Erik Christensen	Dr. Michele Heston	Dr. James Hawker
	Ms. Melissa Lee	Dr. Sid Valentine	

**Others Present:** Mr. Terry Atchley

In accordance with the Governor's Executive Order 20-69, the virtual meeting of the District Board of Trustees was called to order at 1:11 p.m. on the Highlands Campus of South Florida State College by Board Chair, Mr. Joe Wright. Mrs. Bennett took roll and all trustees were present.

Dr. Leitzel recognized and thanked Mr. Terry Atchley, City Manager of Wauchula and SFSC Foundation Board member for attending the virtual DBOT meeting.

**1.0 PRELIMINARY MATTERS**

**1.1 Adoption of Agenda**

**Mrs. Rider made a motion, seconded by Mr. Bryan, to adopt the agenda of the virtual meeting held September 23, 2020 as presented.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

**1.2 Approval of Minutes**

**1.2.1 Regular Meeting Minutes**

**Mr. Backer made a motion, seconded by Mrs. Cullens, to approve the minutes of the regular meeting held August 26, 2020 as presented.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

**1.3 Review of Master Calendar**

The Master Calendar was reviewed. Mrs. Cullens reported that the ACCT Leadership Congress will be held virtually on October 5-8. Mrs. Cullens took a poll of the trustees that would be interested in attending the virtual conference. Mrs. Cullens stated that she will be attending and will report back to the Board at the next DBOT meeting.

**2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS**

None

**3.0 PUBLIC COMMENT**

None

**4.0 PRESENTATION**

None

**5.0 CONSENT AGENDA ACTION ITEMS**

**5.1 Personnel Actions**

Approved a list of appointments: full-time professional staff; full-time career service staff; retirements; resignations; terminations; and adjunct faculty 2020-21, academic year as needed.

*(EXHIBIT "A")*

**5.2 Grant Awards**

**5.2.1 Integrated English Literacy and Civics Education (IELCE)**

Florida Department of Education (FLDOE)

\$ 30,900 – Hardee

\$ 43,156 - Highlands

**5.2.2 Adult General Education (AGE)**

Florida Department of Education (FLDOE)

\$ 38,560 – Hardee

\$ 206,223 - Highlands

**5.2.3 Florida Farmworker Career Development Program**

Florida Department of Education (FLDOE)

\$ 267,824

**5.3 Agreements and Contracts**

**5.3.1** Approved the renewal of the agreement between Adventist Health System/Sunbelt, Inc. and South Florida State College as presented.

*(EXHIBIT "B")*

**5.3.2** Approved the new agreement between AdventHealth Polk North, Inc. and South Florida State College as presented.

*(EXHIBIT "C")*

**5.3.3** Approved the new agreement between The City of Lakeland and South Florida State College as presented.

*(EXHIBIT "D")*

#### **5.4 Operational Actions**

##### **5.4.1 Monthly Accounts Payable/Payroll Check Register**

Approved the monthly accounts payable/monthly payroll check registers and summary for all funds through August 2020.

*(EXHIBIT "E")*

**Mrs. Cullens made a motion, seconded by Mr. Backer, to approve the Consent Agenda, Items 5.1 through 5.4.1 as presented.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

#### **6.0 PLANNING AND POLICY ISSUES**

None

#### **7.0 ACADEMIC AND STUDENT MATTERS**

None

#### **8.0 PURCHASING AND OTHER ACTION ITEMS**

##### **8.1 Textbook and Instructional Materials Affordability**

Mr. Little presented the Textbook and Instructional Materials Affordability report to the Board. He gave a brief background on the report that is brought before the Board each year. Mr. Little stated that 1004.85, F.S. (Textbook and Instructional Materials Affordability) was amended the 2016 Legislative Session to require posting of the local cost and identifying information of at least 95% of all textbooks and instructional materials required and recommended for each scheduled class at least 45 days prior to the start of each upcoming term. Unfortunately, Mr. Little reported that 248 of 1,876 course sections were not properly posted before the deadline, equating to a 87% compliance percentage. He stated Summer 2019 had a compliance percentage of 23%, Fall 2019 had a compliance percentage of 98%, and Spring 2020 had a compliance percentage of 95%. Mr. Little explained that the Summer 2019 deadline fell on a Sunday and Follett bookstore submitted the order on Monday. He added that Follett was in the middle of a new manager transition during this submission time. Mr. Little has met with the new Follett manager to discuss the importance of the deadline submissions along with SFSC Procedure 4041 to stay in compliance. Mr. Little stated that SFSC was not the only college to have issues with Follett's system meeting submission deadlines. Mr. Bryan asked, "what are the consequences for not being in compliance?" Mr. Little stated that SFSC could have a possible audit finding in the next operational audit year and SFSC would have to defend the finding. Mr. Wright questioned if SFSC has had similar issues in the past. Mr. Little informed the Board that we have had similar issues in the past with Follett managers and not meeting deadline obligations. Mr. Wright stated that SFSC should look to Mrs. Pam Karlson to possibly draft a letter to Follett about meeting contractual obligations. Mr. Little stated that he has a meeting set with the Follett regional manager to discuss the submission issue and how to correct it moving forward. Dr. Leitzel stated that while this is a critical issue, SFSC is pleased with Follett's overall performance as the bookstore vendor.



## 9.0 REPORTS

### 9.1 Financial Report

Mr. Little reported on the graphs and revenue and expenditure summary compared to budgeted funds within the Operating Budget for FY2020-21 year-to-date.

*(EXHIBIT "F")*

### 9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$75,265.00** from August 12 through September 8, 2020. Mrs. Bateman reported following a special Executive Committee and Foundation Board meeting, a committee was comprised of six Board members that have been charged with identifying options of offsetting costly needs at the Hotel Jacaranda that were brought to the Foundation Board's attention during the August board meeting. Mrs. Bateman stated the current needs of the Hotel Jacaranda included but not limited to the following: plumbing, electrical, entryways, dorm remodels, fire escapes, telephone system rewiring, replacement of upper roof and kitchen roof area, and the elevator needs to be replaced. She informed the Board the estimated cost is approximately \$1.3 million. Mrs. Bateman stated the committee will review the areas of need and will begin to build a plan that may include fundraising, campaigns, and/or alternative funding to assist with the remodel. Mrs. Bateman gave a brief update on the up-coming Foundation Legacy Showcase event on October 24. She recognized and thanked Nucor for being an orange sponsor for the event.

### 9.3 Resource Development

#### I. Grants Development Report

Dr. van der Kaay reported on the Grants Development Report dated 9/23/20.

#### II. In Development

##### A. Health Sciences Instructional Technology and Community Health Initiatives

Highlands County Health Services	Approx. \$ 9,000
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##### B. Retired and Senior Volunteer Program (R.S.V.P.)

Corporation for National and Community Service	\$ 52,034
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### 9.4 President's Report

Dr. Leitzel reported on the following items:

1. U.S. News Best Colleges Rankings: Dr. Leitzel announced SFSC was ranked #6 in Top Public Schools in the south and tied for #33 in Regional Colleges South.
2. College Events: Dr. Leitzel reported he attended the virtual Student Art Show Award Ceremony. Dr. Leitzel shared the President's Choice Award winner, Ms. Abigail Tollison and her piece named "Tiny But Mighty" is featured on this year's college birthday cards.
3. Community Events: Dr. Leitzel informed the Board that Mrs. Bateman and Ms. Anastasia Saunders represented SFSC at the Hardee Athletic Foundation banquet and an SFSC team participated in the AP Champions Club golf tournament. Dr. Leitzel thanked Mr. Derren Bryan for his continuous support. Mr. Bryan thanked Mrs. Bateman and Ms. Saunders for attending the banquet.

4. Special Announcement: Dr. Leitzel announced that Mrs. Bateman was named Avon Park Businesswoman of the Year for work as the Executive Director, Institutional Advancement with SFSC. Dr. Leitzel congratulated Mrs. Bateman.
5. Fall Enrollment Update: Dr. Leitzel reported colleges nationally are experiencing enrollment declines. He reported that SFSC credit enrollment so far this Fall term is up 3.5%. Dr. Leitzel stated non-credit enrollment is steady. He reported that Adult Studies enrollment is down 43% year-to-date. Dr. Leitzel stated SFSC will not likely be doing Lifetime Learners Institute and the Heartland Games due to COVID-19 precautions and the older adult transient population in the region will be greatly reduced.
6. Highlighted Panther Athletics: Dr. Leitzel shared SFSC Cross-Country had their first meet in Ocala, FL and finished third in the event. The Lady Panthers had their second meet in Lake City, FL and finished third in the event. Dr. Leitzel shared that in both meets freshman Paxton Brooks finished tenth overall in the events.
7. Applied Research Project: Dr. Leitzel announced SFSC was approved for two new hemp research projects, a seed study with a local greenhouse and the Martin County Project with Indian River State College. He highlighted the current Hemp4Water bio-remediation project that is on the Highlands Campus.
8. Other College Announcements: Dr. Leitzel stated that due to COVID-19 SFSC will not host the annual employee holiday luncheon. He informed the Board that SFSC will proceed with the Meritorious Awards and award winners will be recognized virtually.
9. Commencement Update: Dr. Leitzel asked the Board to save the date of Saturday, December 19 for the Fall Commencement. He gave a brief overview of the Fall Commencement plan of relocating to a designated socially distanced outside area to accommodate graduates and their families. Mrs. Puckorius asked, "what is the plan if it rains?" Dr. Leitzel stated at this point in the planning process we do not have a back-up plan and commencement would be a fair weather event. Mr. Bryan thanked Dr. Leitzel and team for working on a commencement solution. He stated that December 19 is the weekend before Christmas and should take in consideration that some will not be able to attend as they may be traveling for the holidays. Both Mr. Bryan and Mrs. Cullens asked if commencement could be moved to an earlier date. Mr. Bryan made the suggestion of a back-up venue such as local football fields, Alan Jay Arena in Highlands, Turner Center in DeSoto, and Hardee County Cattleman's Arena. Mr. Wright requested Dr. Leitzel to move forward with a December commencement ceremony at SFSC and report back to the Board at the next DBOT meeting.

#### **9.4 Board Attorney's Report**

Mrs. Karlson stated no report. She stated that she was not involved with the original contract with Follett. Mrs. Karlson stated that she does not review college contracts with vendors unless requested. She suggested that college/Follett utilize a deadline review tracker moving forward.

#### **9.5 Board Members' Reports**

Mrs. Puckorius stated no report.

Dr. Kirschner stated no report.

Mr. Backer stated no report.

Mr. Bryan questioned, "why is SFSC's credit enrollment up vs. other colleges"? Dr. Leitzel stated SFSC planned early for enrollment and our Enrollment Committee set a goal to be up 3% for Fall enrollment. Dr. Leitzel commended Dr. Valentine, Student Services, and the Enrollment Management Team for making enrollment their top priority. Dr. Leitzel added that SFSC got out early with our "Let's Go" campaign in the community. Mr. Bryan inquired if you could register for just one session of ACCT Leadership Congress or if it had to be the entire conference. Mrs. Cullens stated you could only register for the entire conference.

Mrs. Rider had to leave early for another obligation.

Mrs. Cullens stated she will be report back to the Board next month on the ACCT Leadership Congress conference.

#### **9.6 Board Chair Report**

Mr. Wright reported that he participated in a routine fraud audit call with the state auditors for the Financial Audit. Mr. Wright thanked everyone for attending the DBOT meeting via zoom.

#### **10.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 2:36 p.m.



OFFICE OF THE PRESIDENT

**Item 1.3**

PRESENT TO BOARD: OCTOBER 28, 2020

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

A handwritten signature in blue ink, appearing to read "Tom", is written over the name "THOMAS C. LEITZEL".

SUBJECT: REVIEW OF MASTER CALENDAR

Information:

The Board of Trustees Calendar identifies the activities, meetings, and issues directly affecting the Board throughout the year. Please review the attached calendar and identify any additional items that should be listed, or any changes that might be necessary.

## District Board of Trustees Master Calendar

OCTOBER 2020	NOVEMBER 2020	DECEMBER 2020
<p>24 Foundation Legacy Showcase, Wildstein Center, 5:00 PM</p> <p>28 Board Meeting, 1 PM Highlands Campus</p>	<p>30 Jacaranda Jubilee, Hotel Jacaranda, 6:30 PM</p>	<p>9 Board Meeting, 1 PM Highlands Campus</p> <p>10 Foundation Christmas Luncheon, Hotel Jacaranda, 11:30 AM</p> <p>19 – Jan. 1 Winter Break</p>
JANUARY 2021	FEBRUARY 2021	MARCH 2021
<p>14-17 Foundation Million Dollar Hole-in-One Shoot-Out, Sun'N Lake Golf Course</p> <p>20 Board Meeting, 1 PM Highlands Campus</p>	<p>7-10 ACCT National Legislative Summit, Washington, DC</p>	<p>15-19 Spring Break</p> <p>24 Board Meeting, 1 PM Highlands Campus</p>
APRIL 2021	MAY 2021	JUNE 2021
<p>21 Board Meeting, 1 PM Highlands Campus</p>	<p>26 Budget Workshop, 10AM DeSoto Campus Board Meeting, 1 PM DeSoto Campus</p>	<p>23 Board Meeting, 1 PM Hardee Campus</p>
JULY 2021	AUGUST 2021	SEPTEMBER 2021
<p>14 Board Meeting, 1 PM Lake Placid Campus</p>	<p>TBD Board Meeting, 1 PM Highlands Campus</p>	<p>TBD Board Meeting, 1 PM Highlands Campus</p>

**New Addition**

Tentative \*

## ***2.0 Communications, Introductions, and Recognitions***

### ***3.0 Public Comment***

## ***4.0 Presentations***



## ***5.0 Consent Agenda Action Items***



OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: OCTOBER 28, 2020

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

A handwritten signature in blue ink, appearing to read "Tom", is placed next to the name Thomas C. Leitzel.

SUBJECT: CONSENT AGENDA ACTION ITEMS

The following Consent Agenda is provided for your review. Any Consent Agenda item may be discussed or removed from the Consent Agenda at the request of any Board member. The actual agenda items with background information are provided in the related section of the Board Agenda. The following sections of the agenda are included in the Consent Agenda: Personnel Actions, Contracts/Agreements, Grant Awards, and Operating Actions. Your consideration of the recommended action is appreciated.

**SUGGESTED MOTION:**

**Move to approve the agenda items listed in the Consent Agenda.**

	<b><i>CONSENT AGENDA ACTION ITEMS</i></b>	<b>Page</b>
<b>5.1</b>	<b>Personnel Actions</b>	<b>20</b>
<b>5.2</b>	<b>Grant Awards</b>	<b>21</b>
	<b>5.2.1 Carl D. Perkins V – Postsecondary Programs - \$241,903</b>	
	<b>5.2.2 Health Sciences Instructional Technology and Community Health Initiatives - \$9,175</b>	
	<b>5.2.3 Family-Friendly Performances in Rural Florida - \$10,000</b>	
<b>5.3</b>	<b>Operating Actions</b>	<b>24</b>
	<b>5.3.1 Monthly Accounts Payable &amp; Payroll Check Register</b>	



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: OCTOBER 28, 2020

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

SUBJECT: PERSONNEL ACTIONS

It is recommended that the personnel items, as specified below, be approved:

**I. APPOINTMENTS, FULL-TIME ADMINISTRATIVE STAFF:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Elliott, Peter	Vice President for Administrative Services	01/04/21

**II. APPOINTMENTS, FULL-TIME PROFESSIONAL STAFF:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Sconyers, Sarah*	Physical Plant Operations Specialist	10/01/20

\*Transferred from Maintenance Activities Specialist position

**III. APPOINTMENTS, FULL-TIME CAREER SERVICES STAFF:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Gillis, Arlene*	Office Manager, Hardee Campus	10/01/20
Crawford, Ross	Lead Maintenance, Lake Placid Center	10/05/20
Senton, William	Specialized Maintenance: HVAC	10/12/20

\*Transferred from Staff Assistant I, Hardee Campus position

**IV. RESIGNATIONS:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Lucas, Ashley	Cashier I	10/05/20

**V. ADJUNCT FACULTY, 2020-21, ACADEMIC YEAR AS NEEDED:**

<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Crook, Darlene	Nursing	II
Walker, Veronica	Nursing	II

**SUGGESTED MOTION:**

**Move to approve the personnel recommendations as presented.**



OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: OCTOBER 28, 2020

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – CARL D. PERKINS V – POSTSECONDARY PROGRAMS

**Title:** Carl D. Perkins V – Postsecondary Programs  
**Source:** Florida Department of Education (FLDOE)  
**Amount:** \$241,903  
**Description:** Funding has been awarded to supplement and enhance the growth of technical programs, such as allied health, business, computer science, public safety, trade, and industry.

**SUGGESTED MOTION:**

**Move to approve the grant awarded as presented.**



OFFICE OF THE PRESIDENT

Item 5.2.2

PRESENT TO BOARD: OCTOBER 28, 2020

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – HEALTH SCIENCES TECHNOLOGY AND COMMUNITY  
HEALTH INITIATIVES

**Title:** Health Sciences Technology and Community Health Initiatives  
**Source:** Highlands County Health Services  
**Amount:** \$9,715  
**Description:** Funding has been awarded from Highlands County Health Services for educational technology and professional development.

**SUGGESTED MOTION:**

**Move to approve the grant awarded as presented.**



OFFICE OF THE PRESIDENT

Item 5.2.3

PRESENT TO BOARD: OCTOBER 28, 2020

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – FAMILY-FRIENDLY PERFORMANCES IN RURAL FLORIDA

**Title:** Family-Friendly Performances in Rural Florida

**Source:** National Endowment of the Arts (NEA)

**Amount:** \$10,000

**Description:** Funding has been awarded to support artist fees for a minimum of three family-friendly, multidisciplinary performances for the 2020-21 season at the Alan Jay Wildstein Center for the Performing Arts.

**SUGGESTED MOTION:**

**Move to approve the grant awarded as presented.**



OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: OCTOBER 28, 2020

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

A handwritten signature in blue ink, appearing to read "Tom", is written over the name "THOMAS C. LEITZEL".

SUBJECT: MONTHLY ACCOUNTS PAYABLE/PAYROLL CHECK REGISTER

Summary information for disbursements for all funds through September are enclosed. Detailed information related to expenditures to date is available during normal business hours in the College Business Office.

**SUGGESTED MOTION:**

**Move to approve the monthly accounts payable/monthly payroll check register as presented.**



Accounts Payable:								
	2020/2021 Checks		2020/2021 Electronic		2020/2021 P-Card		2020/2021 Totals	
	No.	Amount	No.	Amount	No.	Amount	No.	Amount
July	589	\$821,612.60	85	\$1,088,340.58	279	\$116,793.62	953	\$2,026,746.80
August	256	\$479,865.33	57	\$788,468.58	432	\$196,630.20	745	\$1,464,964.11
September	1391	\$2,851,576.95	104	\$935,450.31	563	\$197,093.18	2058	\$3,984,120.44
October								
November								
December								
January								
February								
March								
April								
May								
June								
Totals	2236	\$4,153,054.88	246	\$2,812,259.47	1274	\$510,517.00	3756	\$7,475,831.35

Payroll:						
	2020/2021 Checks		2020/2021 Electronic		2020/2021 Totals	
	No.	Amount	No.	Amount	No.	Amount
July	7	\$13,769.29	453	\$926,818.00	460	\$940,587.29
August	11	\$29,104.84	363	\$1,017,720.27	374	\$1,046,825.11
September	8	\$9,510.60	392	\$889,119.63	400	\$898,630.23
October						
November						
December						
January						
February						
March						
April						
May						
June						
Totals	26	\$52,384.73	1208	\$2,833,657.90	1234	\$2,886,042.63

#### Accounts Payable:

	2019/20				2020/21		
	# Payments	Monthly Total	Cumulative Total		# Payments	Monthly Total	Cumulative Total
July	1,184	\$1,922,191.43	\$1,922,191.43		953	\$2,026,746.80	\$2,026,746.80
August	907	\$1,626,557.03	\$3,548,748.46		745	\$1,464,964.11	\$3,491,710.91
September	2,050	\$2,677,106.78	\$6,225,855.24		2,058	\$3,984,120.44	\$7,475,831.35
October	1,239	\$1,483,299.65	\$7,709,154.89				
November	1,421	\$2,094,514.05	\$9,803,668.94				
December	1,111	\$1,582,077.65	\$11,385,746.59				
January	842	\$1,974,312.89	\$13,360,059.48				
February	2,398	\$3,242,411.14	\$16,602,470.62				
March	1,194	\$1,986,544.06	\$18,589,014.68				
April	510	\$1,294,286.38	\$19,883,301.06				
May	1,015	\$1,566,229.91	\$21,449,530.97				
June	1,120	\$2,038,322.31	\$23,487,853.28				
Totals	14,991	\$23,487,853.28			3,756	\$7,475,831.35	

#### Payroll:

	2019/20				2020/21		
	# Payments	Monthly Total	Cumulative Total		# Payments	Monthly Total	Cumulative Total
July	528	\$928,308.96	\$928,308.96		460	\$940,587.29	\$940,587.29
August	418	\$84,471.65	\$1,812,780.61		374	\$1,046,825.11	\$1,987,412.40
September	440	\$21,904.97	\$2,734,685.58		400	\$898,630.23	\$2,886,042.63
October	480	\$43,995.77	\$3,678,681.35				
November	496	\$1,153,527.16	\$4,832,208.51				
December	489	\$67,870.33	\$5,800,078.84				
January	439	\$95,913.55	\$6,695,992.39				
February	485	\$62,842.07	\$7,658,834.46				
March	508	\$75,231.38	\$8,634,065.84				
April	466	\$42,937.92	\$9,577,003.76				
May	429	\$32,757.93	\$10,509,761.69				
June	365	\$89,438.46	\$11,399,200.15				
Totals	5543	\$11,399,200.15			1234	\$2,886,042.63	

## **6.0 Planning and Policy Issues**

## **7.0 Academic and Student Matters**

## ***8.0 Purchasing and Other Action Items***

## ***9.0 Reports***



OFFICE OF THE PRESIDENT

Item 9.1

PRESENT TO BOARD: OCTOBER 28, 2020

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

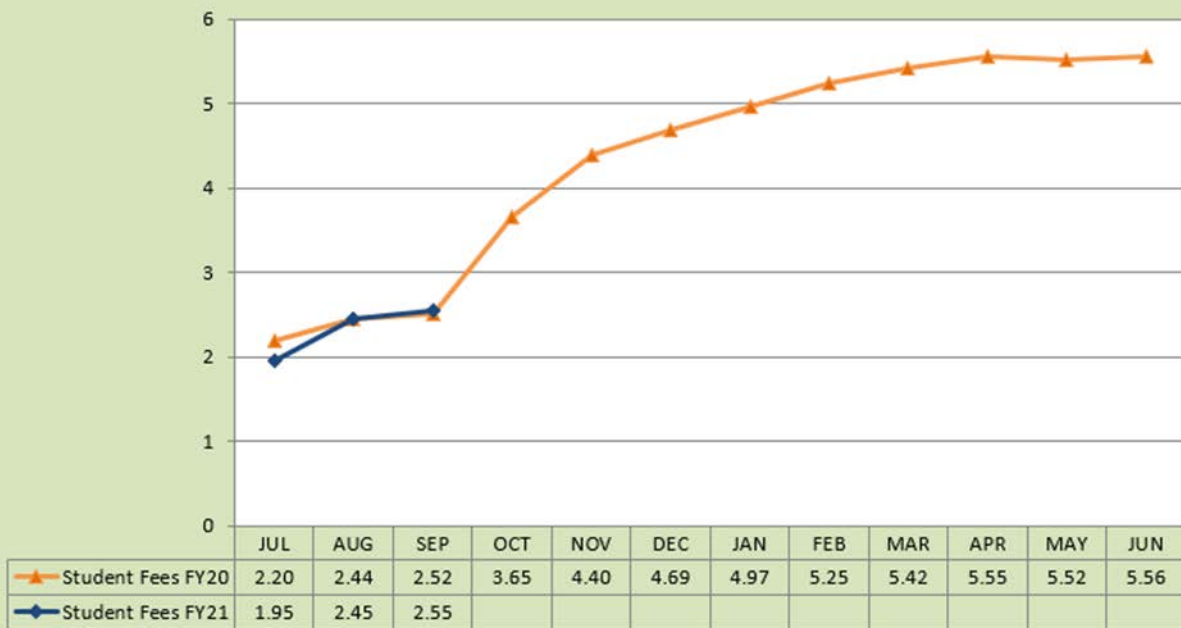
FROM: THOMAS C. LEITZEL

A handwritten signature in blue ink, appearing to read "Tom", is placed over the name Thomas C. Leitzel.

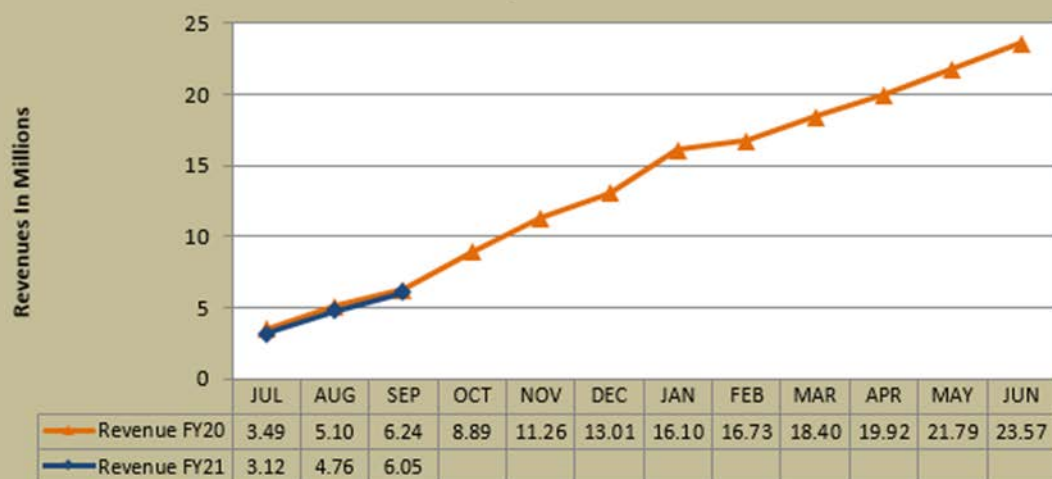
SUBJECT: FINANCIAL REPORT SUMMARY & GRAPHS – **INFORMATION ITEM**

Enclosed for your review are the graphs and revenue and expenditure summary compared to budgeted funds within the Operating Budget for FY2020-21 year-to-date.

**South Florida State College**  
**Fund 1 Student Fee Revenue, FY 20 vs FY 21**

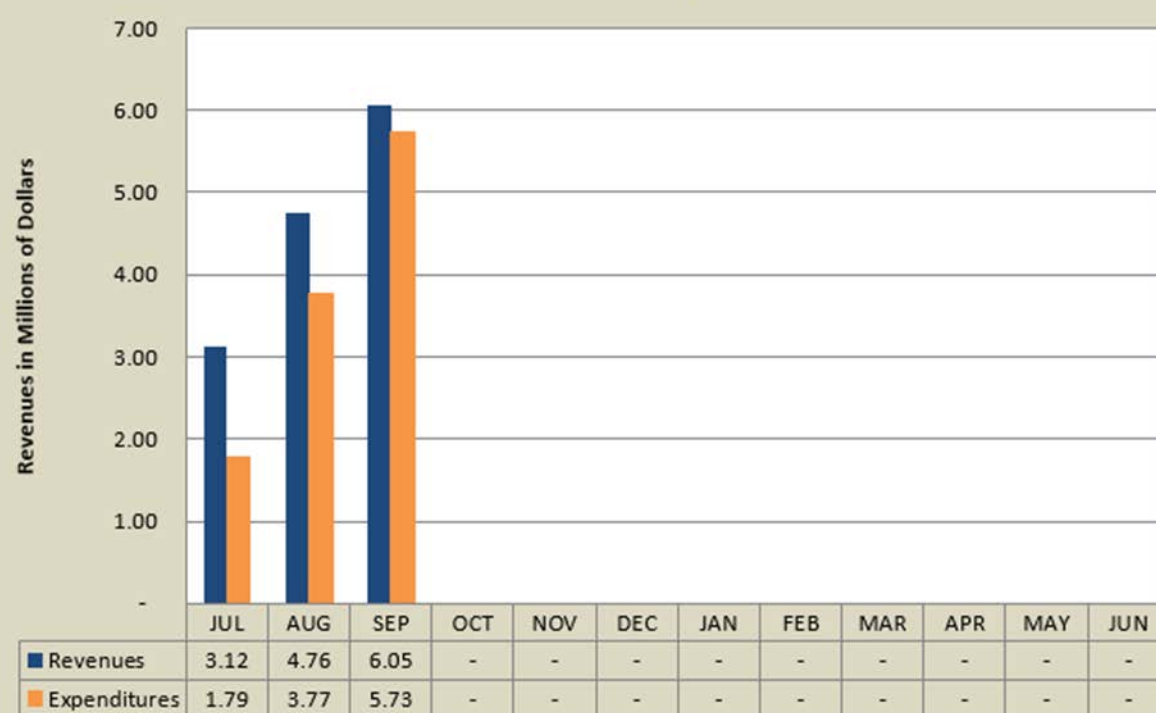


### South Florida State College Fund 1 Total Revenue, FY 20 vs FY 21





# **South Florida State College** **Fund 1 Total Revenues & Expenditures FY 21**



<b>South Florida State College</b>					
<b>Revenue and Expenditures for Fund 1</b>					
<b>For Month Ended September 30, 2020</b>					
<b>Code</b>	<b>Account Title</b>	<b>Budget Amount</b>	<b>Amount</b>	<b>Difference</b>	<b>Percentage Collected/Spent to Date</b>
401-403XX	Tuition and Out of State Fees	4,082,914.00	2,156,813.65	1,926,100.35	52.83%
404XX	Lab Fees	568,650.00	261,180.06	307,469.94	45.93%
408XX	Technology Fees	178,367.00	83,314.57	95,052.43	46.71%
405-407XX, 409XX	Other Student Fees	109,767.00	50,044.39	59,722.61	45.59%
416XX	Grants and Contracts from Counties	786,090.00		786,090.00	0.00%
42110	FCSPF-General Revenue	14,038,184.00	3,302,112.00	10,736,072.00	23.52%
4215X	Performance Based Incentive	540,827.00	88,320.00	452,507.00	16.33%
42210	CO&DS Entitlement	1,100.00		1,100.00	0.00%
42610	FCSPF-Lottery	2,422,780.00		2,422,780.00	0.00%
429XX, 439XX	Indirect Costs Recovered	385,750.00	57,509.97	328,240.03	14.91%
441-44400	Cash/Non-Cash Contributions and Gifts	14,000.00		14,000.00	0.00%
46400	Use of College Facilities	50,000.00	10,528.12	39,471.88	21.06%
466XX, 467XX	Other Sales and Services	60,000.00	8,640.64	51,359.36	14.40%
48100	Interest and Dividends	10,000.00	2,877.02	7,122.98	28.77%
487XX, 489XX	Fines and Penalties/Miscellaneous	121,327.00	26,727.31	94,599.69	22.03%
49XXX	Transfers and Other Revenues	500,000.00	5,761.01	494,238.99	1.15%
	<b>Total Revenue</b>	<b>\$ 23,869,756.00</b>	<b>\$ 6,053,828.75</b>	<b>\$ 17,815,927.25</b>	<b>25.36%</b>
51XXX	Management	1,860,392.00	463,646.94	1,396,745.06	24.92%
52XXX	Instructional	4,850,240.00	886,051.22	3,964,188.78	18.27%
53XXX	Other Professional	2,667,404.00	682,267.83	1,985,136.17	25.58%
54XXX	Career Staff	2,330,822.00	573,388.55	1,757,433.45	24.60%
56XXX	Other Professional-Instructional	1,333,240.00	193,758.57	1,139,481.43	14.53%
57XXX	Other Professional-Tech/Clerical/Trade	150,222.00	16,974.31	133,247.69	11.30%
58XXX	Student Employment	25,000.00	-	25,000.00	0.00%
585XX	Employees Awards	225,145.00	215,697.45	9,447.55	95.80%
59XXX	Benefits	5,071,874.00	983,916.38	4,087,957.62	19.40%
	<b>Total Personnel</b>	<b>\$ 18,514,339.00</b>	<b>\$ 4,015,701.25</b>	<b>\$ 14,498,637.75</b>	<b>21.69%</b>
605XX	Travel	277,025.00	4,562.76	272,462.24	1.65%
61000	Freight and Postage	21,400.00	3,493.79	17,906.21	16.33%
615XX	Telecommunications	62,000.00	10,963.42	51,036.58	17.68%
62000	Printing	44,384.00	1,194.30	43,189.70	2.69%
625XX	Repairs and Maintenance	1,223,515.00	377,828.28	845,686.72	30.88%
63000	Rentals	167,956.00	35,559.95	132,396.05	21.17%
635XX, 637XX	Insurance	545,433.00	429,087.30	116,345.70	78.67%
640XX	Utilities	1,650,235.00	363,499.82	1,286,735.18	22.03%
645XX	Other Services	779,115.00	162,844.63	616,270.37	20.90%
64700	Grant Aid	4,280.00	799.00	3,481.00	18.67%
650XX	Professional Fees	104,995.00	2,634.19	102,360.81	2.51%
655XX	Education Office/Dept Material Supp	629,582.00	184,325.20	445,256.80	29.28%
657XX	Data Software	34,490.00	14,536.56	19,953.44	42.15%
66000	Maint/Construction Material/Supp	402,500.00	46,499.49	356,000.51	11.55%
665XX	Other Materials and Supplies	93,925.00	33,229.12	60,695.88	35.38%
670XX	Subscriptions/Library	58,200.00	16,473.17	41,726.83	28.30%
675XX	Purchases for Resale	41,100.00	5,735.00	35,365.00	13.95%
680XX	Scholarships	45,000.00	14,991.00	30,009.00	33.31%
69XXX	Transfers and Other Expenses	125,000.00	-	125,000.00	0.00%
	<b>Total Current Expenses</b>	<b>\$ 6,310,135.00</b>	<b>\$ 1,708,256.98</b>	<b>\$ 4,601,878.02</b>	<b>27.07%</b>
706XX	Minor Equipment >1000<5000	45,000.00	4,741.66	40,258.34	10.54%
71000	Furniture and Equipment	30,000.00		30,000.00	
	<b>Total Capital Outlay</b>	<b>\$ 75,000.00</b>	<b>\$ 4,741.66</b>	<b>\$ 70,258.34</b>	<b>6.32%</b>



OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: OCTOBER 28, 2020

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

A handwritten signature in blue ink, appearing to read "Tom", is placed next to the name Thomas C. Leitzel.

SUBJECT: FOUNDATION REPORT

**I. Donations and Pledges to the SFSC Foundation, Inc.**

The chart presented is a summary listing of all donations and pledges made to the SFSC Foundation since the September 2020 meeting of the College District Board of Trustees. The included dates are September 9, 2020 to October 13, 2020. The total amount reported is **\$56,854.00**.

**II. Foundation Update**

**A. Hotel Jacaranda Planning Committee**

**South Florida State College Foundation**  
**Gift Summary Report 9/9/2020 - 10/13/2020**

Fund #	Fund Description	# Gifts	Cash	GIK	Total
1000	Unrestricted	15	\$376.00	\$0.00	\$376.00
2000	Jacaranda Restoration Fund	2	\$211.00	\$0.00	\$211.00
5011	SFSC General Scholarship	6	\$90.50	\$0.00	\$90.50
5025	General Nursing Scholarship	1	\$0.50	\$0.00	\$0.50
5031	SFSC Community Fund	2	\$10.50	\$0.00	\$10.50
5032	SFSC Library Donations	2	\$32.00	\$0.00	\$32.00
5045	Athletic Booster Club	3	\$30.50	\$0.00	\$30.50
5095	Dental Programs	1	\$25.00	\$0.00	\$25.00
5110	Highlands County Bar Assoc. Scholarship	2	\$75.00	\$0.00	\$75.00
5158	TSIC Scholarships	7	\$90.00	\$0.00	\$90.00
6005	Partnership Project	27	\$5,913.00	\$0.00	\$5,913.00
6007	Field House Project	1	\$50,000.00	\$0.00	\$50,000.00
	Grand Totals:	69	\$56,854.00	\$0.00	\$56,854.00

69 Gift(s) listed

61 Donor(s) listed



OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: OCTOBER 28, 2020

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANTS DEVELOPMENT

**In Development:**

**Title:** Heartland Pathways 2 Success Project

**Source:** Department of Education (DOE)

**Amount:** \$2,718,134

**Description:** Funding will be requested to provide financial support to institutions with the greatest unmet needs related to COVID-19.

**Title:** Advancing Career and Technical Education through Entrepreneurship Education and Training (EET) Grant

**Source:** Florida Department of Education (FLDOE)

**Amount:** \$100,000

**Description:** Funding will be requested to promote entrepreneurship education and training providing individuals with the knowledge and skills necessary to start, operate, or scale an enterprise.

**Title:** Advancing Career and Technical Education through Entrepreneurship Education and Training (EET) Grant

**Source:** Florida Department of Education (FLDOE)

**Amount:** \$50,000

**Description:** Funding will be requested to promote entrepreneurship education and training providing individuals with the knowledge and skills necessary to start, operate, or scale an enterprise.

**Title:** Advancing Career and Technical Education through Entrepreneurship Education and Training (EET) Grant  
**Source:** Florida Department of Education (FLDOE)  
**Amount:** \$25,000  
**Description:** Funding will be requested to promote entrepreneurship education and training providing individuals with the knowledge and skills necessary to start, operate, or scale an enterprise.

**Submitted:**

**Title:** Agricultural Workforce Training Grant  
**Source:** United States Department of Agriculture (USDA)  
**Amount:** \$500,000  
**Description:** Funding has been requested for workforce training programs to expand and improve existing workforce training programs in food and agricultural sciences.