



**SFSC
District Board of Trustees
Regular Meeting
July 14, 2021**

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

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

1.0 Call to Order and Preliminary Matters



OFFICE OF THE PRESIDENT

Item 1.1

PRESENT TO BOARD: JULY 14, 2021

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: ADOPTION OF AGENDA

It is recommended that the agenda of the regular meeting of July 14, 2021 be adopted.

SUGGESTED MOTION:

Move to adopt the agenda of the regular meeting of July 14, 2021 as presented.

**REGULAR MEETING AGENDA
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
HIGHLANDS CAMPUS
JULY 14, 2021
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 Regular Meeting – June 23, 2021
- 2.0 Communications, Introductions, and Recognition
 - 2.1 New Employee Introduction
 - 2.2 Employee Retirement Acknowledgement
- 3.0 Public Comment
- 4.0 Presentations
 - 4.1 Representative Kaylee Tuck
 - 4.2 Hardee Campus Update
- 5.0 Consent Agenda Action Items
 - 5.1 Personnel Actions
 - 5.2 Grant Awards
 - 5.2.1 General Support Grant - \$41,305 - \$49,754
 - 5.2.2 Duke Energy – Electrical Lineman Program - \$30,000
 - 5.3 Operating Actions
 - 5.3.1 Monthly Accounts Payable & Payroll Check Register
 - 5.3.2 Donation – Wheeled Coach Ambulance
- 6.0 Planning and Policy Issues
 - 6.1 Reorganization of the Board
 - 6.2 Adoption of the 2021-2022 Meeting Schedule and Review of the Agenda Master Calendar
- 7.0 Academic and Student Matters
 - 7.1 Curriculum Proposals
- 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
 - 9.5 Board Attorney Report
 - 9.6 Board Member Reports
 - 9.7 Board Chair Report
- 10.0 Adjournment



OFFICE OF THE PRESIDENT

Item 1.2.1

PRESENT TO BOARD: JULY 14, 2021

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – REGULAR MEETING – JUNE 23, 2021

It is recommended that the minutes of the regular meeting held June 23, 2021 be approved as presented and recorded in the Supplemental Minute Book.

SUGGESTED MOTION:

Move to approve the minutes of the June 23, 2021 regular meeting as presented.

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
JUNE 23, 2021**

Members Present: Mr. Joe Wright, Chair
Mrs. Tami Cullens, Vice Chair
Mr. Terry Atchley
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

Staff Present:	Mrs. Jamie Bateman	Mrs. Ashley Bennett	Mr. Erik Christensen
	Mr. Peter Elliott	Dr. Robert Flores	Ms. Cindy Garren
	Dr. James Hawker	Dr. Michele Heston	Mr. Don Kesterson
	Mrs. Melissa Kuehnle	Ms. Melissa Lee	Mr. Keith Loweke
	Ms. Tasha Morales	Mr. Randy Paepflow	Mr. Jonathan Stern
	Dr. Sidney Valentine	Dr. Chris van der Kaay	Mrs. June Weyrauch

Excused: Dr. Tim Wise

Others Present: Mrs. Barbara Kirschner

The regular meeting of the District Board of Trustees was called to order at 1:02 p.m. on the Highlands Campus of South Florida State College by Board Chair, Mr. Joe Wright.

1.0 PRELIMINARY MATTERS

1.1 Adoption of Agenda

Mr. Atchley made a motion, seconded by Mr. Bryan, to adopt the agenda of the regular meeting held June 23, 2021 as presented. Those voting in favor of the motion were Mr. Atchley, 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 Budget Workshop Minutes

Mrs. Rider made a motion, seconded by Mr. Atchley, to approve the minutes of the budget workshop held April 21, 2021 as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

1.2.2 Regular Meeting Minutes

Mr. Backer made a motion, seconded by Mrs. Puckorius, to approve the minutes of the regular meeting held May 26, 2021 as presented. Those voting in favor of the motion were Mr. Atchley, 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. No recommendations were made.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

None

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION

4.1 Lake Placid Center Update

Dr. Leitzel introduced Mr. Randy Paepflow, Lake Placid Center Director. He stated since we were unable to travel to the Lake Placid Center for the June DBOT meeting, Mr. Paepflow will give a brief update. Mr. Paepflow reported an update on the happenings at the Lake Placid Center. He highlighted and gave a brief background on the Kaleidoscope Program between the Lake Placid Center and the Lake Placid High School.

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

Approved a list of full-time faculty; full-time career service staff; resignations; full-time professional 2021-22; full-time career service 2021-22; adjunct faculty, 2020-21, academic year as needed; and adjunct faculty 2021-22, academic year as needed as presented.

(EXHIBIT "A")

5.2 Agreements and Contracts

5.2.1 Approved the renewal of the agreement between The School Board of Highlands County and South Florida State College as presented.

(EXHIBIT "B")

5.2.2 Approved the renewal of the agreement between School Board of Hardee County and South Florida State College as presented.

(EXHIBIT "C")

5.2.3 Approved the renewal of the agreement between School Board of DeSoto County and South Florida State College as presented.

(EXHIBIT "D")

5.2.4 Approved the renewal of the agreement between Polk County School Board and South Florida State College as presented.

(EXHIBIT "E")

5.2.5 Approved the MOU agreement between CareerSource Heartland and South Florida State College as presented.

(EXHIBIT "F")

5.3 Operational Actions

5.3.1 Monthly Accounts Payable/Payroll Check Register

Approved the monthly accounts payable/monthly payroll check registers and summary for the month of May 2021.

(EXHIBIT "G")

Mr. Atchley made a motion, seconded by Mr. Bryan, to approve the Consent Agenda, Items 5.1 through 5.3.1 as presented. Those voting in favor of the motion were Mr. Atchley, 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

7.1 Curriculum Proposal

Dr. Valentine introduced the curriculum proposal containing course revisions.

(EXHIBIT "H")

Mrs. Cullens made a motion, seconded by Mrs. Rider, to approve the curriculum proposal as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 Capital Improvement Program (CIP)

Mr. Elliott presented a request to approve the Capital Improvement Program Plans for 2022-23 through 2026-27 and submission to the Division of Florida Colleges. He gave a brief description of the CIP assessment and the needs of the college.

(EXHIBIT "I")

Mr. Atchley made a motion, seconded by Mrs. Cullens, to approve the Capital Improvement Program Plans for 2022-23 through 2026-27 and submission to the Division of Florida Colleges as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

8.2 Recertification of Direct Support Organization (DSO)

Mrs. Bateman presented a request to accept the 2020 independent audit and IRS form 990 and to reauthorize the SFSC Foundation, Inc. to work on behalf of the college as a direct support organization in support of the college's vision and mission, utilizing support from the college as presented for the 2021-22 fiscal year.

(EXHIBIT "J")

Mrs. Cullens made a motion, seconded by Mr. Backer, to accept the 2020 independent audit and IRS form 990 and to reauthorize the SFSC Foundation, Inc. to work on behalf of the College as a direct support organization for the 2021-2022 Fiscal Year as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

9.0 REPORTS

9.1 Financial Report

Mr. Elliott reported on the graphs and revenue and expenditure summary compared to budgeted funds within the Operating Budget through May 2021.

Mr. Elliott announced that Ms. Melissa Lee will be leaving SFSC. She will start a new job in Albany, GA. Mr. Elliott and the DBOT wished Ms. Lee good luck on her new position.

(EXHIBIT "K")

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$15,210.27** from May 1 through May 31, 2021. Mrs. Bateman thanked the DBOT on the behalf of the SFSC Foundation for the reauthorization as the college's direct support organization during the 2021-2022 fiscal year. Mrs. Bateman reported following the last Foundation board meeting, the website has been updated with criteria needed regarding any proposal interests for the student resident facility. She stated that the Foundation has received a few inquiries and all Q&A have been posted on the website. Mrs. Bateman informed the Board the deadline for proposal submissions will be June 30 with a Ranking Committee Meeting scheduled on July 13 and final approval from the Foundation board on July 20. Mrs. Bateman gave an update on the recognition on the Hardee campus in the Lineworker Program in memory of Mr. Jerry Miller.

Mrs. Puckorius questioned what the deadline date was for the student resident facility. Mrs. Bateman informed her that it was June 30.

9.3 Resource Development

I. Grants Development Report

Dr. van der Kaay reported on the Grants Development Report dated 6/23/21.

Mrs. Bennett distributed a grants matrix to the Board. Dr. van der Kaay gave a brief description of the grants.

II. Submitted

A. General Support Grant

Florida Division of Cultural Affairs (FDCA)

\$ 90,000

9.4 President's Report

Dr. Leitzel reported on the following items:

1. Celebrating Our Trustees: Shared the formal trustee group picture.
2. COVID-19 Update: Announced that the State of Florida ended daily COVID-19 reporting on June 3. Dr. Leitzel indicated that SFSC had no new COVID-19 cases since the last meeting.
3. Enrollment Update: Dr. Leitzel reported that SFSC summer enrollment is up and fall is projected up. He gave a brief overview of pandemic enrollment trends in higher ed. He presented a SFSC Health Sciences Fall Applicant Six-Year Comparison to the Board.
4. Highlighted: Dr. Leitzel presented The Florida Scorecard education statistics from the Florida Chamber.
5. College Graduations: Corrections, May 27 and Basic Law Enforcement, June 9.
6. Tallahassee Update: Dr. Leitzel reported Governor DeSantis signed the budget on June 2.

7. Announced that Representative Kaylee Tuck will be attending the July 14 DBOT meeting
8. Reminded the Board that the DBOT Annual Organizational Meeting will be held Wednesday, July 14.

9.5 Board Attorney's Report

Mrs. Karlson reminded the DBOT of the Trustee Reorganization lineage for the July 14 Annual Organizational DBOT meeting. She stated that the DBOT should think about a special Foundation Liaison position to represent the DBOT for the Student Resident facility. Mrs. Karlson read SFSC Policy 2.02 to the Board. Mrs. Cullens asked the Board to take into consideration whomever is nominated for the vice chair position will be chair during the presidential search.

9.6 Board Members' Reports

Mrs. Puckorius stated no report.

Mr. Backer stated no report.

Dr. Kirschner stated no report.

Mr. Atchley reported that he was able to have a tour of the Highlands campus. He stated that he was very impressed with the facilities. He also stated that he appreciated Dr. Leitzel and Mrs. Bateman and having the opportunity to visit the campus.

Mr. Bryan commended Dr. Leitzel and staff for their continued hard work on enrollment. He congratulated everyone.

Mrs. Rider also commended Dr. Leitzel and staff and stated to maintain the focus on enrollment.

Mrs. Cullens added to Mr. Bryan's comment about the amazing work SFSC has done with enrollment momentum and their continued work. She thanked everyone for their efforts and wished all those in attendance a Happy 4th of July.

Dr. Leitzel thanked the Board for recognizing the staff's work on enrollment.

9.7 Board Chair Report

Mr. Wright stated that SFSC has had three outstanding presidents and that raises the bar for the trustees to select a new president when the presidential search begins. Mr. Wright reminded the Board about the 2020 Form 1 Statement of Financial Interest that must be filed with the Supervisor of Elections for each county by July 1.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 1:55 p.m.

2.0 Communications, Introductions, and Recognitions



OFFICE OF THE PRESIDENT

Item 2.1

PRESENT TO BOARD: JULY 14, 2021

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: NEW EMPLOYEE INTRODUCTION

Employee	Position	Supervisor	Hired
Katrina Joyner	Administrative Assistant III, Applied Sciences	Erik Christensen	04/05/21



OFFICE OF THE PRESIDENT

Item 2.2

PRESENT TO BOARD: JULY 14, 2021

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

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SUBJECT: EMPLOYEE RETIREMENT ACKNOWLEDGEMENT

Employee	Position	Dates of Service
Bobby Sconyers	Professor, Dental Assisting	08/16/06 – 08/04/21

SUGGESTED MOTION:

Move to recognize the retirement of Bobby Sconyers for his many years of service to South Florida State College.

3.0 Public Comment

4.0 *Presentations*



OFFICE OF THE PRESIDENT

Item 4.1

PRESENT TO BOARD: JULY 14, 2021

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

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SUBJECT: PRESENTATION – REPRESENTATIVE KAYLEE TUCK

Today we welcome Representative Kaylee Tuck who will provide an overview of the recent legislative session and seek our input on upcoming legislative budget requests. Ms. Tuck represents District 55, which includes Glades, Highlands, Okeechobee, and St. Lucie Counties.



OFFICE OF THE PRESIDENT

Item 4.2

PRESENT TO BOARD: JULY 14, 2021

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

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SUBJECT: PRESENTATION – HARDEE CAMPUS UPDATE

Dr. Teresa Crawford joins us today to provide a brief update on the happenings at SFSC's Hardee Campus.

5.0 Consent Agenda Action Items



OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: JULY 14, 2021

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

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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.

	<i>CONSENT AGENDA ACTION ITEMS</i>	Page
5.1	Personnel Actions	21
5.2	Grant Awards	22
	5.2.1 General Support Grant - \$41,305 -\$49,754	
	5.2.2 Duke Energy – Electrical Lineman Program - \$30,000	
5.3	Operating Actions	24
	5.3.1 Monthly Accounts Payable & Payroll Check Register	
	5.3.2 Donations - Wheeled Coach Ambulance	



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: JULY 14, 2021

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: PERSONNEL ACTIONS

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

I. RESIGNATIONS/SEPARATIONS

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Tim Wise	Dean, Student Services	6/30/2021
Hopper, Jessica	Program Data Specialist, PYP	7/1/2021
Carson, Kendall	Coordinator, Ag Programs	7/15/2021
Castillo, Magdalisse	Coordinator, Data Management/Transition Coach	7/29/2021
Simmons, Laura	Professor, Nursing	8/4/2021

II. ADJUNCT FACULTY, 2021-22, ACADEMIC YEAR AS NEEDED:

<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Horton, Gayle	Philosophy	I

SUGGESTED MOTION:

Move to approve the personnel recommendations as presented.



OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: JULY 14, 2021

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – GENERAL SUPPORT GRANT

Title: General Support Grant

Source: Florida Department of Cultural Affairs (FDCA)

Amount: \$41,305 - \$49,754

Description: Funding has been awarded to support the 2021-22 cultural series 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 5.2.2

PRESENT TO BOARD: JULY 14, 2021

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – DUKE ENERGY – ELECTRICAL LINEMAN PROGRAM

Title: Duke Energy – Electrical Lineman Program

Source: Duke Energy

Amount: \$30,000

Description: Funding has been awarded to support and upgrade the Electrical Lineman Program located on the Hardee Campus.

SUGGESTED MOTION:

Move to approve the grant award as presented.



OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: JULY 14, 2021

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MONTHLY ACCOUNTS PAYABLE/PAYROLL CHECK REGISTER

Summary information for disbursements of all funds through June 2021 will be provided in the August 2021 District Board of Trustees agenda due to the year-end closing process currently underway. Detailed information related to expenditures to date is available during normal business hours in the College Business Office.



OFFICE OF THE PRESIDENT

Item 5.3.2

PRESENT TO BOARD: JULY 14, 2021

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

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SUBJECT: DONATION – WHEELED COACH AMBULANCE

In accordance with SFSC DBOT Policy 4.16, approval is requested to accept the donation of an operational 2009 Wheeled Coach ambulance from the DeSoto County Board of County Commissioners (BOCC). The vehicle is valued at approximately \$15,000 and will benefit the newly established emergency medical services (EMS) program (i.e., emergency medical technician (EMT) and paramedic) at the DeSoto Campus.

SUGGESTED MOTION:

Move to approve the donation of an operational 2009 Wheeled Coach ambulance to benefit the newly established emergency medical services program at the DeSoto Campus.

6.0 Planning and Policy Issues



OFFICE OF THE PRESIDENT

Item 6.1

PRESENT TO BOARD: JULY 14, 2021

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: REORGANIZATION OF THE BOARD

As stipulated in the State Board of Education Rules and SFSC District Board of Trustees Policy 2.02 (attached), each July the Board of Trustees holds an organization meeting in which Board officers are elected and the meeting schedule is adopted. The following items of business require your consideration:

1. Election of Chair for 2021-2022
2. Election of the Vice Chair for 2021-2022
3. Election of the SFSC Foundation Liaison for 2021-2022

**SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES POLICIES**

POLICY NO. 2.02

TITLE: SOUTH FLORIDA STATE COLLEGE DISTRICT BOARD OF TRUSTEES

LEGAL AUTHORITY: FLORIDA CONSTITUTION
ARTICLE 1, SECTION 9 AND ARTICLE IV, SECTION 7
FLORIDA STATUTES: 1001.61-65, 112.313, 112.52

OFFICE OF PRIMARY RESPONSIBILITY: PRESIDENT'S OFFICE

The South Florida State College (SFSC) District Board of Trustees is a body politic and corporate entity. The terms "District Board" or "Board" as used herein shall mean the SFSC District Board of Trustees, and its members.

The Board has been given the legal responsibility and authority over the institution to carry out all powers and perform all duties provided for in the Florida Statutes (FS) and the State Board of Education Rules but only when acting as a Board. No individual member or committee of the Board shall have the power to act on behalf of the Board, unless specifically and legally authorized to do so by action duly taken by the Board. In case of unusual circumstances, ad hoc committees of the Board will act on matters for which the committee is appointed, which action will be confirmed and approved at a regular Board meeting.

A. General:

The District Board shall consist of a certain number of members as required by appropriate governing law or rule.

The primary role of the Board is to establish policies that will allow the president to administer the College effectively and efficiently. The Board is the sole official policy-making body of the College. The Board shall be responsible for determining which programs and services are needed to serve the educational needs of the district and for determining the effectiveness and efficiency of the programs and services in meeting those needs. Additionally, the Board exercises fiduciary oversight of the institution by approving the College's annual budget and reviewing financial statements at each Board meeting.

The president and administration are responsible for operating the College under those policies through established administrative procedures and programs, and for advising the Board on such matters.

Members of the Board shall serve without compensation but shall be reimbursed for reasonable expenses incurred in connection with their service as members. Expenses of the members shall be reimbursed in accordance with policies and procedures established by the College.

To continually improve their knowledge of community colleges, Board members should commit themselves to attend conferences, seminars, and meetings that pertain to their responsibilities, duties, and powers.

Board members should maintain the highest levels of integrity in the performance of their duties. The Board shall act in unity and act on matters that represent a majority of Board members. The Board shall not be controlled by a minority of Board members or by organizations or institutions separate from it. Accordingly, all members of the Board shall avoid any conflict of interest or appearance of impropriety. Any member who has direct or indirect interest in any matter presented to the District Board shall notify the chair of the Board of that potential conflict and shall not participate in any discussion, decision, vote, or proceedings of the District Board in connection with that matter.

The Board is responsible for safeguarding the institution and its employees from outside parties or organizations who desire to influence decisions or Board policy creation that is not in the best interest of the institution. Board members should feel free to interact and discuss potential questionable matters with the College's Board attorney.

The members of the Board shall be covered under the College's indemnity insurance policies, to indemnify and protect the Trustees when damages are sought for alleged negligent or wrongful acts while acting in their capacity as members of the Board.

b. Meetings:

Regular meetings: Regular meetings of the Board shall be held in accordance with a schedule determined by the Board at its annual organizational meeting, or as necessary, to exercise their power and perform their duties. Notice of each regular meeting will be published in accordance with Florida Statutes.

Organizational meetings: The Board shall organize itself at the beginning of each fiscal year to select a chair, a vice chair, and other officers as deemed necessary, and to establish the dates, times, and location for its regular meetings.

Special or emergency meetings: Special or emergency meetings of the District Board may be called by the chair or by a majority of the members of the Board. Notice of special or emergency meetings will be made in accordance with Florida Statutes. No business shall be conducted or transacted in special

or emergency meetings other than that which pertains to the purpose of the special or emergency meetings as set forth in the notice.

Conduct of District Board meetings: Except as may be otherwise provided by Board policy, the conduct of the meetings shall be governed by *Roberts Rules of Order*.

A majority of the voting members of the Board shall constitute a quorum. The voting method shall be determined at the discretion of the Board chair.

Except in an emergency, as determined by the chair, the Board takes official action only on items which appear on the regular agenda. The agenda may be modified by a majority of the Board members present. The agenda may include a consent agenda with a variety of issues designed for one Board motion and vote. Upon request of any Board member, any issue may be removed from the consent agenda.

An individual or group may present an item for consideration by submitting the item in writing to the President's Office before noon, 14 days prior to a Board meeting, or at a time designated by the president. The Board chair may choose to recognize individuals or groups for public comment at such times designated on the approved agenda.

The District Board approves, disapproves, tables, or refers specific recommendations of the District Board to the president.

Complete and accurate minutes of each meeting shall be maintained in the President's Office.

Election of Board officers:

The Board officers elected by and from the Board of Trustees shall be a chairperson, a vice chairperson, and such other Board officers as may be determined by the Board. The Board officers shall be elected annually during the annual organizational meeting, or whenever a vacancy occurs, and at such other times as decided by the Board. Each Board officer shall hold office until the next annual organizational meeting or until a successor has been elected. The Board Chair is the officer who presides over the Board of Trustees.

Unless otherwise determined by the Board, the vice chairperson will assume the office of the chairperson whenever the term of the chairperson ends or a vacancy occurs, but only if the current vice chairperson is willing and able to assume the office of chairperson. Unless otherwise decided by the Board, a new vice chairperson will then be elected. To allow each Board member an opportunity to serve as a Board officer, it should be the practice to elect a vice chairperson who

has been a member of the Board for the longest period of time without serving as a chairperson.

Any officer of the Board of Trustees may be removed from office by a majority vote of the Board members present during any regular meeting in which a quorum is present, or during a special meeting called for that purpose in which a quorum is present.

D. Legal services to the Board:

The Board may appoint an attorney, who is not a member of the Board, to serve at the pleasure of the Board. The attorney shall render legal opinions, represent the Board in legal proceedings, review and prepare legal documents, and attend meetings of the Board. The attorney shall call the Board's attention to any action or proposed action which is contrary to federal, state, or local laws, or to the policies of the College, or to contracts between the College and any persons, association, corporation, or governmental entity.

E. Appointment, suspension, and removal of Board members:

Members of the District Board of Trustees of SFSC are appointed by the Governor of Florida and confirmed by the Senate in regular session in accordance with FS 1001.61 (2). The suspension and removal of a member of the District Board of Trustees of a Florida community college is governed by the procedures set forth in Article IV, Section 7 of the Florida Constitution and Title X, Chapter 112, Section 52, and Title XLVIII, Section 1001.61 (4) of the FS. Causes for suspension or removal are outlined in these provisions and due process is afforded the affected trustees as defined in the Florida Constitution Article I, Section 9.

HISTORY: Last Reviewed 8/24/20

Issued by District Board of Trustees: 8/10/84

Reviewed: 7/01/04/ 7/01/07, 6/27/12, 8/24/20

Revised: 8/20/87, 11/28/01, 12/10/08, 4/28/10, 1/29/20



OFFICE OF THE PRESIDENT

Item 6.2

PRESENT TO BOARD: JULY 14, 2021

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: REVIEW OF AGENDA MASTER CALENDAR

Action Item:

The schedule of meetings for the 2021-2022 academic year located on the following page is recommended for your consideration. Time will be allocated to thoroughly discuss the meeting dates/times.

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.

SUGGESTED MOTION:

Move to approve the South Florida State College District Board of Trustees Meeting Schedule for the 2021-2022 academic year as presented.

**NOTICE OF MEETING DATES
SOUTH FLORIDA STATE COLLEGE DISTRICT BOARD OF TRUSTEES**

The regular monthly meetings, planning workshop, and budget workshop of the South Florida State College District Board of Trustees will be held, with the general public invited, as listed below:

Wednesday, August 25, 2021	Board Meeting – 1:00 pm	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, September 22, 2021	Board Meeting – 1:00 pm	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, October 27, 2021	Board Meeting – 1:00 pm	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, December 8, 2021	Board Meeting – 1:00 pm	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, December 8, 2021	Planning Workshop – 10:00 am	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, January 19, 2022	Board Meeting – 1:00 pm	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, March 23, 2022	Board Meeting – 1:00 pm	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, April 20, 2022	Board Meeting – 1:00 pm	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, May 25, 2022	Budget Workshop – 11:00 am	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, May 25, 2022	Board Meeting – 1:00 pm	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, June 22, 2022	Board Meeting – 1:00 pm	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, July 20, 2022	Board Meeting – 1:00 pm	Highlands Campus, 600 W. College Dr., Avon Park, FL

General Subject Matter to Be Considered: Items of interest to the District Board of Trustees, including but not limited to, personnel matters, policy matters, business affairs, academic and student affairs, curriculum, grants, agreements, purchasing/construction, fee changes, monthly financial report, and other routine business. A copy of the Agenda may be obtained by contacting the President's office at (863) 784-7110.

IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE DISTRICT BOARD OF TRUSTEES WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING, THAT PERSON WILL NEED A RECORD OF THE PROCEEDINGS, AND MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

District Board of Trustees Master Calendar

JULY 2021		AUGUST 2021		SEPTEMBER 2021	
14	Board Meeting, 1 PM Highlands Campus	TBD	Board Meeting, 1 PM Highlands Campus	TBD	Board Meeting, 1 PM Highlands Campus
		16	Convocation		
OCTOBER 2021		NOVEMBER 2021		DECEMBER 2021	
TBD	Board Meeting, 1 PM Highlands Campus	TBD	Board Meeting, 1 PM Highlands Campus	TBD	Board Meeting, 1 PM Highlands Campus
4-7	SACSCOC On-Site Evaluation			16	Fall Commencement
13-16	ACCT Leadership Congress, San Diego, CA			18 – Jan 3	Winter Break
JANUARY 2022		FEBRUARY 2022		MARCH 2022	
TBD	Board Meeting, 1 PM Highlands Campus	TBD	Board Meeting, 1 PM Highlands Campus	TBD	Board Meeting, 1 PM Highlands Campus
		6-9	ACCT Legislative Summit Washington, DC		
APRIL 2022		MAY 2022		JUNE 2022	
TBD	Board Meeting, 1 PM Highlands Campus	TBD	Board Meeting, 1 PM Highlands Campus	TBD	Board Meeting, 1 PM Highlands Campus
		10	Spring Commencement		

New Addition

Tentative *

7.0 Academic and Student Matters



OFFICE OF THE PRESIDENT

Item 7.1

PRESENT TO BOARD: JULY 14, 2021

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: CURRICULUM PROPOSALS

Consideration of the following curriculum proposal is requested:

I. PROGRAM ADDITION

Request approval to offer a new apprenticeship program which prepares students as home health aides, nursing assistants, phlebotomists, and electrocardiographic technicians. It includes courses from four existing programs of study for the health sciences. This innovative approach to the four components of the curriculum will allow for cross-training of the apprentices to meet the demands of the healthcare environment in which the support is urgently needed; effective Fall 2021 (202210). This program is a collaborative partnership with AdventHealth. AdventHealth is the sponsor of the U.S. Department of Labor Registered Apprenticeship.

➤ **Advanced Patient Care Technician (APCT) APP #3906**

Length: 300 classroom cont. hrs. and 3,000 cont. hrs. on-the-job training / 110 occ. crs.

- PRN 0XXX Basic Healthcare APCT (90 cont. hrs.)
- PRN 0XXX EKG Technician APCT (30 cont. hrs.)
- PRN 0XXXL EKG Technician Lab APCT (500 cont. hrs.)
- PRN 0XXX Home Health Aide APCT (30 cont. hrs.)
- PRN 0XXXL Home Health Aide Lab APCT (500 cont. hrs.)
- PRN 0XXX Nursing Assistant APCT (75 cont. hrs.)
- PRN 0XXXL Nursing Assistant Lab APCT (1000 cont. hrs.)
- PRN 0XXX Phlebotomy Skills APCT (75 cont. hrs.)
- PRN 0XXXL Phlebotomy Skills Lab APCT (1000 cont. hrs.)

II. PROGRAM REVISIONS

Request approval to revise the following nursing degree programs' admission requirements. Remove the placement test scores which are no longer a college enrollment requirement for the nursing associate degree programs. No change in program lengths; effective Fall 2021 (202210).

➤ **Nursing (Generic - RN) AS #1550 and Nursing (Transition - LPN to RN) AS #1560**

- **Remove** placement test scores of ACT, SAT I®, or PERT

Request approval to revise the following emergency medical services programs. Emergency Medical Responder course has been added to the Firefighter curriculum by the State of Florida and with Emergency Medical Services, Emergency Medical Technician, and Firefighter being so closely related, requiring students to retake the course (in either program) would be repetitive. No change in program lengths; effective Fall 2021 (202210).

➤ **Emergency Medical Services AS #1660**

- **Replace** EMS 1051C Emergency Medical Responder (1 cr.) **with** SLS 1106 First-Year Experience Seminar (1 cr.) or LIS 2004 Research Strategies for College Students (1 cr.)
- **Move** Humanities Elective from 1st Fall Term **to** 1st Spring Term (ENC 1101 Freshman English I is its prerequisite and cannot be offered in same term)

➤ **Emergency Medical Technician CCC #3040**

- **Remove** EMS 1051C Emergency Medical Responder (1 cr.) as admission requirement

Request approval to revise the following career certificate program to meet the Bureau of Fire Standards and Training requirements. No change in program length; effective Fall 2021 (202210).

➤ **Firefighter CC #3600**

- **Add** High School Diploma or GED to Admission Requirements

SUGGESTED MOTION:

Move to approve the curriculum proposal as presented.

8.0 Purchasing and Other Action Items

9.0 Reports



OFFICE OF THE PRESIDENT

Item 9.1

PRESENT TO BOARD: JULY 14, 2021

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

The graphs and summary of revenues and expenditures compared to budgeted funds will be provided in the August 2021 District Board of Trustees agenda due to year-end closing procedures currently underway. A verbal update will be provided, including a projected year-end fund balance report.



OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: JULY 14, 2021

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 June 2021 meeting of the College District Board of Trustees. The included dates are June 1, 2021 through June 30, 2021. The total amount reported is **\$6,263.76.**

II. **Foundation Update**

A. Student Resident Facility Proposal update

South Florida State College Foundation
Gift Summary Report 6/1/2021 - 6/28/2021

Fund #	Fund Description	# Gifts	Cash	Pledges	GIK/Other	Total
1000	Unrestricted	4	\$2,165.00	\$0.00	\$0.00	\$2,165.00
5025	General Nursing Scholarship	1	\$4,023.76	\$0.00	\$0.00	\$4,023.76
5110	Highlands County Bar Assoc S'ship	2	\$75.00	\$0.00	\$0.00	\$75.00
Grand Totals:		7	\$6,263.76	\$0.00	\$0.00	\$6,263.76

7 Gift(s) listed

7 Donor(s) listed



OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: JULY 14, 2021

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANTS DEVELOPMENT

In Development

Title: Carl D. Perkins V Entrepreneurship Education and Training (EET)

Source: Florida Department of Education (FDOE)

Amount: \$25,000

Description: Funding will be requested to strengthen entrepreneurial ecosystems through career and technical education (CTE).

Submitted

Title: Florida Farmworker Career Development Program

Source: Florida Department of Education (FDOE)

Amount: \$267,824

Description: Funding has been requested to continue offering the Migrant and Seasonal Farmworker Program to residents of DeSoto, Hardee, and Highlands counties. The program focuses on education and training options that strengthen the ability of eligible farmworkers and their families to achieve economic self-sufficiency.

Title: Carl D. Perkins V
Source: Florida Department of Education (FDOE)
Amount: \$245,344 – Postsecondary Programs
\$91,667 – Rural and Sparsely Populated Programs
Description: Funding has been requested to supplement and enhance the growth of technical programs, such as allied health, business, computer science, public safety, trade, and industry.

Title: Consolidated Adult General Education Highlands
Source: Florida Department of Education (FDOE)
Amount: \$248,475 - Highlands
\$145,393 - Hardee
Description: Funding has been requested to continue offering Adult Basic Education (ABE), General Educational Development (GED) courses, and Integrated English Literacy, and Civics Education (EILCE) for students 16 and older in Hardee and Highlands counties.