

**BUDGET WORKSHOP MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
MAY 26, 2021**

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

Absent: Mr. Derren Bryan

Staff Present: Mrs. Jamie Bateman Mrs. Ashley Bennett
Mr. Erik Christensen Mr. Peter Elliott
Dr. James Hawker Dr. Michele Heston
Mr. Don Kesterson Mrs. Melissa Kuehnle
Dr. Sidney Valentine Dr. Chris van der Kaay
Mrs. June Weyrauch

Excused: Ms. Cindy Garren Ms. Melissa Lee
Dr. Tim Wise

CALL TO ORDER

Mr. Joe Wright welcomed the Board and SFSC employees who were in attendance for the budget workshop. The budget workshop of the District Board of Trustees was called to order at 11:06 a.m. on the Highlands Campus by Board Chair, Mr. Joe Wright.

1. 2021-2022 Budget Proposal

- a. Dr. Leitzel welcomed the DBOT back to the boardroom in Building F. He thanked Vice President Elliott and his team for their work on the budget this year. Dr. Leitzel briefly highlighted the budget. Vice President Elliott began the workshop with an overview of the 2021-2022 Budget.
- b. Vice President Elliott presented the Budget Priorities – salary adjustments for personnel, across-the-board salary increase to implement requirements of Amendment 2, enrollment growth, reorganization/realignments for efficiency, encourage professional development, facilities maintenance due to aging facilities, providing current technology resources, and strategic management of fund balance to ensure financial stability and flexibility.
- c. Vice President Elliott discussed Enrollment Projections – the FTE Trend Information.
- d. Vice President Elliott gave an overall summary of the budget and projected fund balances for both FY21 and FY22. He reported a projected fund balance for 6/30/21 of \$3,401,571 with a projected fund balance percentage of 12.66%. Vice President Elliott also reported a

proposed projected fund balance for 6/30/22 of \$3,092,762 with a projected fund balance percentage of 10.00%.

- e. Vice President Elliott discussed Student Fee Rates 2021-2022 and the Proposed Revenue Budget. In his overview he noted that for the ninth consecutive year there are no proposed increases in tuition.
- f. Vice President Elliott addressed the legislative appropriations for the Florida College System and how it relates to SFSC.
- g. Vice President Elliott presented the Personnel Budget for Fiscal Year 2021-2022. He addressed the personnel costs which includes: the annualization of all personnel changes that occurred in Fiscal Year 2020-2021; reorganization/realignment within departments; one new faculty position; terminal leave payouts for planned/unplanned retirements/resignations; reclassification and salary equity adjustments for changes in responsibility and/or professional development; across-the-board salary increase to implement requirements of Amendment 2; and salary adjustments for faculty achieving continuing contract years of service. He also discussed a reevaluation of the salary schedule later in the year to include adjunct faculty depending on COVID-19 requirements. Vice President Elliott discussed an increase for FRS at 22.3% and health insurance projected to increase 8.0%. Vice President Elliott also discussed the adjustments proposed to the 2021-22 Salary Schedule and provided a copy for the Trustee's review.
- h. Vice President Elliott reviewed the Current Expenditures and Capital Outlay Budget for Fiscal Year 2021-2022 for Fund 1. He highlighted that funding for the Clinical Immersion Center (\$1 million) and we still continue to share costs with the Highlands County Sheriff's Office for College Resource Deputy. Vice President Elliott briefly highlighted the up-coming expenses for the SACSCOC site visit and QEP.
- i. Vice President Elliott discussed the Capital Outlay Budget for Fiscal Year 2021-2022.
- j. Vice President Elliott recommended Board action for the 2021-2022 Budget Proposal to take place during the regular Board meeting following the workshop.

2. COMMENTS

Mrs. Cullens asked for clarification on how the fund balance percentage is monitored. Dr. Leitzel responded that the college with the approval of the DBOT is required to submit an explanation to the FLDOE for any fund balance that exceeds 5%. According to Chancellor Hebda, the system office is working on a form to make the explanations easier since the 6% holdback of funds was recently restored, thus creating fund balances over the minimum 5%. Vice President Elliott elaborated on Dr. Leitzel's explanation and explained the calculations. Mrs. Cullens thanked Vice President Elliott for his work on the budget presentation.

Mr. Wright questioned when would the college get the FRS and health insurance rates. Vice President Elliott stated that the college would get the rates sometime in August and they would be applicable in January.

Mr. Atchley stated that he was able to meet with Dr. Leitzel and Vice President Elliott earlier in the week and they answered some of his questions pertaining to the budget. He stated that the college is blessed to have Vice President Elliott. Dr. Leitzel credited Vice President Elliott and his team for their work on the budget.

There being no further discussion, the Budget Workshop adjourned at 12:07 p.m.