



**SFSC  
District Board of Trustees  
Regular Meeting  
July 22, 2020**

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

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

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



OFFICE OF THE PRESIDENT

**Item 1.1**

PRESENT TO BOARD: JULY 22, 2020

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: ADOPTION OF AGENDA

It is recommended that the agenda of the regular meeting of July 22, 2020 be adopted.

**SUGGESTED MOTION:**  
**Move to adopt the agenda of the regular meeting of July 22, 2020 as presented.**

**REGULAR MEETING AGENDA  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
HIGHLANDS CAMPUS  
JULY 22, 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 Budget Workshop – June 24, 2020
    - 1.2.2 Regular Meeting - June 24, 2020
- 2.0 Communications, Introductions, and Recognition
  - 2.1 Employee Retirement Acknowledgement
- 3.0 Public Comment
- 4.0 Presentation
- 5.0 Consent Agenda Action Items
  - 5.1 Personnel Actions
  - 5.2 Grant Awards
    - 5.2.1 NEA CARES Act - \$50,000
    - 5.2.2 General Program Support 2020-21 - \$30,852
  - 5.3 Agreements and Contracts
    - 5.3.1 Dual Enrollment Agreement – Parkview Prep Academy
  - 5.4 Operating Actions
    - 5.4.1 Monthly Accounts Payable & Payroll Check Register
- 6.0 Planning and Policy Issues
  - 6.1 Reorganization of the Board
  - 6.2 Adoption of the 2020-2021 Meeting Schedule and Review of Agenda Master Calendar
- 7.0 Academic and Student Matters
  - 7.1 Curriculum Proposals
- 8.0 Other Action Items
  - 8.1 Amendments to FY21 Operating Budget
  - 8.2 Local Hazard Mitigation Strategy (LMS) Plan
- 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 22, 2020

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – BUDGET WORKSHOP – JUNE 24, 2020

It is recommended that the minutes of the budget workshop held June 24, 2020 be approved as presented and recorded in the Supplemental Minute Book.

**SUGGESTED MOTION:**

**Move to approve the minutes of the June 24, 2020 budget workshop as presented.**

**BUDGET WORKSHOP MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
JUNE 24, 2020**

**Members Present:** Mrs. Tami Cullens, Chair  
Mr. Joe Wright, 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

**Staff Present:**

Mrs. Jamie Bateman	Mrs. Ashley Bennett
Mr. Gil Carnery	Mr. Erik Christensen
Dr. James Hawker	Ms. Cindy Garren
Dr. Michele Heston	Mr. Don Kesterson
Mrs. Melissa Kuehnle	Mr. Glenn Little
Ms. Melissa Lee	Ms. Robin Southwell
Mr. John Snow	Mrs. Lorrie Smith
Dr. Sidney Valentine	Mrs. June Weyrauch

**Excused:** Dr. Chris van der Kaay

**CALL TO ORDER**

Mrs. Tami Cullens 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 10:11 a.m. on the Highlands Campus by Board Chair, Mrs. Tami Cullens.

**1. 2019-2020 Budget Proposal**

- a. Dr. Leitzel thanked Ms. Garren and her team for their work getting the Wildstein Center set up for the budget workshop and board meeting. He thanked Vice President Little and his team for their work on the budget this year. Vice President Little stated he was thankful that everyone was able to meet in-person to present the budget proposal. Vice President Little began the workshop with an overview of the 2020-2021 Budget.
- b. Vice President Little presented the Budget Priorities – salary adjustments for personnel, 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 Little discussed Enrollment Projections – the FTE Trend Information.
- d. Vice President Little gave an overall summary of the budget and projected fund balances for both FY20 and FY21. He reported a projected fund balance for 6/30/20 of \$2,778,572 with a projected fund balance percentage of 10.06%. Vice President Little also reported a proposed projected fund balance for 6/30/21 of \$1,903,424 with a projected fund balance percentage of 7.00%.
- e. Vice President Little discussed Student Fee Rates 2020-2021 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 Little addressed the legislative appropriations for the Florida College System and how it relates to SFSC. He discussed how the funding model changed for FY21 and explained the new tier-based funding model.
- g. Vice President Little presented the Personnel Budget for Fiscal Year 2020-2021. He addressed the personnel costs which includes: the annualization of all personnel changes that occurred in Fiscal Year 2019-2020; 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; and salary adjustments for faculty achieving continuing contract years of service; moved two full-time faculty from Perkins grant funding to operating budget; and funding for adjunct/overload sections to provide coverage for up to 3% enrollment growth. He also discussed an increase for FRS at 18.72% and health insurance projected to increase 6.0%. Vice President Little also discussed the adjustments proposed to the 2020-21 Salary Schedule and provided a copy for the Trustee's review.
- h. Vice President Little reviewed the Current Expenditures and Capital Outlay Budget for Fiscal Year 2020-2021 for Fund 1. He highlighted that funding for the Clinical Immersion Center (\$500,000) is uncertain and we still continue to share costs with the Highlands County Sheriff's Office for College Resource Deputy.
- i. Vice President Little discussed the Capital Outlay Budget for Fiscal Year 2020-2021.
- j. Vice President Little recommended Board action for the 2020-2021 Budget Proposal to take place during the regular Board meeting following the workshop.

## **2. COMMENTS**

Mr. Bryan asked if the full-time/professional decrease in the salary section and was due to the reorganization/not filling positions in the personnel budget for fiscal year 2020-21. Vice President Little concurred. Mr. Bryan questioned in the miscellaneous section of the personnel budget for fiscal year 2020-21 when did the Board approve the non-recurring salary increase? Mr. Bryan asked if the budget allowed for another non-recurring salary adjustment again this year for college employees at a later date. Vice President Little addressed his question pertaining to the possibility of a non-recurring salary adjustment at a later time. Mr. Bryan asked Vice President Little what is the lowest balance the college would feel comfortable keeping in Fund 3. Mr. Bryan stated he would like for the college to find a way to provide a non-recurring salary adjustment to college employees without putting the college in jeopardy. Dr. Leitzel and Vice President Little addressed Mr. Bryan's question and explained a couple of different options the college is entertaining. They both indicated that budget cuts are likely to occur when state revenue projections fall short of expectations.

Mr. Bryan and Mrs. Puckorius asked for clarification on the decrease in the employee benefits section of the personnel budget for fiscal year 2020-21 pertaining to life insurance. Vice President Little informed the Board that the decrease was due to the Florida College System changing to a new provider that provided more cost savings to the Florida College System.

Mr. Wright asked for clarification on the encumbrance balances associated with Fund 1 budget for FY 2020-21. Mr. Little explained that the carryover encumbrances are current year encumbrances that will not be paid until the following fiscal year. Mr. Wright questioned what the restrictions really are with Fund 1 and Fund 7. He asked for clarification on the restricted use of both Fund 1 and Fund 7 budgets. Vice President Little gave a brief explanation on the use and strict requirements on both the funds.

**JUNE 24, 2020**

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Dr. Leitzel commended Vice President Little, Mr. Kesterson, Ms. Southwell, Ms. Lee and Mrs. Weyrauch for their work on this year's budget preparation. Dr. Leitzel shared with the Board a presentation and took time to honor Trustee Lambert.

There being no further discussion, the Budget Workshop adjourned at 12:15 p.m.





OFFICE OF THE PRESIDENT

Item 1.2.2

PRESENT TO BOARD: JULY 22, 2020

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – REGULAR MEETING – JUNE 24, 2020

It is recommended that the minutes of the regular meeting held June 24, 2020 be approved as presented and recorded in the Supplemental Minute Book.

**SUGGESTED MOTION:**  
**Move to approve the minutes of the June 24, 2020 regular meeting as presented.**

**MEETING MINUTES  
SOUTH FLORIDA STATE  
COLLEGE DISTRICT BOARD OF  
TRUSTEES  
JUNE 24, 2020**

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

**Staff Present:**

Mrs. Jamie Bateman	Mrs. Ashley Bennett	Mrs. Christianna Bobo
Mr. Gil Carney	Mr. Erik Christensen	Dr. Robert Flores
Ms. Cindy Garren	Dr. James Hawker	Dr. Michele Heston
Ms. Catherine Jackson	Mr. Don Kesterson	Mrs. Melissa Kuehnle
Ms. Melissa Lee	Mr. Glenn Little	Ms. Susana Martinez
Ms. Karen Pelski	Mrs. Sureka Personette	Mrs. Lorrie Smith
Mr. John Snow	Ms. Robin Southwell	Ms. Kathryn Stafford
Mr. Jonathan Stern	Mrs. Tina Stetson	Dr. Sid Valentine
Mrs. June Weyrauch	Dr. Tim Wise	

**Excused:** Dr. Chris van der Kaay

The regular meeting of the District Board of Trustees was called to order at 1:03 p.m. on the Highlands Campus of South Florida State College by Board Chair, Mrs. Tami Cullens.

**1.0 PRELIMINARY MATTERS**

**1.1 Adoption of Agenda**

**Mr. Wright made a motion, seconded by Mrs. Rider, to adopt the agenda of the regular meeting held June 24, 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**

**1.2.2 Regular Meeting Minutes**

**Mrs. Rider made a motion, seconded by Mrs. Puckorius, to approve the minutes of the virtual meeting held May 27, 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 Agenda Master Calendar**

The Agenda Master Calendar was reviewed. Dr. Kirschner asked if the ACCT Leadership Congress conference held in Chicago in October was still happening due to COVID-19 concerns with traveling. Mrs. Cullens stated that at this time ACCT is planning to move forward with the conference in October. Mr. Wright asked if the Fall Commencement date could be added to the calendar. Dr. Leitzel responded to Mr. Wright's request, that the date could not be added until the college knows how to proceed with COVID-19 precautions with mass gatherings. Mr. Bryan asked if moving forward since the Board has already held a virtual DBOT meeting would the Board have the option to participate virtually or hold a hybrid DBOT. Mrs. Karlson, Board Attorney addressed his question. She informed the Board as long as the governor's executive order is still in place by the July 22 DBOT meeting, they could hold a virtual or hybrid meeting, allowing Board members the right to vote. Mr. Bryan announced that he will not be able to attend the July 22 DBOT meeting in-person. No changes were recommended.

**2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS**

**2.1 New Employee Introductions**

Employee	Position	Supervisor	Hired
Christianna Bobo	HSI-STEM College Success Coach	Tim Wise	01/06/20
Catherine Jackson	HSI-STEM College Success Coach	Tim Wise	01/02/20
Susana Martinez	Technical Program Assistant	Tina Stetson	01/02/20
Karen Pelski	Cultural Programs Specialist	Cindy Garren	03/02/20
Kathryn Stafford	Instructor, Nursing	Michele Heston	03/02/20

**3.0 PUBLIC COMMENT**

None

**4.0 PRESENTATION**

**4.1 Annual Equity Update Report**

Mr. Little gave a brief overview of the equity report and asked Mr. Don Kesterson and Mrs. Sureka Personette, presenting on behalf of Dr. van der Kaay, to present to the Board. Mr. Kesterson reported on the employment equity portion of the report which included strategies and challenges. Mrs. Personette reported on the student data portion of the equity report. She gave a brief overview of student enrollment and completion data. Mrs. Personette reported on the strategies to overcome underrepresentation of students, substitution waivers for admissions, course substitutions for eligible students with disabilities, and gender equity in athletics. Both Mrs. Cullens and Mr. Bryan questioned if the report encumbered population and demographics of the entire tri-county area the college serves or if it was just for the Highlands County area. Mr. Kesterson responded the report covered the entire tri-county area the college serves.

**5.0 CONSENT AGENDA ACTION ITEMS**

**5.1 Personnel Actions**

Approved a list of appointments: full-time faculty; full-time care services staff; retirements; resignations; reappointment full-time faculty, 2020-21; reappointments, full-time career staff 2020-21; adjunct faculty 2019-20, academic year as needed; and adjunct faculty 2020-21, academic year as needed.

*(EXHIBIT "A")*

**5.2 Grant Awards**

**5.2.1 Write Her Future**

ProLiteracy \$ 9,375

**5.2.2 Healthy Smiles for Highlands County**

Highlands County Hospital District (HCHD) \$ 12,100

**5.3 Agreements and Contracts**

**5.3.1** Approved the renewal of the agreement between Sunshine Staffing of Highlands County, Inc. and South Florida State College as presented.

*(EXHIBIT "B")*

**5.3.2** Approved the new agreement between Warner University and South Florida State College as presented.

*(EXHIBIT "C")*

**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 May 2020.

*(EXHIBIT "D")*

**5.4.2 Donation – 1989 ASPT Pole Trailer**

Approved the donation of a 1989 ASPT Pole Trailer for use by the lineworker programs as presented.

*(EXHIBIT "E")*

**Mr. Backer made a motion, seconded by Mrs. Rider, to approve the Consent Agenda, Items 5.1 through 5.4.2 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.**

Mrs. Cullens thanked Mrs. Puckorius for her review the monthly warrants prior to the DBOT meeting.

**6.0 PLANNING AND POLICY ISSUES**

None

**7.0 ACADEMIC AND STUDENT MATTERS**

None

**8.0 PURCHASING AND OTHER ACTION ITEMS**

**8.1 SFSC 2020-21 Budget Proposal**

Mr. Little presented a request to approve the Operating Budget for 2020-21, including the student fee rates and salary schedule, as well as the 2020-21 Capital Outlay Budget.

Mr. Bryan stated that would like the Board to approve a one-time 2% non-recurring salary supplement for all eligible college employees to be awarded at a later date.

*(EXHIBIT "F")*

**Mrs. Puckorius made a motion, seconded by Mrs. Rider, to approve the Operating Budget for 2020-21, including the student fee rates, and salary schedule with a one-time 2% non-recurring salary supplement for eligible employees, as well as the 2020-21 Capital Outlay Budget. Included in the motion is the approval of the president's contract with a one-time 2% non-recurring salary supplement and it extends the three year continuing contract through June 30, 2023 as approved in the January 29, 2020 DBOT meeting. 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.**

**8.2 Acceptance of the 2019-20 Annual Equity Report**

Mr. Little recommended that the 2019-20 Annual Equity Update Report be approved for submittal as presented.

*(EXHIBIT "G")*

**Mr. Bryan made a motion, seconded by Mr. Backer, to accept SFSC's 2019-2020 Annual Equity Report and to authorize its submission to the Florida Department of Education. 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.**

**8.3 Capital Improvement Program (CIP)**

Mr. Little presented a request to approve the Capital Improvement Program Plans for 2021-22 through 2025-26 and submission to the Division of Florida Colleges. He gave a brief description of the CIP assessment and the needs of the college.

*(EXHIBIT "H")*

**Mr. Backer made a motion, seconded by Mrs. Puckorius, to approve the Capital Improvement Program Plans for 2021-22 through 2025-26 and submission to the Division of Florida Colleges 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.**

**8.4 Recertification of Direct Support Organization (DSO)**

Mrs. Bateman presented a request to accept the 2019 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 2020-21 fiscal year.

*(EXHIBIT "I")*

**Mr. Backer made a motion, seconded by Mrs. Puckorius, 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 2020-2021 fiscal year.** 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.**

**Mr. Backer made a motion, seconded by Mrs. Puckorius, to accept the 2019 independent audit and IRS form 990 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.**

**9.0 REPORTS**

**9.1 Financial Report**

Ms. Lee reported on the financial graphs and a summary of revenue and expenditures compared to budgeted funds within the Operating Budget for FY2019-20 year-to-date.

*(EXHIBIT “J”)*

**9.2 Foundation Report**

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$45,264.17** from May 14 through June 9, 2020. Mrs. Bateman announced that the TSIC program once again has been recognized at the gold level for performance. She informed the Board this will allow TSIC to receive the top allocated amount of funding for the program in the upcoming fiscal year. Mrs. Cullens asked how TSIC is handling mentorships. Mrs. Bateman informed her that mentoring as of right now is being done virtually. She stated that TSIC is working with the School Boards on when they will be allowed to enter schools again.

**9.3 Resource Development**

**I. Grants Development Report**

Mr. Little reported on behalf of Dr. van der Kaay the Grants Development Report dated 6/24/20. Mrs. Bennett distributed a grants matrix to the Board. Mr. Little gave a brief description of the grants.

**II. In Development**

**A. Carl D. Perkins V – Postsecondary Programs**

Florida Department of Education (FLDOE) \$ 241,903

**B. Adult General Education (AGE)**

Florida Department of Education (FDOE) \$ 38,560 – Hardee  
\$ 206,223 –  
Highlands

**C. Integrated English Literacy and Civics Education (IELCE)**

Florida Department of Education (FDOE) \$ 30,900 – Hardee  
\$ 43,156 – Highlands

**III. Submitted Proposals**

**A. General Support Grant**

Florida Division of Cultural Affairs (FDAC) \$ 93,876

#### 9.4 **President's Report**

Dr. Leitzel reported on the following items:

1. COVID-19 Update: Dr. Leitzel informed the Board again of the coronavirus precautions that college has implemented and the information that has been shared with SFSC employees. He stated that everyone is keeping positive during these uncertain times.
2. Panther Emergency Student Aid Fund Progress Update: Dr. Leitzel informed the Board that the first round of funds distributed to students was on May 8. He reported total

funds distributed to date is \$505,488 to 528 students. Dr. Leitzel gave a brief update on the distribution process. He thanked Dr. Wise and committee members for their work in reviewing applications and awarding students with funds.

3. Fall Planning Update: Dr. Leitzel reported that he submitted a fall opening plan last Friday, June 19 to the state. He informed the Board the plan came as result following faculty council input and a student survey. Dr. Leitzel reported it's a 50/50 Plan, he gave a brief description of the characteristics of the fall term. Dr. Leitzel and Dr. Valentine addressed Mr. Bryan's question about dual enrollment students attending classes during a certain time. They indicated that the SFSC is working with the School Board on options to meet the needs of dual enrollment students.
4. Jacaranda Residence Hall Update: Dr. Leitzel announced following the decision by NJCCA on June 19 and decisions at other Florida Colleges, SFSC will have strict protocols in place to keep our students safe as they return and participate in sports.
5. Enrollment Update: Dr. Leitzel informed the Board that the enrollment perspective is favorable as more parents are taking in consideration affordability, workforce orientation leading to jobs, and a desire to remain local at state colleges.
6. Announced that the new "Let's Go" campaign has been implemented.
7. Performing Arts Schedule: Dr. Leitzel informed the Board that he meets regularly with Ms. Cindy Garren about the upcoming performing arts schedule and how to properly socially distance in the Wildstein Center. He reported with the appropriate six feet distance rule, it reduced the seating in the theatre from one thousand, four hundred and sixty to four hundred. Dr. Leitzel discussed COVID-19 precautions and reported that public use of SFSC facilities has been canceled. Dr. Leitzel asked Ms. Garren to update the Board on theatre performances for the upcoming season. She reported that with appropriate COVID-19 precautions, the matinee series, jazz series, and thanks to the NEA grant four free performances would be able to happen this season. She informed the Board that all the young people's theatre shows have been canceled as the schools districts will not be having field trips for the upcoming school year.
8. Remembering George Perry Floyd: The Board proceeded with a discussion on how to properly remember former student George Floyd. Board Chair Cullens instructed Dr. Leitzel to compose a plan and report back to the Board at the July DBOT meeting.
9. Highlighted the All Conference and All State 2019-20 student athletes.
10. Reminded the Board that the July DBOT meeting is the annual organization meeting.

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

Mrs. Karlson reported on COVID-19 precautions for SFSC. She gave examples of what the college needs to be mindful of when making decisions due to COVID-19 exposure and the liability risk. Mrs. Karlson circled back to Mr. Bryan's question in section 1.3 Review of Agenda Master Calendar, about trustees attending board meetings virtually or

a hybrid board meeting. She did verify that as long as the governor's executive order is still in place by the July 22 DBOT meeting, they could hold a virtual or hybrid meeting, allowing board members the right to vote.

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

Mrs. Puckorius stated no report.

Dr. Kirschner congratulated Mr. Little on his last budget workshop presentation and upcoming retirement.

Mr. Backer thanked all those involved in the preparation of the budget proposal and budget workshop.

Mr. Bryan thanked everyone for their continued work during these uncertain times. He asked Mr. Little to reach out to the Florida College Risk Management Consortium about liability for any events held at the college.

Mrs. Rider thanked Mr. Little for his work and presentation of the budget. She stated that she appreciates everyone for their continued work at the college.

Mrs. Rider thanked Mrs. Cullens for her service as board chair.

Mr. Wright thanked Dr. Leitzel for sharing the last part of Trustee Lambert's celebration of life service and taking the time to honor him for those who were not able to attend the service.

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

Mrs. Cullens thanked Mr. Little and staff for their work on the budget. She stated that she appreciates everyone for their continuous work and flexibility during COVID-19. Mrs. Cullens informed the board that she has heard nationally parents/children are wanting to stay local for school due to the rise in COVID-19 cases across the country. Mrs. Cullens shared that she participated on a FaceBook live along with Mrs. Jan Shoop, Highlands County School Board Member. The topics they covered were reopening in the fall, dual enrollment, career academy, and adult education. Mrs. Cullens thanked everyone for their time today and their ability to meet in-person.

#### **10.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 3:24 p.m.



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




OFFICE OF THE PRESIDENT

Item 2.1

PRESENT TO BOARD: JULY 22, 2020

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: EMPLOYEE RETIREMENT ACKNOWLEDGEMENT

Employee	Position	Dates of Service
Charlotte Pressler	Professor, English/Humanities	01/02/02-07/31/20

**SUGGESTED MOTION:**

**Move to recognize the retirement of Dr. Charlotte Pressler for her many years of service to South Florida State College.**

**3.0 *Public Comment***


## **4.0 Presentations**

**5.0 Consent Agenda Action Items**



OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: JULY 22, 2020  
TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
FROM: 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>CONSENT AGENDA ACTION ITEMS</b>		<b>Page</b>
<b>5.1</b>	<b>Personnel Actions</b>	<b>24</b>
<b>5.2</b>	<b>Grant Awards</b>	<b>25</b>
	<b>5.2.1 NEA CARES Act - \$50,000</b>	
	<b>5.2.2 General Program Support 2020-21 - \$30,852</b>	
<b>5.3</b>	<b>Agreements and Contracts</b>	<b>27</b>
	<b>5.3.1 Dual Enrollment Agreement – Parkview Prep Academy</b>	
<b>5.4</b>	<b>Operating Actions</b>	<b>28</b>
	<b>5.4.1 Monthly Accounts Payable &amp; Payroll Check Register</b>	



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: JULY 22, 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 PROFESSIONAL STAFF:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Carter Jr, Benjamin	Coordinator, Student Support Services	06/16/20
Bruns, David*	General Manager, Hotel Jacaranda	09/01/20

\*Transferring from Supervisor, Jacaranda Housekeeping position

**II. RETIREMENTS:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Pisarski, Dawn	Instructor, Nursing	12/17/20

**III. RESIGNATIONS:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Ivy, Curtis	Director, Criminal Justice	09/09/20

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

<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Cobble, Diana	American Sign Language	II
Fielden, Donald	Network Security	II
Gilbert, Debra	American Sign Language	II
Wood, Rachel	English/Humanities	II

**SUGGESTED MOTION:**

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





OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: JULY 22, 2020

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – NEA CARES Act

**Title:** NEA CARES Act

**Source:** National Endowment of the Arts

**Amount:** \$50,000

**Description:** Funding has been granted for salary support for Technical Director and Technical Assistant 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 22, 2020

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – GENERAL PROGRAM SUPPORT 2020-21

**Title:** General Program Support 2020-21  
**Source:** Florida Department of Cultural Affairs  
**Amount:** \$30,852  
**Description:** Funding has been granted to support the 2020-21 cultural series at the Alan Jay Wildstein Center of Performing Arts.

**SUGGESTED MOTION:**  
**Move to approve the grant awarded as presented.**




OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: JULY 22, 2020

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: DUAL ENROLLMENT AGREEMENT – PARKVIEW PREP ACADEMY

Approval is requested to **renew** the dual enrollment agreement between Parkview Prep Academy and South Florida State College for the purpose of providing dual enrollment opportunities to Highlands County. This agreement renews annually.

**SUGGESTED MOTION:**  
**Move to approve the renewal of the agreement between Parkview Prep Academy and South Florida State College as presented.**



OFFICE OF THE PRESIDENT

Item 5.4.1

PRESENT TO BOARD: JULY 22, 2020

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 2020 will be provided in the August 2020 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.

**SUGGESTED MOTION:**

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

**6.0 Planning and Policy Issues**




OFFICE OF THE PRESIDENT

**Item 6.1**

PRESENT TO BOARD: JULY 22, 2020

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: 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 2020-2021
- 2. Election of the Vice Chair for 2020-2021
- 3. Election of the SFSC Foundation Liaison for 2020-2021

**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  
STATE BOARD OF EDUCATION RULE 6A-14.024

**OFFICE OF PRIMARY RESPONSIBILITY:** PRESIDENT'S OFFICE

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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.

C. 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 Revised 1/29/20**

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

**Reviewed:** 7/01/04/ 7/01/07, 6/27/12

**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 22, 2020

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: REVIEW OF AGENDA MASTER CALENDAR

Action Item:

The schedule of meetings for the 2020-2021 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 2020-2021 academic year as presented.**

NOTICE OF MEETING DATES (PROPOSED)  
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:

<b>Wednesday, August 26, 2020</b>	<b>Board Meeting – TBD</b>	<b>Highlands Campus, 600 W. College Dr., Avon Park, FL</b>
<b>Wednesday, September 23, 2020</b>	<b>Board Meeting – TBD</b>	<b>Highlands Campus, 600 W. College Dr., Avon Park, FL</b>
<b>Wednesday, October 28, 2020</b>	<b>Board Meeting – TBD</b>	<b>Highlands Campus, 600 W. College Dr., Avon Park, FL</b>
<b>Wednesday, December 9, 2020</b>	<b>Planning Workshop – TBD</b>	<b>Highlands Campus, 600 W. College Dr., Avon Park, FL</b>
<b>Wednesday, December 9, 2020</b>	<b>Board Meeting – TBD</b>	<b>Highlands Campus, 600 W. College Dr., Avon Park, FL</b>
<b>Wednesday, January 20, 2021</b>	<b>Board Meeting – TBD</b>	<b>Highlands Campus, 600 W. College Dr., Avon Park, FL</b>
<b>Wednesday, March 24, 2021</b>	<b>Board Meeting – TBD</b>	<b>Highlands Campus, 600 W. College Dr., Avon Park, FL</b>
<b>Wednesday, April 21, 2021</b>	<b>Board Meeting – TBD</b>	<b>Highlands Campus, 600 W. College Dr., Avon Park, FL</b>
<b>Wednesday, May 26, 2021</b>	<b>Budget Workshop – TBD</b>	<b>Highlands Campus, 600 W. College Dr., Avon Park, FL</b>
<b>Wednesday, May 26, 2021</b>	<b>Board Meeting – TBD</b>	<b>Highlands Campus, 600 W. College Dr., Avon Park, FL</b>
<b>Wednesday, June 23, 2021</b>	<b>Board Meeting – TBD</b>	<b>Highlands Campus, 600 W. College Dr., Avon Park, FL</b>
<b>Wednesday, July 14, 2021</b>	<b>Board Meeting – TBD</b>	<b>Highlands Campus, 600 W. College Dr., Avon Park, FL</b>

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 Agenda Master Calendar

JULY 2020	AUGUST 2020	SEPTEMBER 2020
<p>22 Board Meeting, 1 PM Highlands Campus</p> <p>24 Early Bird Registration ACCT Leadership Congress, Chicago, IL</p>	<p>17 Convocation</p> <p>TBD * Board Meeting, 1 PM Highlands Campus</p>	<p><b>7 ACCT Leadership Congress, Chicago, IL Hotel Reservation Deadline</b></p> <p>TBD * Board Meeting, 1 PM Highlands Campus</p> <p>30-10/3 ACCT Leadership Congress, Chicago, IL</p>
OCTOBER 2020	NOVEMBER 2020	DECEMBER 2020
<p>TBD *Board Meeting, 1 PM Highlands Campus</p> <p>24 Foundation Legacy Showcase, University Center, 5:30 PM</p>	<p>30 Jacaranda Jubilee, Hotel Jacaranda, 6:30 PM</p>	<p>2 Foundation Christmas Luncheon, Hotel Jacaranda, 11:30 AM</p> <p>TBD * Board Meeting, 1 PM Highlands Campus</p> <p>* Planning Workshop Highlands Campus</p> <p><b>17 Fall Commencement</b></p>
JANUARY 2021	FEBRUARY 2021	MARCH 2021
<p>TBD * Board Meeting, 1 PM Highlands Campus</p>	<p>7-10 ACCT National Legislative Summit, Washington, DC</p> <p>TBD * Board Meeting, 1 PM Highlands Campus</p>	<p>TBD * Board Meeting, 1 PM Highlands Campus</p> <p><b>15-19 Spring Break</b></p>
APRIL 2021	MAY 2021	JUNE 2021
<p>TBD * Board Meeting, 1 PM Highlands Campus</p>	<p><b>TBD Spring Commencement</b></p> <p>TBD * Board Meeting, 1 PM Highlands Campus</p> <p>* Budget Workshop, 10 AM Highlands Campus</p>	<p>TBD * Board Meeting, 1 PM Highlands Campus</p>

**New Addition**

Tentative \*

## **7.0 Academic and Student Matters**




OFFICE OF THE PRESIDENT

Item 7.1

PRESENT TO BOARD: JULY 22, 2020

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: CURRICULUM PROPOSAL

Approval is requested for the following curriculum proposals:

I. COURSE DELETIONS

Courses listed below fall in accordance with Procedure 2092; courses not taught during the past five years and will not be offered in next five years should be removed from the College Catalog and Statewide Course Numbering System. Request approval to delete following courses effective Summer 2020 (202030).

- EMS 1059C Medical First Responder/Health Issues
- MAC 1105L College Algebra Lab CAI
- MEA 0258C Fundamentals of Radiography
- OST 1221C Introductory Medical Transcription\*

\* Related lab fee will automatically be deleted.


**SUGGESTED MOTION:**  
**Move to approve the curriculum proposal as presented.**

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



OFFICE OF THE PRESIDENT

Item 8.1

PRESENT TO BOARD: JULY 22, 2020  
TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
FROM: THOMAS C. LEITZEL   
SUBJECT: AMENDMENTS TO FY21 OPERATING BUDGET

A budget amendment is requested to adjust the approved 2020-21 operating budget due to the Governor’s vetoes of allocated state funding for the Clinical Immersion Center for Health Sciences (-\$500,000) and the Shepherd’s Field agricultural program (-\$126,525), as well as to increase the auxiliary program funds transfer (+\$200,000) to allow for the nonrecurring salary adjustment approved by the Board. The adjustments are highlighted within the attached worksheets.

**SUGGESTED MOTION:**  
**Move to approve the amendment to the 2020-21 operating budget as presented.**



**SOUTH FLORIDA STATE COLLEGE**  
**2020-2021 BUDGET PROPOSAL**  
**PROPOSED FUND BALANCE**

	PROPOSED 6/30/2021		APPROVED 6/30/2021		ADJUSTED PROPOSED 6/30/2021		
FUND BALANCE 7/1/XX	\$	2,778,572	\$	2,778,572	\$	2,778,572	
CARRYOVER ENCUMBRANCES		125,000		125,000		125,000	
REVENUE		24,296,281		24,296,281		23,869,756	
		<u>27,199,853</u>		<u>27,199,853</u>		<u>26,773,328</u>	
PERSONNEL	\$	18,337,539	72.49%	\$ 18,567,109	73.40%	\$ 18,514,339	73.19%
CURRENT EXPENSE		6,883,890	27.21%	6,883,890	27.21%	6,310,135	24.94%
CAPITAL OUTLAY		75,000	0.30%	75,000	0.30%	75,000	0.30%
TOTAL EXPENDITURES		<u>25,296,429</u>		<u>25,525,999</u>		<u>24,899,474</u>	
PROJECTED FUND BALANCE	\$	<u>1,903,424</u>		<u>1,673,854</u>		<u>1,873,854</u>	
PROJECTED FUND BALANCE PERCENTAGE		7.00%		6.15%		7.00%	

## SOUTH FLORIDA STATE COLLEGE PROPOSED REVENUE BUDGET

G/L	ACCOUNT TITLE	2020-2021 APPROVED BUDGET	% OF TOTAL	2020-2021 PROPOSED ADJUSTED BUDGET	% OF TOTAL	2020-21 PROPOSED BUDGET AMENDMENT
401-403XX	TUITION	\$ 4,082,914		\$ 4,082,914		\$ -
404XX	LAB & DISTANCE LEARNING FEES	568,650		568,650		-
4087X	TECHNOLOGY FEES	178,367		178,367		-
40XXX	OTHER STUDENT FEES	109,767		109,767		-
	<b>TOTAL TUITION AND STUDENT FEES</b>	<b>\$ 4,939,698</b>	<b>20.33%</b>	<b>\$ 4,939,698</b>	<b>20.69%</b>	<b>\$ -</b>
42110	CCPF	\$ 14,664,709		\$ 14,038,184		\$ (626,525)
42150	PERFORMANCE BASE INCENTIVES - FCSPF	375,827		375,827		-
42151	PERFORMANCE BASE INCENTIVES - Ind Cert	165,000		165,000		-
42210	CO & DS ENTITLEMENT	1,100		1,100		-
42610	LOTTERY	2,422,780		2,422,780		-
42900	INDIRECT COST STATE	750		750		-
	<b>TOTAL STATE SUPPORT</b>	<b>\$ 17,630,166</b>	<b>72.56%</b>	<b>\$ 17,003,641</b>	<b>69.98%</b>	<b>\$ (626,525)</b>
43900	INDIRECT COST FEDERAL	\$ 385,000		\$ 385,000		\$ -
	<b>TOTAL FEDERAL SUPPORT</b>	<b>\$ 385,000</b>	<b>1.58%</b>	<b>\$ 385,000</b>	<b>1.58%</b>	<b>\$ -</b>
41600	LOCAL GOVERNMENT REVENUES	\$ 786,090		\$ 786,090		\$ 0
	<b>TOTAL LOCAL GOVERNMENT REVENUES</b>	<b>\$ 786,090</b>	<b>3.24%</b>	<b>\$ 786,090</b>	<b>3.24%</b>	<b>\$ 0</b>
44XXX	GIFTS AND PRIVATE GRANTS	\$ 14,000		\$ 14,000		\$ -
	<b>TOTAL GIFTS</b>	<b>\$ 14,000</b>	<b>0.06%</b>	<b>\$ 14,000</b>	<b>0.06%</b>	<b>\$ -</b>
46400	RENT - COLLEGE FACILITIES	\$ 50,000		\$ 50,000		\$ -
46XXX	OTHER SALES AND SERVICES	60,000		60,000		-
	<b>TOTAL SALES &amp; SERVICES</b>	<b>\$ 110,000</b>	<b>0.45%</b>	<b>\$ 110,000</b>	<b>0.45%</b>	<b>\$ -</b>
48100	INTEREST & DIVIDENDS	\$ 10,000		\$ 10,000		\$ -
487XX	FINES & PENALTIES	1,790		1,790		-
4XXXX	MISCELLANEOUS REVENUE & OTHER REVENUE	119,537		119,537		-
	<b>TOTAL OTHER REVENUE</b>	<b>\$ 131,327</b>	<b>0.54%</b>	<b>\$ 131,327</b>	<b>0.54%</b>	<b>\$ -</b>
49230	NON MANDATORY TRANSFERS IN	300,000		500,000		\$ 200,000
	<b>TOTAL NON-MAND TRANSFERS</b>	<b>\$ 300,000</b>	<b>1.23%</b>	<b>\$ 500,000</b>	<b>2.06%</b>	<b>\$ 200,000</b>
	<b>TOTAL GIFTS, SALES AND SERVICE, OTHER REVENUE, AND TRANSFERS</b>	<b>\$ 1,341,417</b>	<b>5.52%</b>	<b>\$ 1,541,417</b>	<b>6.46%</b>	<b>\$ 200,000</b>
	<b>TOTAL REVENUE</b>	<b>\$ 24,296,281</b>	<b>100%</b>	<b>\$ 23,869,756</b>	<b>99%</b>	<b>\$ (426,525)</b>

**SOUTH FLORIDA STATE COLLEGE  
Personnel Budget for Fiscal Year 2020-21**

<b>G/L Code</b>	<b>Personnel Expense Class</b>	<b>2020-21 Approved Budget</b>	<b>2020-21 Proposed Adjusted Budget</b>	<b>2020-21 Proposed Budget Amendment</b>
	<b><u>Full-Time Personnel</u></b>			
51XXX	Administration	\$ 1,860,392	\$ 1,860,392	\$ -
520XX	Faculty	4,158,674	4,158,674	-
530XX	Professional Staff	2,681,483	2,644,883	(36,600)
54000	Career Staff	1,983,166	1,983,166	-
		<u>\$ 10,683,715</u>	<u>\$ 10,647,115</u>	<u>\$ (36,600)</u>
	<b><u>Part-Time and Supplemental</u></b>			
52101	F/T Instructional Stipends	\$ 20,205	\$20,205	-
53100	F/T Staff Stipends	7,438	7,438	-
53500	Professional Part-Time Staff	61,695	61,695	-
54100	Overtime	30,000	30,000	-
545XX	Long-Term Part-Time Career Staff	405,426	405,426	-
570XX	Short-Term Part-Time Career Staff	150,222	150,222	-
58000	Student Employment	25,000	25,000	-
		<u>\$ 699,986</u>	<u>\$ 699,986</u>	<u>\$ -</u>
	<b><u>Miscellaneous</u></b>			
58500	Performance Incentives/Awards	13,000	13,000	\$ -
58501	Non-Recurring Salary Increase	213,256	213,256	-
		<u>\$ 226,256</u>	<u>\$ 226,256</u>	<u>\$ -</u>
	<b><u>Adjunct/Overload Instruction</u></b>			
52102	F/T Instructor Overloads	\$ 706,600	\$ 706,600	\$ -
52200	F/T Instructors as Subs	11,220	11,220	-
560XX	Adjunct Instruction	1,340,500	1,340,500	-
56100	Adjuncts as Subs	88,740	88,740	-
		<u>\$ 2,147,060</u>	<u>\$ 2,147,060</u>	<u>\$ -</u>
	<b><u>Employee Benefits</u></b>			
591XX	Social Security	\$ 946,715	\$ 960,229	\$ 13,514
592XX	Retirement Contributions	1,445,863	\$ 1,442,203	(3,660)
59701	Health insurance	2,097,066	\$ 2,087,413	(9,653)
59702	Life Insurance	16,921	\$ 16,864	(57)
59801	Staff Development	60,000	60,000	-
		<u>\$ 4,566,565</u>	<u>\$ 4,566,709</u>	<u>\$ 144</u>
<b>TOTAL PERSONNEL EXPENSES .....</b>		<u>\$ 18,323,582</u>	<u>\$ 18,287,126</u>	<u>\$ (36,456)</u>
599XX	Terminal Leave Contingency	227,213	227,213	-
<b>GRAND TOTAL.....</b>		<u>\$ 18,550,795</u>	<u>\$ 18,514,339</u>	<u>\$ (36,456)</u>

**South Florida State College  
Current Expenditures and Capital Outlay Budget  
For Fiscal Year 2020-2021**

<b>Account Code</b>	<b>Account Title</b>	<b>2020-2021 Approved Budget</b>	<b>2020-2021 Proposed Adjusted Budget</b>	<b>2020-21 Proposed Budget Amendment</b>
<b><u>Current Expense</u></b>				
6050X	Travel	\$ 280,075	\$ 277,025	\$ (3,050)
61000	Freight and Postage	21,550	21,400	(150)
6150X	Telecommunications	62,000	62,000	-
62000	Printing	45,584	44,384	(1,200)
6250X	Repairs and Maintenance	1,223,515	1,223,515	-
63000	Rentals	174,506	167,956	(6,550)
63XXX	Insurance	545,433	545,433	-
6400X	Utilities	1,650,235	1,650,235	-
645XX/647XX	Other Services	1,003,595	753,595	(250,000)
6500X	Professional Fees	128,995	104,995	(24,000)
6550X	Education Office/Material Supply	668,387	629,582	(38,805)
6570X	Data Software	34,490	34,490	-
66XXX	Non Educational Materials & Supplies	776,225	526,225	(250,000)
6700X	Library Books and Subscriptions	58,200	58,200	-
675XX	Purchases for Resale	41,100	41,100	-
68XXX	Scholarships and Waivers	45,000	45,000	-
69XXX	Transfers and Other Expenses	125,000	125,000	-
		<b><u>\$ 6,883,890</u></b>	<b><u>\$ 6,310,135</u></b>	<b><u>\$ (573,755)</u></b>
<b><u>Capital Outlay</u></b>				
706XX	Minor Equipment >750<5000	\$ 45,000	\$ 45,000	\$ -
71000	Furniture and Equipment	\$ 30,000	\$ 30,000	\$ -
		<b><u>\$ 75,000</u></b>	<b><u>\$ 75,000</u></b>	<b><u>\$ -</u></b>



OFFICE OF THE PRESIDENT

Item 8.2

PRESENT TO BOARD: JULY 22, 2020  
TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
FROM: THOMAS C. LEITZEL   
SUBJECT: LOCAL HAZARD MITIGATION STRATEGY (LMS) PLAN

College staff worked closely with Highlands County staff and several other local governments and associations to update the multi-jurisdictional Highlands County Local Hazard Mitigation Strategy (LMS) Plan. The plan was prepared in accordance with federal regulations and has been approved by the State of Florida Division of Emergency Management (FDEM) and the Federal Emergency Management Agency (FEMA), pending adoption of the plan by participating entities (see attached letter from FDEM). The College has participated in the development and implementation of the LMS since inception, with staff participating in amendments and updates throughout the years.

A major objective of the five-year update to the LMS is to maintain eligibility to apply for and/or receive project grant funding for Highlands County and its participating jurisdictions. Local governments must have an LMS approved by FEMA in order to be eligible for hazard mitigation assistance programs, including the Hazard Mitigation Program and the Pre-Disaster Mitigation, Flood Mitigation Assistance, and Severe Repetitive Loss programs.

Our staff has reviewed the plan and recommends adoption of the attached resolution.

**SUGGESTED MOTION:**  
**Move to accept and adopt the Highlands County Multi-hazard Local Mitigation plan.**



STATE OF FLORIDA

## DIVISION OF EMERGENCY MANAGEMENT

Ron DeSantis  
Governor

Jared Moskowitz  
Director

May 11, 2020

LaTosha Reiss, Director  
Highlands County Emergency Management  
6850 West George Blvd.  
Sebring, FL 33875

Re: Highlands County Local Hazard Mitigation Plan Approved Pending Adoption

Dear Director Reiss,

This is to confirm that we have completed a State review of the Highlands County Local Mitigation Strategy (LMS) update for compliance with the federal hazard mitigation planning standards contained in 44 CFR 201.6(b)-(d). Based on our review and comments, Highlands County developed and submitted all the necessary plan revisions and our staff has reviewed and approved these revisions. We have determined that the Highlands County LMS plan is compliant with federal standards, subject to formal community adoption, for the jurisdictions below:

City of Avon Park  
City of Sebring  
Highlands County, Unincorporated  
School Board of Highlands County  
Sebring Airport Authority  
South Florida State College  
Spring Lake Improvement District  
Sun 'N Lake of Sebring Improvement District  
Town of Lake Placid

Upon submittal of a copy of all participating jurisdictions' documentation of their adoption resolutions to our office, we will send all necessary documentation to the Federal Emergency Management Agency (FEMA) who will issue formal approval of the Highlands County LMS.

If you have any questions regarding this matter, please contact your LMS Liaison Dan Curcio at [Daniel.Curcio@em.myflorida.com](mailto:Daniel.Curcio@em.myflorida.com) or 850-815-4504.

DIVISION HEADQUARTERS  
2555 Shumard Oak Boulevard  
Tallahassee, FL 32399-2100

Telephone: 850-815-4000  
[www.FloridaDisaster.org](http://www.FloridaDisaster.org)

STATE LOGISTICS RESPONSE CENTER  
2702 Directors Row  
Orlando, FL 32809-5631



Respectfully,

**Miles E. Anderson**

Digitally signed by Miles E. Anderson  
DN: cn=Miles E. Anderson, o=DEM,  
ou=Mitigation,  
email=Miles.anderson@em.mylorida.com, c=US  
Date: 2020.05.11 17:26:19 -0400

Miles E. Anderson,  
Bureau Chief, Mitigation  
State Hazard Mitigation Officer

MEA/dc

Attachments: MEMORADUM: State approval of LMS plans under Program Administration  
by States (PAS)

cc: FEMA Region IV, Mitigation Division – Risk Analysis Branch

**A RESOLUTION OF THE SOUTH FLORIDA STATE COLLEGE  
PERTAINING TO  
THE HIGHLANDS COUNTY LOCAL MITIGATION STRATEGY;  
PROVIDING FOR  
SEVERABILITY; PROVIDING FOR CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE**

**Whereas**, the South Florida State College is vulnerable to natural and man-made hazards; and  
**Whereas**, the District Board of Trustees of South Florida State College (Board) supports efforts to make the community more disaster resistant, thereby reducing the cost of disaster, preventing or mitigating the impact to South Florida State College stakeholders and reducing time needed for recovery; and  
**Whereas**, the Highlands County Local Mitigation Strategy represents a unified county-wide strategy toward a more disaster-resistant community; and  
**Whereas**, the Highlands County Multi-Hazard Local Mitigation Plan has been prepared in accordance with *44 Code of Federal Regulation 201.6*; and  
**Whereas**, the Board has reviewed the Highlands County Multi-Hazard Local Mitigation Plan and affirms that the Highlands County Multi-Hazard Local Mitigation Plan will be updated no less than every five years; and  
**Whereas**, the South Florida State College has afforded the citizens an opportunity to comment and provide input in the Highlands County Multi-Hazard Local Mitigation Plan and the actions in the Highlands County Multi-Hazard Local Mitigation Plan.

**Now therefore, be resolved on this \_\_\_\_\_ day of \_\_\_\_\_, 2020 that,**

**Section 1. Amendment and Adoption.**

- 1) The District Board of Trustees of South Florida State College hereby accepts and adopts the Highlands County Multi-Hazard Local Mitigation Plan.
- 2) The South Florida State College staff are requested and instructed to pursue available funding opportunities for implementation of the proposed designated in the Highlands County Multi-Hazard Local Mitigation Plan.
- 3) South Florida State College will, upon receipt of such funding or other necessary resources, seek to implement the proposals contained in the Highlands County Multi-Hazard Local Mitigation Plan.
- 4) South Florida State College will continue to participate in the updating and expansion of the Highlands County Multi-Hazard Local Mitigation Plan in the years ahead; and such participation shall be reviewed on an annual basis by the District Board of Trustees.
- 5) South Florida State College will encourage the business, industry and community groups operating within and/or for the benefit of South Florida State College to participate in the updating and expansion of the Highlands County Multi-Hazard Local Mitigation Plan.



**Section 2. Severability.**

The sections, subsections, paragraphs, sentences, clauses and phrases of this Resolution are severable, and if any phrase, clause, sentence, paragraph, subsection or section of this Resolution shall be declared invalid, unconstitutional or unenforceable by the valid judgment or decree of a court of competent jurisdiction, such invalidity, unconstitutionality or unenforceability shall not affect any of the remaining phrases, clauses, sentences, paragraphs, subsections, and sections of this Resolution.

**Section 3. Conflict.**

Any resolution or part thereof in conflict with this Resolution or any part hereof is hereby repealed to the extent of the conflict.

**Section 4. Effective Date.**

The Resolution shall take effect immediately upon adoption.

**So resolved,**

\_\_\_\_\_  
Dr, Thomas C. Leitzel, Secretary  
South Florida State College  
District Board of Trustees

\_\_\_\_\_  
Date

\_\_\_\_\_  
(SEAL)

## **9.0 Reports**




OFFICE OF THE PRESIDENT

Item 9.1

PRESENT TO BOARD: JULY 22, 2019

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: 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 2020 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 22, 2020

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: 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 2020 meeting of the College District Board of Trustees. The included dates are June 10, 2020 to July 8, 2020. The total amount reported is **\$15,254.00.**
  
- II. **Foundation Update**
  - A. **Events Committee to plan upcoming fundraising efforts**
  - B. **Scholarship Program**

**South Florida State College Foundation**

**Gift Summary Report 6/10/2020 - 7/8/2020**

<b>Fund ID</b>	<b>Fund Description</b>	<b># Gifts</b>	<b>Cash</b>	<b>Pledges</b>	<b>GIK</b>	<b>Total</b>
1000	Unrestricted	15	\$251.00	\$0.00	\$0.00	\$251.00
2000	Jacaranda Restoration Fund	1	\$300.00	\$0.00	\$0.00	\$300.00
5011	SFSC General Scholarship	6	\$110.00	\$0.00	\$0.00	\$110.00
5025	General Nursing Scholarship	1	\$0.50	\$0.00	\$0.00	\$0.50
5031	SFSC Community Fund	2	\$10.50	\$0.00	\$0.00	\$10.50
5032	SFSC Library Donations	2	\$32.00	\$0.00	\$0.00	\$32.00
5045	Athletic Booster Club	2	\$30.00	\$0.00	\$0.00	\$30.00
5088	Carruthers African-American Sch	2	\$5,000.00	\$0.00	\$0.00	\$5,000.00
5095	Dental Programs	1	\$25.00	\$0.00	\$0.00	\$25.00
5110	Highlands County Bar Assoc. S'ship	3	\$2,575.00	\$0.00	\$0.00	\$2,575.00
5158	TSIC Scholarships	7	\$90.00	\$0.00	\$0.00	\$90.00
6005	Partnership Project	9	\$480.00	\$0.00	\$0.00	\$480.00
6011	Kenneth A. Lambert Memorial Endow.	4	\$6,350.00	\$0.00	\$0.00	\$6,350.00
	<b>TOTAL:</b>	<b>55</b>	<b>\$15,254.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$15,254.00</b>
	55 Gift(s) listed					
	46 Donor(s) listed					



OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: JULY 22, 2020

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANTS DEVELOPMENT

**In Development:**

**Title:** CARES Act Rapid Credentialing Grant

**Source:** CARES Act

**Amount:** \$365,120

**Description:** Funding will be requested to build capacity in the local community by providing expanded opportunities for students to obtain a short term, in-demand, CTE credential or certificate.

**Title:** Performances for Young People in Rural Florida

**Source:** NEA

**Amount:** \$20,000

**Description:** Funding will be requested for the 2021-22 Fiscal Year to support Young People's Theatre. These funds will be used to expand community engagement in the performing arts through greater outreach to targeted populations.

**Submitted:**

**Title:** Carl D. Perkins V – Postsecondary Programs

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

**Amount:** \$241,903

**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:** **Adult General Education (AGE)**

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

**Amount:** \$38,560 – Hardee  
\$206,223 - Highlands

**Description:** Funding has been requested to continue offering Adult Basic Education (ABE) and General Educational Development (GED) courses for students 16 and older in Hardee and Highlands counties.

**Title:** **Integrated English Literacy and Civics Education (IELCE)**

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

**Amount:** \$30,900 - Hardee  
\$43,156 - Highlands

**Description:** Funding has been requested to continue offering English for Speakers of Other Languages (ESOL) courses to students 16 and older in Hardee and Highlands counties.

**Title:** **Florida Farmworker Career Development Program**

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

**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:** **Panther Youth Partners**

**Source:** CareerSource Florida

**Amount:** \$750,000

**Description:** Funding has been requested for youth services to operate the Panther Youth Partners program in DeSoto, Hardee, Highlands, and Okeechobee counties.