



**SFSC
District Board of Trustees
Regular Meeting
December 9, 2020**

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

**Joe Wright, Chair
Tami Cullens, Vice Chair
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: DECEMBER 9, 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 December 9, 2020 be adopted.

SUGGESTED MOTION:
Move to adopt the agenda of the regular meeting of December 9, 2020 as presented.

**REGULAR MEETING AGENDA
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
HIGHLANDS CAMPUS
DECEMBER 9, 2020
1:00 P.M.**

- 1.0 Call to Order and Preliminary Matters
 - 1.1 Adoption of Agenda
 - 1.2 Approval of Minutes
 - 1.2.1 Virtual Meeting – October 28, 2020
 - 1.3 Review of Master Calendar
- 2.0 Communications, Introductions, and Recognition
 - 2.1 New Employee Introductions
 - 2.2 Employee Retirement Acknowledgement
- 3.0 Public Comment
- 4.0 Presentations
 - 4.1 Florida Blue Nursing and Allied Health Scholarship Presentation
 - 4.2 Strategic Plan (Destination 2025) Presentation and Approval
- 5.0 Consent Agenda Action Items
 - 5.1 Personnel Actions
 - 5.2 Grant Awards
 - 5.2.1 AmeriCorps Seniors Pandemic Augmentation - \$5,000
 - 5.3 Operating Actions
 - 5.3.1 Monthly Accounts Payable & Payroll Check Register
 - 5.3.2 Property Deletion
 - 5.3.3 Donation – Baldwin Acrosonic Piano
- 6.0 Planning and Policy Issues
- 7.0 Academic and Student Matters
 - 7.1 Curriculum Proposals
- 8.0 Other Action Items
 - 8.1 Mission Statement Affirmation
- 9.0 Reports
 - 9.1 Financial Report
 - 9.2 Foundation Report
 - 9.3 Grants Development Report
 - 9.4 President's Report
 - 9.4 Board Attorney Report
 - 9.5 Board Member Reports
 - 9.6 Board Chair Report
- 10.0 Adjournment




OFFICE OF THE PRESIDENT

Item 1.2.1

PRESENT TO BOARD: DECEMBER 9, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – VIRTUAL MEETING – OCTOBER 28, 2020

It is recommended that the minutes of the virtual meeting held October 28, 2020 be approved as presented and recorded in the Supplemental Minute Book.

SUGGESTED MOTION:
Move to approve the minutes of the October 28, 2020 virtual meeting as presented.

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
OCTOBER 28, 2020 – VIRTUAL**

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

Staff Present: Mrs. Jamie Bateman Mrs. Ashley Bennett Mr. Erik Christensen
Ms. Cindy Garren Dr. James Hawker Dr. Michele Heston
Mr. Don Kesterson Mrs. Melissa Kuehnlé Ms. Melissa Lee
Mr. Glenn Little Ms. Lena Phelps Mr. Jonathan Stern
Dr. Sid Valentine Dr. Chris van der Kaay Dr. Tim Wise

Excused: Mrs. June Weyrauch

Others Present: Mr. Terry Atchley

In accordance with the Governor’s Executive Order 20-69, the virtual meeting of the District Board of Trustees was called to order at 1:05 p.m. on the Highlands Campus of South Florida State College by Board Chair, Mr. Joe Wright. Mrs. Bennett took roll and all trustees were present. Mr. Wright informed the Board that this would be the last time the District Board of Trustees would be allowed to meet virtually under the Governor’s Executive Order 20-69.

Dr. Leitzel recognized and thanked Mr. Terry Atchley, City Manager of Wauchula and SFSC Foundation Board member for attending the virtual DBOT meeting. Dr. Leitzel gave his condolences to Mr. Glenn Little on the passing of his father.

1.0 PRELIMINARY MATTERS

1.1 Adoption of Agenda

Mrs. Cullens made a motion, seconded by Mr. Backer, to adopt the agenda of the virtual meeting held October 28, 2020 as presented.

Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

1.2 Approval of Minutes

1.2.1 Regular Meeting Minutes

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

1.3 Review of Master Calendar

The Master Calendar was reviewed. Mrs. Cullens reported that ACCT is undecided on whether the ACCT National Legislative Summit in Washington, DC in February will happen or if it will need to be held virtually due to COVID-19 precautions.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

None

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION

None

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

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

(EXHIBIT "A")

5.2 Grant Awards

5.2.1 Carl D. Perkins V – Postsecondary Programs

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

5.2.2 Health Sciences Technology and Community Health Initiatives

Highlands County Health Services \$ 9,715

5.2.3 Family-Friendly Performances in Rural Florida

National Endowment of the Arts (NEA) \$ 10,000

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 all funds through September 2020.

(EXHIBIT "B")

Mr. Bryan made a motion, seconded by Mrs. Cullens, to approve the Consent Agenda, Items 5.1 through 5.3.1 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

6.0 PLANNING AND POLICY ISSUES

None

7.0 ACADEMIC AND STUDENT MATTERS

None

8.0 PURCHASING AND OTHER ACTION ITEMS

None

9.0 REPORTS

9.1 Financial Report

Mr. Little reported on the graphs and revenue and expenditure summary compared to budgeted funds within the Operating Budget for FY2020-21 year-to-date. Mr. Little stated that the expenses are unusually high since the college paid the property and casualty insurance in September.

(EXHIBIT "C")

Mrs. Cullens asked Mr. Little to give clarification on the Tuition and Out of State fees and if he thought the Spring term would be more or less than Fall. Mr. Little addressed Mrs. Cullens question. He stated that Spring term is usually a little less than Fall but the goal is to be higher than the last Spring term. Mr. Little stated there is definitely opportunity for enrollment growth for Spring term.

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$56,854.00** from September 9 through October 13, 2020. Mrs. Bateman reported the Hotel Jacaranda Planning Committee reviewed the areas in need of current and ongoing maintenance for the Hotel Jacaranda. The committee reviewed financial opportunities to offset the cost of the renovations that include fundraising, campaigns, traditional and marginal loans, and grants. She stated the committee recommended that a true evaluation of the hotel be conducted by an engineering firm familiar with such evaluations. The recommendation was made to the Executive Committee, and with their approval, will be presented to the full Foundation Board. Mrs. Bateman gave a brief update from the Foundation Legacy Showcase event that was held on Saturday, October 24. She recognized and thanked all the sponsors for the event.

9.3 Resource Development

I. Grants Development Report

Dr. van der Kaay reported on the Grants Development Report dated 10/28/20.

II. In Development

A. Heartland Pathways 2 Success Project

Department of Education (DOE) \$ 2,718,134

B. Advancing Career and Technical Education through Entrepreneurship Education and Training (EET) Grant

Florida Department of Education (FLDOE) \$ 50,000

III. Submitted

A. Agricultural Workforce Training Grant

United States Department of Agriculture (USDA) \$ 500,000

9.4 President's Report

Dr. Leitzel thanked Dr. van der Kaay for his help with the technology for today's DBOT meeting in the absence of Mrs. Weyrauch.

Dr. Leitzel reported on the following items:

1. Reflection on Trustee Ken Lambert: Dr. Leitzel stated that this time last year was Mr. Ken Lambert's last DBOT meeting before his passing. He reflected on Mr. Lambert's contributions and love for college. Dr. Leitzel informed the Board that the annual Meritorious Awards will be recognized in December virtually this year. He stated that the college has a category name "Special Award", which we are now calling The Kenneth A. Lambert "Journey Award" in remembrance of Mr. Lambert. This award will be given to an employee who made a meaningful contribution under difficult circumstances, which made a difference at SFSC, or to an SFSC student, or to his/her community.
2. SACSCOC Update: Dr. Leitzel reported that in less than one year the SACSCOC on-site visitation will be held October 4-7, 2021. He stated the college's On-Site Team Chair is Dr. Ty Handy of Jefferson Community and Technical College of Louisville, KY.
3. Fall Enrollment Update: Dr. Leitzel reported the Fall student headcount is 3,000. Dr. Leitzel reported the following percentages on instructional modalities offered this Fall:
 - Online – 38%
 - Hybrid (blend in-person/online) – 5%
 - In-person – 57%

Dr. Leitzel shared some SFSC Zoom meeting statistics.

4. Fuse Announcement: Dr. Leitzel announced he participated in a virtual meeting with USF to sign a three year Fuse agreement. He stated that Dr. Valentine, Dr. Hawker, and Mrs. Kuehnle also participated in the Zoom meeting. He gave brief overview of the Fuse agreement.
5. Dental Labs: Dr. Leitzel reported on the new machinery in the dental labs to help sanitize while working on patients. He recognized the following dental partners who helped during the medical absence of Dr. Milliken with labs:
 - Dr. Michael Kirsch – Sebring
 - Dr. Paul Horton – Sebring
 - Dr. Barbara Platte – Lake Placid
 - Dr. James Pyle – Wauchula
 - Dr. Michael Lamp – Sebring
6. Highlighted Panther Athletics: Dr. Leitzel announced SFSC Cross-Country is Nationally ranked #13. SFSC Cross-Country received invitation to Nationals in Fort Dodge, Iowa in November 5-7.
7. MOFAC Update: The Highwaymen revisiting our roots exhibit is on display October 21, 2020 – February 5, 2021.
8. Commencement Update: Dr. Leitzel reviewed the commencement plan that was presented to the Board at the September 23 DBOT meeting. He discussed the new considerations that were suggested by the Board on alternative venues. Dr. Leitzel presented several commencement recommendations with the Board. He announced the staff recommendation is as follows:
 - Three Ceremonies: Starting at 12 noon on Thursday, December 17
 - Bachelor's 12 noon
 - AS – Certificates 3 p.m.
 - AA 6 p.m.

He stated that the State of Florida High School Diploma students would have a graduation ceremony on Wednesday, December 16 at 5 p.m. Dr. Leitzel gave a brief overview of the advantages and features of having multiple commencement ceremonies. Mr. Wright asked, "how the students would proceed across stage"? Dr. Leitzel stated it would be the same as commencements in the past but we would have multiple hand sanitizing stations on the stage. Mrs. Rider questioned about the use of mask. Dr. Leitzel stated Mrs. Kuehnle will be designing and ordering a special commencement mask that would be provided to all graduates and platform guests. The Board agreed with the the staff recommendation of the three ceremonies on December 17 and the Florida High School Diploma graduation on December 16 and for Dr. Leitzel to proceed with his plans. Dr. Leitzel thanked the Board.

9. December 9 DBOT Meeting: Dr. Leitzel recommended to delay the Planning Workshop based on the Core Indicators of Effectiveness Student test data not being available and to move forward with the review of our Strategic Plan, and affirming the college's mission during the regular December DBOT meeting. All trustees agreed unanimously with this recommendation.

9.4 Board Attorney's Report

Mrs. Karlson stated no report.

9.5 Board Members' Reports

Mrs. Puckorius stated no report.

Mr. Backer stated no report.

Mr. Bryan stated no report.

Mrs. Rider stated no report.

Dr. Kirschner stated no report. He asked for an update on the number of SFSC students effected by COVID-19. Mr. Littled stated there have been several incidents with students contracting COVID-19 outside of the college. He reported SFSC is conducting contact tracing and monitors reports from all respective health departments. Mrs. Kuehnle reported the total number of positive cases for SFSC is 32 that includes both students and employees. Mr. Kesterson reported only one adjunct faculty member called in positive with COVID-19.

Mrs. Cullens stated she will report to the Board whether or not ACCT National Leglasitve Summit will be canceled in February. She reported that the virtual ACCT Leadership Congress conference was well received. She informed the Board that she participated in a zoom session about enrollment and SFSC is one of the few colleges reporting an increase in credit enrollment. ACCT has contacted SFSC for more information on how the college improved its enrollment and is doing an article on the college's enrollment growth success. She thanked everyone for their continuous work.

9.6 Board Chair Report

Mr. Wright stated that he appreciates the "Journey Award" to honor Mr. Lambert. He reported that he did a Veterns Day recording with Mr. Erik Christensen. Mr. Christensen and Mrs. Kuehnle gave a brief overview on what the college is planning for Veterans Day.

He stated that he appreciates the Board meeting via Zoom today but the December DBOT meeting will either be held in the Wildstein Center or the boardroom with strict limitations. He wished everyone a Happy Thanksgiving.


10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:12 p.m.



OFFICE OF THE PRESIDENT

Item 1.3

PRESENT TO BOARD: DECEMBER 9, 2020
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: REVIEW OF MASTER CALENDAR

Information:

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

District Board of Trustees Master Calendar

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

New Addition


Tentative *

2.0 Communications, Introductions, and Recognitions



OFFICE OF THE PRESIDENT

Item 2.1


PRESENT TO BOARD: DECEMBER 9, 2020
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: NEW EMPLOYEE INTRODUCTIONS

Employee	Position	Supervisor	Hired
Jason Fitzgerald	Instructor, English	Theresa James	08/17/20
Carmen Robinson-Cooper	Senior Accountant	April Ricker	09/01/20
Erin Warner	Purchasing Specialist	Deborah Olson	09/01/20



OFFICE OF THE PRESIDENT

Item 2.2

PRESENT TO BOARD: DECEMBER 9, 2020
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: EMPLOYEE RETIREMENT ACKNOWLEDGEMENT

Employee	Position	Dates of Service
Glenn W. Little	Vice President for Administrative Services	01/02/1986 – 12/18/20

SUGGESTED MOTION:
Move to recognize the retirement of Glenn W. Little 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: DECEMBER 9, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: FLORIDA BLUE NURSING AND ALLIED HEALTH SCHOLARSHIP


The Florida College System Foundation receives a generous gift each year from Florida Blue, formerly Blue Cross Blue Shield of Florida, Inc., to establish a statewide Nursing and Allied Health Scholarship. The Florida College System Foundation Board of Directors awarded \$12,162 to South Florida State College Foundation for the 2020-21 Florida Blue Nursing and Allied Health Scholarship.

With matching funds, South Florida State College will be awarding 24 students from the dental, nursing, and radiography programs with the 2020-21 Florida Blue Nursing and Allied Health Scholarships totaling \$24,324.



OFFICE OF THE PRESIDENT

Item 4.2

PRESENT TO BOARD: DECEMBER 9, 2020
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: SFSC STRATEGIC PLAN PRESENTATION

South Florida State College’s (SFSC) strategic plan provides direction for prioritizing future initiatives, allocating limited resources, and providing a framework for implementing the college’s mission, vision, and goals. The plan represents a multifaceted strategy developed by a wide cross-section of the college’s faculty and staff with guidance and input from numerous stakeholders.

This plan is organized into six Strategic Initiatives, which are determined to be core functions for achieving the college vision and mission.

The proposed SFSC Strategic Plan, “Destination 2025”, is presented to the SFSC District Board of Trustees for review, discussion, and approval.


SUGGESTED MOTION:
Move to approve the SFSC Strategic Plan (Destination 2025) as presented.

5.0 Consent Agenda Action Items



OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: DECEMBER 9, 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.

	CONSENT AGENDA ACTION ITEMS	Page
5.1	Personnel Actions	24
5.2	Grant Awards	25
	5.2.1 AmeriCorps Seniors Pandemic Augmentation - \$5,000	
5.3	Operating Actions	26
	5.3.1 Monthly Accounts Payable & Payroll Check Register	
	5.3.2 Property Deletion	
	5.3.3 Donation – Baldwin Acrosonic Piano	



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: DECEMBER 9, 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 CAREER SERVICES STAFF:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Soto, Yarenys	Staff Assistant II, Health Sciences	11/02/20
Bautista, Estrella	Custodian	11/09/20
Harris, Esmeralda	Staff Assistant I, Hardee	12/01/20

SUGGESTED MOTION:
Move to approve the personnel recommendations as presented.




OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: DECEMBER 9, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – AMERICORPS SENIORS PANDEMIC AUGMENTATION

Title: AmeriCorps Seniors Pandemic Augmentation
Source: AmeriCorps Seniors
Amount: \$5,000
Description: Funding has been awarded for a one-time augmentation for all AmeriCorps Seniors R.S.V.P. grants to support program efforts to facilitate a safer pathway to service for volunteers during the COVID-19 pandemic.

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



OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: DECEMBER 9, 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 for all funds through October are enclosed. Detailed information related to expenditures to date is available during normal business hours in the College Business Office.

SUGGESTED MOTION:

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

Accounts Payable:								
	2020/2021 Checks		2020/2021 Electronic		2020/2021 P-Card		2020/2021 Totals	
	No.	Amount	No.	Amount	No.	Amount	No.	Amount
July	589	\$821,612.60	85	\$1,088,340.58	279	\$116,793.62	953	\$2,026,746.80
August	256	\$479,865.33	57	\$788,468.58	432	\$196,630.20	745	\$1,464,964.11
September	1391	\$2,851,576.95	104	\$935,450.31	563	\$197,093.18	2058	\$3,984,120.44
October	748	\$844,171.55	96	\$888,767.86	502	\$137,409.86	1346	\$1,870,349.27
November								
December								
January								
February								
March								
April								
May								
June								
Totals	2984	\$4,997,226.43	342	\$3,701,027.33	1776	\$647,926.86	5102	\$9,346,180.62

Payroll:						
	2020/2021 Checks		2020/2021 Electronic		2020/2021 Totals	
	No.	Amount	No.	Amount	No.	Amount
July	7	\$13,769.29	453	\$926,818.00	460	\$940,587.29
August	11	\$29,104.84	363	\$1,017,720.27	374	\$1,046,825.11
September	8	\$9,510.60	392	\$889,119.63	400	\$898,630.23
October	7	\$8,112.85	433	\$950,591.31	440	\$958,704.16
November						
December						
January						
February						
March						
April						
May						
June						
Totals	33	\$60,497.58	1641	\$3,784,249.21	1674	\$3,844,746.79

Accounts Payable:

	2019/20			2020/21		
	# Payments	Monthly Total	Cumulative Total	# Payments	Monthly Total	Cumulative Total
July	1,184	\$1,922,191.43	\$1,922,191.43	953	\$2,026,746.80	\$2,026,746.80
August	907	\$1,626,557.03	\$3,548,748.46	745	\$1,464,964.11	\$3,491,710.91
September	2,050	\$2,677,106.78	\$6,225,855.24	2,058	\$3,984,120.44	\$7,475,831.35
October	1,239	\$1,483,299.65	\$7,709,154.89	1,346	\$1,870,349.27	\$9,346,180.62
November	1,421	\$2,094,514.05	\$9,803,668.94			
December	1,111	\$1,582,077.65	\$11,385,746.59			
January	842	\$1,974,312.89	\$13,360,059.48			
February	2,398	\$3,242,411.14	\$16,602,470.62			
March	1,194	\$1,986,544.06	\$18,589,014.68			
April	510	\$1,294,286.38	\$19,883,301.06			
May	1,015	\$1,566,229.91	\$21,449,530.97			
June	1,120	\$2,038,322.31	\$23,487,853.28			
Totals	14,991	\$23,487,853.28		5,102	\$9,346,180.62	

Payroll:

	2019/20			2020/21		
	# Payments	Monthly Total	Cumulative Total	# Payments	Monthly Total	Cumulative Total
July	528	\$928,308.96	\$928,308.96	460	\$940,587.29	\$940,587.29
August	418	\$84,471.65	\$1,812,780.61	374	\$1,046,825.11	\$1,987,412.40
September	440	\$21,904.97	\$2,734,685.58	400	\$898,630.23	\$2,886,042.63
October	480	\$943,995.77	\$3,678,681.35	440	\$958,704.16	\$3,844,746.79
November	496	\$1,153,527.16	\$4,832,208.51			
December	489	\$967,870.33	\$5,800,078.84			
January	439	\$895,913.55	\$6,695,992.39			
February	485	\$962,842.07	\$7,658,834.46			
March	508	\$975,231.38	\$8,634,065.84			
April	466	\$942,937.92	\$9,577,003.76			
May	429	\$932,757.93	\$10,509,761.69			
June	365	\$889,438.46	\$11,399,200.15			
Totals	5543	\$11,399,200.15		1674	\$3,844,746.79	



OFFICE OF THE PRESIDENT

Item 5.3.2

PRESENT TO BOARD: DECEMBER 9, 2020
TO: SOUTH FLORIDA STATE COLLEGE DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL
SUBJECT: PROPERTY DELETION

Requesting authorization to delete the equipment items listed below totaling \$42,021.50 from SFSC property records. These items are beyond repair and/or obsolete and will be held in storage until disposal.

South Florida State College
Disposal Items
November - 2020

Table with 5 columns: Tag #, Date Purchased, Description, Cost, Condition Code. Lists various equipment items like John Deere Mower, Dell Precision Processor, Lifepak 500 Defibrillator, etc.

Total: \$42,021.50

SUGGESTED MOTION:
Move to approve the deletion of College property from inventory records as presented.




OFFICE OF THE PRESIDENT

Item 5.3.3

PRESENT TO BOARD: DECEMBER 9, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: DONATION – BALDWIN ACROSONIC PIANO

Requesting approval for the donation of a Baldwin Acrosonic piano from Mrs. Barbara Collins. The piano is valued at approximately \$500 and will benefit the DeSoto Campus.

SUGGESTED MOTION:
Move to approve the donation of the Baldwin Acrosonic piano for use by the DeSoto Campus as presented.

6.0 Planning and Policy Issues

7.0 Academic and Student Matters




OFFICE OF THE PRESIDENT

Item 7.1

PRESENT TO BOARD: DECEMBER 9, 2020

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: CURRICULUM PROPOSALS

Consideration of the following curriculum proposals is requested:

I. PROGRAM REVISIONS

Request approval to revise the following associate degree program. The FLDOE curriculum standards for this program require the students to demonstrate proficiency using word processing, spreadsheet, presentation, database, and utility software applications. These competencies currently are met in various courses within the program and the certification exam. Removing the redundant courses and replacing them with professional elective choices will offer students more flexibility. No change to program length; effective Fall 2021 (202210).

➤ **Office Administration AS #1630**

- **Replace** CGS 1100C Introduction to Microcomputers using Windows (3 crs.) and CGS 2540C Introduction to Database (3 crs.) **with** two professional elective choices: GEB 2430 Business Ethics (3 crs.), LDR 2001 Introduction to Leadership (3 crs.), MAR 2011 Principles of Marketing (3 crs.), and/or OST 1110C Intermediate to College Keyboarding (3 crs.).

Request approval to modify the following health care program's title, length, CIP#, and course structure to align with FLDOE 2020-2021 curriculum framework; effective Fall 2021 (202210).

➤ **Health Care Services CCC #3100**

- **Change** title to Health Care Services Specialist
- **Change** CIP# from 0351070201 to 0351070102
- **Change** program length from 32 to 27
- **Remove** ACG 2001 Financial Accounting I (3 crs.)
- **Remove** HIM 2652 Electronic Health/Medical Record Systems (2 crs.)

Request approval to revise the Fire Fighter I/II CC program. The Bureau of Fire Standards and Training updated the curriculum for the training required to be certified as a firefighter in Florida. As a result, the curriculum framework was updated as well changing the contact hours, title, and CIP# and adding the Basic Skills assessment as entry requirement; effective Fall 2020 (202110).

➤ **Fire Fighter I/II CC #3600**

- **Change** title to Firefighter
- **Change** CIP# from 0743020303 to 0743020304
- **Change** program length from 398 to 492
- **Change** FFP 0010 Fire Fighter I (206 cont. hrs.) to FFP 0030 Firefighter I (191 cont. hrs.) and **add** Program Admission as prerequisite and **remove** EMS 1051C or Instructor's Approval as corequisite
- **Change** FFP 0020 Fire Fighter II (192 cont. hrs.) to FFP 0031 Firefighter II (301 cont. hrs.) and **add** Program Admission to prerequisite
- **Add** Basic Skill Assessment (Score of 10 or higher in math, language, and reading) as an entry requirement

II. PROGRAM DELETIONS

Request approval to delete the following associated AS/CCC programs and related core courses; programs are being deleted due to low enrollment and lack of jobs in the tri-county area; effective Fall 2020 (202110):

➤ **Supply Chain Management AS #1750**

➤ **Logistics and Transportation Specialist CCC #3072**

- **Delete** MAN 1942 Supply Chain Management Internship
- **Delete** MAN 2043 Principles of Quality Management
- **Delete** MAN 2500 Operations Management
- **Delete** TRA 1154 Introduction to Supply Chain Management
- **Delete** TRA 2010 Transportation and Distribution
- **Delete** TRA 2131 Purchasing and Inventory Management
- **Delete** TRA 2230 Warehouse Management

Request approval to delete the following career certificate program and related core courses. Certificate was implemented for the HCI (Highlands Career Institute) students. However, due to low enrollment (4-6 students each year for the last 3 years), it is recommended for deletion; effective Fall 2020 (202110):

➤ **Applied Cybersecurity CC #3324**

- **Delete** CTS 0014C Cybersecurity Associate I
- **Delete** CTS 0015C Cybersecurity Associate II
- **Delete** CTS 0016C Cybersecurity Associate III
- **Delete** CTS 0017C Cybersecurity Associate IV
- **Delete** CTS 0021C Information Security Administrator I
- **Delete** CTS 0025C Information Security Administrator II

- **Delete** CTS 0030C Information Security Administrator III
- **Delete** CTS 0031C Information Security Administrator IV

Request approval to delete the following business program and related core courses. Career certificate program is being deleted due to very low enrollment in the past 2 years; effective Fall 2020 (202110):

➤ **Business Management and Analysis CC #3620**

- **Delete** OCA 0455/L Occupational Business Fundamentals and Lab
- **Delete** OCA 0461/L Occupational Database Applications and Lab
- **Delete** OTA 0475/L Occupational Legal Aspects of Business and Lab
- **Delete** OTA 0949 Business Management and Analysis Internship-Externship
- **Delete** SCM 0500/L Occupational Supply Chain Management and Lab

SUGGESTED MOTION:


Move to approve the curriculum proposals as presented.

8.0 *Purchasing and Other Action Items*



OFFICE OF THE PRESIDENT

Item 8.1

PRESENT TO BOARD: DECEMBER 9, 2020
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: SFSC MISSION STATEMENT AFFIRMATION

According to The Principles of Accreditation set forth by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), Section 4: Governing Board, the “governing board ensures the regular review of the institution’s mission” (p.13). Section 2: Mission, requires the College to have “a clearly defined, comprehensive and published mission specific to the institution and appropriate for higher education. The mission addresses teaching and learning and, where applicable, research and public service” (p.11).

SUGGESTED MOTION:
Move to affirm the South Florida State College Mission Statement as presented.

Mission Statement

The function of our organization

South Florida State College is an open-access, higher education institution dedicated to providing a learning-centered environment through quality programs, training, and services. Working in partnership with organizations and communities, the college provides leadership and a comprehensive range of opportunities for the educational, cultural, and economic development of the service district.

The college assists the people of its service district DeSoto, Hardee, and Highlands counties regardless of economic, social, or educational background to achieve success in:

- completing an associate degree in preparation for pursuing a baccalaureate or other professional degree or credential;
- completing a baccalaureate degree, associate degree, or certificate related to career and technical preparation to enter the workforce or to improve career circumstances;
- completing college preparatory programs of study including those leading to the high school diploma;
- obtaining basic skills in literacy, numeracy, and citizenship to prosper as a contributing member of society;
- gaining personal, cultural, and global awareness, appreciation, and understanding needed in a complex contemporary society;
- pursuing advanced academic preparation and credentials available through partnerships with colleges and universities; and
- participating in the social, cultural, environmental, and economic development of the communities served by the college.

We believe in the worth of each of our students and, through all of our educational programs and services, we seek to develop human potential and to create brighter futures.

9.0 Reports




OFFICE OF THE PRESIDENT

Item 9.1

PRESENT TO BOARD: DECEMBER 9, 2020

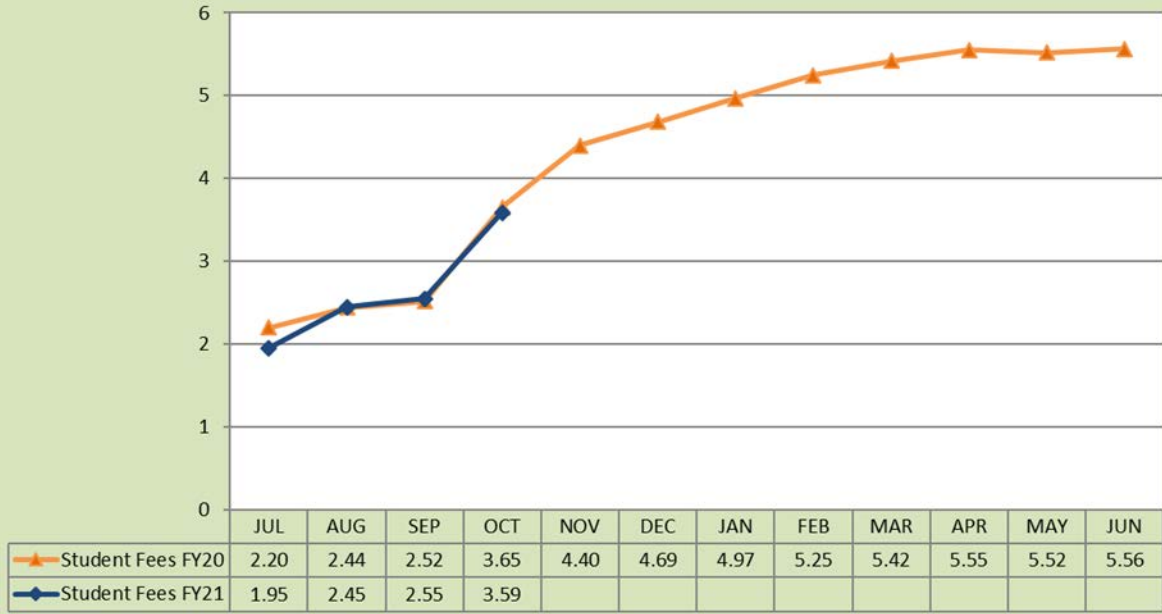
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

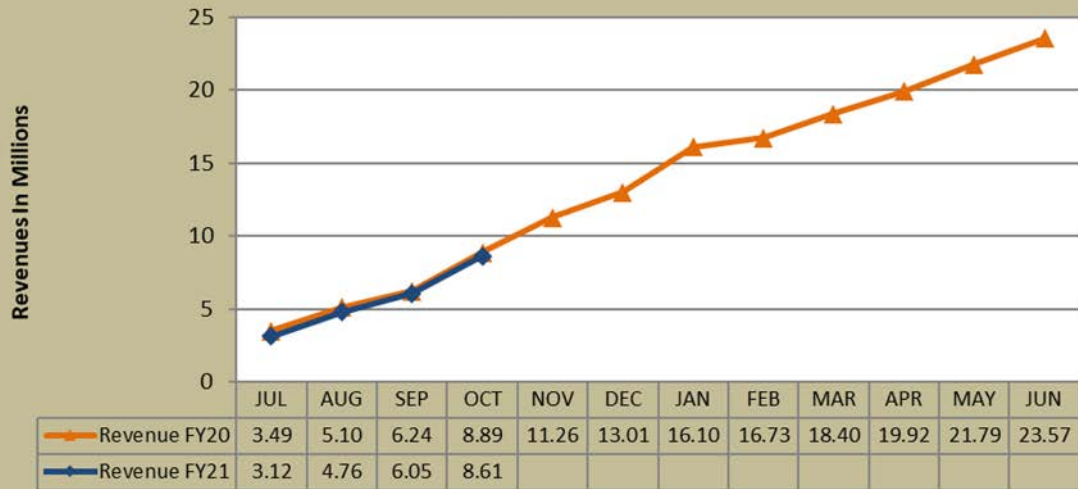
SUBJECT: FINANCIAL REPORT SUMMARY & GRAPHS – **INFORMATION ITEM**

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

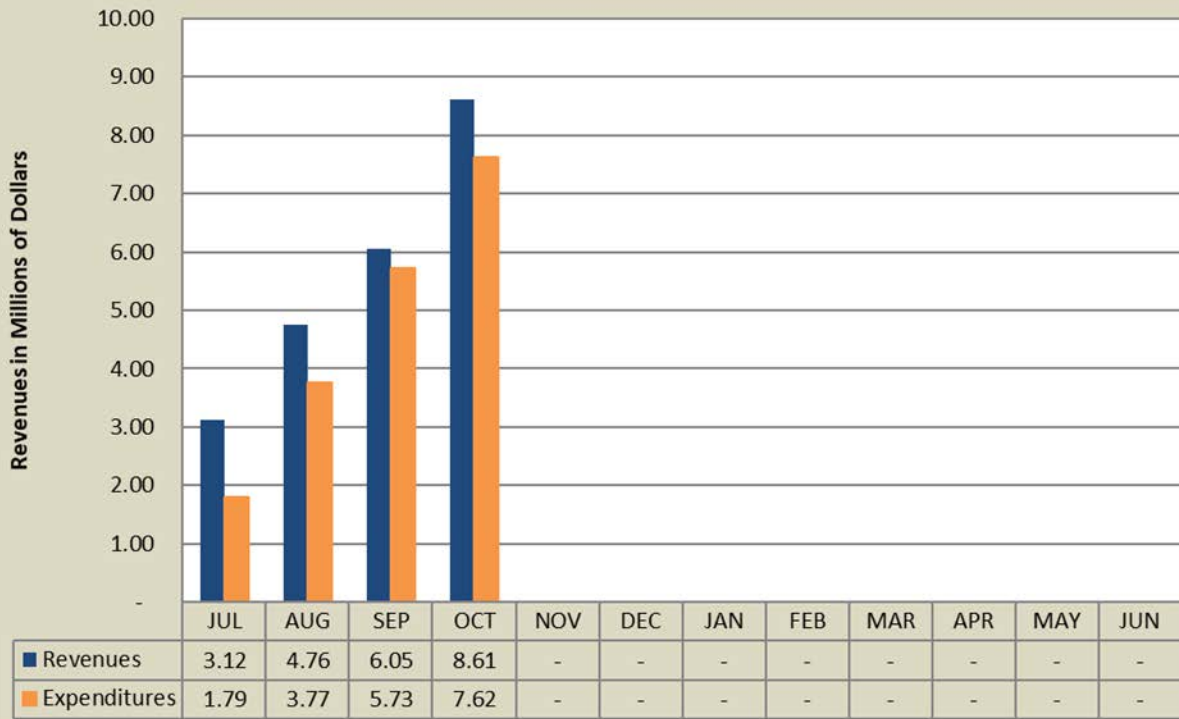
**South Florida State College
Fund 1 Student Fee Revenue, FY 20 vs FY 21**



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



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



South Florida State College					
Revenue and Expenditures for Fund 1					
For Month Ended October 31, 2020					
Code	Account Title	Budget Amount	Amount	Difference	Percentage Collected/ Spent to Date
401-403XX	Tuition and Out of State Fees	4,082,914.00	3,093,426.50	989,487.50	75.77%
404XX	Lab Fees	568,650.00	311,211.60	257,438.40	54.73%
408XX	Technology Fees	178,367.00	118,839.63	59,527.37	66.63%
105-407XX, 409XX	Other Student Fees	109,767.00	67,945.91	41,821.09	61.90%
416XX	Grants and Contracts from Counties	786,090.00	25,000.00	761,090.00	3.18%
42110	FCSPF-General Revenue	14,038,184.00	4,401,772.00	9,636,412.00	31.36%
4215X	Performance Based Incentive	540,827.00	117,760.00	423,067.00	21.77%
42210	CO&DS Entitlement	1,100.00	-	1,100.00	0.00%
42610	FCSPF-Lottery	2,422,780.00	253,046.00	2,169,734.00	10.44%
429XX, 439XX	Indirect Costs Recovered	385,750.00	149,776.60	235,973.40	38.83%
441-44400	Cash/Non-Cash Contributions and Gifts	14,000.00		14,000.00	0.00%
46400	Use of College Facilities	50,000.00	14,005.54	35,994.46	28.01%
466XX, 467XX	Other Sales and Services	60,000.00	15,617.25	44,382.75	26.03%
48100	Interest and Dividends	10,000.00	5,422.84	4,577.16	54.23%
487XX, 489XX	Fines and Penalties/Miscellaneous	121,327.00	26,973.95	94,353.05	22.23%
49XXX	Transfers and Other Revenues	500,000.00	5,761.21	494,238.79	1.15%
	Total Revenue	\$ 23,869,756.00	\$ 8,606,559.03	\$ 15,263,196.97	36.06%
51XXX	Management	1,860,392.00	618,371.03	1,242,020.97	33.24%
52XXX	Instructional	4,850,240.00	1,285,574.27	3,564,665.73	26.51%
53XXX	Other Professional	2,667,404.00	887,207.39	1,780,196.61	33.26%
54XXX	Career Staff	2,330,822.00	783,228.86	1,547,593.14	33.60%
56XXX	Other Professional-Instructional	1,333,240.00	346,840.14	986,399.86	26.01%
57XXX	Other Professional-Tech/Clerical/Trade	150,222.00	31,234.81	118,987.19	20.79%
58XXX	Student Employment	38,000.00	481.50	37,518.50	1.27%
585XX	Employees Awards	212,145.00	215,697.45	(3,552.45)	101.67%
59XXX	Benefits	5,071,874.00	1,333,554.58	3,738,319.42	26.29%
	Total Personnel	\$ 18,514,339.00	\$ 5,502,190.03	\$ 13,012,148.97	29.72%
605XX	Travel	277,025.00	6,150.69	270,874.31	2.22%
61000	Freight and Postage	21,400.00	3,246.79	18,153.21	15.17%
615XX	Telecommunications	62,000.00	17,213.38	44,786.62	27.76%
62000	Printing	44,384.00	1,302.06	43,081.94	2.93%
625XX	Repairs and Maintenance	1,223,515.00	485,565.89	737,949.11	39.69%
63000	Rentals	167,956.00	48,576.95	119,379.05	28.92%
635XX, 637XX	Insurance	545,433.00	429,658.09	115,774.91	78.77%
640XX	Utilities	1,650,235.00	503,154.37	1,147,080.63	30.49%
645XX	Other Services	779,115.00	209,567.37	569,547.63	26.90%
64700	Grant Aid	4,280.00	937.00	3,343.00	21.89%
650XX	Professional Fees	104,995.00	8,634.19	96,360.81	8.22%
655XX	Education Office/Dept Material Supp	629,582.00	240,495.04	389,086.96	38.20%
657XX	Data Software	34,490.00	14,536.56	19,953.44	42.15%
66000	Maint/Construction Material/Supp	402,500.00	66,269.59	336,230.41	16.46%
665XX	Other Materials and Supplies	93,925.00	35,842.34	58,082.66	38.16%
670XX	Subscriptions/Library	58,200.00	16,828.25	41,371.75	28.91%
675XX	Purchases for Resale	41,100.00	7,445.45	33,654.55	18.12%
680XX	Scholarships	45,000.00	17,556.00	27,444.00	39.01%
69XXX	Transfers and Other Expenses	125,000.00	-	125,000.00	0.00%
	Total Current Expenses	\$ 6,310,135.00	\$ 2,112,980.01	\$ 4,197,154.99	33.49%
706XX	Minor Equipment >1000<5000	45,000.00	4,741.66	40,258.34	10.54%
71000	Furniture and Equipment	30,000.00		30,000.00	
	Total Capital Outlay	\$ 75,000.00	\$ 4,741.66	\$ 70,258.34	6.32%



OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: DECEMBER 9, 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 October 2020 meeting of the College District Board of Trustees. The included dates are October 14, 2020 to November 17, 2020. The total amount reported is **\$422,629.13**.

II. Foundation Update

A. Hotel Jacaranda

B. Event Recap - Jubilee, Giving Tuesday, Christmas Luncheon

South Florida State College Foundation
 Gift Summary Report 10/14/2020 - 11/17/2020

Fund #	Fund Description	# Gifts	Cash	Pledges	GIK	Total
1000	Unrestricted	47	\$2,119.20	\$720.00	\$0.00	\$2,839.20
5011	SFSC General Scholarship	7	\$590.50	\$0.00	\$0.00	\$590.50
5025	General Nursing Scholarship	1	\$0.50	\$0.00	\$0.00	\$0.50
5031	SFSC Community Fund	3	\$44.37	\$0.00	\$0.00	\$44.37
5032	SFSC Library Donations	3	\$132.00	\$0.00	\$0.00	\$132.00
5045	Athletic Booster Club	4	\$130.50	\$0.00	\$0.00	\$130.50
5058	Take Stock In Children - Ops	1	\$125,000.00	\$0.00	\$0.00	\$125,000.00
5095	Dental Programs	3	\$12,125.00	\$0.00	\$131.06	\$12,256.06
5110	Highlands County Bar Assoc Scholarship	7	\$3,825.00	\$0.00	\$0.00	\$3,825.00
5158	TSIC Scholarships	8	\$275,090.00	\$0.00	\$0.00	\$275,090.00
6005	Partnership Project	14	\$2,721.00	\$0.00	\$0.00	\$2,721.00
	Grand Totals:	98	\$421,778.07	\$720.00	\$131.06	\$422,629.13


98 Gift(s) listed

78 Donor(s) listed



OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: DECEMBER 9, 2020
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: GRANTS DEVELOPMENT

In Development:

Title: Pathway to a Pipeline: Advanced Patient Care Technician
Apprenticeship 2.0
Source: Florida Dept. of Education (FLDOE)
Amount: \$120,000
Description: Funding will be requested for expanding the overall capacity to enroll additional apprentices in the currently registered apprenticeship program in Nursing.

Submitted:

Title: Retired and Senior Volunteer Program (R.S.V.P.)
Source: Corporation for National and Community Service
Amount: \$52,034
Description: Funding has been requested to continue the R.S.V.P. grant in the 2020-2021 academic year. R.S.V.P. actively engages senior adults throughout Highlands County in meaningful volunteerism to support local non-profit organizations and improve quality of life for local elderly and high-need residents.