



**SFSC
District Board of Trustees
Regular Meeting
September 29, 2021**

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

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

1.0 *Call to Order and Preliminary Matters*



OFFICE OF THE PRESIDENT

Item 1.1

PRESENT TO BOARD: SEPTEMBER 29, 2021

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

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

SUBJECT: ADOPTION OF AGENDA

It is recommended that the agenda of the regular meeting of September 29, 2021 be adopted.

SUGGESTED MOTION:

**Move to adopt the agenda of the regular meeting of
September 29, 2021 as presented.**

**REGULAR MEETING AGENDA
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
HIGHLANDS CAMPUS
SEPTEMBER 29, 2021
1:00 P.M.**

- 1.0 Call to Order and Preliminary Matters
 - 1.1 Adoption of Agenda
 - 1.2 Approval of Minutes
 - 1.2.1 Regular Meeting – August 25, 2021
 - 1.3 Review of Master Calendar
- 2.0 Communications, Introductions, and Recognition
 - 2.1 New Employee Introduction
- 3.0 Public Comment
- 4.0 Presentations
 - 4.1 Board Preparation for SACSCOC On-Site Visit
- 5.0 Consent Agenda Action Items
 - 5.1 Personnel Actions
 - 5.2 Operating Actions
 - 5.2.1 Monthly Accounts Payable & Payroll Check Register
 - 5.2.2 Property Deletion
- 6.0 Planning and Policy Issues
 - 6.1 Policy 3.38 Intercollegiate Student-Athlete Compensation and Rights Development
- 7.0 Academic and Student Matters
- 8.0 Other Action Items
 - 8.1 Carryforward Spending Plan
 - 8.2 Textbook and Instructional Materials Affordability
- 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: SEPTEMBER 29, 2021

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – REGULAR MEETING – AUGUST 25, 2021

It is recommended that the minutes of the regular meeting held August 25, 2021 be approved as presented and recorded in the Supplemental Minute Book.

SUGGESTED MOTION:

Move to approve the minutes of the August 25, 2021 regular meeting as presented.

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
AUGUST 25, 2021**

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

Excused: Mrs. Kris Y. Rider

Staff Present:	Mrs. Jamie Bateman	Dr. Mark Bukowski	Mr. Erik Christensen
	Mr. Peter Elliott	Ms. Cindy Garren	Dr. James Hawker
	Dr. Michele Heston	Mr. Rick Hitt	Mr. Don Kesterson
	Mrs. Melissa Kuehnle	Mr. Keith Loweke	Ms. Anastasia Saunders
	Ms. Sierra Shaffer	Dr. Sid Valentine	Dr. Chris van der Kaay
	Mrs. Teresa Vorous	Mrs. June Weyrauch	

Excused: Mrs. Ashley Bennett

Others Present: Dr. Marshall Goodman Mrs. Barbara Kirschner

The regular meeting of the District Board of Trustees was called to order at 1:06 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. Atchley made a motion, seconded by Mr. Backer, to adopt the agenda of the regular meeting with the amendment to remove Item 4.1 from the agenda held August 25, 2021 as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, and Mr. Wright. **Motion carried by unanimous vote.**

1.2 Approval of Minutes

1.2.1 Regular Meeting Minutes

Mr. Backer made a motion, seconded by Mr. Wright, to approve the minutes of the regular meeting held July 14, 2021 as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, and Mr. Wright. **Motion carried by unanimous vote.**

1.3 Review of Master Calendar

The Master Calendar was reviewed. Mr. Backer asked if the college would host the employee holiday luncheon. Dr. Leitzel stated it is too early to tell and he will keep the Board updated. Mr. Atchley encouraged the Board to attend or volunteer for the Million Dollar Hole-in-One Golf Shootout in January. He said it's a great event to network with the community.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

2.1 New Employee Introduction

The following new employees were introduced:

Employee	Position	Supervisor	Hired
Sierra Shaffer	Administrative Assistant II, Controller	Peter S. Elliott	04/19/21
Teresa Vorous	Controller	Peter S. Elliott	08/16/21
Mark Bukowski	Dean, Student Services	Dr. Sid Valentine	08/16/21

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION

4.1 The Division of Corporate and Continuing Education Update

The Board motioned to move the update to the September 29 DBOT meeting and removed from the agenda in Item 1.1.

4.2 Dr. Marshall Goodman Presentation

Dr. Leitzel introduced Dr. Marshall Goodman to the Board. Dr. Leitzel informed the Board that Dr. Goodman joined the Board to share an initiative that he leads from his office in Lake Wales. He stated the program is an innovative opportunity for our entire region, and it is designed to uplift the ridge communities, from Haines City to Sebring and Lake Placid. Dr. Goodman presented his PowerPoint presentation to the Board on his business incubation center initiative. The Board discussed the initiative and the benefits to the entire region. **Mr. Atchley made a motion, seconded by Mr. Backer, for SFSC to continue to be a leading entity, authorized Dr. Leitzel to continue to pursue opportunities with Central Florida Incubator (CFI), and authorized Dr. Leitzel to attempt to secure funding for a planning grant.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, and Mr. Wright. **Motion carried by unanimous vote.**

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

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

(EXHIBIT "A")

5.2 Grant Awards

5.2.1 Trending Now Series – Rumours

South Arts \$ 4,063

5.2.2 Heartland Pathways 2 Success Project

Department of Education (DOE) \$ 2,718,132

5.2.3 Florida Farmworker Career Development Program

Florida Department of Education (FDOE) \$ 267,824

5.3 Operational Actions

5.3.1 Monthly Accounts Payable/Payroll Check Register

Approved the monthly accounts payable/monthly payroll check register for June and July as presented.

(EXHIBIT "B")

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

6.0 PLANNING AND POLICY ISSUES

6.1 Policy 3.38 Intercollegiate Student-Athlete Compensation and Rights Development

Mr. Rick Hitt, Athletic Director, gave a brief overview of the proposed new policy to the Board and what it means for SFSC athletes. Mr. Bryan questioned what Mr. Hitt referenced as NIL. Mr. Hitt stated that is the acronym for name, image, and likeness. Dr. Leitzel recommended to table Policy 3.38 and SFSC administration will create a procedure and return Policy 3.38 for approval at the September DBOT meeting. Mr. Bryan requested that administration make it clear what NIL is in the procedure. The Board questioned how this would affect SFSC. Mr. Hitt stated he does not think it will affect the college much, but a policy/procedure needs to be in place to address it.

Mr. Atchley made a motion, seconded by Mrs. Puckorius, to table consideration of new DBOT Policy 3.38 until such time staff is able to produce the related procedure for presentation to the Board. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, and Mr. Wright. **Motion carried by unanimous vote.**

7.0 ACADEMIC AND STUDENT MATTERS

7.1 Curriculum Proposal

Dr. Valentine introduced the curriculum proposal containing course additions and revisions.
(EXHIBIT "C")

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

8.0 PURCHASING AND OTHER ACTION ITEMS

None

9.0 REPORTS

9.1 Financial Report

Mr. Elliott reported on the two sets of graphs and revenue and expenditure summaries compared to budgeted funds within the Operating Budget. He stated that one set shows the fiscal year for 2020-21 and the other for July of fiscal year 2022. He stated that there are extra expenses in FY22 to start year with COVID issues.

(EXHIBIT "D")

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$15,585.00** from June 29 through July 31, 2021. Mrs. Bateman reported on the progress that is being made with all the representatives for the Foundation and DBOT for the Student Resident Facility. She stated that she and Mr. Elliott had a meeting with Mr. Bob Schuler with Sherco, Inc. to discuss the survey needed. Mrs. Bateman discussed the next steps on the project timeline and will update the Board at the next DBOT meeting. Mrs. Bateman reported on a Foundation Board meeting that was held on July 20th, where the Foundation Board discussed the proposals submitted for the Student Resident Facility and the future of the Hotel Jacaranda. Mrs. Bateman announced some exciting changes to the cafeteria on the Highlands campus, now named Kelly's Bistro by the Bay. She stated Kelly's is hosting a grand re-opening on August 26th from 11-2 pm and encouraged everyone to stop by and see the new renovations.

9.3 President's Report

Dr. Leitzel reported on the following items:

1. Highlighted Mr. Wright's outgoing chair gift and Representative Kaylee Tuck visit to the July DBOT meeting.
2. Shared Pinnings and Graduations: Dental Assisting – July 15; Radiography Tech – July 22; Practical Nursing – August 2; and Fire Science – August 18.
3. Shared that DeSoto Fire Rescue donated an ambulance to the DeSoto Campus for the EMS program that will begin in January 2022.
4. Reflected on Convocation: thanked Mrs. Cullens for the Trustee welcome; guest speaker Dr. Belle Wheelan, SACSCOC CEO; and employee service and milestones. Dr. Leitzel thanked Dr. Valentine for his presentation of the QEP. Dr. Leitzel announced at Convocation the development of the Saxon Field House. He thanked Mrs. Cullens, Sachsenmier and Saxon family for their support.
5. Announced the student Welcome Event was held Monday, August 23 and Tuesday, August 24. He thanked staff that worked on organizing the event and those who were able to volunteer.
6. Enrollment Update: Dr. Leitzel reported summer enrollment was up 11.4%. He informed the Board that enrollment for fall right now is down by approximately 5% due to the impact of COVID cases. He stated he expects enrollment to improve as Fall B and C sessions are accepting students.
7. CARES/CRRSAA/HEERF Update: Mr. Elliott reported on the funding and gave a brief explanation on how those funds could be used under the restrictions. Dr. Leitzel proposed establishing a vaccination incentive plan at the college consisting of a

bookstore credit. The trustees granted him permission to proceed with a roll out plan using HEERF funding to encourage staff and student vaccinations.

8. United Way: The Board granted Dr. Leitzel permission to serve on a local United Way Advisory Board.
9. SACSCOC Update: Dr. Leitzel reminded the Board that SACSCOC on-site visiting team will be here October 4-7. He stated that the team will meeting with the Board on October 6 at noon.
10. Shared DeSoto Chamber Early Bird Breakfast will be held on September 2 at 8 am on the DeSoto Campus.
11. September DBOT Meeting: Dr. Leitzel stated Dr. Valentine will cover what to expect during the SACSCOC on-site visit.

9.4 Board Attorney's Report

Mrs. Karlson reported she is busy working on documents for the Student Housing Facility. She stated she is excited for SFSC's opportunity with the incubator project and how it will benefit our region. She shared that her son started at the college yesterday, August 24.

9.5 Board Members' Reports

Mrs. Puckorius thanked Community Relations for the SFSC t-shirt and for her trustee iPad replacement.

Mr. Backer thanked those of the Board that were able to attend Convocation.

Dr. Kirschner stated no report and gave his appreciation for the SFSC t-shirt.

Mr. Bryan stated no report.

Mr. Wright shared with the Board recruitment stories. He stated SFSC is doing and excellent job with recruiting.

Mr. Atchley stated that Convocation was an exciting event and it was a great opportunity to meet with Dr. Belle Wheelan. He thanked Community Relations for the SFSC t-shirt. He stated he gets more and more excited with each DBOT meeting as the college is always looking for ways to be innovative and connect with other entities. He thanked all SFSC staff for all that they do.

9.6 Board Chair Report

Mrs. Cullens thanked all SFSC staff for their continued good work. She gave an ACCT Leadership Congress COVID protocol updated to those planning to travel to San Diego to attend the conference. She announced the retirement of Noah Brown, ACCT President. She stated a ceremony will be held in San Diego. Mrs. Cullens stated it was an honor to be on the FCS Foundation meeting this morning. She reported that SFSC would receive in total \$35,929 in scholarships to award to our students. Mrs. Cullens reported that the Highlands County Health Department attended the School Board of Highlands County meeting encouraging everyone to stay vigilant in the COVID protocols.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 3:25 p.m.



OFFICE OF THE PRESIDENT

Item 1.3

PRESENT TO BOARD: SEPTEMBER 29, 2021

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

A handwritten signature in blue ink, appearing to read "Tom", is placed to the right of the name "THOMAS C. LEITZEL".

SUBJECT: REVIEW OF MASTER CALENDAR

Information:

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

District Board of Trustees Master Calendar

SEPTEMBER 2021	OCTOBER 2021	NOVEMBER 2021
29 Board Meeting, 1 PM Highlands Campus	27 Board Meeting, 1 PM Highlands Campus 4-7 SACSCOC On-Site Evaluation 13-16 ACCT Leadership Congress, San Diego, CA	29 Jacaranda Jubilee, 6:30 PM Hotel Jacaranda Veranda
DECEMBER 2021	JANUARY 2022	FEBRUARY 2022
2 A Country Christmas with the Gatlin Brothers, Dinner, 5:30 PM 8 Planning Workshop, 10 AM Board Meeting, 1 PM Highlands Campus 9 Foundation Christmas Luncheon, 11:30 AM Hotel Jacaranda 13 Michael W. Smith, Dinner, 5:30PM 16 Fall Commencement 18 – Jan 3 Winter Break	13-16 Million Dollar Hole-in- One Golf Shootout, SNL 19 Board Meeting, 1 PM Highlands Campus	6-9 ACCT Legislative Summit, Washington, DC 9 The Simon & Garfunkel Story, Dinner, 5:30 PM
MARCH 2022	APRIL 2022	MAY 2022
23 Board Meeting, 1 PM Highlands Campus	20 Board Meeting, 1 PM Highlands Campus	10 Spring Commencement 25 Budget Workshop, 11 AM Board Meeting, 1 PM Highlands Campus TBD Legacy Showcase
JUNE 2022	JULY 2022	AUGUST 2022
22 Board Meeting, 1 PM Highlands Campus	13 Board Meeting, 1 PM Highlands Campus	TBD Board Meeting, 1 PM Highlands Campus

New Addition

Tentative *

2.0 Communications, Introductions, and Recognitions



OFFICE OF THE PRESIDENT

Item 2.1

PRESENT TO BOARD: SEPTEMBER 29, 2021

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: NEW EMPLOYEE INTRODUCTION

Employee	Position	Supervisor	Hired
Ashley Simmons	Specialist Maintenance	Robert Flores	06/14/21

3.0 Public Comment

4.0 *Presentations*



OFFICE OF THE PRESIDENT

Item 4.1

PRESENT TO BOARD: SEPTEMBER 29, 2021

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

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

SUBJECT: BOARD PREPARATION FOR SACSCOC ON-SITE VISIT

The SACSCOC Reaffirmation Committee will visit SFSC on October 4 – 7 to review our compliance certification document, the focused report, and the QEP. Additionally, the committee requested to meet with the DBOT on October 6 at 12 noon.

In preparation for this meeting, Dr. Valentine will share with the board the documents SFSC submitted to the on-site committee and also review with the board what you can anticipate during the luncheon meeting on October 6.

5.0 Consent Agenda Action Items



OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: SEPTEMBER 29, 2021

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

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

SUBJECT: CONSENT AGENDA ACTION ITEMS

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

SUGGESTED MOTION:

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

	<i>CONSENT AGENDA ACTION ITEMS</i>	Page
5.1	Personnel Actions	21
5.2	Operating Actions	23
	5.2.1 Monthly Accounts Payable & Payroll Check Register	
	5.2.2 Property Deletion	



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: SEPTEMBER 29, 2021

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 FACULTY:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Leckey, Bruce	Instructor, Accounting/Business (Temporary)	9/1/2021
Prusinski, Daniel	Instructor, Lineman (Temporary)	9/1/2021
Smith, Kailey	Coordinator, Clinical Experience and Nursing Lab	9/1/2021
Riso, Paul	Instructor, Culinary Arts - Temporary	9/7/2021

II. APPOINTMENTS, FULL-TIME PROFESSIONAL STAFF:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Yost, Gabrielle	Graphic and Social Media Specialist	9/8/2021
Marble, Joseph	Coordinator, Criminal Justice	9/13/2021
Carter, Benjamin	Coordinator, Take Stock In Children	9/13/2021
Fairfield Dec, Kelly*	Assistant Registrar	9/1/2021
Breedlove, Dolores**	TSIC, College Success Coach	9/13/2021

* Transfer from Admission, Records, and Registration Specialist position

**Transfer from Case Data Specialist, Farmworker Career Development Program

III. RESIGNATIONS:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Ulloa Salas, Jose	TLC Specialist: Math Lab	8/30/2001
Southwell, Robin	Coordinator, Human Resources Operations	9/7/2021
Roman, Linda	TSIC College Success Coach	9/10/2021
Bohan, Thomas	Recruiter	9/10/2021

IV. RETIREMENTS:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Martin, Adam	Professor, Business	8/31/2021
Saccuzzo, Darlene*	Professor, Dental Education	6/22/2022

* Retirement date change

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

<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Bodeck, James	Firefighter	IV
Cendejas, Rosa	Dental Assisting	III
Cover, Ellen	Biology/Env Science/Ecology	I
Cruz, Evelyn	Nursing	III
Estabrook, Daniel	Biology	III
Hansen, Timothy W	Culinary Arts	IIIB
Huff, Jennifer	EMS	IIIB
Huften, Michael	Criminal Justice A.S. Degree	II
Kingston Jr, William	Firefighter	IV
Phillips, David	EMS	IV
Rios, Idalmy	Prac Nursing/ADN Clinical Lab	III
Rivera, Anthony	CDL	IV
Simmons, Laura	Nursing	II

SUGGESTED MOTION:

Move to approve the personnel recommendations as presented.



OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: SEPTEMBER 29, 2021

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MONTHLY ACCOUNTS PAYABLE/PAYROLL CHECK REGISTER

Summary information for disbursements for all funds through August 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:								
	2021/2022 Checks		2021/2022 Electronic		2021/2022 P-Card		2021/2022 Totals	
	No.	Amount	No.	Amount	No.	Amount	No.	Amount
July	587	\$718,260.37	83	\$1,085,949.57	312	\$118,184.46	982	\$1,922,394.40
August	185	\$629,561.63	98	\$534,083.84	369	\$158,689.15	652	\$1,322,334.62
September							0	\$0.00
October							0	\$0.00
November							0	\$0.00
December							0	\$0.00
January							0	\$0.00
February							0	\$0.00
March							0	\$0.00
April							0	\$0.00
May							0	\$0.00
June							0	\$0.00
Totals	772	\$1,347,822.00	181	\$1,620,033.41	681	\$276,873.61	1634	\$3,244,729.02

Payroll:								
	2021/2022 Checks		2021/2022 Electronic		2021/2022 Totals			
	No.	Amount	No.	Amount	No.		Amount	
July	17	\$32,319.57	462	\$938,379.69	479		\$970,699.26	
August	10	\$16,713.22	345	\$853,166.09	355		\$869,879.31	
September					0		\$0.00	
October					0		\$0.00	
November					0		\$0.00	
December					0		\$0.00	
January					0		\$0.00	
February					0		\$0.00	
March					0		\$0.00	
April					0		\$0.00	
May					0		\$0.00	
June					0		\$0.00	
Totals	27	\$49,032.79	807	\$1,791,545.78	834		\$1,840,578.57	

Accounts Payable:

	2020/21				2021/22		
	# Payments	Monthly Total	Cumulative Total		# Payments	Monthly Total	Cumulative Total
July	953	\$2,026,746.80	\$2,026,746.80		982	\$1,922,394.40	\$1,922,394.40
August	745	\$1,464,964.11	\$3,491,710.91		652	\$1,322,334.62	\$3,244,729.02
September	2,058	\$3,984,120.44	\$7,475,831.35				
October	1,346	\$1,870,349.27	\$9,346,180.62				
November	1,298	\$2,138,124.55	\$11,484,305.17				
December	947	\$1,645,444.27	\$13,129,749.44				
January	540	\$1,255,948.78	\$14,385,698.22				
February	2,119	\$3,182,576.86	\$17,568,275.08				
March	912	\$1,521,174.46	\$19,089,449.54				
April	1,169	\$1,878,733.00	\$20,968,182.54				
May	903	\$1,423,616.89	\$22,391,799.43				
June	1,836	\$2,575,384.32	\$24,967,183.75				
Totals	14,826	\$24,967,183.75			1,634	\$3,244,729.02	

Payroll:

	2020/21				2021/22		
	# Payments	Monthly Total	Cumulative Total		# Payments	Monthly Total	Cumulative Total
July	460	\$940,587.29	\$940,587.29		479	\$970,699.26	\$970,699.26
August	374	\$1,046,825.11	\$1,987,412.40		355	\$869,879.31	\$1,840,578.57
September	400	\$898,630.23	\$2,886,042.63				
October	440	\$958,704.16	\$3,844,746.79				
November	449	\$948,924.83	\$4,793,671.62				
December	454	\$991,400.80	\$5,785,072.42				
January	403	\$830,829.74	\$6,615,902.16				
February	424	\$899,954.70	\$7,515,856.86				
March	434	\$905,381.27	\$8,421,238.13				
April	447	\$918,888.51	\$9,340,126.64				
May	435	\$979,522.00	\$10,319,648.64				
June	395	\$891,310.74	\$11,210,959.38				
Totals	5115	\$11,210,959.38			834	\$1,840,578.57	



OFFICE OF THE PRESIDENT

Item 5.2.2

PRESENT TO BOARD: SEPTEMBER 29, 2021

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

SUBJECT: PROPERTY DELETION

Authorization is requested to delete the equipment items listed below totaling \$77,067.04 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
September 2021**

<u>Tag #</u>	<u>Date Purchased</u>	<u>Description</u>	<u>Cost</u>	<u>Condition Code</u>	
774	5/15/1969	Amaco Electric Kiln	\$2,045.49	Poor	
3255	11/11/1979	Normal Electric Kiln	\$2,585.00	Poor	
5517	5/5/1987	Fuel Injection Trainer	\$5,950.00	Poor	
6462	5/22/1989	Port Fuel Injection Trainer	\$4,950.00	Poor	
11166	1/26/1999	1996 Dodge Ram 3500 Pickup Truck	\$20,504.00	Good	*
11674	1/26/1999	1995 Honda Accord 4 Door	\$12,000.00	Fair	*
12815	5/30/2001	2000 Ford Mustang "Smart Car"	\$16,595.00	Good	*
15798	1/28/2009	1997 Toyota Tercel	\$4,325.00	Good	*
16376	7/28/2010	1997 Toyota Ray	\$2,000.00	Good	*
16942	7/25/2005	Honda Accord (14116)	\$1,500.00	Poor	
17452	6/14/2019	53' Trailer	\$4,612.55	Poor	
IT01120	unknown	Hp 255 Laptop	Unknown	Poor	
		Total:	\$77,067.04		
*-fully depreciated vehicles are currently being used as teaching tools.					

SUGGESTED MOTION:

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

6.0 Planning and Policy Issues



OFFICE OF THE PRESIDENT

Item 6.1

PRESENT TO BOARD: SEPTEMBER 29, 2021

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

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

SUBJECT: POLICY 3.38 INTERCOLLEGIATE STUDENT-ATHLETE COMPENSATION AND
RIGHTS DEVELOPMENT

In 2020, Senate Bill 646 (Chapter No. 2020-28, Laws of Florida) created section (s.) 1006.74, Florida Statutes (F.S.), and amended s. 468.453 F.S., to establish the compensatory rights of intercollegiate athletes and the related responsibilities for their postsecondary educational institutions.

Each college with intercollegiate athletics programs is required to update existing or prepare new policies and procedures to comply with the provisions. Institutions must:

- Ensure the requirements in s. 1006.74, F.S., and Rule 6A-14.0582, F.A.C., are posted or made available in the process of recruiting student athletes and signing letters of intent, agreements and contracts.
- Adopt policies or procedures regarding student athlete compensation. Minimally, the policies or procedures must include the process student athletes must follow to notify the institution of a contract for compensation for their NIL.
- Conduct financial literacy and life skills workshops for a minimum of five (5) hours at the beginning of student athletes' first and third academic years pursuant to s. 1006.74(2), F.S. All student athletes, including those who are not receiving compensation for their NIL, must complete the workshops.

This policy will enable the administration to establish administrative procedures to comply with the intercollegiate student-athlete compensation and rights legislation.

SUGGESTED MOTION:

Move to approve the new DBOT Policy 3.38 as presented.

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

POLICY NO. 3.38

TITLE: INTERCOLLEGIATE STUDENT-ATHLETE COMPENSATION AND RIGHTS
DEVELOPMENT

LEGAL AUTHORITY: FLORIDA STATUTE 1001.64, 1001.65, 1006.74; STATE
BOARD OF EDUCATION RULE 6A-14.0582

OFFICE OF PRIMARY RESPONSIBILITY: PRESIDENT'S OFFICE

The president is authorized to develop, establish, and implement procedures for intercollegiate student-athlete compensation and rights consistent with State Board of Education Rules.

HISTORY:

Issued by District Board of Trustees:

Reviewed:

Revised:

7.0 Academic and Student Matters

8.0 Purchasing and Other Action Items



OFFICE OF THE PRESIDENT

Item 8.1

PRESENT TO BOARD: SEPTEMBER 29, 2021

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

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

SUBJECT: CARRYFORWARD SPENDING PLAN

Section 1013.841(2)(b), Florida Statutes requires that “Each Florida College System institution with a final FTE less than 15,000 for the prior year that retains a state operating fund carry forward balance in excess of the 5 percent minimum shall submit a spending plan for its excess carry forward balance. The spending plan shall include all excess carry forward funds from state operating funds. The spending plan shall be submitted to the Florida College System institution’s board of trustees for approval by September 30, 2020, and each September 30 thereafter. The State Board of Education shall review and publish each Florida College System institution’s carry forward spending plan by November 15, 2020, and each November 15 thereafter.” This requirement was waived for the 2019-20 fiscal year due to the a COVID-19 Pandemic State of Emergency.

The attached report details the College’s ending General Fund fund balance for the 2020-21 fiscal year and the amount required to be included in the College’s spending plan. The College’s spending plan includes reserves for nonrecurring operational expenditures, contingency reserves for recovery from state declared disaster emergencies, funds allocated for collegewide repairs and maintenance projects in lieu of PECO Maintenance funds, and a reserve sufficient to ensure that the college maintains 30 days operating cash on hand to allow for prudent cash and investment management.

SUGGESTED MOTION:

Move to approve the Carry Forward Balance Spending for the 2021-22 fiscal year as presented.

South Florida State College**Certified Fund Balance****Fiscal Year 2020-21**

Account Title	GL	Fund Balance Unrestricted
Reserve for Performance Based Incentive Funds	30200	\$ 97,981.82
Reserved for Academic Improvement Trust Funds	30300	\$ -
Reserved for Other Required Purposes	30400	\$ -
Reserved for Staff & Program Development	30500	\$ -
Reserved for Student Activities Funds	30600	\$ -
Reserved for Matching Grants	30700	\$ -
Fund Balance - Board Designated	30900	\$ -
Fund Balance - College	31000	\$ 3,697,683.38
Total Unallocated Fund Balances		\$ 3,795,665.20
Funds Available		\$ 26,826,742.81
College's Reserve Requirement %		5%
Reserve Requirement		\$ 1,341,337.14
Amount Requiring Spending Plan		\$ 2,454,328

Line Item #	Carryforward Spending Plan Category	Specific Expenditure/Project Title	Carryforward Amount Budgeted for Expenditure During FY21	Project Timeline			Comments/Explanations
				Total # Years of Expenditure per Project	Current Expenditure Year #	Estimated Completion Date (Fiscal Year)	
1.	(e) Nonrecurring expenditures for operations	Reserve for FSCRM Assessment (Years 3 & 4)	155,000	4	3	2023	To pay FCSRM Assessment to replenish Property Casualty Plan Reserves over and above base assessment.
2.	(g) Commitment to contingency reserve related to state declared emergency	Reserve for recovery from hurricanes and other natural disasters 0.5% of Total Insured Value	750,000				
3.	Select Category		-				
4.	Select Category		-				
5.	Collegewide repairs and maintenance projects	Collegewide repairs and maintenance projects	750,000	3	1	2024	General fund expenditures for collegewide maintenance projects previously funded via PECO Maintenance Funds Reserve to maintain 30 days operating cash on hand
6.	Operating Cash Management	Reserve to maintain 30 days operating cash on hand	800,000				
Total as of July 1, 2020: *			\$ 2,455,000				



OFFICE OF THE PRESIDENT

Item 8.2

PRESENT TO BOARD: SEPTEMBER 29, 2021

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

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

SUBJECT: TEXTBOOK AND INSTRUCTIONAL MATERIALS AFFORDABILITY

1004.085, F.S. (Textbook and Instructional Materials Affordability) was amended during the 2016 Legislative Session to require posting of the local cost and identifying information of at least 95% of all textbooks and instructional materials required and recommended for each scheduled class at least 45 days prior to the start of each upcoming term. Follett, our bookstore partner, has worked closely with our faculty and staff to ensure compliance with this requirement.

Additionally, the amendment requires each college to review variances in the cost of textbooks and instructional materials required for each course by course section and the percentage of textbooks and instructional materials that remain in use for more than one term (can be used or resold by the student) and to share the results with academic department chairs and program staff for review. The goal is to reduce the cost of required textbooks and instructional materials per course section.

The following was determined during the examination of textbooks and instructional materials for all general education courses offered during FY 2021:

- Each department chair is integrally involved in the textbook and instructional materials adoption process for each course.
- 253 of 2,200 course sections were not adopted before the deadline, equating to an 88% compliance percentage. Fall 2020 had a compliance percentage of 90%, Spring 2021 had a compliance percentage of 87%, and Summer 2021 had a compliance percentage of 88%.
- South Florida State College (SFSC) adheres to internal Procedure No. 4041, which dictates use of adopted textbooks and instructional materials for a period of at least three years or until the edition changes, whichever occurs first.

- SFSC utilizes four cost recognized cost reducing efforts, as follows:
 - Open Educational Resources
 - Textbook Affordability Committees
 - Textbook Rentals
 - Offer Programs with no Textbook Costs
- SFSC considers the following factors when selecting materials:
 - Purchasing digital textbooks in bulk
 - Expanding the use of open-access material
 - Providing rental options for textbooks and related materials
 - Increasing the availability and use of affordable digital textbooks and learning objects
 - Developing mechanisms to assist in buying, renting, selling, and sharing textbooks
 - Lengthening of time that textbooks and instructional materials remain in use.
- The SFSC Foundation has provided Innovation Grant funding to faculty members for review of OER materials that may be utilized in the classroom for a greater cost-savings to students.
- SFSC utilized open educational resources as instructional material in 17.5% of all FY21 course sections.

SUGGESTED MOTION:

Move to approve the report of Textbook and Instructional Materials Affordability as required by 1004.85, F.S. as presented.

9.0 Reports



OFFICE OF THE PRESIDENT

Item 9.1

PRESENT TO BOARD: SEPTEMBER 29, 2021

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

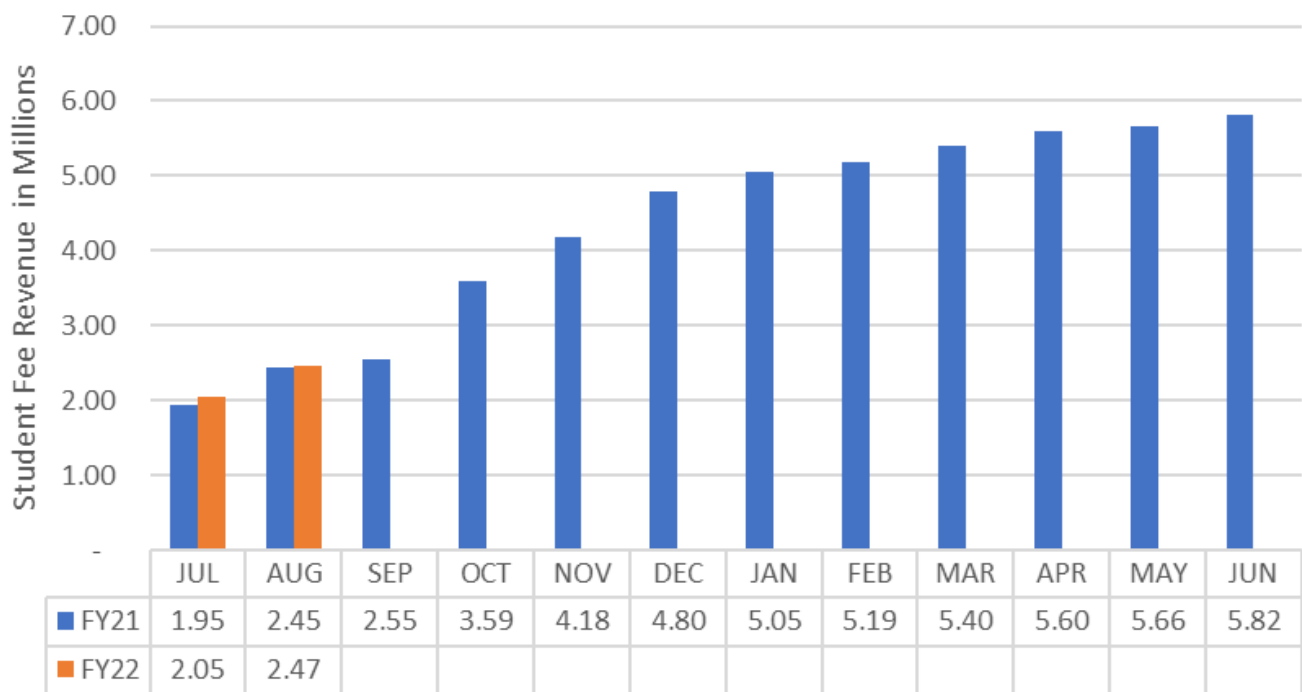
FROM: THOMAS C. LEITZEL

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

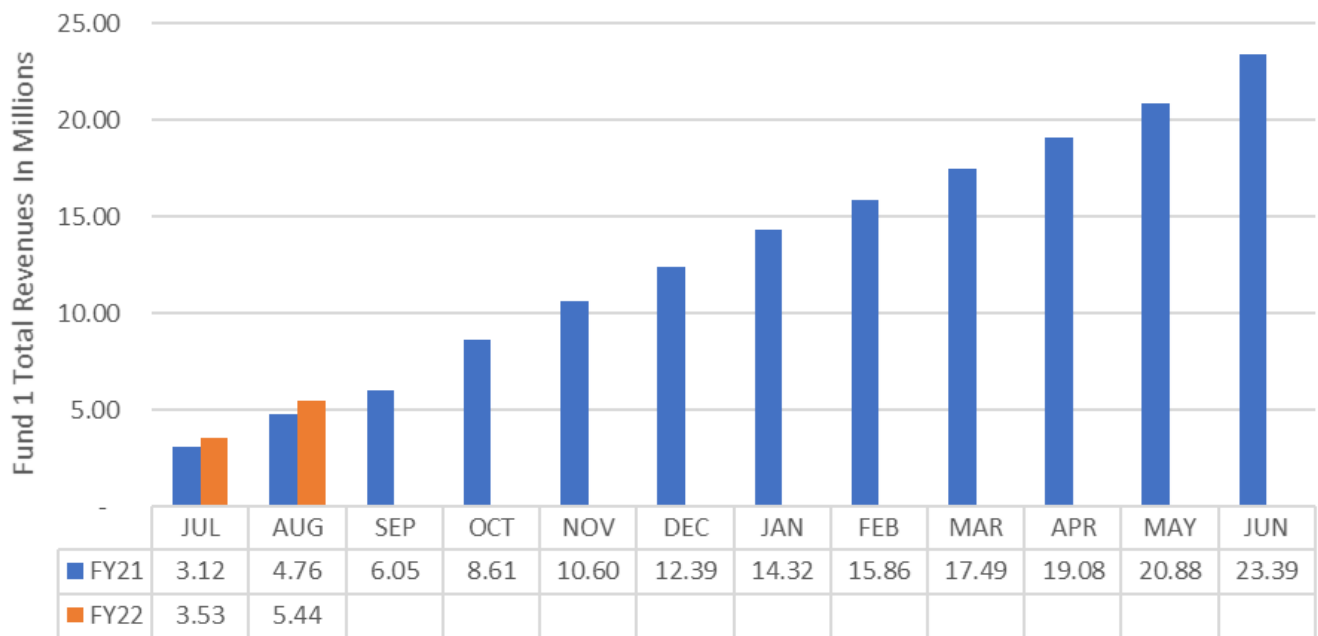
SUBJECT: FINANCIAL REPORT SUMMARY & GRAPHS – **INFORMATION ITEM**

Enclosed for your review are the graphs and a summary of revenues and expenditures compared to budgeted funds within the Operating Budget through August 2021.

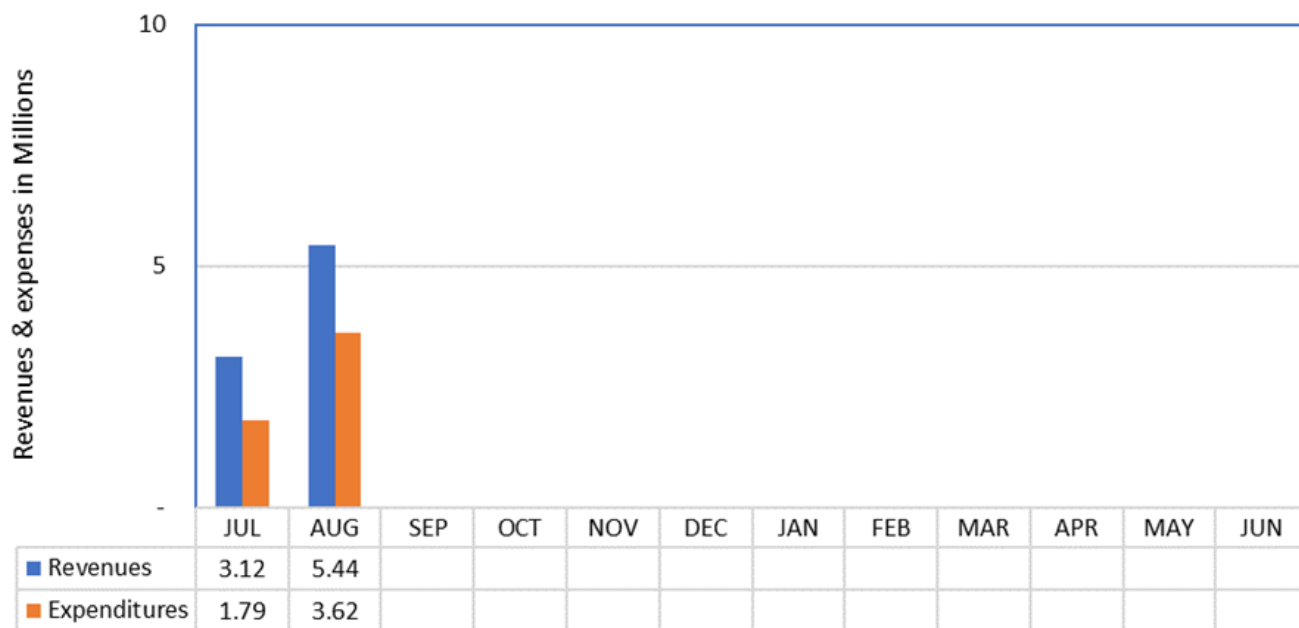
South Florida State College Fund 1 Student Fee Revenue, FY21 vs FY22



South Florida State College Fund 1 Total Revenue, FY20 vs FY21



South Florida State College Fund 1 Total Revenues & Expenditures FY22



South Florida State College					
Revenue and Expenditures					
For Month Ending August 31, 2021					
Acct Code	Account Title	Budget Amount	Amount	Difference	Percentage Collected/ Spent to Date
401XX-403XX	Tuition and Out of State Fees	4,038,837.00	2,140,742.04	(1,898,094.96)	53.00%
404XX	Lab Fees	565,443.00	221,753.00	(343,690.00)	39.22%
408XX	Technology Fees	180,972.00	79,661.02	(101,310.98)	44.02%
405-407XX,409XX	Other Student Fees	122,888.00	24,681.71	(98,206.29)	20.08%
41600	Grants and Contracts from Counties	842,030.00	-	(842,030.00)	0.00%
42110	FCSPF-General	17,437,031.00	2,906,172.00	(14,530,859.00)	16.67%
4215X	Performance Based Incentive	348,497.00	30,582.00	(317,915.00)	8.78%
42210	CO&DS Entitlement	1,100.00	-	(1,100.00)	0.00%
42610	FCSPF-Lottery	2,799,758.00	-	(2,799,758.00)	0.00%
429XX,439XX	Indirect Costs Recovered	800,750.00	13,641.30	(787,108.70)	1.70%
441-44400	Cash/Non-Cash Contributions and Gift	16,000.00	16,000.00	-	100.00%
46400	Use of College Facilities	50,000.00	997.92	(49,002.08)	2.00%
466XX,467XX	Other Sales and Services	80,000.00	4,980.25	(75,019.75)	6.23%
48100	Interest and Dividends	10,000.00	610.15	(9,389.85)	6.10%
487XX,489XX	Fines and Penalties/Miscellaneous	121,327.00	3,600.60	(117,726.40)	2.97%
49XXX	Transfers and Other Revenues	50,000.00	-	(50,000.00)	0.00%
	Total Revenue	\$ 27,464,633.00	\$ 5,443,421.99	\$ (22,021,211.01)	19.82%
51XXX	Management	1,923,080.00	291,147.87	(1,631,932.13)	15.14%
52XXX	Instructional	5,047,047.00	514,721.49	(4,532,325.51)	10.20%
53XXX	Other Professional	2,929,678.00	411,635.30	(2,518,042.70)	14.05%
54XXX	Career Staff	2,633,746.00	429,948.81	(2,203,797.19)	16.32%
56XXX	Other Professional-Instructional	1,398,240.00	97,443.50	(1,300,796.50)	6.97%
57XXX	Other Professional-Tech/Clerical/Trac	187,518.00	6,456.83	(181,061.17)	3.44%
58XXX	Student Employment	25,000.00	-	(25,000.00)	0.00%
58500	Employees Awards	13,000.00	-	(13,000.00)	0.00%
59XXX	Benefits	5,608,621.00	623,300.16	(4,985,320.84)	11.11%
	Total Personnel	\$ 19,765,930.00	\$ 2,374,653.96	\$ (17,391,276.04)	12.01%
605XX	Travel	271,749.00	2,036.60	(269,712.40)	0.75%
61000	Freight and Postage	21,738.00	3,585.64	(18,152.36)	16.49%
615XX	Telecommunications	62,000.00	12,368.37	(49,631.63)	19.95%
62000	Printing	45,584.00	2,803.88	(42,780.12)	6.15%
625XX	Repairs and Maintenance	1,437,238.00	411,845.27	(1,025,392.73)	28.66%
63000	Rentals	157,658.00	35,761.10	(121,896.90)	22.68%
635XX,637XX	Insurance	545,681.00	29,455.90	(516,225.10)	5.40%
64XXX	Utilities	1,652,086.00	204,489.14	(1,447,596.86)	12.38%
645XX	Other Services	834,376.00	182,294.91	(652,081.09)	21.85%
64700	Grant Aid	4,280.00	15.00	(4,265.00)	0.35%
65XXX	Professional Fees	112,175.00	6,629.96	(105,545.04)	5.91%
655XX	Education Office/Dept Materials Supp	740,908.00	116,812.24	(624,095.76)	15.77%
657XX	Data Software	23,290.00	2,457.87	(20,832.13)	10.55%
66000	Maint/Construction Material/Supp	402,500.00	35,531.02	(366,968.98)	8.83%
665XX	Other Materials and Supplies	95,549.00	9,081.80	(86,467.20)	9.50%
67XXX	Subscriptions/Library	60,600.00	10,810.72	(49,789.28)	17.84%
67500	Purchases for Resales	41,100.00	504.39	(40,595.61)	1.23%
680XX	Scholarships	45,000.00	153,525.42	108,525.42	341.17%
69XXX	Transfers and Other Expenses	360,000.00	190.00	(359,810.00)	0.05%
	Total Current Expenses	\$ 6,913,512.00	\$ 1,220,199.23	\$ (5,693,312.77)	17.65%
706XX	Minor Equipment >1000<5000	620,000.00	5,482.84	(614,517.16)	0.88%
71000	Furniture and Equipment	530,000.00	15,000.00	(515,000.00)	2.83%
	Total Capital Outlay	\$ 1,150,000.00	\$ 20,482.84	\$ (1,129,517.16)	1.78%



OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: SEPTEMBER 29, 2021

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 August 2021 meeting of the College District Board of Trustees. The included dates are August 1, 2021 through August 31, 2021. The total amount reported is **\$64,505.56**.

II. **Foundation Update**

- A. Kelly's Bistro by the Bay
- B. New Foundation Board Members
- C. New TSIC Team Members
- D. Fox 13 Tampa Bay

South Florida State College Foundation
Gift Summary Report 8/1/2021 - 8/31/2021

Fund #	Fund Description	# Gifts	Cash	Pledges	GIK/Other	Total
1000	Unrestricted	14	\$31,456.00	\$0.00	\$0.00	\$31,456.00
5011	SFSC General Scholarship	6	\$6,708.50	\$0.00	\$0.00	\$6,708.50
5025	General Nursing Scholarship	2	\$13,297.50	\$0.00	\$0.00	\$13,297.50
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	3	\$30.50	\$0.00	\$0.00	\$30.50
5095	Dental Programs	1	\$25.00	\$0.00	\$0.00	\$25.00
5110	Highlands County Bar Association Scholarship	2	\$75.00	\$0.00	\$0.00	\$75.00
5128	Helios Education Foundation First Gen. S'ship	1	\$3,944.00	\$0.00	\$0.00	\$3,944.00
5158	TSIC Scholarships	8	\$6,141.56	\$0.00	\$0.00	\$6,141.56
6005	Partnership Project	6	\$185.00	\$0.00	\$0.00	\$185.00
6006	Alumni Association Fund	2	\$600.00	\$0.00	\$0.00	\$600.00
6011	Kenneth A. Lambert Memorial Endowment	2	\$2,000.00	\$0.00	\$0.00	\$2,000.00
Grand Totals:		51	\$64,505.56	\$0.00	\$0.00	\$64,505.56
51 Gift(s) listed						
42 Donor(s) listed						



OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: SEPTEMBER 29, 2021

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANTS DEVELOPMENT

Submitted

Title: NEA America Rescue Plan Grant to Organizations #2

Source: National Endowment for the Arts (NEA)

Amount: \$100,000

Description: Funding has been requested to support operations and staff salaries at the Alan Jay Wildstein Center for the Performing Arts.

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

Source: Florida Department of Education (FDOE)

Amount: \$48,462

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