



**SFSC
District Board of Trustees
Regular Meeting
October 27, 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: OCTOBER 27, 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: ADOPTION OF AGENDA

It is recommended that the agenda of the regular meeting of October 27, 2021 be adopted.

SUGGESTED MOTION:

Move to adopt the agenda of the regular meeting of October 27, 2021 as presented.

**REGULAR MEETING AGENDA
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
HIGHLANDS CAMPUS
OCTOBER 27, 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 – September 29, 2021
 - 1.3 Review of Master Calendar
- 2.0 Communications, Introductions, and Recognition
- 3.0 Public Comment
- 4.0 Presentations
 - 4.1 The Division of Corporate and Continuing Education Update
- 5.0 Consent Agenda Action Items
 - 5.1 Personnel Actions
 - 5.2 Agreements and Contracts
 - 5.2.1 Affiliation Agreement – AdventHealth Polk South, Inc.
 - 5.3 Grant Awards
 - 5.3.1 Consolidated Adult General Education Highlands -
\$248,475 – Highlands
\$145,393 - Hardee
 - 5.3.2 Carl D. Perkins V - \$245,344 – Postsecondary Programs
 - 5.4 Operating Actions
 - 5.4.1 Monthly Accounts Payable & Payroll Check Register
 - 5.4.2 Property Deletion
- 6.0 Planning and Policy Issues
- 7.0 Academic and Student Matters
 - 7.1 Curriculum Proposal
- 8.0 Other Action Items
 - 8.1 Ellucian Banner SaaS Upgrade
 - 8.2 Adjunct and Overload Pay Rate
- 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: OCTOBER 27, 2021

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – REGULAR MEETING – SEPTEMBER 29, 2021

It is recommended that the minutes of the regular meeting held September 29, 2021 be approved as presented and recorded in the Supplemental Minute Book.

SUGGESTED MOTION:

Move to approve the minutes of the September 29, 2021 regular meeting as presented.

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
SEPTEMBER 29, 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
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	Dr. Mark Bukowski
	Mr. Erik Christensen	Mr. Peter Elliott	Dr. James Hawker
	Dr. Michele Heston	Mr. Don Kesterson	Mrs. Melissa Kuehnle
	Mr. Keith Loweke	Ms. Tasha Morales	Mr. Govindah Ramnarain
	Ms. Ashley Simmons	Mr. Jonathan Stern	Dr. Sid Valentine
	Dr. Chris van der Kaay	Mrs. Teresa Vorous	Mrs. June Weyrauch

Excused: Ms. Cindy Garren

The regular 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, Mrs. Tami Cullens.

1.0 PRELIMINARY MATTERS

1.1 Adoption of Agenda

Mrs. Rider made a motion, seconded by Mr. Wright, to adopt the agenda of the regular meeting held September 29, 2021 as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

1.2 Approval of Minutes

1.2.1 Regular Meeting Minutes

Mr. Atchley made a motion, seconded by Mr. Wright, to approve the minutes of the regular meeting 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, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

1.3 Review of Master Calendar

The Master Calendar was reviewed. No recommendations were made.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

2.1 New Employee Introduction

The following new employees were introduced:

Employee	Position	Supervisor	Hired
Ashley Simmons	Specialist Maintenance	Govindah Ramnarain	06/14/21

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION

4.1 Board Preparation for SACSCOC On-Site Visit

Dr. Leitzel presented and gave a brief background on the SACSCOC Reaffirmation Committee visitation team. He reminded the Board that they will be meeting with the SACSCOC committee members on Wednesday, October 6 at noon. Dr. Leitzel stated per Sunshine Law the meeting was publicly noticed. Dr. Valentine presented a SACSCOC overview to the Board. He distributed to the Board the documents SFSC submitted to the on-site committee and reviewed with the Board what they can anticipate during the luncheon meeting on October 6. The Board discussed having Mrs. Pam Karlson, Board Attorney in attendance at the luncheon meeting. Mrs. Karlson stated that she would attend the luncheon meeting. Mrs. Puckorius questioned if Dr. Leitzel had ever been in this position as a SACSCOC committee member before. Dr. Leitzel gave examples and his experience as a SACSCOC on-site committee member. Dr. Leitzel and Dr. Valentine addressed the Board's questions and concerns. Mr. Atchley stated he had the greatest appreciation for all the work and effort put into the reaffirmation process.

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

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

(EXHIBIT "A")

5.2 Operational Actions

5.2.1 Monthly Accounts Payable/Payroll Check Register

Approved the monthly accounts payable/monthly payroll check register for August as presented.

(EXHIBIT "B")

5.2.2 Property Deletion

Approved the deletion of College property from inventory records as presented.

(EXHIBIT "C")

Mr. Wright made a motion, seconded by Mr. Atchley, to approve the Consent Agenda, Items 5.1 through 5.2.2 as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, Mrs. Rider 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

Dr. Leitzel presented Policy 3.38 Intercollegiate Student-Athlete Compensation and Rights Development to the Board along accompany Procedure 3380.

(EXHIBIT "D")

Mr. Atchley made a motion, seconded by Mrs. Rider, to approve the new DBOT Policy 3.38 as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, Mrs. Rider and Mr. Wright. **Motion carried by unanimous vote.**

7.0 ACADEMIC AND STUDENT MATTERS

None

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 Carryforward Spending Plan

Mr. Elliott presented the Carryforward Balance Spending Plan per 1013.841 (2)(b), Florida Statutes. He stated that this requirement was waived for the 2019-20 fiscal year due to the COVID-19 Pandemic State of Emergency. Mr. Elliott stated the attached report details the College's ending General Fund fund for the 2020-21 fiscal year and the amount required to be included in the College spending plan.

(EXHIBIT "E")

Mr. Atchley made a motion, seconded by Mr. Wright, to approve the Carryforward Balance Spending for the 2021-22 fiscal year as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, Mrs. Rider and Mr. Wright. **Motion carried by unanimous vote.**

8.2 Textbook and Instructional Materials Affordability

Mr. Elliott presented the Textbook and Instructional Materials Affordability report to the Board. He stated that 1004.85, F.S. (Textbook and Instructional Materials Affordability) was amended 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. Unfortunately, Mr. Elliott reported that 253 of 2,200 course sections were not properly posted before the deadline, equating to an 88% compliance percentage. He stated 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%. Mr. Elliott informed the Board that he and Mrs. Teresa Vorous are working with Follett Bookstore to address the adoption issues.

(EXHIBIT "F")

Mrs. Puckorius made a motion, seconded by Mr. Backer, to approve the report of Textbook and Instructional Materials Affordability as required by 1004.85, F.S. as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, Mrs. Rider and Mr. Wright. **Motion carried by unanimous vote.**

9.0 REPORTS

9.1 Financial Report

Mr. Elliott reported on the graphs and a summary of revenues and expenditures compared to budgeted funds within the Operating Budget through August 2021.

(EXHIBIT "G")

Mr. Wright questioned if the college has received stimulus funding directly. Mr. Elliott addressed his question and how the college can draw down. He reported that maintenance has been deferred for college and universities. Mrs. Cullens asked if there was a time frame to spend the funding. Mr. Elliott stated one year from the authorization, but he knows they will be generous with time extensions because some projects will take over one year to complete. He reported that the student aid portion of the funds has a firm May 15 deadline to spend funds.

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$64,505.56** from August 1 through August 31, 2021. Mrs. Bateman thanked those who have contributed to the Kenneth A. Lambert Memorial Endowment. She highlighted the grand re-opening of Kelly's now known as Kelly's Bistro by the Bay. Mrs. Bateman reported that the Foundation has welcomed three new Foundation Board members, Ms. Cheyenne Pohl, Communications Coordinator for the City of Wauchula and Ms. Sandee Braxton, Finance Director for City of Wauchula, and Cory Alain from Nucor Steel Florida, Inc. She highlighted the new Take Stock in Children team members. Mrs. Bateman shared that Channel Fox 13 is doing a story on historic hotels and the Hotel Jacaranda will be featured. She stated it will air the end of October or the beginning of November. Mrs. Bateman reported on the progress that is being made with all the representatives on the Student Resident Facility. She stated that she, Mr. Elliott, and Dr. Leitzel were able to meet with Mr. Bob Swaine and Mr. Marty Wohl to review the lease agreement. She stated that Sherco, Inc. was able to get the property survey scheduled for today, September 29.

9.3 Resource Development

I. Grants Development Report

Dr. van der Kaay reported on the Grants Development Report dated 9/29/21.

II. Submitted

A. NEA America Rescue Plan Grant to Organizations #2

National Endowment for the Arts (NEA) \$ 100,000

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

Florida Department of Education (FDOE) \$ 48,462

9.4 President's Report

Dr. Leitzel reported on the following items:

1. Highlighted Community Events: DeSoto Chamber Early Bird Breakfast at the DeSoto Campus hosted by DeSoto County Chamber of Commerce on September 2. He appreciates Mrs. Asena Mott and her hard work. Dr. Leitzel thanked Mr. Backer for his attendance and involvement. Dr. Leitzel reported that SFSC was at Hardee Senior High School for their college fair day on September 22.
2. Announced Duke Energy awarded SFSC \$ 30,000 for the Lineworker program. He highlighted the students and shared that Duke spoke with the students and answered questions.
3. Enrollment Update: Dr. Leitzel reported summer enrollment was up. He informed the Board that enrollment for fall right now is down by approximately 3.4% due to the impact of early withdrawals from COVID cases. Dr. van der Kaay reported on SFSC Fall Term Instructional Delivery Modalities from Fall 2019-20 to Fall 2021-22.
4. ACEN On-Site Accreditation Update: Dr. Leitzel invited the Board to attend the public meeting on October 13 at 2:00 p.m. Dr. Heston gave a brief background on accreditation visit. She shared that the Board could attend in-person or virtually to the public meeting.
5. Shared that Mrs. Karlson was awarded the Lake Placed Business Woman of the Year. He stated that SFSC is very fortunate to have her on our team. He also highlighted Mrs. Justine Devlin as the Avon Park Business Woman of the Year.
6. Shared the Rotary Freedom Flights that Ms. Anastasia Saunders attended. Mr. Atchley gave a brief background on the program as he and others of the Hardee Rotary provided breakfast for the group prior to them leaving for Washington, D.C.
7. Tallahassee Update: Dr. Leitzel distributed Council of President's Legislative Priorities handout.
8. United Way Update: Announced Ms. Garren started the United Way Campaign Kick-Off with a cut the tie fundraiser.
9. AdventHealth Update: Dr. Leitzel gave a brief background on the partnership opportunity involving SFSC nursing program to create the AdventHealth Scholars Program. He stated this partnership would come with a naming opportunity of a classroom in the Health Science building. The proposed naming opportunity would be AdventHealth Center for Nursing Excellence at South Florida State College. Dr. Leitzel is recommending the proposed naming opportunity to the Board. **Mr. Wright made a motion, seconded by Mr. Backer, to approve the proposed naming opportunity AdventHealth Center for Nursing Excellence at South Florida State College.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.** Dr. Leitzel thanked the Board for their support. Mrs. Cullens thanked Dr. Heston for her work. Mrs. Karlson asked if the hospital will provide a scholarship contract for students to sign. Dr. Heston stated the hospital already has a process for student scholarship contracts.
10. SACSCOC Update: Dr. Leitzel reminded the Board that SACSCOC on-site visiting team will be meeting with the Board on October 6 at noon. He thanked Mrs. Bateman and Dr. Heston for their work with hospitality.

9.4 Board Attorney's Report

Mrs. Karlson stated no report.

9.5 Board Members' Reports

Mrs. Puckorius announced it was her birthday. Everyone wished her a happy birthday.

Mr. Backer thanked everyone who worked hard on the SACSCOC report and preparation.

Mrs. Cullens gave her sincere condolences on the loss of Mr. Backer's sister.

Dr. Kirschner thanked everyone involved in the SACSCOC preparation process.

Mr. Bryan had to leave during Item 4.1 of the agenda due to a scheduling conflict.

Mr. Wright thanked Dr. Valentine for his presentation and the SACSCOC preparation packets.

Mrs. Rider thanked Dr. Valentine and encouraged SFSC on the SACSCOC on-site visit next week.

Mr. Atchley stated the DBOT appreciates SFSC staff. He stated that it is an exciting time and opportunity happening for SFSC. He added that we are here to serve the students and the Board is here to support the college.

9.6 Board Chair Report

Mrs. Cullens announced that everyone should have received an email from ACCT on the live webinar tomorrow, September 30 from 2-3:00 p.m. on Rural Colleges and Athletics. She asked those who are attending ACCT Leadership Congress in San Diego, CA for a nomination for the voting delegate of the southern region. The Board approved Mr. Atchley to act as the voting delegate. Mrs. Cullens thanked the staff and administration for their continued hard work. She stated that the Board is here to support the college and we are all here for the students.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 4:01 p.m.



OFFICE OF THE PRESIDENT

Item 1.3

PRESENT TO BOARD: OCTOBER 27, 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: 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

OCTOBER 2021	NOVEMBER 2021	DECEMBER 2021
<p>27 Board Meeting, 1 PM Highlands Campus</p> <p>4-7 SACSCOC On-Site Evaluation</p> <p>13-16 ACCT Leadership Congress, San Diego, CA</p>	<p>29 Jacaranda Jubilee, 6:30 PM Hotel Jacaranda Veranda</p>	<p>2 A Country Christmas with the Gatlin Brothers, Dinner, 5:30 PM</p> <p>8 Planning Workshop, 10 AM Board Meeting, 1 PM Highlands Campus</p> <p>9 Foundation Christmas Luncheon, 11:30 AM Hotel Jacaranda</p> <p>13 Michael W. Smith, Dinner, 5:30PM</p> <p>15 Holiday Luncheon and Meritorious Awards, 11:30 AM Wildstein Center</p> <p>16 Fall Commencement</p> <p>18 – Jan 3 Winter Break</p>
JANUARY 2022	FEBRUARY 2022	MARCH 2022
<p>13-16 Million Dollar Hole-in- One Golf Shootout, SNL</p> <p>18-19 AFC Trustee Commission Legislative Conference, Tallahassee, FL</p> <p>19 Board Meeting, 1 PM Highlands Campus</p>	<p>6-9 ACCT Legislative Summit, Washington, DC</p> <p>9 The Simon & Garfunkel Story, Dinner, 5:30 PM</p>	<p>23 Board Meeting, 1 PM Highlands Campus</p>
APRIL 2022	MAY 2022	JUNE 2022
<p>20 Board Meeting, 1 PM Highlands Campus</p>	<p>10 Spring Commencement</p> <p>25 Budget Workshop, 11 AM Board Meeting, 1 PM Highlands Campus</p> <p>TBD Legacy Showcase</p>	<p>22 Board Meeting, 1 PM Highlands Campus</p>
JULY 2022	AUGUST 2022	SEPTEMBER 2022
<p>13 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

3.0 Public Comment

4.0 Presentations



OFFICE OF THE PRESIDENT

Item 4.1

PRESENT TO BOARD: OCTOBER 27, 2021

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

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SUBJECT: THE DIVISION OF CORPORATE AND CONTINUING EDUCATION UPDATE

The Division of Corporate and Continuing Education represents an extension of our college mission to the community with an array of non-credit course offerings in a variety of areas. Recently we heard updates from our directors who supervise operations at the DeSoto, Hardee, and Lake Placid locations.

Mrs. Tina Gottus directs the operations in Corporate and Continuing Education. This area of the college has renewed focus, and its array of program offerings is impressive. Although Mrs. Gottus works from the Highlands Campus, the program outreach covers the college's entire region. Mrs. Gottus will join us to provide a brief update on the programs she supervises.

5.0 Consent Agenda Action Items



OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: OCTOBER 27, 2021

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

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SUBJECT: CONSENT AGENDA ACTION ITEMS

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

SUGGESTED MOTION:

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

	CONSENT AGENDA ACTION ITEMS	Page
5.1	Personnel Actions	21
5.2	Agreements and Contracts	22
	5.2.1 Affiliation Agreement – AdventHealth Polk South, Inc.	
5.3	Grants Awarded	23
	5.3.1 Consolidated Adult General Education Highlands - \$ 248,475 – Highlands \$ 145,393 - Hardee	
	5.3.2 Carl D. Perkins V - \$ 245,344 – Postsecondary Programs	
5.4	Operating Actions	25
	5.4.1 Monthly Accounts Payable & Payroll Check Register	
	5.4.2 Property Deletion	



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: OCTOBER 27, 2021

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

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

SUBJECT: PERSONNEL ACTIONS

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

I. APPOINTMENTS, FULL-TIME PROFESSIONAL STAFF:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Burke, Joseph	Coord., Truck Driving Academy	10/1/2021
Machin, Maria	Project Specialist	10/11/2021

RESIGNATIONS:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Mallen, Adriana	Purchasing Specialist	9/15/2021
Manalo, Kamille	Coord., PYP	10/15/2021
Anderson, Clinton	Testing Center Specialist	10/22/2021

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

<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Bodnar, George	Welding	IV
Derosa Perez, Anthony	FS Programs	IV
Jenkins, Ryan	FS Programs	IV
Kortbein, Christine	ABE/GED/ESOL	II
Rivera, Carlos	FS Programs	IV
Silbersweig, Adam	EMS Programs	III

SUGGESTED MOTION:

Move to approve the personnel recommendations as presented.



OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: OCTOBER 27, 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: AFFILIATION AGREEMENT – ADVENTHEALTH POLK SOUTH, INC

Approval is requested to **renew** a master affiliation agreement between Advent Health Polk South, Inc (d.b.a. Advent Health Lake Wales) and South Florida State College for the purpose of providing clinical rotations in the following program: Paramedic. This contract renews annually.

SUGGESTED MOTION:

Move to approve the renewal of an agreement between AdventHealth Polk South, Inc. and South Florida State College as presented.



OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: OCTOBER 27, 2021

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – CONSOLIDATED ADULT GENERAL EDUCATION
HIGHLANDS

Title: Consolidated Adult General Education Highlands

Source: Florida Department of Education (FDOE)

Amount: \$248,475 - Highlands
\$145,393 - Hardee

Description: Funding has been granted to continue offering Adult Basic Education (ABE), General Educational Development (GED) courses, and Integrated English Literacy, and Civics Education (EILCE) for students 16 and older in Hardee and Highlands counties.

SUGGESTED MOTION:

Move to approve the grant awarded and to accept project funding as presented.



OFFICE OF THE PRESIDENT

Item 5.3.2

PRESENT TO BOARD: OCTOBER 27, 2021

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – CARL D. PERKINS V

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

SUGGESTED MOTION:

Move to approve the grant awarded and to accept project funding as presented.



OFFICE OF THE PRESIDENT

Item 5.4.1

PRESENT TO BOARD: OCTOBER 27, 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 September 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 Payments		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	1904	\$2,152,158.00	117	\$716,376.57	476	\$270,308.70	2497	\$3,138,843.27
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	2676	\$3,499,980.00	298	\$2,336,409.98	1157	\$547,182.31	4131	\$6,383,572.29

Payroll:								
	2021/2022 Checks		2021/2022 Electronic Payments		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	12	\$14,862.84	370	\$890,830.12	382		\$905,692.96	
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	39	\$63,895.63	1177	\$2,682,375.90	1216		\$2,746,271.53	

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		2,497	\$3,138,843.27	\$6,383,572.29
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			4,131	\$6,383,572.29	

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		382	\$905,692.96	\$2,746,271.53
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			1216	\$2,746,271.53	



OFFICE OF THE PRESIDENT

Item 5.4.2

PRESENT TO BOARD: OCTOBER 27, 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 from SFSC property records. The impact to the finances of the College will be a reduction in capital assets in the amount of \$25,485.23, which is the remaining book value of the semi. All other items have been fully depreciated or were expensed in the year of purchase. These items are beyond cost-effective 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>Original Cost/Value</u>	<u>Condition Code</u>	<u>Notes</u>
12564	4/10/2001	Ford Crown Victoria Patrol Car	\$20,690.00	Poor	*
14652	6/7/2007	Ford Crown Victoria Patrol Car (DN)	\$4,770.00	Poor	**
17100	1/28/2015	Ford Crown Victoria Patrol Car (DN)	\$4,500.00	Poor	*
17453	9/26/2018	2015 International ProStar Semi	\$47,784.80	Poor	*

* Usable/Saleable

** Usable/Salable - must be returned to Fire Marshal

SUGGESTED MOTION:

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

6.0 Planning and Policy Issues

7.0 Academic and Student Matters



OFFICE OF THE PRESIDENT

Item 7.1

PRESENT TO BOARD: OCTOBER 27, 2021

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

A blue ink signature of Thomas C. Leitzel.

SUBJECT: CURRICULUM PROPOSALS

Approval is requested for the following curriculum proposals:

I. COURSE ADDITION

Request approval to offer a humanities general education elective course that focuses on ethical issues in the healthcare field and biomedical research. Most health science students have to take at least one humanities course as an elective, and some have to take two (one humanities general education core and one humanities general education elective). Many Florida colleges provide courses relevant to the health field for the humanities elective, and Biomedical Ethics serves this purpose; effective Spring 2022 (202220).

- **PHI 2XXX Biomedical Ethics** (3 credit hours)

II. COURSE REVISION

Request approval to change microcomputer's 2-3 variable credit hours to a standard of 3 credit hours. Course has not been offered nor plan to be offered at 2 credit hours in the future; effective Spring 2022 (202220).

- **CGS 1100C Introduction to Microcomputers using Windows** (Change 2-3 credits hours to 3 credit hours)

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: OCTOBER 27, 2021

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: ELLUCIAN BANNER SaaS UPGRADE

As part of the Higher Education Emergency Relief Funds (HEERF) appropriated as part of the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA) and the American Rescue Plan (ARP), the College can use HEERF funds *for any other costs for computer system upgrades that are reasonably related to “significant changes to the delivery of instruction due to the coronavirus.”* To that end, College staff has engaged in discussions with Ellucian Company, LP, the maker of the College’s enterprise resource planning (ERP) system Banner® regarding how we might upgrade our system to provide for improved operations in a remote operations/distance learning environment. The recommendation of the College team and our business partner is to migrate the College’s Banner® installation to a Software as a Service (SaaS) environment. In addition, and as a part of this agreement, the company proposes a five-year licensing agreement that fixes the College’s software licensing costs until 2026.

The transition to Banner® SaaS will improve the College’s capacity to support students and faculty in a remote learning environment, enable the College to respond to future natural disasters such as hurricanes and pandemics in a more effective manner, reduce the College’s exposure to IT security threats by leveraging the IT security resources of its business partner, and improve College operations through the expanded utilization of the capabilities of the Banner® software by reducing manual paper processes and improving document workflow in student services, HR/payroll, and finance.

District Board of Trustees Policy 4.04 – *Purchasing* establishes that pursuant to Section 287.014, Florida Statutes, Board approval is required for purchases in excess of \$350,000. Further, State Board of Education Rule 6A-14.0734, Florida. Administrative Code, establishes that information technology resources are exempt from the requirement to solicit competitive offers.

Based on the recommendation of staff, I recommend that the DBOT approve the agreement with Ellucian Company, LP, for software licensing and support services to migrate the College's Banner® ERP platform to a SaaS environment and enter into a five-year licensing agreement.

SUGGESTED MOTION:

Move to approve the agreement with Ellucian Company, LP, to Banner® SaaS pursuant the attached proposal dated October 10, 2021.



OFFICE OF THE PRESIDENT

Item 8.2

PRESENT TO BOARD: OCTOBER 27, 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: ADJUNCT AND OVERLOAD PAY RATE

The College, through its salary schedule, establishes rates of pay for full time College faculty and staff when they deliver instruction outside of their regular employment contract in the form of overload pay on a per hour or per course basis depending upon the program. Similarly, the College also employs adjunct instructors on a per hour or per course basis to provide additional instructional capacity in areas where the College has need for specific expertise and/or additional instructional capacity.

As part of the College's efforts to maintain competitive salary rates we recommend increasing adjunct and overload pay on average by 3% pursuant to the enclosed schedule effective for classes and activities beginning after January 1, 2022. This is the same percentage increase that was provided to full-time faculty and staff when the FY22 Budget was approved by the Board in May, 2021. The projected budgetary impact of this change is approximately \$70,000 and the College has sufficient budgeted contingency in the personnel/payroll budget to cover this change.

SUGGESTED MOTION:

Move to approve amendments to the College Salary Schedule effective January 1, 2022, to implement a 3% increase to adjunct and overload pay rates pursuant to the schedule presented.

9.0 Reports



OFFICE OF THE PRESIDENT

Item 9.1

PRESENT TO BOARD: OCTOBER 27, 2021

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

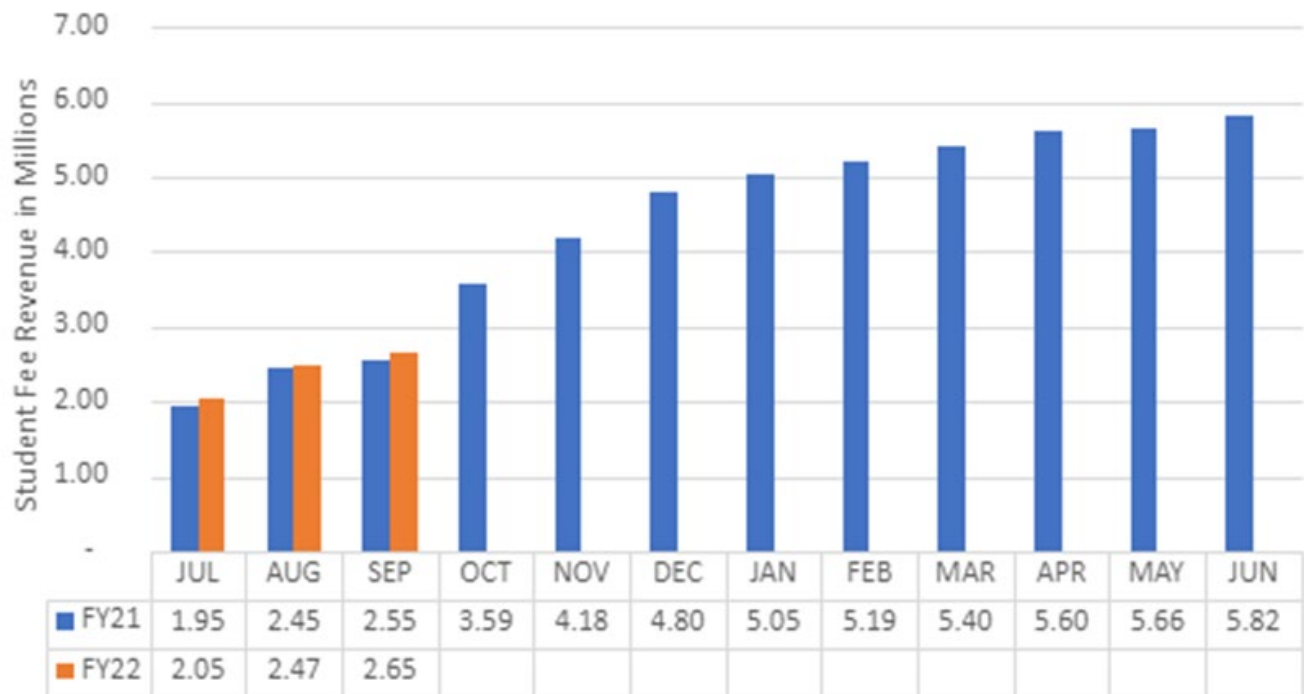
FROM: THOMAS C. LEITZEL

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

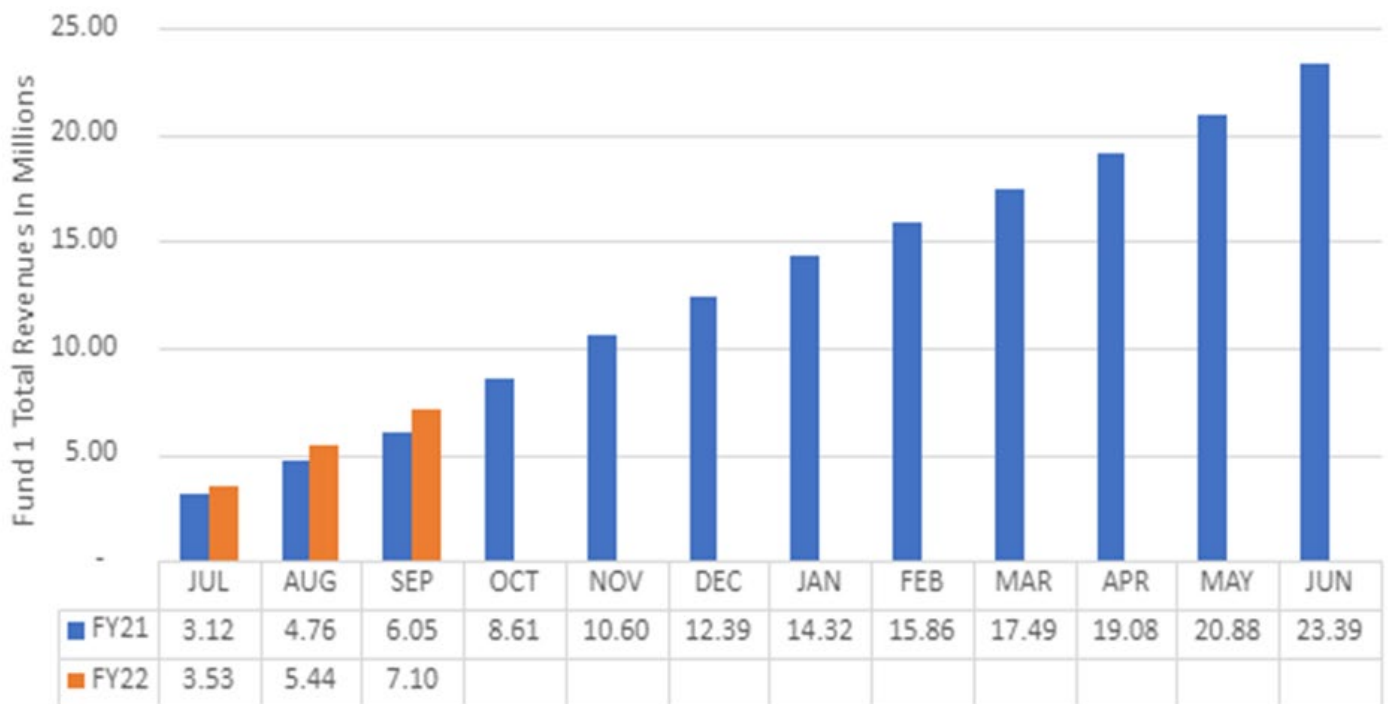
SUBJECT: FINANCIAL REPORT SUMMARY & GRAPHS – **INFORMATION ITEM**

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

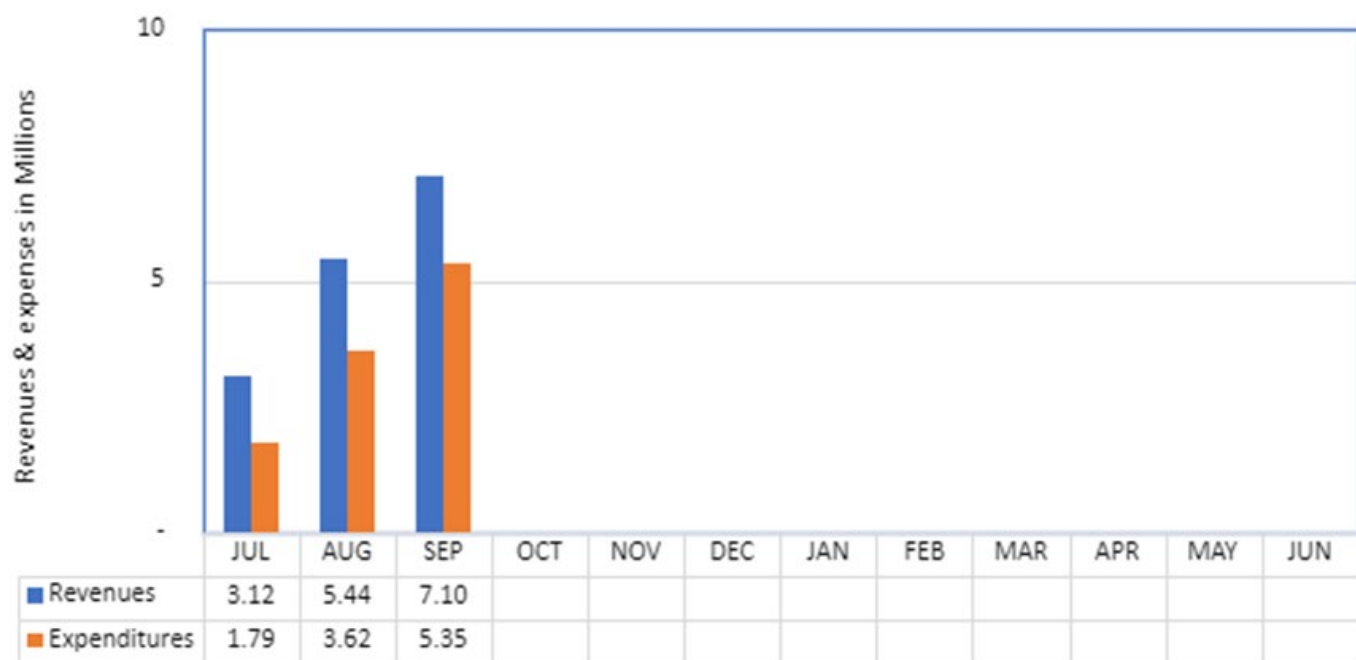
South Florida State College Fund 1 Student Fee Revenue, FY21 vs FY22



South Florida State College Fund 1 Total Revenue FY21 vs FY22



South Florida State College Fund 1 Total Revenues & Expenditures FY22



South Florida State College						
Revenue and Expenditures						
For Month Ending September 30, 2021						
Acct Code	Account Title	Budget	Budget Amount	Amount	Difference	Percentage Collected/Spent to Date
401XX-403XX	Tuition and Out of State Fees		4,038,837.00	2,301,627.72	1,737,209.28	56.99%
404XX	Lab Fees		565,443.00	223,590.00	341,853.00	39.54%
408XX	Technology Fees		180,972.00	86,042.77	94,929.23	47.54%
405-407XX,408XX	Other Student Fees		122,888.00	33,881.31	89,006.69	27.57%
41600	Grants and Contracts from Counties	104,500.00	842,030.00	-	842,030.00	0.00%
421-42130	FCSPF-General/Special Appropriation	12,132,516.00	17,437,031.00	4,363,258.00	13,073,773.00	25.02%
4215X	Performance Based Incentive		348,497.00	45,875.00	302,622.00	13.16%
42210	CO&DS Entitlement	1,100.00	1,100.00	-	1,100.00	0.00%
42610	FCSPF-Lottery	3,433,156.00	2,799,758.00	-	2,799,758.00	0.00%
429XX,439XX	Indirect Costs Recovered		800,750.00	15,841.56	784,908.44	1.98%
441-44400	Cash/Non-Cash Contributions and Gifts	15,127.00	14,000.00	16,000.00	(2,000.00)	114.29%
46400	Use of College Facilities	71,500.00	50,000.00	2,471.88	47,528.12	4.94%
466XX,467XX	Other Sales and Services		80,000.00	10,886.10	69,113.90	13.61%
48100	Interest and Dividends	3,000.00	10,000.00	611.70	9,388.30	6.12%
487XX,489XX	Fines and Penalties/Miscellaneous		121,327.00	4,240.13	117,086.87	3.49%
49XXX	Transfers and Other Revenues		50,000.00	-	50,000.00	0.00%
	Total Revenue	22,033,495.00	\$ 27,462,633.00	\$ 7,104,326.17	\$ 20,358,306.83	25.87%
51XXX	Management		1,923,080.00	448,379.95	1,474,700.05	23.32%
52XXX	Instructional		5,047,047.00	912,824.84	4,134,222.16	18.09%
53XXX	Other Professional		2,929,678.00	625,441.72	2,304,236.28	21.35%
54XXX	Career Staff		2,633,746.00	649,363.35	1,984,382.65	24.66%
56XXX	Other Professional-Instructional		1,398,240.00	183,136.03	1,215,103.97	13.10%
57XXX	Other Professional-Tech/Clerical/Trade		187,518.00	15,874.81	171,643.19	8.47%
58XXX	Student Employment		25,000.00	50.00	24,950.00	0.20%
58500	Employees Awards	11,500.00	13,000.00	-	13,000.00	0.00%
59XXX	Benefits		5,608,621.00	1,001,751.04	4,606,869.96	17.86%
	Total Personnel	17,081,933.18	\$ 19,765,930.00	\$ 3,836,821.74	\$ 36,533,004.16	19.41%
605XX	Travel		271,749.00	9,822.12	261,926.88	3.61%
61000	Freight and Postage	32,495.00	21,738.00	10,085.25	11,652.75	46.39%
615XX	Telecommunications		62,000.00	25,659.28	36,340.72	41.39%
62000	Printing	76,025.00	45,584.00	2,803.88	42,780.12	6.15%
625XX	Repairs and Maintenance		1,437,238.00	490,941.70	946,296.30	34.16%
63000	Rentals	163,110.00	157,658.00	47,764.55	109,893.45	30.30%
635XX,637XX	Insurance		545,681.00	29,455.90	516,225.10	5.40%
64XXX	Utilities		1,652,086.00	326,610.82	1,325,475.18	19.77%
645XX	Other Services		834,376.00	211,355.53	623,020.47	25.33%
64700	Grant Aid	4,280.00	4,280.00	15.00	4,265.00	0.35%
65XXX	Professional Fees		112,175.00	8,977.46	103,197.54	8.00%
655XX	Education Office/Dept Materials Supp		740,908.00	232,697.18	508,210.82	31.41%
657XX	Data Software		23,290.00	2,457.87	20,832.13	10.55%
66000	Maint/Construction Material/Supp		402,500.00	52,979.64	349,520.36	13.16%
665XX	Other Materials and Supplies		95,549.00	16,867.58	78,681.42	17.65%
67XXX	Subscriptions/Library		60,600.00	11,533.65	49,066.35	19.03%
67500	Purchases for Resales	54,005.00	41,100.00	3,677.70	37,422.30	8.95%
680XX	Scholarships		45,000.00	11,542.50	33,457.50	25.65%
69XXX	Transfers and Other Expenses		360,000.00	190.00	359,810.00	0.05%
	Total Current Expenses	5,402,124.02	\$ 6,913,512.00	\$ 1,495,437.61	\$ 5,418,074.39	21.63%
706XX	Minor Equipment >1000<5000		620,000.00	5,482.84	614,517.16	0.88%
71000	Furniture and Equipment	22,103.00	530,000.00	15,000.00	515,000.00	2.83%
	Total Capital Outlay	65,000.00	\$ 1,150,000.00	\$ 20,482.84	\$ 1,129,517.16	1.78%



OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: OCTOBER 27, 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 September 2021 meeting of the College District Board of Trustees. The included dates are September 1, 2021 through September 30, 2021. The total amount reported is **\$21,089.00**.

II. **Foundation Update**

- A. Appropriation Requests
- B. Tallahassee Visit
- C. Jacaranda Update
- D. Student Residence Facility

South Florida State College Foundation
Gift Summary Report 9/1/2021 - 9/30/2021

Fund #	Fund Description	# Gifts	Cash	Pledges	Total
1000	Unrestricted	12	\$20,151.00	\$0.00	\$20,151.00
5011	SFSC General Scholarship	5	\$82.50	\$0.00	\$82.50
5025	General Nursing Scholarship	1	\$0.50	\$0.00	\$0.50
5031	SFSC Community Fund	2	\$10.50	\$0.00	\$10.50
5032	SFSC Library Donations	2	\$32.00	\$0.00	\$32.00
5045	Athletic Booster Club	3	\$32.50	\$0.00	\$32.50
5095	Dental Programs	1	\$25.00	\$0.00	\$25.00
5110	Highlands County Bar Association Scholarship	3	\$125.00	\$0.00	\$125.00
5158	TSIC Scholarships	7	\$90.00	\$0.00	\$90.00
6005	Partnership Project	6	\$285.00	\$0.00	\$285.00
6006	Alumni Association Fund	2	\$255.00	\$0.00	\$255.00
	Grand Totals:	44	\$21,089.00	\$0.00	\$21,089.00
	44 Gift(s) listed				
	37 Donor(s) listed				



OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: OCTOBER 27, 2021

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANTS DEVELOPMENT

In Development

Title: Retired and Senior Volunteer Program (R.S.V.P.)
Source: Corporation for National and Community Service
Amount: \$52,034
Description: Funding will be requested to continue the R.S.V.P. grant in the 2021-2022 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.