



**SFSC  
District Board of Trustees  
Regular Meeting  
April 20, 2022**

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

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

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



OFFICE OF THE PRESIDENT

**Item 1.1**

PRESENT TO BOARD: APRIL 20, 2022

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 April 20, 2022 be adopted.

**SUGGESTED MOTION:**  
**Move to adopt the agenda of the regular meeting of April 20, 2022 as presented.**

**REGULAR MEETING AGENDA  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
HIGHLANDS CAMPUS  
APRIL 20, 2022  
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 – March 23, 2022
  - 1.3 Adoption of the 2022-2023 Meeting Schedule and Review of Master Calendar
- 2.0 Communications, Introductions, and Recognition
  - 2.1 New Employee Introductions
- 3.0 Public Comment
- 4.0 Presentation
  - 4.1 Student Life, Activities, Services, and Athletics
- 5.0 Consent Agenda Action Items
  - 5.1 Personnel Actions
  - 5.2 Grant Awards
    - 5.2.1 Retired and Senior Volunteer Program (R.S.V.P) - \$52,034
  - 5.3 Agreements and Contracts
    - 5.3.1 Training Provider Agreement – CareerSource Polk
  - 5.4 Operating Actions
    - 5.4.1 Monthly Accounts Payable & Payroll Check Register
    - 5.4.2 Property Deletion
    - 5.4.3 Bad Debt Listing
- 6.0 Planning and Policy Issues
- 7.0 Academic and Student Matters
  - 7.1 Curriculum Proposals
- 8.0 Other Action Items
  - 8.1 Presentation & Acceptance of the 2021-2022 Annual Equity Report
- 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: APRIL 20, 2022

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – REGULAR MEETING – MARCH 23, 2022

It is recommended that the minutes of the regular meeting held March 23, 2022 be approved as presented and recorded in the Supplemental Minute Book.

**SUGGESTED MOTION:**

**Move to approve the minutes of the March 23, 2022 regular meeting as presented.**

**MEETING MINUTES  
SOUTH FLORIDA STATE  
COLLEGE DISTRICT BOARD  
OF TRUSTEES  
MARCH 23, 2022**

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

<b>Staff Present:</b>	Mrs. Jamie Bateman	Mrs. Ashley Bennett	Mrs. Melissa Bruns
	Dr. Mark Bukowski	Mr. Peter Elliott	Dr. Brent Ferns
	Ms. Cindy Garren	Dr. James Hawker	Dr. Michele Heston
	Mr. Don Kesterson	Mrs. Melissa Kuehnle	Mr. Keith Loweke
	Ms. Sofia Ochoa	Ms. Jenna Schaller	Dr. Sid Valentine
	Dr. Chris van der Kaay	Mrs. Teresa Vorous	Mrs. June Weyrauch

**Others Present:** Mrs. Barbara Kirschner  
Mrs. Marty Mielke, Southwest Florida Regional Manager, Florida Department of Financial Services

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

Mrs. Cullens welcomed Mrs. Marty Mielke, Southwest Florida Regional Manager for Florida Department of Financial Services.

**1.0 PRELIMINARY MATTERS**

**1.1 Adoption of Agenda**

**Mr. Atchley made a motion, seconded by Mr. Wright, to adopt the agenda of the regular meeting held March 23, 2022 as presented.**

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

**1.2 Approval of Minutes**

**1.2.1 Regular Meeting Minutes**

**Mr. Bryan made a motion, seconded by Mrs. Rider, to approve the minutes of the regular meeting held January 26, 2022 as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

**1.3 Review of Master Calendar**

The Master Calendar was reviewed. No changes were recommended by the Board. Mr. Wright requested the Master Calendar proposed meetings dates be set before the July DBOT meeting. The Board agreed to approve the Master Calendar at the April DBOT meeting.

**2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS**

**2.1 New Employee Introduction**

The following new employees were introduced:

Employee	Position	Supervisor	Hired
Melissa Bruns	Coordinator, Human Resources Operations	Don Kesterson	11/18/21
Sofia Ochoa	College Recruiter	Mark Bukowski	12/1/21
Jenna Schaller	Admissions, Records and Registration Specialist	Mark Bukowski	12/8/21
Brent Ferns, Sr.	Dean, Applied Science and Technology	Sid Valentine	12/13/21

**3.0 PUBLIC COMMENT**

None

**4.0 PRESENTATION**

None

**5.0 CONSENT AGENDA ACTION ITEMS**

**5.1 Personnel Actions**

Approved a list of full-time faculty, full-time professional staff, full-time career service staff, resignation, retirement, reappointments, vice presidents, 2022-23, reappointments, full-time administrative staff, 2022-23, reappointments, full-time faculty, 2022-and adjunct faculty, 2021-22, academic year as needed as presented.

*(EXHIBIT "A")*

**5.4 Operational Actions**

**5.2.1 Monthly Accounts Payable/Payroll Check Register**

Approved the monthly accounts payable/monthly payroll check registers and summary for all funds through February 2022.

*(EXHIBIT "B")*

**5.2.2 Donation – Pierce Fire Engine**

Approved the donation of an operational 1995 Pierce fire engine to benefit the fire science programs at the Highlands Campus as presented.

*(EXHIBIT "C")*

**Mr. Atchley made a motion, seconded by Mr. Bryan, 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, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

## 6.0 PLANNING AND POLICY ISSUES

None

## 7.0 ACADEMIC AND STUDENT MATTERS

### 7.1 2022-2023 Proposed College Calendar

Dr. Valentine presented the proposed 2022-2023 College Calendar. He informed the Board the proposed calendar has been reviewed by departments directly involved in providing student services, the Faculty Council, and the President's Council. Dr. Valentine stated the calendar has been coordinated to coincide as closely as possible with local school districts and meets the State required dates for beginning terms.

*(EXHIBIT "D")*

**Mr. Atchley made a motion, seconded by Mr. Backer, to approve the 2022-2023 College Calendar as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

## 8.0 PURCHASING AND OTHER ACTION ITEMS

### 8.1 RFQ 21-03 Professional Architectural Services for various projects for SFSC and SFSC Foundation

Mr. Elliott presented the RFQ 21-03 for professional architectural services for the college and Foundation. He gave a brief overview of the selection process and recommended to enter into contracts with the two firms, Furr, Wegman & Banks Architects, P.A. of Lakeland, Florida and Parker/Mudgett/Smith Architects, Inc. of Fort Myers, Florida.

Mr. Wright asked for clarification on the Foundation using architectural services for projects. Mr. Elliott addressed his question about how the services will work for the college and Foundation.

*(EXHIBIT "E")*

**Mr. Backer made a motion, seconded by Mr. Atchley, to authorize the college to negotiate and enter into contracts with the recommended firms to provide architectural services for minor construction, remodel, renovation, and maintenance projects valued up to \$4,000,000 and to allow the South Florida State College Foundation, Inc. to use the selected firms on its projects as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

### 8.2 5DT Training Simulator Truck Cab

Mr. Elliott reported that the college was awarded \$415,000 in CARES ACT Governor's Emergency Education Relief (GEER) funds. The funds were first announced by Governor DeSantis on January 20 when he visited the Hardee campus. Mr. Elliott stated these



funds were added to the Rapid Credentialing Grant previously awarded to the college through the Florida Department of Education and will be used to purchase equipment to support the college's Commercial Driver's License training program. Mr. Elliott gave a brief overview of the simulator equipment.

*(EXHIBIT "F")*

**Mrs. Atchley made a motion, seconded by Mr. Wright, to approve the purchase of truck simulator equipment including its software and support from Fifth Dimension Technologies as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

## 9.0 REPORTS

### 9.1 Financial Report

Mr. Elliott reported on the graphs and revenue and expenditure summary compared to budgeted funds within the Operating Budget through February 2022.

Mr. Atchley asked for update on the audit reports. Mr. Elliott gave him a brief overview of exit conference and audit reports.

*(EXHIBIT "G")*

### 9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$25,688.81** from January 1 through February 28, 2022. Mrs. Bateman announced a new Foundation board member, Mr. Darrell Jensen. Mrs. Bateman reported at the last Foundation Executive Committee meeting, they discussed the status of scholarships. She stated many donors have started expressing the desire to assist outside of scholarships by using their scholarship donations to assist that specific program. Mrs. Bateman gave a brief overview of the scholarship evaluation process and how to utilize funds per the donor's request. She stated that other colleges are looking into this evaluation process and it will be a topic of discussion during a conference this spring that she is attending. Mr. Backer stated that at the Executive Committee meeting, he was asked to get the opinion from the DBOT on distributing more than 4% of the funds for the endowment without going into the principal. The DBOT discussed and agreed the Foundation should distribute more than 4%. Mr. Bryan stated that the policy and procedures would need to be updated to maximize the funds and to keep from dipping into the principal. Mrs. Pam Karlson, College Attorney gave an update on the student residence facility lease agreements. She gave a background description on the draft sublease with the developers. Mrs. Karlson stated that she believes that there are some items of concern within the sublease that will need to be negotiated with the developer's attorney. She gave a brief overview of the items of concern in the sublease from the developers. The DBOT discussed the information that Mrs. Karlson reported. Mrs. Bateman stated she will report back to the Foundation Board. Dr. Leitzel thanked and commended Mrs. Karlson and Mr. Backer for their time and work on the behalf of the DBOT.

**9.3 Resource Development**

**I. Grants Development Report**

Dr. van der Kaay distributed and reviewed the Grants Development Report dated 3/23/22. He gave a brief description of the grants.

**II. In Development**

**A. Perkins Postsecondary**

Florida Department of Education (FDOE) \$ 283,491

**B. Perkins Rural Innovation Career & Technical Ed Programs**

Florida Department of Education (FDOE) \$ 100,820

**C. Million Dollar Community College Challenge**

Lumina Foundation \$ 100, 000 to \$1,000,000

**III. Submitted**

**A. Panther Prep**

United Way \$ 29,600

**B. Suncoast Remake Learning Days**

Patterson Foundation \$ 1,500

**C. South Carolina Ballet – The Nutcracker**

South Arts \$ 7,500

**D. Panther Youth Partners**

CareerSource Florida \$ 750,000

**E. Emerge: Preparing Students for an Innovative Future (Emerge Scholars Program)**

National Science Foundation (NSF) \$ 750,000

**9.4 President’s Report**

Dr. Leitzel reported on the following items:

1. Recapped the ACCT National Legislative Summit, February 5-8.
2. Highlighted \$2.8 million Future Florida Critical Workforce Needs Grant to SFSC. He gave a brief overview of the grant and stated Dr. Valentine is working with SPC on details.
3. Florida Undergraduate Research Conference: Dr. Leitzel asked Dr. Hawker to share with the Board. Dr. Hawker shared that four faculty along with eight students attended the Florida Undergraduate Research conference hosted at UCF. He gave a brief overview of conference.
4. Panther Athletics Update: Dr. Leitzel highlighted both Panther baseball and softball teams and Veterans Appreciation Day on February 28. He shared that of March 7 SFSC Panthers baseball team broke into the Top 10 and are ranked 9<sup>th</sup> in Florida – Division I.
5. Announced SFSC is in the Aspen Prize Top 50 Colleges for 2023. He shared the next steps in the process.

6. SACSCOC Update: Dr. Leitzel reported that SACSCOC officially approved the Surgical Technology program. He announced the QEP response was submitted March 7 from the October On-Site visit. Dr. Valentine gave a brief overview of the submission and the next steps in the reaffirmation process.
7. Announced after some updates, SFSC now has 100% ranking with Charity Navigator. He commended Mrs. Jamie Bateman and Ms. Anastasia Saunders on their work.
8. Panther Emergency Student Fund Update: Dr. Leitzel asked Mr. Elliott for an update. Mr. Elliott reported that as of February 28, \$5.65 million in funds had been awarded to students. He stated the Department of Education has extended the deadline for spending HEERF funds to June 2023. He gave a brief overview of on-going projects at the college.
9. Up-coming College Events: Professional Development Day, March 25 with special guest speaker Dr. Davis Jenkins; 2022 All-Florida Academic event, April 1 in Orlando; April 20 DBOT meeting; and May 10 Commencement.
10. Tallahassee Update: Dr. Leitzel gave an overview of critical bills that were passed and SFSC legislative initiatives.

**9.5 Board Attorney's Report**

Mrs. Karlson stated no report.

**9.6 Board Members' Reports**

Mr. Backer stated no report.

Dr. Kirschner stated no report.

Mr. Wright stated no report.

Mr. Bryan stated no report.

Mrs. Rider stated no report.

Mr. Atchley recapped his first ACCT National Legislative Summit and Governance & Bylaws meeting in Washington, D.C. He stated changes are coming with the processes in the Governance & Bylaws committee and he will report back to the Board. He shared that he had the chance to meet Representative Tuck when he was in Tallahassee for the City of Wauchula.

**9.7 Board Chair Report**

Mr. Cullens stated no report. She thanked everyone for their attendance and discussion today.

**10.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 2:56 p.m.




OFFICE OF THE PRESIDENT

**Item 1.3**

PRESENT TO BOARD: APRIL 20, 2022

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: REVIEW OF MASTER CALENDAR

Action Item:

The schedule of meetings for the 2022-2023 academic year located on the following page is recommended for your consideration. Time will be allocated to thoroughly discuss the meeting dates/times.

Information:

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

**SUGGESTED MOTION:**  
**Move to approve the South Florida State College District Board of Trustees Meeting Schedule for the 2022-2023 academic year as presented.**

**NOTICE OF MEETING DATES  
SOUTH FLORIDA STATE COLLEGE DISTRICT BOARD OF TRUSTEES**

The regular monthly meetings, planning workshop, and budget workshop of the South Florida State College District Board of Trustees will be held, with the general public invited, as listed below:

<b>Wednesday, August 17, 2022</b>	<b>Board Meeting – 1:00 pm</b>	<b>Highlands Campus, 600 W. College Dr., Avon Park, FL</b>
<b>Wednesday, September 21, 2022</b>	<b>Board Meeting – 1:00 pm</b>	<b>Highlands Campus, 600 W. College Dr., Avon Park, FL</b>
<b>Wednesday, October 19, 2022</b>	<b>Board Meeting – 1:00 pm</b>	<b>Highlands Campus, 600 W. College Dr., Avon Park, FL</b>
<b>Wednesday, December 7, 2022</b>	<b>Board Meeting – 1:00 pm</b>	<b>Highlands Campus, 600 W. College Dr., Avon Park, FL</b>
<b>Wednesday, December 7, 2022</b>	<b>Planning Workshop – 10:00 am</b>	<b>Highlands Campus, 600 W. College Dr., Avon Park, FL</b>
<b>Wednesday, January 18, 2023</b>	<b>Board Meeting – 1:00 pm</b>	<b>Highlands Campus, 600 W. College Dr., Avon Park, FL</b>
<b>Wednesday, March 22, 2023</b>	<b>Board Meeting – 1:00 pm</b>	<b>Highlands Campus, 600 W. College Dr., Avon Park, FL</b>
<b>Wednesday, April 19, 2023</b>	<b>Board Meeting – 1:00 pm</b>	<b>Highlands Campus, 600 W. College Dr., Avon Park, FL</b>
<b>Wednesday, May 17, 2023</b>	<b>Budget Workshop – 11:00 am</b>	<b>Highlands Campus, 600 W. College Dr., Avon Park, FL</b>
<b>Wednesday, May 17, 2023</b>	<b>Board Meeting – 1:00 pm</b>	<b>Highlands Campus, 600 W. College Dr., Avon Park, FL</b>
<b>Wednesday, June 21, 2023</b>	<b>Board Meeting – 1:00 pm</b>	<b>Highlands Campus, 600 W. College Dr., Avon Park, FL</b>
<b>Wednesday, July 19, 2023</b>	<b>Board Meeting – 1:00 pm</b>	<b>Highlands Campus, 600 W. College Dr., Avon Park, FL</b>

General Subject Matter to Be Considered: Items of interest to the District Board of Trustees, including but not limited to, personnel matters, policy matters, business affairs, academic and student affairs, curriculum, grants, agreements, purchasing/construction, fee changes, monthly financial report, and other routine business. A copy of the Agenda may be obtained by contacting the President’s office at (863) 784-7110.

## District Board of Trustees Master Calendar

APRIL 2022	MAY 2022	JUNE 2022
7 Scholarship Reception, 5:30 PM University Center	7 Legacy Showcase, 5:30 PM Wildstein Center	22 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	
JULY 2022	AUGUST 2022	SEPTEMBER 2022
20 Board Meeting, 1 PM Highlands Campus	17 Board Meeting, 1 PM Highlands Campus	21 Board Meeting, 1 PM Highlands Campus
OCTOBER 2022	NOVEMBER 2022	DECEMBER 2022
19 Board Meeting, 1 PM Highlands Campus	No Board Meeting	7 Board Meeting, 1 PM Highlands Campus
23-29 ACCT Leadership Congress New York, NY		15 Fall Commencement
JANUARY 2023	FEBRUARY 2023	MARCH 2023
18 Board Meeting, 1 PM Highlands Campus	No Board Meeting	22 Board Meeting, 1 PM Highlands Campus
	5-8 ACCT National Legislative Summit, Washington, DC	
APRIL 2023	MAY 2023	JUNE 2023
19 Board Meeting, 1 PM Highlands Campus	9 Spring Commencement	21 Board Meeting, 1 PM Highlands Campus
	17 Board Meeting, 1 PM Highlands Campus	
JULY 2023	AUGUST 2023	SEPTEMBER 2023
19 Board Meeting, 1 PM Highlands Campus	TBD 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: APRIL 20, 2022

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: NEW EMPLOYEE INTRODUCTIONS

<b>Employee</b>	<b>Position</b>	<b>Supervisor</b>	<b>Hired</b>
Edward Baatz	Coordinator, Welding	Tina Gottus	11/15/21
Daniel Davis	Coordinator, PYP	Brent Ferns	1/4/22
Emily Vickers	Staff Assistant II, Health Sciences	Michele Heston	11/15/21



**3.0 *Public Comment***

## **4.0 *Presentations***



OFFICE OF THE PRESIDENT

Item 4.1

PRESENT TO BOARD: APRIL 20, 2022

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: PRESENTATION – STUDENT LIFE, ACTIVITIES, SERVICES AND ATHLETICS

SGA leadership and other clubs and organizations will introduce members and share accomplishments and high points of the academic year. Our academic and athletic teams are included.

Student Government Association (SGA) Clubs and Organizations - This has been a student driven, fun filled year as the students have celebrated old traditions and started new ones as well. The events and activities of the year were set forth by the SGA E-Board (Executive Board) during the fall of 2021.

- **PTK** – This was a busy year for PTK who participated in several on and off-campus events. They hosted regular Coffee and Conversation Events, along with participating in the Regional and International Conferences.
- **Dental Students Association** - The Dental Students Association held monthly meetings for their students, along with participating in the regular scheduled SGA Events.
- **Student Nurses Association** – The SNA participated in all SGA Events and meetings, along with events. They also held monthly meetings for their group.
- **Hardee Campus Ambassadors** – The Hardee Ambassadors had a busy year. They participated in all SGA events and meetings, along with putting on events at their campus for St. Patrick’s Day, Black History Month, and Dental Day.
- **Jac Pac** – The Jac Pac was very active this year, mostly putting on events for the students at the Jacaranda along with participating in all events and meetings put on by the SGA. In addition to that, they provided advising and mentorship for students at the dorm.
- **Latin Student Organization** – The Latin Student Organization attended all SGA meetings and events, in addition to holding bi-weekly meetings, and helping set-up the Celebrations for Latin American Heritage Month, a dance party to benefit the Food Pantry, and a Panther Fit Series.
- **Rotoract** – We had a very busy, but fun year. We were involved in many volunteering events, such as: community kickball event, Wild Game Dinner, and collecting donations for Highlands County Residents. They also attended all SGA meetings and events.
- **Institute for Healthcare Improvement** - The IHCI met weekly, attended all SGA meetings and events, and provided advising and mentorship for the Nursing Students on Campus. The club also assisted with graduation.

- **Art Club** – Another busy year for the Art Club, taking several off-campus field trips such as: New World Arts presentation, Dustin Angell Photography Workshop, Fusion Fest, field trip to Polk Museum of Art, and a drawing workshop. The Art Club was also active, attending all SGA Meetings and events.
- **Basketball Club** – The Basketball Club was very active throughout the year, playing basketball two days a week for the entire year, in addition to attending all SGA meetings and events.
- **PBL** - Phi Beta Lambda, the SFSC student business club, participated in all SGA meetings and events, in addition to holding bi-weekly meetings for their group.
- **Student Nurses Club** - The SNA met weekly, attended all SGA meetings and events, and provided advising and mentorship for the Nursing Students on Campus. The club also assisted with graduation.
- **African American Association** – AAA was instrumental in the Black History Month celebration. They wrote a summary on several different historic figures in Black History, to be distributed to the Students for the month of February. They also set up and catered a large, Soul Food luncheon that was very well received by all our Students at the end of the month. In addition to that, they assisted with several fund raisers – both on and off campus, and attended all SGA meetings and events
- **Alumni Club** – The Young Alumni Club participated in all SGA events and meetings, along with helping with graduation, and holding monthly meet-up events for the campus.
- **Radiography Club** – The Radiography Club participated in all SGA meetings and events, along with holding a fundraiser for the Races, and assisting with graduation.
- **Veterans Club** – The Veterans Club met weekly, attended all SGA meetings and events, and provided advising and mentorship for the Veterans on Campus.
- **Honors Ambassadors** - The Honors Ambassadors met weekly, attended all SGA meetings and events, and provided advising and mentorship for the Honors Students on Campus.
- **All Clubs** – In addition to the events and trips that the Clubs put on for themselves and our Students, they also all participated regularly in the bi-weekly SGA Meetings, along with attending most of the many events the SGA puts on for all Students.

### Athletic Teams

Panther Student Athletes from Baseball, Softball, Cross Country, and Volleyball teams will be presented by respective coaches and will introduce themselves. Coach Hitt, Athletic Director, will also share some season highlights.

### Student Government

Besides the very active clubs, the Student Government of SFSC planned and carried out wonderful events this year which inspired learning and fun. These included: Welcome Back, an event designed to welcome students to Campus at the beginning of each semester. The students distributed waters, planners, and maps, then made sure all new or returning Students knew their way to class; end of semester party in the fall and spring with the fall consisting of a Casino Night, and the spring will be a pool party with a Bar-B-Q; Barbecue and a Ball Game an event at a baseball/softball game designed to feed students and drive attendance to athletics; student forum with Dr. Leitzel; FCSSGA state leadership conference; intramural basketball; John Rush Concert, an interactive concert for students to enjoy and participate in where they were fed Chick-Fil-A; fall and spring club rush to encourage student participation in organizations; Halloween event where we fed students; Stress Relievers for finals week where we had therapy dogs and chair massages, several voter registration drives and a constitution day event; and general SGA meetings every other Wednesday. Student Leaders were active on several committees on Campus, as well as several college wide recruiting events, such as College for a Day.

**5.0 Consent Agenda Action Items**




OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: APRIL 20, 2022

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: CONSENT AGENDA ACTION ITEMS

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

**SUGGESTED MOTION:**

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

	<b>CONSENT AGENDA ACTION ITEMS</b>	<b>Page</b>
<b>5.1</b>	<b>Personnel Actions</b>	<b>24</b>
<b>5.2</b>	<b>Grant Awards</b>	<b>27</b>
	<b>5.2.1 Retired and Senior Volunteer Program (R.S.V.P.) - \$52,034</b>	
<b>5.3</b>	<b>Agreements and Contracts</b>	<b>28</b>
	<b>5.3.1 Training Provider Agreement – CareerSource Polk</b>	
<b>5.4</b>	<b>Operating Actions</b>	<b>29</b>
	<b>5.4.1 Monthly Accounts Payable &amp; Payroll Check Register</b>	
	<b>5.4.2 Property Deletion</b>	
	<b>5.4.3 Bad Debt Listing</b>	



OFFICE OF THE PRESIDENT

**Item 5.1**

PRESENT TO BOARD: APRIL 20, 2022

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:

<b>I. APPOINTMENTS, FULL-TIME PROFESSIONAL STAFF:</b>		
<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
John Snow*	Technical Director, Cultural Programs	3/1/2022
Jeffrey Miller	Manager, Custodial Services and Grounds Maintenance	4/1/2022
Alexandra Navarrete	Program Specialist, PYP (Okeechobee)	4/1/2022
*Internal transfer		
<b>II. RESIGNATIONS:</b>		
<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Lisa Lopez	Financial Aid Advisor	4/1/2022
Tara Jefferies*	Coordinator, Farmworker CDP	4/15/2022
*Revised resignation date		
<b>III. RETIREMENT:</b>		
<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Arlene Gillis	Office Manager (Hardee)	4/8/2022



<b>IV. REAPPOINTMENTS, FULL-TIME PROFESSIONAL STAFF, 2022-23:</b>	
Steven L Ashworth	Joann L Kramer
Michael B Austin Sr	Deborah B Latter
Edward R Baatz Jr	Garrett P Lee*
Adela Bello	Keith R Loweke
Kathleen A Benn	Cristian A Luevano
Ashley L Bennett	Maria R Machin
Joseph A Black	Isaac Maldonado
Katrina M Blandin	Joseph Marble
Dolores E Breedlove*	John E McLaughlin
David A Bruns	Tasha Morales*
Melissa L Bruns	Christian L Negron
Derek K Bryant	Danielle Y Ochoa
Joseph Burke	Sofia E Ochoa
Benjamin F Carter Jr	Ruel L Olano
Fabiana Castro*	Deborah J Olson
Diana L Cleghorn	Minerva J Ortiz*
Kimberly A Crawford	Jessica Pantoja
Sari E Crews	Ricardo Pantoja
Edwin Cuencas*	Sureka S Personette
Daniel M Davis*	Sandra C Pinzon
Theresa F Elders	Andrew M Polk
Kelly S Fairfield Dec	Donna L Pridgeon
Carlos Falla	Mary Puckorius
Zory N Figueroa Alvarado*	Govindah Ramnarain
Blair N Gilfus	April M Ricker
Tina M Gottus	Elisavet C Rios
Junior A Gray	Carmen D Robinson-Cooper
Courtney Green	Frankie M Rodriguez Martinez
Deborah M Gutierrez	Anastasia L Saunders
Robert A Hampton Jr	Joyce E Simmons
Fred Hayes	Tina A Stetson
Charles F Hemler Jr	Mary von Merveldt
Richard J Hitt	Kendra Wellnitz
Mary S Hutzelman	June M Weyrauch
Antonio S James*	Janet Wheaton
Lisa M Johnson-Decarie	Laura A Wilder
Sharon L Jones	Lorrie Worrell-Smith
Kristini L Juve	Gabrielle S Yost

\*Grant Funded Position

<b>V. REAPPOINTMENTS, FULL-TIME CAREER STAFF, 2022-23:</b>		
Anne A Barrett	Marie Jezzelle C Montalbo	
Estrella H Bautista	Pepito M Montemayor	
Vidya S Beiner	Denise Morales	
Santiago Caro	Manuel D Muro Del Real	
Amy D Clack	Angela R Noonon	
Clayton D Colquitt	Kelly J Nott	
Ross M Crawford	Craig D Oechsle	
Marion E Degnan	Daniel L OMeara	
Rodolfo R Dela Cruz Jr	Karen L Pelski	
Terrell A Dixon	Lettmarie Perez Martinez	
Linda C Dobson-Hacker	Gregorio Ramos III	
Herbert C Donglasan	Nicolas A Ramos	
Amanda M Dorsey	Lauren E Redick	
Cindy L Eaton	Christine M Robey	
Sandra K Ellis	Jose Rodriguez	
Elmer Espiritu	Randy E Rosam	
Tito C Fernandez	Piedad I Sarmiento-Noriega	
Chris Fowler	Jenna M Schaller	
John L Frey IV	Heather M Schubert	
Michael Garcia	William Senton	
Jenny I Grenke	Sierra N Shaffer	
Shawn C Haralson	David E Shanklin	
Esmeralda B Harris	Ashley N Simmons	
Pamela S Hayes	Lamar V Simpson	
Elizabeth Heston	Donna J Snow	
Vivian W Ishmael	David Sostre	
Kari L Jackson	Vicki L Stallings	
Wilnoreann C Jaurigue-Danta	Kelly J Sweet	
Pamela J Jessiman	Hansel M Teope	
Melissa A Johnson	Jennifer L Tollison	
Katrina Q Joyner	Dora A Torres	
Pamela R LaDue	Nancy N Velez Ocasio	
Cathy Lewis	Emily P Vickers	
George A Livingston	Erin N Warner	
Ernesto P Loresco Jr	Richard A Way	
Rebecca L Lowery	James Welker	
Ralph E Meyers	Brian S Wheaton	
<b>VI. ADJUNCT FACULTY, 2021-22, ACADEMIC YEAR AS NEEDED:</b>		
<b><u>Name</u></b>	<b><u>Teaching Area</u></b>	<b><u>Rank</u></b>
Sullyann Hinkle	Education	II
William Lindley	ABE/GED/ESOL	II
Francisco Trujillo Navarrete	ABE/GED/ESOL	II

**SUGGESTED MOTION:**

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




OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: APRIL 20, 2022

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – RETIRED AND SENIOR VOLUNTEER PROGRAM (R.S.V.P.)

**Title:** Retired and Senior Volunteer Program (R.S.V.P.)  
**Source:** Corporation for National and Community Service  
**Amount:** \$52,034  
**Description:** Funding has been granted to continue the R.S.V.P. grant in the 2022-2023 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.

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




OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: APRIL 20, 2022

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: TRAINING PROVIDER AGREEMENT – CAREERSOURCE POLK

Approval is requested to **renew** the training provider agreement between Career Source Polk and South Florida State College for the purpose of providing services to include wage verification, wage tracking, and job placement in Polk County. This agreement renews annually.

**SUGGESTED MOTION:**  
**Move to approve the training agreement between CareerSource Polk and South Florida State College as presented.**



OFFICE OF THE PRESIDENT

Item 5.4.1

PRESENT TO BOARD: APRIL 20, 2022

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 March 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	
	#	Amount	#	Amount	#	Amount	#	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	1673	\$1,655,059.06	141	\$820,894.71	608	\$148,084.91	2422	\$2,624,038.68
November	434	\$1,850,918.58	114	\$1,445,840.42	480	\$147,025.48	1028	\$3,443,784.48
December	1628	\$1,218,471.61	105	\$1,310,319.92	409	\$100,885.94	2142	\$2,629,677.47
January	224	\$819,779.27	122	\$1,525,676.64	203	\$57,373.33	549	\$2,402,829.24
February	1580	\$2,027,578.07	167	\$969,409.03	514	\$130,736.86	2261	\$3,127,723.96
March	1518	\$2,323,285.30	142	\$1,267,018.48	538	\$107,281.33	2198	\$3,697,585.11
April							0	\$0.00
May							0	\$0.00
June							0	\$0.00
<b>Totals</b>	<b>9733</b>	<b>\$13,395,071.89</b>	<b>1089</b>	<b>\$9,675,569.18</b>	<b>3909</b>	<b>\$1,238,570.16</b>	<b>14731</b>	<b>\$24,309,211.23</b>

**Payroll:**

	2021/2022 Checks		2021/2022 Electronic		2021/2022 Totals	
	#	Amount	#	Amount	#	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	7	\$8,564.08	410	\$962,615.34	417	\$971,179.42
November	9	\$10,094.17	422	\$1,011,073.45	431	\$1,021,167.62
December	12	\$13,515.39	433	\$1,026,796.69	445	\$1,040,312.08
January	9	\$22,035.19	362	\$851,350.87	371	\$873,386.06
February	5	\$8,995.59	422	\$938,992.67	427	\$947,988.26
March	8	\$8,972.59	433	\$963,335.28	441	\$972,307.87
April					0	\$0.00
May					0	\$0.00
June					0	\$0.00
<b>Totals</b>	<b>89</b>	<b>\$136,072.64</b>	<b>3659</b>	<b>\$8,436,540.20</b>	<b>3748</b>	<b>\$8,572,612.84</b>

**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	2,422	\$2,624,038.68	\$9,007,610.97
November	1,298	\$2,138,124.55	\$11,484,305.17	1,028	\$3,443,784.48	\$12,451,395.45
December	947	\$1,645,444.27	\$13,129,749.44	2,142	\$2,629,677.47	\$15,081,072.92
January	540	\$1,255,948.78	\$14,385,698.22	549	\$2,402,829.24	\$17,483,902.16
February	2,119	\$3,182,576.86	\$17,568,275.08	2,261	\$3,127,723.96	\$20,611,626.12
March	912	\$1,521,174.46	\$19,089,449.54	2,198	\$3,697,585.11	\$24,309,211.23
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			
<b>Totals</b>	<b>14,826</b>	<b>\$24,967,183.75</b>		<b>14,731</b>	<b>\$24,309,211.23</b>	

**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	417	\$971,179.42	\$3,717,450.95
November	449	\$948,924.83	\$4,793,671.62	431	\$1,021,167.62	\$4,738,618.57
December	454	\$991,400.80	\$5,785,072.42	445	\$1,040,312.08	\$5,778,930.65
January	403	\$830,829.74	\$6,615,902.16	371	\$873,386.06	\$6,652,316.71
February	424	\$899,954.70	\$7,515,856.86	427	\$947,988.26	\$7,600,304.97
March	434	\$905,381.27	\$8,421,238.13	441	\$972,307.87	\$8,572,612.84
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			
<b>Totals</b>	<b>5115</b>	<b>\$11,210,959.38</b>		<b>3748</b>	<b>\$8,572,612.84</b>	



OFFICE OF THE PRESIDENT

**Item 5.4.2**

PRESENT TO BOARD: APRIL 20, 2022

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

SUBJECT: PROPERTY DELETION

Approval is requested to delete the equipment items listed below. All capitalized items (over \$5,000) have been fully depreciated. Therefore, there is no financial impact. These items are beyond repair and/or obsolete and will be held in storage until disposal. The two items listed as lost are believed to have been disposed of, not realizing they were recorded on college records.

**South Florida State College  
Disposal Items  
April 2022**

<u>Tag #</u>	<u>Date Purchased</u>	<u>Description</u>	<u>Original Cost</u>	<u>Condition Code</u>
7767	2/13/1992	Delta 10" Tilting Table Saw	\$1,537.96	Lost
9021	3/18/1994	Tire Balancer	\$2,350.00	Poor
8909	5/3/1994	Turning target System	\$18,770.00	Poor
12144	12/7/1999	Ice-O-Matic Ice Machine	\$1,856.00	Poor
13514	8/26/2003	Fireking Safe	\$1,261.00	Poor
13442	9/23/2003	HP 2400 Laser Printer	\$1,453.88	Poor
13715	11/17/2003	Dukane Presentations System	\$5,940.44	Poor
13755	2/16/2004	Ambassador Carpet Extractor	\$1,284.50	Poor
13870	10/20/2004	SnapShot 2000PE IVIS Picture Entry	\$3,698.00	Poor
14685	1/10/2007	Dell Latitude D620 Laptop	\$1,817.01	Poor
15041	3/13/2007	Compressor Airsystem	\$25,310.40	Poor
16579	11/3/2010	Blauer High Gear Suit	\$1,555.00	Poor
16712	9/14/2011	HP Color Printer	\$1,249.16	Poor
16580	11/3/2011	Blauer High Gear Suit	\$1,555.00	Poor
16932	3/6/2012	Vulcan Steamer Convection	\$11,860.00	Poor
17015	12/12/2012	HP Z220 Personal Computer	\$1,220.77	Poor

17016	12/12/2012	HP Z220 Personal Computer	\$1,220.77	Poor
17017	12/12/2012	HP Z220 Personal Computer	\$1,220.77	Poor
17018	12/12/2012	HP Z220 Personal Computer	\$1,220.77	Poor
17019	12/12/2012	HP Z220 Personal Computer	\$1,220.77	Poor
17047	10/4/2013	Prep Table	\$1,430.62	Poor
17183	7/29/2015	Airpack w/Buddy Breathing System	\$3,981.80	Lost
17362	10/6/2017	SIMPAD Plus System	\$4,438.80	Poor
17363	10/6/2017	SIMPAD Plus System	\$4,438.80	Poor
17429	2/14/2018	Reach in Cooler	\$4,963.57	Poor
17486	9/27/2018	F&R Duty Manikin	\$1,185.75	Poor
17487	9/27/2018	F&R Duty Manikin	<u>\$1,185.75</u>	Poor

Total: \$109,227.29

**SUGGESTED MOTION:**

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






OFFICE OF THE PRESIDENT

Item 5.4.3

PRESENT TO BOARD: APRIL 20, 2022

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: BAD DEBT LISTING

Bad debts totaling \$51,965.28 are requested to be written off as the debts appear to be uncollectible. The \$23,431.05 represent 0.43% of the associated \$5,424,927 of student revenue collected in 2019-2020.

The non-student receivables of \$28,534.23 represent debts owed related to the business operations of the College that are uncollectible. The debts consist of the following:

<u>Debt Type</u>	<u>Total Amount</u>
Title IV Pell - Returns	\$11,513.99
Title IV Pell - Returns - Bookstore Charges	\$ 1,136.19
Library Fees	\$ 481.33
Nelnet Payment Plan Default	\$ 505.00
Third Party	\$ 7,744.57
VA Deferment	<u>\$ 2,049.97</u>
<b>Total Student Write-off</b>	<b>\$23,431.05</b>
Past Employee Receivables	\$ 1,669.23
Lake Placid Montessori Academy	<u>\$26,865.00</u>
<b>Total Non-Student Write-off</b>	<b>\$28,534.23</b>
<b>Total Write-off</b>	<b>\$51,965.28</b>

**Bad debt totals for student receivables for the past four years.**

<b>Year Written Off</b>	<b>Bad Debt Totals</b>	<b>Associated Student Revenue</b>	<b>%</b>
2020/2021	\$18,769.70	\$5,600,519	0.34%
2019/2020	\$ 9,151.23	\$5,504,383	0.17%
2018/2019	\$19,594.74	\$5,415,752	0.36%
2017/2018	\$27,444.04	\$5,155,146	0.53%

**SUGGESTED MOTION:**

**Move to approve the write off of uncollectible debt in the amount of \$51,965.28 as presented.**

## **6.0 Planning and Policy Issues**

## **7.0 Academic and Student Matters**




OFFICE OF THE PRESIDENT

Item 7.1

PRESENT TO BOARD: APRIL 20, 2022

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: CURRICULUM PROPOSALS

Approval is requested for the following curriculum proposals:

I. COURSE REVISION

Request approval to remove the following course's prerequisites and add lab component. Course has matured as a software-supported class and no longer needs students to have certain skills from art classes or instructor's permission. Plus, add lab component as a delivery method to include instructional lab during course hours to assist students with portfolios and graphic projects; effective Fall 2022 (202310).

- **GRA 1100 Introduction to Computer Graphics**
  - **Remove** "ART 1201C, ART 1300C, or Instructor's Approval" as prerequisites
  - **Add** lab component which changes course's number from GRA 1100 to **GRA 1100C**.

II. COURSE DELETIONS

Courses listed fall in accordance with Procedure 2092; courses not taught during the past five years and will not be offered in next five years should be removed from the College Catalog and Statewide Course Numbering System. Request approval to delete following courses effective Summer 2022 (202230).

- **CET 2793 Windows Network Infrastructure\***
- **CPO 2001 Comparative Politics**
- **CPO 2001H Honors Comparative Politics**
- **ENC 0054 Writing Seminar**
- **HIM 0251L Occupational Health Care Coding and Diagnosis Lab**
- **MEA 0230L Occupational Medical Terminology I Lab**
- **MEA 0239L Occupational Medical Terminology II Lab**
- **MEA 0256C Medical Lab Procedures II**
- **MEA 0310L Occupational Medical Office Procedures Lab**
- **OCA 0100L Occupational Computer Applications Lab**

- OCA 0301L Occupational Word Processing MS Word Lab
- OCA 0402L Occupational Spreadsheet Applications Lab
- OCA 0604L Occupational Desktop Publishing with PowerPoint Lab
- **OST 2254 Medical Terminology II\*** Do not delete; remove from list.
- OTA 0013L Occupational Customer Relations Lab
- OTA 0101L Occupational Introductory Keyboarding Lab
- OTA 0105L Occupational Intermediate Keyboarding Lab
- OTA 0311L Occupational Business English Lab
- OTA 0322L Occupational Business Communications Lab
- OTA 0402L Occupational Office Equipment and Procedures Lab
- OTA 0405L Occupational Files Management and Document Processing Lab
- OTA 0490L Occupational Personal Business Skills Lab
- OTA 0595L Occupational Introduction to Business Lab
- PGY 2401C Photography I\*
- PGY 2404C Photography II\*

\* Related lab fee will automatically be deleted.

**SUGGESTED MOTION:**

**Move to approve the curriculum proposals as revised.**

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




OFFICE OF THE PRESIDENT

Item 8.1

PRESENT TO BOARD: APRIL 20, 2022

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: PRESENTATION & ACCEPTANCE OF THE 2021-2022 ANNUAL EQUITY REPORT

In compliance with the Florida Educational Equity Act (§1000.05, Florida Statutes (F.S.)), the Florida College System institution employment equity accountability program (§1012.86 F.S.), and the gender equity in intercollegiate athletics plan (§1006.71 F.S), South Florida State College maintains a comprehensive equity plan that documents the college’s continual efforts to increase diversity among students and employees. The annual process used to prepare SFSC’s Annual Equity Update Report entails data collection, analysis and input from several key college faculty, staff, and administrators.

The report articulates several measurable goals and objectives related to promoting diversity and ensuring equal access and opportunity for admission to and employment in educational programs, athletics, and activities; strategies for accomplishing these goals and objectives are provided. The report also furnishes a thorough description of the process for reviewing policies and procedures related to equal opportunity, non-discrimination, and employment accountability as prescribed in the statutes above. Included in these descriptions is the procedure for granting continuing contract status to faculty and evaluating the college president and other senior-level administrative staff.

After approved by the District Board of Trustees, the Annual Equity Update Report is forwarded to the Office of Equity and Civil Rights Compliance, Division of Florida Colleges, Florida Department of Education (FLDOE). It subsequently undergoes a thorough review to ensure compliance. Recommendations for improvement, if required, are provided to the college.

The recommendations from the 2020-2021 report will be presented along with key information from the proposed 2021-2022 Annual Equity Update Report. It is recommended that the 2021-2022 Annual Equity Update Report be approved for submittal as presented.

**SUGGESTED MOTION:**  
**Move to accept SFSC’s 2021-2022 Annual Equity Report and to authorize its submission to the Florida Department of Education as presented.**



**9.0 Reports**




OFFICE OF THE PRESIDENT

Item 9.1

PRESENT TO BOARD: APRIL 20, 2022

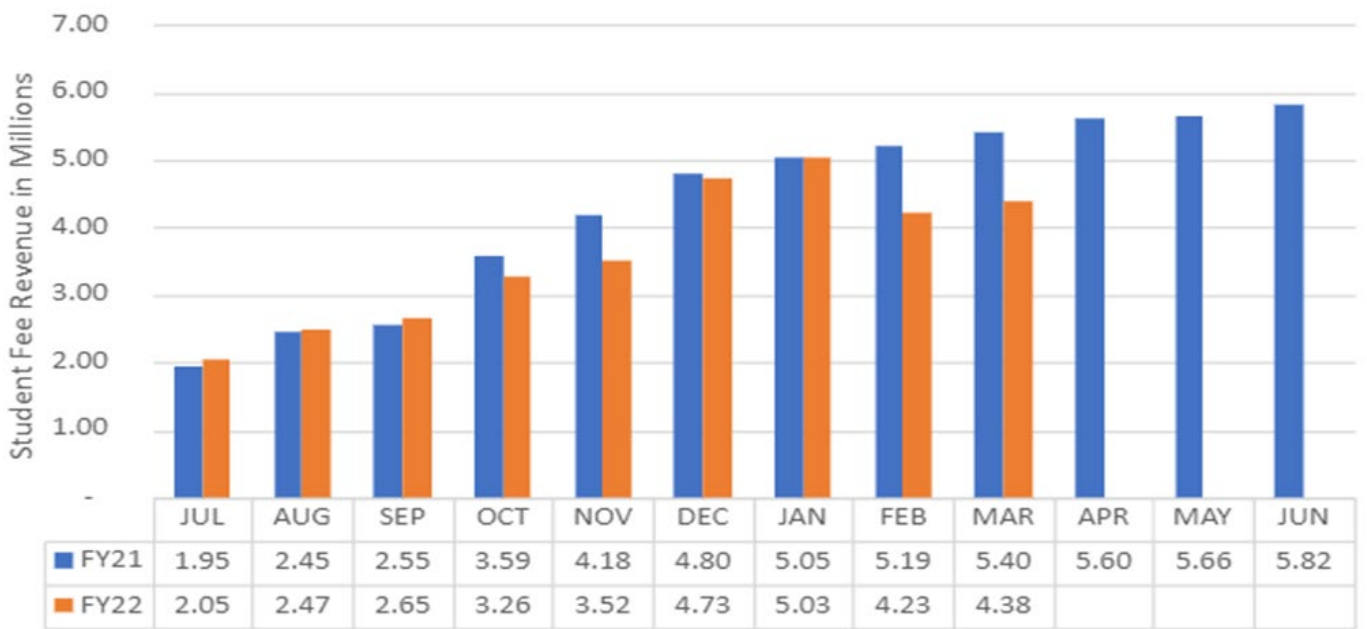
TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

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

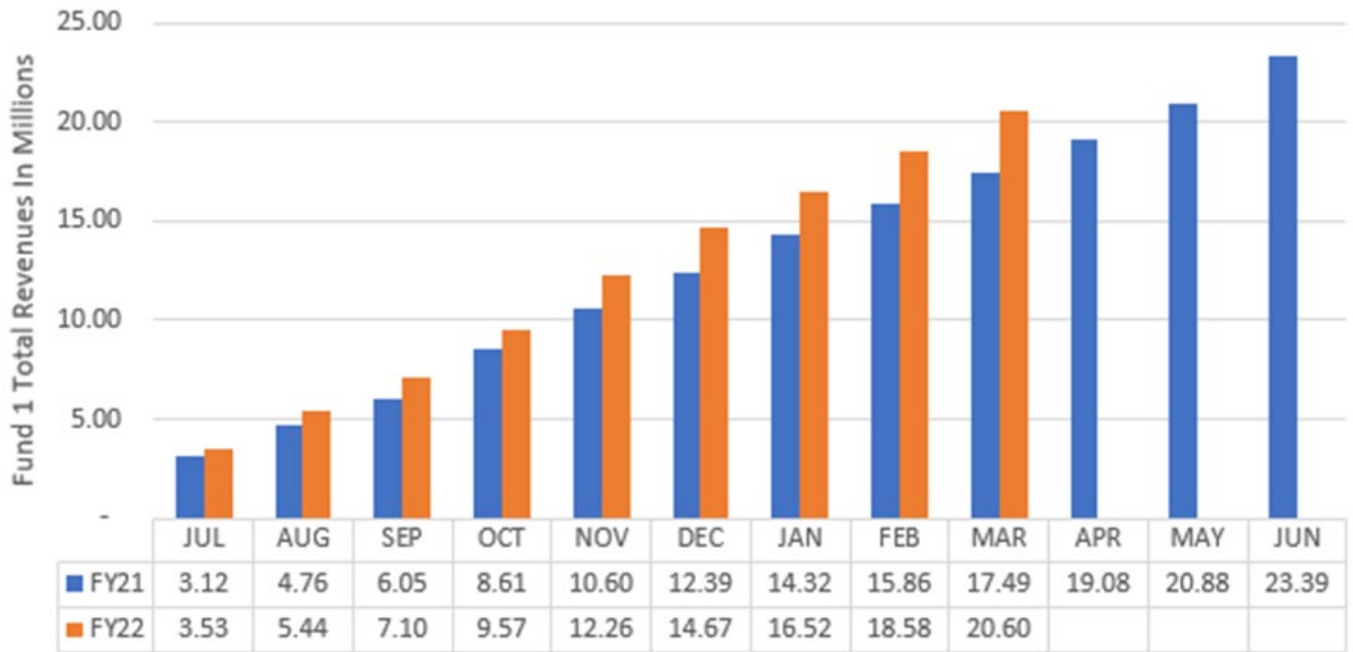
Enclosed for your review are the graphs and a summary of revenues and expenditures compared to budgeted funds within the Operating Budget through March 2022.

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

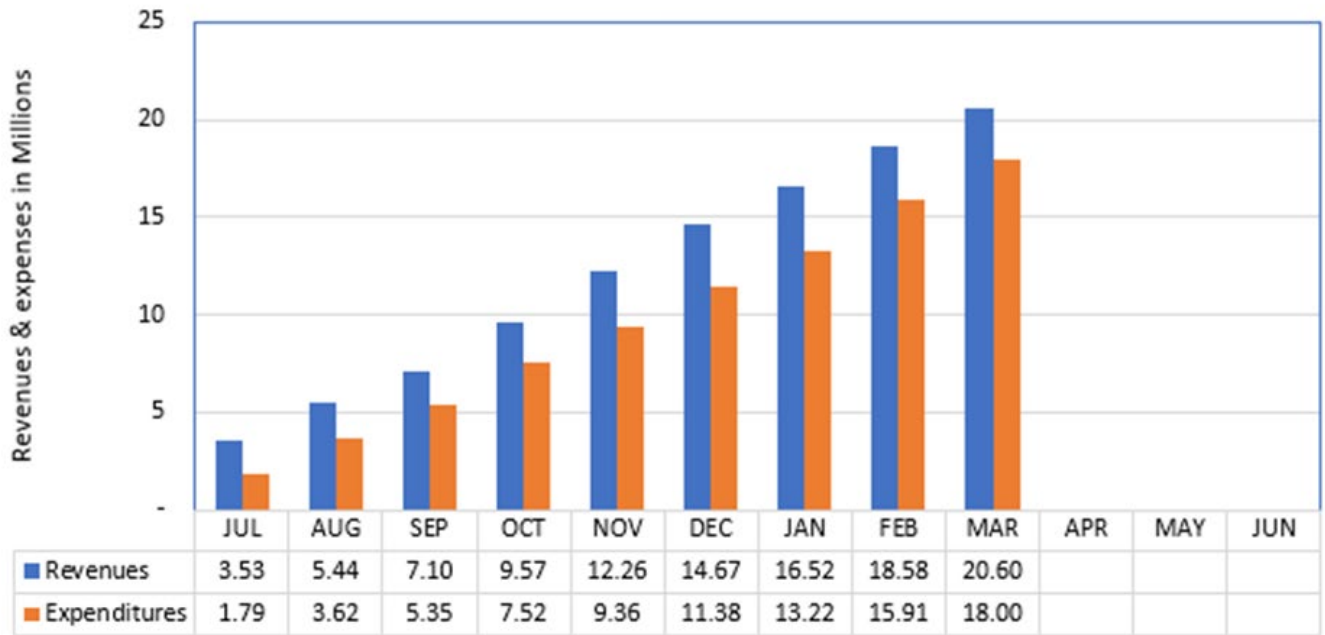


South Florida State College Fund 1  
FY21 vs FY22

Total Revenue



### South Florida State College Fund 1 Total Revenues & Expenditures FY22



**South Florida State College  
Revenue and Expenditures  
For Month Ending March 31, 2022**

Account Title	Budget Amount	Amount	Difference	Percentage Collected/Spent to Date
Tuition and Out of State Fees	4,038,837.00	3,676,997.21	361,839.79	91.04%
Lab Fees	565,443.00	462,021.75	103,421.25	81.71%
Technology Fees	180,972.00	163,468.87	17,503.13	90.33%
Other Student Fees	122,888.00	75,286.13	47,601.87	61.26%
Grants and Contracts from Counties	842,030.00	826,129.79	15,900.21	98.11%
FCSPF-General/Special Appropriation	17,437,031.00	13,081,752.00	4,355,279.00	75.02%
Performance Based Incentive	348,497.00	137,624.00	210,873.00	39.49%
CO&DS Entitlement	1,100.00	-	1,100.00	0.00%
FCSPF-Lottery	2,799,758.00	1,866,504.00	933,254.00	66.67%
Indirect Costs Recovered	800,750.00	78,777.19	721,972.81	9.84%
Cash/Non-Cash Contributions and Gifts	14,000.00	22,440.00	(8,440.00)	160.29%
Use of College Facilities	50,000.00	27,788.82	22,211.18	55.58%
Other Sales and Services	80,000.00	50,408.31	29,591.69	63.01%
Interest and Dividends	10,000.00	2,927.04	7,072.96	29.27%
Fines and Penalties/Miscellaneous	121,327.00	78,320.83	43,006.17	64.55%
Transfers and Other Revenues	50,000.00	113.39	49,886.61	0.23%
<b>Total Revenue</b>	<b>\$ 27,462,633.00</b>	<b>\$20,550,559.33</b>	<b>\$ 6,912,073.67</b>	<b>74.83%</b>
Management	1,923,080.00	1,454,282.17	468,797.83	75.62%
Instructional	5,047,047.00	3,388,739.69	1,658,307.31	67.14%
Other Professional	2,929,678.00	1,947,968.22	981,709.78	66.49%
Career Staff	2,633,746.00	1,981,746.25	651,999.75	75.24%
Other Professional-Instructional	1,398,240.00	926,748.50	471,491.50	66.28%
Other Professional-Tech/Clerical/Trad	187,518.00	59,917.03	127,600.97	31.95%
Student Employment	25,000.00	2,217.50	22,782.50	8.87%
Employees Awards	13,000.00	10,250.00	2,750.00	78.85%
Benefits	5,608,621.00	3,317,465.46	2,291,155.54	59.15%
<b>Total Personnel</b>	<b>\$ 19,765,930.00</b>	<b>\$ 13,089,334.82</b>	<b>\$ 13,718,226.28</b>	<b>66.22%</b>
Travel	274,749.00	108,348.59	166,400.41	39.44%
Freight and Postage	21,738.00	15,815.06	5,922.94	72.75%
Telecommunications	62,000.00	80,587.20	(18,587.20)	129.98%
Printing	45,584.00	11,149.18	34,434.82	24.46%
Repairs and Maintenance	1,437,238.00	1,097,330.31	339,907.69	76.35%
Rentals	157,658.00	124,840.54	32,817.46	79.18%
Insurance	545,681.00	682,409.36	(136,728.36)	125.06%
Utilities	1,652,086.00	1,120,167.32	531,918.68	67.80%
Other Services	834,376.00	486,099.74	348,336.26	58.25%
Grant Aid	4,280.00	1,784.40	2,495.60	41.69%
Professional Fees	122,175.00	78,735.05	43,439.95	64.44%
Education Office/Dept Materials Supp	740,908.00	568,246.31	172,661.69	76.70%
Data Software	23,290.00	5,143.86	18,146.14	22.09%
Maint/Construction Material/Supp	402,500.00	201,724.46	200,775.54	50.12%
Other Materials and Supplies	96,499.00	135,809.67	(39,310.67)	140.74%
Subscriptions/Library	60,600.00	54,735.33	5,864.67	90.32%
Purchases for Resales	41,100.00	25,016.61	16,083.39	60.87%
Scholarships	45,000.00	30,102.00	14,898.00	66.89%
Transfers and Other Expenses	350,000.00	3,126.30	346,873.70	0.89%
<b>Total Current Expenses</b>	<b>\$ 6,917,462.00</b>	<b>\$ 4,831,111.29</b>	<b>\$ 2,086,350.71</b>	<b>69.84%</b>
Minor Equipment >1000<5000	627,652.00	31,570.21	596,081.79	5.03%
Furniture and Equipment	530,000.00	55,369.25	474,630.75	10.45%
<b>Total Capital Outlay</b>	<b>\$ 1,157,652.00</b>	<b>\$ 86,939.46</b>	<b>\$ 1,070,712.54</b>	<b>7.51%</b>




OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: APRIL 20, 2022

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 March 2022 meeting of the College District Board of Trustees. The included dates are March 1, 2022 through March 31, 2022. The total amount reported is **\$7,226.50**.

**II. Foundation Update**

- a. Coffee & Conversations Presentation @ Sun 'n Lake
- b. Lake Country Cruisers Automotive Tour
- c. Mason Smoak Foundation Jacaranda Tour
- d. Scholarship Reception Recap
- e. Legacy Society – Howl at the Moon
- f. Student Residence Facility

**South Florida State College Foundation**  
**Gift Summary Report 3/1/2022 - 3/31/2022**


<b>Fund ID</b>	<b>Fund Description</b>	<b>Gift Count</b>	<b>Cash</b>	<b>Pledges</b>	<b>Total</b>
1000	Unrestricted	12	\$153.50	\$0.00	\$153.50
5011	SFSC General Scholarship	6	\$92.50	\$0.00	\$92.50
5012	Ben Hill Griffin Scholarship	1	\$1,000.00	\$0.00	\$1,000.00
5013	Wm. R. Jarrett Scholarship	2	\$5,500.00	\$0.00	\$5,500.00
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	6	\$85.00	\$0.00	\$85.00
6005	Partnership Project	3	\$70.00	\$0.00	\$70.00
6006	Alumni Association Fund	1	\$100.00	\$0.00	\$100.00
<b>Grand Totals:</b>		<b>43</b>	<b>\$7,226.50</b>	<b>\$0.00</b>	<b>\$7,226.50</b>
<b>43 Gift(s) listed</b>					
<b>36 Donor(s) listed</b>					





OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: APRIL 20, 2022  
TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
FROM: THOMAS C. LEITZEL   
SUBJECT: GRANTS DEVELOPMENT

**In Development:**

**Title:** Future Florida Critical Workforce Needs Grant  
**Source:** Florida Department of Education (FDOE)  
**Amount:** \$2,800,000  
**Description:** Funding will be requested to establish a critical workforce academy in health care, law enforcement, education, and emergency management. SFSC will establish a secondary pathway and enroll students in the targeted critical workforce areas and dual-enrollment courses that count toward a postsecondary degree in the same areas.

**Title:** Healthy Smiles for Highlands County  
**Source:** Highlands County Hospital District  
**Amount:** To be determined  
**Description:** Funding will be requested to provide preventive dental services to high-need populations throughout Highlands County, including children, indigent adults, residents with special needs.

**Title:** Duke Energy – Electrical Lineman Program  
**Source:** Duke Energy  
**Amount:** TBD  
**Description:** Funding will be requested to support and upgrade the Electrical Lineman Program in Hardee County.

**Submitted:**

**Title:**           **Access Partnership**

**Source:**       National Science Foundation

**Amount:**     \$206,030

**Description:** Funding has been requested to work in partnership with University of Florida to develop cutting edge, online laboratory science courses that will transform access throughout the service district to improve STEM transfer pathways at SFSC.