



**SFSC  
District Board of Trustees  
Regular Meeting  
May 25, 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: MAY 25, 2022

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

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

SUBJECT: ADOPTION OF AGENDA

It is recommended that the agenda of the regular meeting of May 25, 2022 be adopted.

**SUGGESTED MOTION:**

**Move to adopt the agenda of the regular meeting of  
May 25, 2022 as presented.**

**REGULAR MEETING AGENDA  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
HIGHLANDS CAMPUS  
MAY 25, 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 – April 20, 2022
  - 1.3 Review of Master Calendar
- 2.0 Communications, Introductions, and Recognition
  - 2.1 New Employee Introductions
- 3.0 Public Comment
- 4.0 Presentation
- 5.0 Consent Agenda Action Items
  - 5.1 Personnel Actions
  - 5.2 Grant Awards
    - 5.2.1 Suncoast Remake Learning Days - \$1,500
    - 5.2.2 Panther Youth Partners - \$650,000
  - 5.3 Agreements and Contracts
    - 5.3.1 Lease Agreements – Hotel Jacaranda
    - 5.3.2 Lease Agreements – Florida Center for Addictions and Dual Disorders
    - 5.3.3 Contracts for Private Attorney Services 2022-2023 and Reappointment of College Attorney
    - 5.3.4 Training Provider Agreement – Florida Department of Health (DeSoto County)
    - 5.3.5 Training Provider Agreement – Florida Department of Health (Highlands County)
    - 5.3.6 Training Provider Agreement – HCA Florida Hospital
    - 5.3.7 Training Provider Agreement – HCA Florida Hospital
    - 5.3.8 Training Provider Agreement – Central Florida Health Care
  - 5.4 Operating Actions
    - 5.4.1 Monthly Accounts Payable & Payroll Check Register
    - 5.4.2 Property Deletion
    - 5.4.3 Annual Fixed Assets Inventory
- 6.0 Planning and Policy Issues
- 7.0 Academic and Student Matters
  - 7.1 Curriculum Proposals
- 8.0 Other Action Items
  - 8.1 Annual Facilities Inspection Summary 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: MAY 25, 2022

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – REGULAR MEETING – APRIL 20, 2022

It is recommended that the minutes of the regular meeting held April 20, 2022 be approved as presented.

**SUGGESTED MOTION:**

**Move to approve the minutes of the April 20, 2022 regular meeting as presented.**

**MEETING MINUTES  
SOUTH FLORIDA STATE  
COLLEGE DISTRICT BOARD  
OF TRUSTEES  
APRIL 20, 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>	Mr. Edward Baatz	Ms. Tiffany Barnes	Mrs. Jamie Bateman
	Mrs. Ashley Bennett	Dr. Mark Bukowski	Mr. Daniel Davis
	Mr. Peter Elliott	Dr. Brent Ferns	Ms. Cindy Garren
	Ms. Michele Hall	Dr. James Hawker	Dr. Michele Heston
	Mr. Don Kesterson	Mrs. Melissa Kuehnle	Mr. Keith Loweke
	Dr. Sid Valentine	Dr. Chris van der Kaay	Ms. Emily Vickers
	Mrs. Mary von Merveldt	Mrs. Teresa Vorous	Mrs. June Weyrauch

**Others Present:** Mrs. Barbara Kirschner

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

**1.0 PRELIMINARY MATTERS**

**1.1 Adoption of Agenda**

**Mr. Atchley made a motion, seconded by Mr. Wright, to adopt the agenda of the regular meeting held April 20, 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**

**Mrs. Rider made a motion, seconded by Mr. Atchley, to approve the minutes 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.**

**1.3 Adoption of the 2022-2023 Meeting Schedule and Review of Master Calendar**

Mrs. Cullens discussed the proposed 2022-2023 South Florida State College District Board Trustees Meeting Schedule with the Board. The Board reviewed the dates with their schedules for any conflicts. The Master Calendar was reviewed. No changes were recommended by the Board.

*(EXHIBIT "A")*

**Mr. Atchley made a motion, seconded by Mr. Backer, to approve the South Florida State College District Board of Trustees Meeting Schedule for the 2022-2023 academic year 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.**

**2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS**

**2.1 New Employee Introduction**

The following new employees were introduced:

Employee	Position	Supervisor	Hired
Edward Baatz	Coordinator, Welding	Sid Valentine	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**

None

**4.0 PRESENTATION**

**4.1 Student Life, Activities, Services, and Athletics**

Dr. Leitzel introduced Coach Rick Hitt and Mr. Andrew Polk to the Board, who in turn, introduced the athletic coaches and they brought forward members of the Panther baseball, softball, volleyball, and cross-country teams. Mr. Andrew Polk, student activities director, introduced members of the Student Government Association along with advisors and members of clubs and organizations.

*(EXHIBIT "B")*

**5.0 CONSENT AGENDA ACTION ITEMS**

**5.1 Personnel Actions**

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

*(EXHIBIT "C")*

**5.2 Grant Awards**

**5.2.1 Retired and Senior Volunteer Program (R.S.V.P.)**

Corporation for National and Community Services \$ 52,034

**5.3 Agreements and Contracts**

**5.2.1** Approved the renew the training agreement between CareerSource Polk and South Florida State College as presented. *( EXHIBIT " D" )*

**5.4 Operational Actions**

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

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

*( EXHIBIT " E" )*

**5.4.2 Property Deletion**

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

*( EXHIBIT " F" )*

**5.4.3 Bad Debt Listing**

Approved the write off of uncollectible debt in the amount of \$51,965.28 as presented.

*( EXHIBIT " G" )*

**Mr. Backer made a motion, seconded by Mr. Atchley, to approve the Consent Agenda, Items 5.1 through 5.4.3 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 Curriculum Proposals**

Dr. Valentine presented the curriculum proposals, revision, and deletions to the Board.

*( EXHIBIT " H" )*

**Mr. Atchley made a motion, seconded by Mr. Wright, to approve the curriculum proposals as revised to remove, not delete course OST 2254 Medical Terminology II.** 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 Presentation & Acceptance of the 2021-2022 Annual Equity Report**

Dr. Leitzel introduced both Dr. van der Kaay and Mr. Kesterson to present the Equity Update report to the Board. Mr. Kesterson reported on the employment portion of the report. Dr. van der Kaay reported on the student data portion of the report.



He gave a brief overview of student enrollment and completion data. Dr. Leitzel thanked both Dr. van der Kaay, Mr. Kesterson, and team for their work on the Equity report. He recommended that the 2021-2022 Annual Equity Update Report be approved for submittal as presented.

*(EXHIBIT "I")*

**Mr. Atchley made a motion, seconded by Mrs. Rider, to accept SFSC's 2021- 2022 Annual Equity Report and to authorize its submission to the Florida Department of Education 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 March 2022.

*(EXHIBIT "J")*

### 9.2 Foundation Report

Mrs. Cullens congratulated and recognized Mrs. Bateman as the in-coming chair for the Florida Council for Resource Development.

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$7,226.50** from March 1 through March 31, 2022. Mrs. Bateman gave a quarterly update on the Kenneth A. Lambert Memorial Endowment, as of March 31, 2022 has a balance of \$32,851.20. She shared that she along with Mrs. Kuehnle presented at Coffee & Conversations at Sun'n Lake. Mrs. Bateman reported on a tour of the automotive program on the Highlands Campus with potential donors, Lake Country Cruisers. Mrs. Bateman highlighted the Jacaranda tour with the Mason Smoak Foundation. She gave a brief recap of the Scholarship Reception held on April 7. Mrs. Bateman reminded the Board that the Legacy Society – Howl-at-the-Moon event will be held on Saturday, May 7. She stated this event will be in connection with Ms. Cindy Garren's Reveal show as well. Mrs. Bateman referred to Mrs. Pam Karlson, College Attorney for an update on the Student Residence facility. Mrs. Karlson gave a brief recap of the zoom meeting she participated in with SFSC members, Mr. Swaine, and the developer's attorneys. She reported on the items of concern within the sublease that were discussed and negotiated. Mrs. Karlson stated that she was very encouraged by the progress made from the meeting. Mr. Atchley thanked Mrs. Karlson, Mrs. Bateman and the Foundation Board their work and on their efforts with the Student Residence facility.

### 9.3 Resource Development

#### I. **Grants Development Report**

Dr. van der Kaay distributed and reviewed the Grants Development Report dated 4/20/22. He gave a brief description of the grants.

#### II. **In Development**

##### A. **Future Florida Critical Workforce Needs Grant**

Florida Department of Education (FDOE) \$ 2,800,000

<b>B. Healthy Smiles for Highlands County</b> Highlands County Hospital District	TBD
<b>C. Duke Energy – Electrical Lineman Program</b> Duke Energy	TBD

**III. Submitted**

<b>A. Access Partnership</b> National Science Foundation	\$ 206,030
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**9.4 President’s Report**

Dr. Leitzel reported on the following items:

1. Storm Update: Dr. Leitzel asked Mr. Elliott to give a brief update. Mr. Elliott gave a brief overview of the damage sustained on the Highlands campus from the April 4 hail storm.
2. Recapped Professional Development Day held on March 25. Dr. Leitzel highlighted guest speaker Dr. Davis Jenkins.
3. Announced that he along with Mrs. Cullens and Dr. Valentine attended the All-Florida Academic Awards on April 1 where two SFSC students, Mrs. Carol Mitchell and Ms. Alyson Smyth were recognized.
4. Recognized the Automobile Service Technology program on the DeSoto campus. They are accredited through March 31, 2027 by the National Institute for Automotive Service Excellence (ASE).
5. Student Accomplishment: Dr. Hawker shared that Mr. Alejandro Torres won first place in the Medical Field undergraduate poster category for his presentation. He stated that out of all the winners at the Florida Academy of Sciences Virtual meeting only two were from state colleges, SFSC and St. Petersburg.
6. Tallahassee Update: Dr. Leitzel reported that Governor DeSantis signed Senate Bill 7044 on April 19. He distributed a summary of SB 7044 to the Board.
7. Up-coming College Events: May 10 Commencement, there will be two ceremonies and May 25 DBOT budget workshop and regular meeting.

**9.5 Board Attorney’s Report**

Mrs. Karlson reported that the District Board of Trustees of Miami-Dade College vs. Fernando Verdini case was reversed and remanded with instructions from 3<sup>rd</sup> DCA to trial court to dismiss the complaint.

**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 stated no report.

**9.7 Board Chair Report**

Mrs. Cullens congratulated Mrs. Rider on her writing award from Warner University. She announced that the Southern Region meeting will be held May 13 at 2:00 p.m. via zoom for anyone who would like to attend. Mrs. Cullens informed the Board that the early bird hotel reservation deadline for ACCT Leadership Congress in New York City is May 20 and to get with Mrs. Bennett if any Board members are interested in attending. She wished everyone a belated Happy Easter and stated she will see everyone at commencement on May 10.

**10.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 2:41 p.m.




OFFICE OF THE PRESIDENT

**Item 1.3**

PRESENT TO BOARD: MAY 25, 2022

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: REVIEW OF MASTER CALENDAR

Information:

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

## District Board of Trustees Master Calendar

MAY 2022		JUNE 2022		JULY 2022	
7	Legacy Showcase, 5:30 PM Wildstein Center	22	Board Meeting, 1 PM Highlands Campus	13	Board Meeting, 1 PM Highlands Campus
10	Spring Commencement				
25	Budget Workshop, 11 AM Board Meeting, 1 PM Highlands Campus				
AUGUST 2022		SEPTEMBER 2022		OCTOBER 2022	
17	Board Meeting, 1 PM Highlands Campus	21	Board Meeting, 1 PM Highlands Campus	19	Board Meeting, 1 PM Highlands Campus
				23-29	ACCT Leadership Congress New York, NY
NOVEMBER 2022		DECEMBER 2022		JANUARY 2023	
No Board Meeting		7	Board Meeting, 1 PM Highlands Campus	18	Board Meeting, 1 PM Highlands Campus
		15	Fall Commencement		
FEBRUARY 2023		MARCH 2023		APRIL 2023	
No Board Meeting		22	Board Meeting, 1 PM Highlands Campus	19	Board Meeting, 1 PM Highlands Campus
5-8	ACCT National Legislative Summit, Washington, DC				
MAY 2023		JUNE 2023		JULY 2023	
9	Spring Commencement	21	Board Meeting, 1 PM Highlands Campus	19	Board Meeting, 1 PM Highlands Campus
17	Board Meeting, 1 PM Highlands Campus				
AUGUST 2023		SEPTEMBER 2023		OCTOBER 2023	
TBD	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: MAY 25, 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>
Tiffany Barnes	Executive Assistant, VP Academic Affairs/Student Services	Sid Valentine	2/1/22
Isaac Maldonado	Program Specialist, PYP Hardee	Mike Davis	2/1/22
Taylor Massey	Executive Assistant, Institutional Advancement	Jamie Bateman	2/1/22
Maria Gomez-Marin	Case Data Specialist	Fabiana Castro	2/7/22

**3.0 *Public Comment***




## **4.0 *Presentations***

**5.0 Consent Agenda Action Items**



OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: MAY 25, 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>21</b>
<b>5.2</b>	<b>Grant Awards</b>	<b>23</b>
	5.2.1 Suncoast Remake Learning Days - \$1,500	
	5.2.2 Panther Youth Partners - \$650,000	
<b>5.3</b>	<b>Agreements and Contracts</b>	<b>25</b>
	5.3.1 Lease Agreements – Hotel Jacaranda	
	5.3.2 Lease Agreements – Florida Center for Addictions and Dual Disorders	
	5.3.3 Contracts for Private Attorney Services 2022-2023 and Reappointment of College Attorney	
	5.3.4 Training Provider Agreement – Florida Department of Health (DeSoto County)	
	5.3.5 Training Provider Agreement – Florida Department of Health (Highlands County)	
	5.3.6 Training Provider Agreement – HCA Florida Hospital	
	5.3.7 Training Provider Agreement – HCA Florida Hospital	
	5.3.8 Training Provider Agreement – Central Florida Health Care	
<b>5.4</b>	<b>Operating Actions</b>	<b>34</b>
	5.4.1 Monthly Accounts Payable & Payroll Check Register	
	5.4.2 Property Deletion	
	5.4.3 Annual Fixed Assets Inventory	



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: MAY 25, 2022

TO: SOUTH FLORIDA STATE COLLEGE DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL *TC*

SUBJECT: PERSONNEL ACTIONS

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

I. APPOINTMENTS, FULL-TIME FACULTY:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Dawn Robinson	Nursing Instructor	5/16/2022

II. APPOINTMENTS, FULL-TIME PROFESSIONAL STAFF:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Fabiana Castro* *Internal transfer	Coordinator, Farmworker Career Development Program	4/25/2022

III. APPOINTMENTS, FULL-TIME CAREER STAFF:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Michael Flowers	Technical Assistant, Cultural Programs	4/1/2022

RESIGNATIONS:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Brandi Workman	Purchasing Specialist	4/21/2022
Vivian Ishmael	Custodian	5/11/2022

**V. REAPPOINTMENTS, FULL-TIME ADMINISTRATIVE STAFF, 2022-23:**

Brent Ferns

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

<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
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: MAY 25, 2022

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – SUNCOAST REMAKE LEARNING DAYS

**Title:** Suncoast Remake Learning Days  
**Source:** Patterson Foundation  
**Amount:** \$1,500  
**Description:** Funding has been granted to support an event on the DeSoto Campus for high school students and their families to learn more about the environment through hands-on experience.

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




OFFICE OF THE PRESIDENT

Item 5.2.2

PRESENT TO BOARD: MAY 25, 2022

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – PANTHER YOUTH PARTNERS

**Title:** Panther Youth Partners  
**Source:** CareerSource Florida  
**Amount:** \$650,000  
**Description:** Funding has been granted for youth services to operate the Panther Youth Partners program in DeSoto, Hardee, Highlands, and Okeechobee counties.

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






OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: MAY 25, 2022

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: LEASE AGREEMENTS – HOTEL JACARANDA

Approval is requested to renew the following rental agreement between South Florida State College and the SFSC Foundation, Inc. for the 2022-23 fiscal year as follows:

Site	2021-22 Monthly Rate	2022-23 Monthly Rate	Purpose of Lease
Hotel Jacaranda	\$7,044	\$7,044	Classroom and Lab Space

**SUGGESTED MOTION:**  
**Move to approve the renewal of lease agreement between the SFSC Foundation, Inc., and South Florida State College for the Hotel Jacaranda as presented.**




OFFICE OF THE PRESIDENT

Item 5.3.2

PRESENT TO BOARD: MAY 25, 2022

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: LEASE AGREEMENTS – FLORIDA CENTER FOR ADDICTIONS AND DUAL DISORDERS

Approval is request to **renew** of the lease agreement between Tri-County Human Services, Inc. and South Florida State College for the Florida Center for Addictions and Dual Disorders at an annual rate of \$138,900. This represents no change from the prior year.

**SUGGESTED MOTION:**  
**Move to approve the renewal of the lease agreement between Tri-County Human Services, Inc. and South Florida State College for the Florida Center for Addictions and Dual Disorders as presented.**




OFFICE OF THE PRESIDENT

Item 5.3.3

PRESENT TO BOARD: MAY 25, 2022

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: CONTRACTS FOR PRIVATE ATTORNEY SERVICES 2022-2023 AND  
REAPPOINTMENT OF COLLEGE ATTORNEY

Approval is requested from the District Board of Trustees to enter into contracts for the July 1, 2022 through June 30, 2023 fiscal year with the firms currently engaged to represent South Florida State College as needed. We have been pleased with the services provided by Allen, Norton & Blue, P.A., for employment law issues and Karlson Law Group, P.A., as the College Attorney.

**Allen, Norton & Blue, P.A.**

Allen, Norton, & Blue, P.A., has agreed to continue to provide services under the same terms and at the same rates as in 2021-2022 as listed below..

- Annual Retainer: \$500
- Hourly Rates:
  - W. Reynolds Allen & Partners.....\$250
  - Associates.....\$200
  - Paralegals.....\$85

## **Karlson Law Group, P.A.**

Karlson Law Group, P.A., has agreed to continue to provide services under the same terms and at the same rates as in 2021-2022 as listed below.

- Retainer of \$1,000 per month to include up to six hours of consultation each month (including participation at monthly Board meetings).
- Special work beyond the base six hours will be paid on an hourly basis of \$125 per hour.
- The children of Pamela T. Karlson will be granted a fee waiver or exemption for courses taken at SFSC towards a certificate program or towards an AS or AA degree. This fee waiver or exemption is only in effect while Pamela T. Karlson is contracted with SFSC as the Board Attorney.

**SUGGESTED MOTION:**

**Move to approve contracting for continued legal services with Allen, Norton & Blue, P.A., and Karlson Law Group, P.A., for the 2022-2023 fiscal year under the terms and rates listed above.**



OFFICE OF THE PRESIDENT

Item 5.3.4

PRESENT TO BOARD: MAY 25, 2022

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: TRAINING PROVIDER AGREEMENT – FLORIDA DEPARTMENT OF HEALTH  
(DESOTO COUNTY)

Approval is requested to **renew** training provider agreement between the State of Florida Department of Health (Desoto County) and South Florida State College for the purpose of allowing health care profession students to obtain clinical experience at their facilities. This agreement renews annually.

**SUGGESTED MOTION:**

**Move to approve the agreement between Florida Department of Health (DeSoto County) and South Florida State College as presented.**




OFFICE OF THE PRESIDENT

Item 5.3.5

PRESENT TO BOARD: MAY 25, 2022

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: TRAINING PROVIDER AGREEMENT – FLORIDA DEPARTMENT OF HEALTH  
(HIGHLANDS COUNTY)

Approval is requested to **renew** training provider agreement between the State of Florida Department of Health (Highlands County) and South Florida State College for the purpose of allowing health care profession students to obtain clinical experience at their facilities. This agreement renews annually

**SUGGESTED MOTION:**  
**Move to approve the agreement between Florida Department of Health (Highlands County) and South Florida State College as presented.**




OFFICE OF THE PRESIDENT

Item 5.3.6

PRESENT TO BOARD: MAY 25, 2022

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: TRAINING PROVIDER AGREEMENT – HCA FLORIDA HOSPITAL

Approval is requested to **renew** training provider agreement between HCA Florida Highlands Hospital and South Florida State College for the purpose of allowing RN and LPN nursing students to obtain clinical experience at their facilities. This agreement renews annually.

**SUGGESTED MOTION:**  
**Move to approve the agreement between HCA Florida Hospital and South Florida State College as presented.**




OFFICE OF THE PRESIDENT

Item 5.3.7

PRESENT TO BOARD: MAY 25, 2022

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: TRAINING PROVIDER AGREEMENT – HCA FLORIDA HOSPITAL

Approval is requested to renew training provider agreement between HCA Florida Highlands Hospital and South Florida State College for the purpose of allowing Radiology, EMS and Paramedic students to obtain clinical experience at their facilities. This agreement renews annually.

**SUGGESTED MOTION:**  
**Move to approve the agreement between HCA Florida Hospital and South Florida State College as presented.**






OFFICE OF THE PRESIDENT

Item 5.3.8

PRESENT TO BOARD: MAY 25, 2022

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: TRAINING PROVIDER AGREEMENT – CENTRAL FLORIDA HEALTH CARE

Approval is requested to enter into a new training provider agreement between Central Florida Health Care and South Florida State College for the purpose of allowing health care profession students to obtain clinical experience at their facilities. This agreement renews annually.

**SUGGESTED MOTION:**  
**Move to approve the agreement between Central Florida Health Care and South Florida State College as presented.**



OFFICE OF THE PRESIDENT

Item 5.4.1

PRESENT TO BOARD: MAY 25, 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 April 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	
	#	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	492	\$646,106.20	139	\$1,217,664.51	321	\$93,547.25	952	\$1,957,317.96
May							0	\$0.00
June							0	\$0.00
<b>Totals</b>	<b>10225</b>	<b>\$14,041,178.09</b>	<b>1228</b>	<b>\$10,893,233.69</b>	<b>4230</b>	<b>\$1,332,117.41</b>	<b>15683</b>	<b>\$26,266,529.19</b>

Payroll:

	2021/2022 Checks		2021/2022 Electronic Payments		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	8	\$14,309.25	438	\$969,455.97	446	\$983,765.22
May					0	\$0.00
June					0	\$0.00
<b>Totals</b>	<b>97</b>	<b>\$150,381.89</b>	<b>4097</b>	<b>\$9,405,996.17</b>	<b>4194</b>	<b>\$9,556,378.06</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	952	\$1,957,317.96	\$26,266,529.19
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>15,683</b>	<b>\$26,266,529.19</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	446	\$983,765.22	\$9,556,378.06
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>4194</b>	<b>\$9,556,378.06</b>	



OFFICE OF THE PRESIDENT

Item 5.4.2

PRESENT TO BOARD: MAY 25, 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. The capitalized item (over \$5,000) has 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.

South Florida State College
Disposal Items
May 2022

Table with 5 columns: Tag #, Date Purchased, Description, Cost, Condition Code. Row 1: 15642, 9/4/2008, Double Convection Oven, \$5,929.00, Poor

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: MAY 25, 2022
TO: SOUTH FLORIDA STATE COLLEGE DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL
SUBJECT: ANNUAL FIXED ASSETS INVENTORY

Per South Florida State College Procedure 2074, a physical inventory of all tagged property shall be taken once each fiscal year. The below items were not located during the course of the 2021/22 physical inventory cycle. These items are believed to have been disposed of or traded for replacement equipment.

We request the Board's permission to remove these items from property records. These items were not capitalized when purchased pursuant to college policy. Accordingly, the deletion of these items has no financial impact on the college.

Table with 5 columns: SFSC#, Purchase Date, Description, Last Inv, Cost. Rows include items like Rowe 5900 Vending Machine, Windsor 20" Floor Scrubber, 4000 PSI Pressure Washer, and Cadet Extractor.

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: MAY 25, 2022

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: CURRICULUM PROPOSALS

Consideration of the following curriculum proposal is requested:

PROGRAM REVISIONS

Requesting approval to align following AS programs to comply with the Florida Department of Education’s revised General Education Core Course Options and Civic Literacy Competency Administrative Code Rules. These rule changes require students entering AS degrees in the 2022-2023 academic year to complete one core course in each of the five general education core subject areas and complete either AMH 1020 or POS 1041 before AS degree is awarded. CCC programs which articulate into AS programs affected by the FDOE rule changes are also being submitted for revision. Several AS degree course structures are being modified to align with term schedules/frameworks. No program length changes; effective Fall 2022 (202310).

➤ **Accounting Technology AS #1580**

- **Move** CGS 1100C Intro to Microcomputers using Windows (GE) and FIN 1100 Personal Finance from 1<sup>st</sup> fall term to 1<sup>st</sup> spring term, and OST 2335 Business Communications from 2<sup>nd</sup> spring term to 1<sup>st</sup> spring term
- **Move** CGS 2510C Spreadsheet Applications and SPC 2608 Fundamentals of Speech Communication (GE) from 1<sup>st</sup> spring term to summer term
- **Move** MAC 1105 College Algebra or Higher Level Math (GE) from 1<sup>st</sup> spring term to 1<sup>st</sup> fall term and **Remove** or option “Higher Level Math”, and GEB 1011 Introduction to Business from summer term to 1<sup>st</sup> fall term
- **Move** BUL 2241 Business Law I and Humanities Elective from 2<sup>nd</sup> fall term to 2<sup>nd</sup> spring term
- **Replace** ACG 2450C Accounting for the Microcomputer in 2<sup>nd</sup> spring term with Natural Sciences Core
- **Replace** ECO 2023 Microeconomics in 2<sup>nd</sup> spring term with AMH 1020 Introductory Survey Since 1877 (GE) or POS 1041 American Government (GE) and move to 2<sup>nd</sup> fall term
- **Remove** APA 2136 Bookkeeping Certification Preparation from Elective List
- **Change** Humanities Elective to Humanities Core



- **Biomedical Equipment Technician AS #1700**
  - **Replace** PSY 2012 Introduction to Psychology in the 2<sup>nd</sup> fall term with AMH 1020 Introductory Survey Since 1877 (GE) or POS 1041 American Government (GE)
  - **Change** Humanities Elective to Humanities Core
  
- **Business Administration AS #1510**
  - **Move** CGS 1100C Introduction to Microcomputers using Windows from 1<sup>st</sup> fall term to 1<sup>st</sup> spring term, and ACG 2071 Managerial Accounting from 2<sup>nd</sup> fall term to 1<sup>st</sup> spring term
  - **Move** MAC 1105 College Algebra from 1<sup>st</sup> spring term to 1<sup>st</sup> fall term
  - **Move** SPC 2608 Fundamentals of Speech Communication from 1<sup>st</sup> spring term to summer term
  - **Move** Humanities Elective from summer term to 2<sup>nd</sup> spring term and **Change** to Humanities Core and BUL 2241 Business Law I from 2<sup>nd</sup> fall term to 2<sup>nd</sup> spring term
  - **Move** MAN 2021 Principles of Management from 2<sup>nd</sup> spring term to 2<sup>nd</sup> fall term
  - **Add** GEB 1949 Co-op Education Training Assignment in General Business and GEB 2949 Co-op Education Training Assignment in General Business to Professional Electives
  - **Remove** ACG 2450C Accounting for the Microcomputer, MNA 2345 Management and Supervision and SYG 2000 General Sociology (GE) from Professional Electives
  - **Replace** GEB 2430 Business Ethics with CGS 2501C Spreadsheet Applications in summer term
  - **Replace** Professional Elective with AMH 1020 Introductory Survey Since 1877 (GE) or POS 1041 American Government (GE) in 2<sup>nd</sup> fall term
  - **Replace** ECO 2023 Microeconomics in 2<sup>nd</sup> spring term with ENT 1000 Introduction to Entrepreneurship under Professional Electives
  - **Replace** GEB 2002 Career Explorations in Business in 2<sup>nd</sup> spring term with LDR 2001 Introduction to Leadership under Professional Electives
  - **Replace** STA 2023 Elementary Statistics in 2<sup>nd</sup> spring term with Natural Sciences core
  - **Replace** Professional Elective in 2<sup>nd</sup> spring term with Professional Elective in 1<sup>st</sup> spring term
  - **Replace** GEB 2430 Business Ethics with CGS 2510C Spreadsheet Applications under Professional Electives in summer term
  
- **Computer Engineering Technology AS #1680**
  - **Decrease** Computer Science Electives from 6 credits to 3 credits and **REPLACE** the 3 credits with AMH 1020 Introductory Survey Since 1877 (GE) or POS 1041 American Government (GE) in 2<sup>nd</sup> fall term
  - **Change** Humanities Elective to Humanities Core
  
- **Computer Programming and Analysis AS #1610**
  - **Decrease** Programming/Application Electives from 6 credits to 3 credits and **Replace** the 3 credits with Natural Sciences Core (GE) in 1<sup>st</sup> spring term
  - **Replace** GEB 2430 Business Ethics with COP 2250 Java Programming in 1<sup>st</sup> spring term
  - **Replace** Programming/Application Elective with AMH 1020 Introductory Survey Since 1877 (GE) or POS 1041 American Government (GE) in 2<sup>nd</sup> fall term
  - **Remove** Business Elective option and combine with 2<sup>nd</sup> Programming/Applications Electives in 2<sup>nd</sup> spring term
  - **Remove** ACG 2450C Accounting for the Microcomputer, CTS 2210 Introduction to Digital Graphics, DIG 2000C Digital Media and Design, GRA 1100 Introduction to Computer Graphics, GRA 1156 Intermediate Computer Graphics, GRA 2157 Advanced Computer Graphics, MTB 1103 Business Mathematics Using Spreadsheets, OST 1100C Introduction to College Keyboarding, OST 1713C Word Processing – MS Word, OST 2335 Business Communications, and PGY 1801 Introduction to Digital Photography from Programming/Applications Electives
  - **Change** Humanities Elective to Humanities Core
  
- **Criminal Justice Technology AS #1520**
  - **Replace** PSC 1121 Physical Science or any non-lab science in A.A. degree (GE) with AMH 1020 Introductory Survey Since 1877 (GE) or POS 1041 American Government (GE) in 1<sup>st</sup> fall term

- **Change** Humanities Elective to Humanities Core
  - **Add** “Core” to BSC 1010C General Biology or Any Core lab science in A.A. degree
- **Dental Hygiene AS #1640**
- **Replace** SYG 2000 General Sociology in 2<sup>nd</sup> spring term with AMH 1020 Introductory Survey Since 1877 (GE) or POS 1041 American Government (GE) and move to 1<sup>st</sup> fall term
  - **Change** Humanities Elective to Humanities Core
- **Emergency Medical Services AS #1660**
- **Replace** SPC 2608 Fundamentals of Speech Communication with AMH 1020 Introductory Survey Since 1877 (GE) or POS 1041 American Government (GE) in 1<sup>st</sup> fall term
  - **Replace** CGS 1100C Introduction to Microcomputers using Windows with Natural Sciences Core (GE) in 1<sup>st</sup> spring term
  - **Add Note:** Computer competency skills and Fundamentals of Speech Communication general education requirements are covered within the Emergency Medical Services curriculum for the associate degree.
  - **Change** Humanities Elective to Humanities Core
- **Engineering Technology (Advanced Manufacturing Specialization) AS #1760**
- **Remove** PHY 2054C General Physics II or Higher (GE) as an or option from 1<sup>st</sup> spring term
  - **Replace** Social Science Elective with AMH 1020 Introductory Survey Since 1877 (GE) or POS 1041 American Government (GE) in 1<sup>st</sup> spring term
  - **Change** MAC 1105 College Algebra or “Higher” option to “Core Equivalent”
  - **Change** Humanities Elective to Humanities Core
- **Fire Science Technology AS #1670**
- **Replace** CGS 1100C Introduction to Microcomputers using Windows (GE) with Natural Sciences Core (GE) in 1<sup>st</sup> fall term
  - **Replace** SPC 2608 Fundamentals of Speech Communication (GE) with AMH 1020 Introductory Survey Since 1877 (GE) or POS 1041 American Government (GE) in summer term
  - **Add Note:** Computer competency skills and Fundamentals of Speech Communication general education requirements are covered within the Fire Science Technology curriculum for the associate degree.
  - **Change** Humanities Elective to Humanities Core
- **Health Services Management AS #1770**
- **Replace** CGS 1100C Introduction to Microcomputers Using Windows (GE) with AMH 1020 Introductory Survey Since 1877 (GE) or POS 1041 American Government (GE) in 1<sup>st</sup> fall term
  - **Add Note:** Computer competency skills general education requirements is covered within the Health Services Management curriculum for the associate degree.
  - **Add** “Core” to MAC 1105 College Algebra or Core Equivalent
  - **Change** Humanities Elective to Humanities Core
- **Industrial Management Technology AS #1730**
- **Replace** ETI 1701 Industrial Safety (OSHA) in spring term with EVR 2001 Introduction to Environmental Science (GE) and move to 2<sup>nd</sup> fall term
  - **Replace** PSY 2012 Introduction to Psychology in 2<sup>nd</sup> fall term and SYG 2000 General Sociology with AMH 1020 Introductory Survey Since 1877 (GE) or POS 1041 American Government (GE) and move to spring term
  - **Change** Humanities Elective to Humanities Core
  - **Add** “Core” to MAC 1105 College Algebra or Core Equivalent
- **Landscape and Horticulture Technology AS #1620**
- **Move** PSY 2012 Introduction to Psychology and SYG 2000 General Sociology from 2<sup>nd</sup> fall term to 2<sup>nd</sup> spring term

- **Replace** FNR 1060 Environmental Science (GE) with EVR 2001 Introduction to Environmental Science in 2<sup>nd</sup> spring term
  - **Replace** Social Science Elective (GE) in 2<sup>nd</sup> spring term with AMH 1020 Introductory Survey Since 1877 (GE) or POS 1041 American Government (GE) and move to 2<sup>nd</sup> fall term
  - **Change** Humanities Elective to Humanities Core
  - **Add** “Core” to MAC 1105 College Algebra or Core Equivalent
- **Network Systems Technology AS #1740**
- **Replace** CTS 1156 Desktop Support with Natural Sciences Core (GE) in 1<sup>st</sup> fall term
  - **Replace** Social Science Elective (GE) with AMH 1020 Introductory Survey Since 1877 (GE) or POS 1041 American Government (GE) in 2<sup>nd</sup> fall term
  - **Remove** Science Elective (GE) or option from Mathematics in 2<sup>nd</sup> spring term
  - **Change** Humanities Elective to Humanities Core
- **Nursing (Generic – RN) AS #1550**
- **Replace** NUR 1180 Principles of Nutrition and Diet Therapy with AMH 1020 Introductory Survey Since 1877 (GE) or POS 1041 American Government (GE) in 1<sup>st</sup> fall term
  - **Add** +American Government is preferred for Civic Literacy requirement
  - **Change** Humanities Elective to Humanities Core
- **Nursing (Transition – LPN to RN) AS #1560**
- **Replace** NUR 1180 Principles of Nutrition and Diet Therapy with AMH 1020 Introductory Survey Since 1877 (GE) or POS 1041 American Government (GE) to application requirements, selection criteria, and selection process
  - **Add** “+American Government is preferred for Civic Literacy requirement” to application requirements, selection criteria, and selection process
  - **Remove** “except for NUR 1180 must earn a grad of B or higher” from application requirements, selection criteria, and selection process
  - **Change** Humanities Elective to Humanities Core
- **Office Administration AS #1630**
- **Move** Humanities Elective (GE) to 2<sup>nd</sup> summer term and CHANGE to Humanities Core
  - **Move** GEB 1011 Intro to Business to 1<sup>st</sup> summer term
  - **Move** OST 2321C Office Equipment and Procedures I to 2<sup>nd</sup> fall term
  - **Replace** Professional Elective in 1<sup>st</sup> summer term with Natural Sciences Core (GE) and move to 2<sup>nd</sup> fall term
  - **Replace** OST 1355 Records Management in 2<sup>nd</sup> fall term with OST 2XXX Office Equipment and Procedures II (**New**) and move to 2<sup>nd</sup> spring term
  - **Replace** PSY 2012 Introduction to Psychology and SYG 2000 General Sociology in 2<sup>nd</sup> summer term with AMH 1020 Introductory Survey Since 1877 (GE) or POS 1041 American Government (GE) and move to 1<sup>st</sup> summer term
- **Radiography AS #1650**
- **Replace** CGS 1100C Introduction to Microcomputers Using Windows (GE) with AMH 1020 Introductory Survey Since 1877 (GE) or POS 1041 American Government (GE) in summer term
  - **Add Note:** Computer competency skills general education requirements is covered within the radiography curriculum for the associate degree.
  - **Change** Humanities Elective to Humanities Core in application requirements, selection criteria and process, and spring term
- **Accounting Applications CCC #3010**
- **Move** OST 2335 Business Communications to spring term
  - **Move** TAX 2000 Personal Income Tax from Accounting/Finance/Professional Electives to fall term
  - **Remove** ACG 2450C Accounting for the Microcomputer from spring term

- **Remove** APA 2136 Bookkeeping Certification Preparation from Accounting/Finance/Professional Electives
- **Business Management CCC #3070**
  - **Replace** GEB 2430 Business Ethics with BUL 2241 Business Law I in fall term
  - **Replace** Professional Elective with LDR 2001 Introduction to Leadership in spring term
  - **Remove** Professional Electives ACG 2450C Accounting for Microcomputer, CGS 2820 Intro to Web Design, ECO 2013 Macroeconomics (GE), ECO 2023 Microeconomics (GE), ENT 1000 Introduction to Entrepreneurship, FIN 1100 Personal Finance, MAC 1105 College Algebra (GE), MAR 2011 Principles of Marketing, MNA 2345 Management and Supervision, and STA 2023 Elementary Statistics (GE)
  - **Remove** “\*\*It is your responsibility to meet with the instructional supervisor or counselor to select the proper course to fulfill this requirement.”
- **Landscape and Horticulture Technician CCC #3034**
  - **Replace** FNR 1060 Environmental Science and Policy with EVR 2001 Introduction to Environmental Science (GE) in spring term
- **Network Security CCC #3024**
  - **Replace** CTS 1156 Desktop Support with CGS 1100C Introduction to Microcomputers using Windows

Requesting approval to modify the Administrative Office Specialist CC program to provide students more in-depth study of office procedures and offer college success strategies to high school students entering college for the first time; effective Fall 2022 (202310).

- **Administrative Office Specialist CC #3430**
  - **Replace** OTA 0311 Occupational Business English with SLS 0936 Foundations for College Success in 1<sup>st</sup> spring term
  - **Replace** OTA 0405 Occupational Files Management and Document Processing with OTA 0XXX Occupational Office Equipment and Procedures II (**New**) in 2<sup>nd</sup> spring term

Requesting approval to revise both medical CCC and CC programs to provide students with a stronger understanding and use of modern-day medical terminology, receive hands-on experience with Electronic Health Records in a simulated medical office setting, and learn basic business English combined with business communications; effective Fall 2022 (202310).

- **Medical Administrative Specialist CC #3360**
  - **Replace** OTA 0311 Occupational Business English with OTA 0322 Occupation Business Communications in 1<sup>st</sup> spring term
  - **Replace** HIM 0251 Occupational Health Care Coding and Diagnosis (**Delete**) with MEA 0239 Occupational Medical Terminology II in 2<sup>nd</sup> spring term
  - **Replace** OTA 0013 Occupational Customer Relations with MEA 0XXXC Occupational Medical Office Procedures with Simulation (**New**) in 2<sup>nd</sup> spring term
- **Medical Office Management CCC #3062**
  - **Replace** HIM 1288 Health Care Coding and Diagnosis with OST 2254 Medical Terminology II (**Reinstate**) in spring term
  - **Replace** OST 1384 Customer Relations with OST 1XXXC Medical Office Procedures with Simulation (**New**) in spring term
  - **Replace** OST 2949 Work Experience with OST 1949 Work Experience in Office Systems Technology in summer flex term and **Change** credits from 1-3 to 1-4 and credit type from TR to OA

Requesting approval to modify the following programs' Admission Procedures to include CPR certification as a program requirement; effective Fall 2022 (202310).

- **Dental Hygiene AS #1640**
- **Nursing (Generic – RN) AS #1550**
- **Phlebotomy CC #3550**
- **Practical Nursing CC #3400**
- **Radiography AS #1650**

Requesting approval to modify Dental Assistant's Admission Procedures Item I.B. to include "If you are currently in high school, you must be 18 years or older and have your diploma before the fall program start date." to indicate students may apply while still in high school for the spring application deadline; effective Fall 2022 (202310).

- **Dental Assistant CC #3450**

**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: MAY 25, 2022

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: ANNUAL FACILITIES INSPECTION SUMMARY

REPORT The District Board of Trustees are required to review and accept the Annual Comprehensive Safety Inspection Reports from Fire Prevention Specialists, a firm retained through the Florida College System Risk Management Consortium. All owned and leased college facilities used for direct instruction and/or support were recently inspected in compliance with various State and Federal regulations pertaining to fire safety, sanitation, and casualty.

All corrections/repairs have been completed with the exception of the following items:

**1. Highlands Campus**

The Boardwalk-- Due to safety/security concerns, the Boardwalk has been closed since FY18, and we intend to keep it closed for the foreseeable future.

2. Hardee- Blg A Floor tile broken at the 2<sup>nd</sup> floor exterior stair landing. Griffin's Carpet Mart has been to the site, replacement tile has been chosen, repairs to commence when materials received.

**SUGGESTED MOTION:**

**Move to accept the fire safety, sanitation, and casualty inspection reports for the 2021-2022 year as presented.**

**9.0 Reports**






OFFICE OF THE PRESIDENT

Item 9.1

PRESENT TO BOARD: MAY 25, 2022

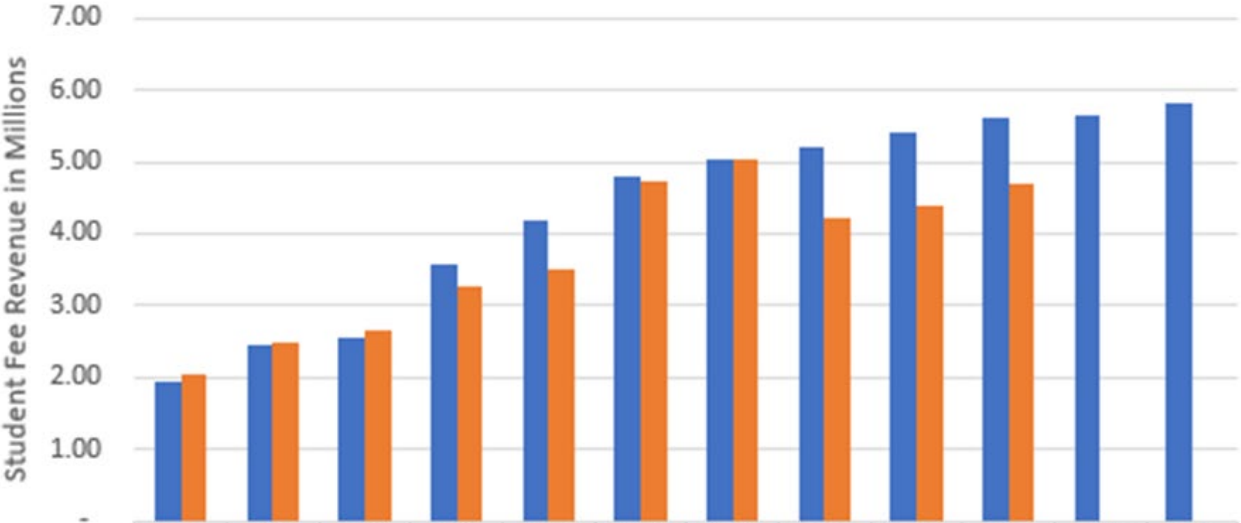
TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

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 April 2022.

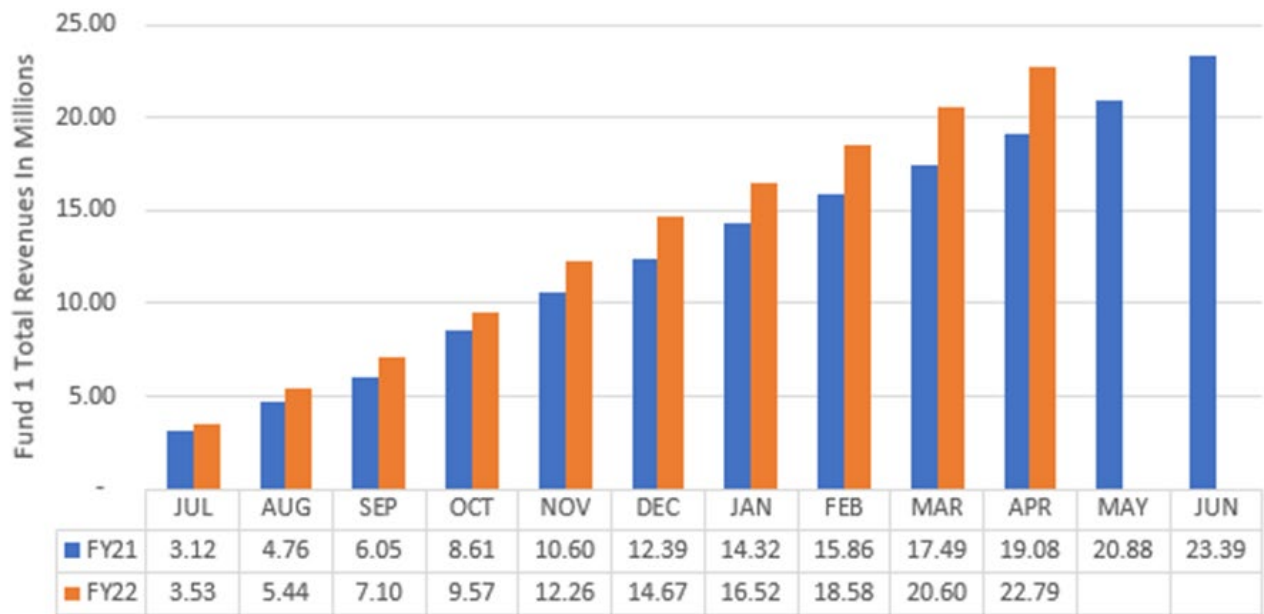
### South Florida State College Fund 1 Student Fee Revenue, FY21 vs FY22



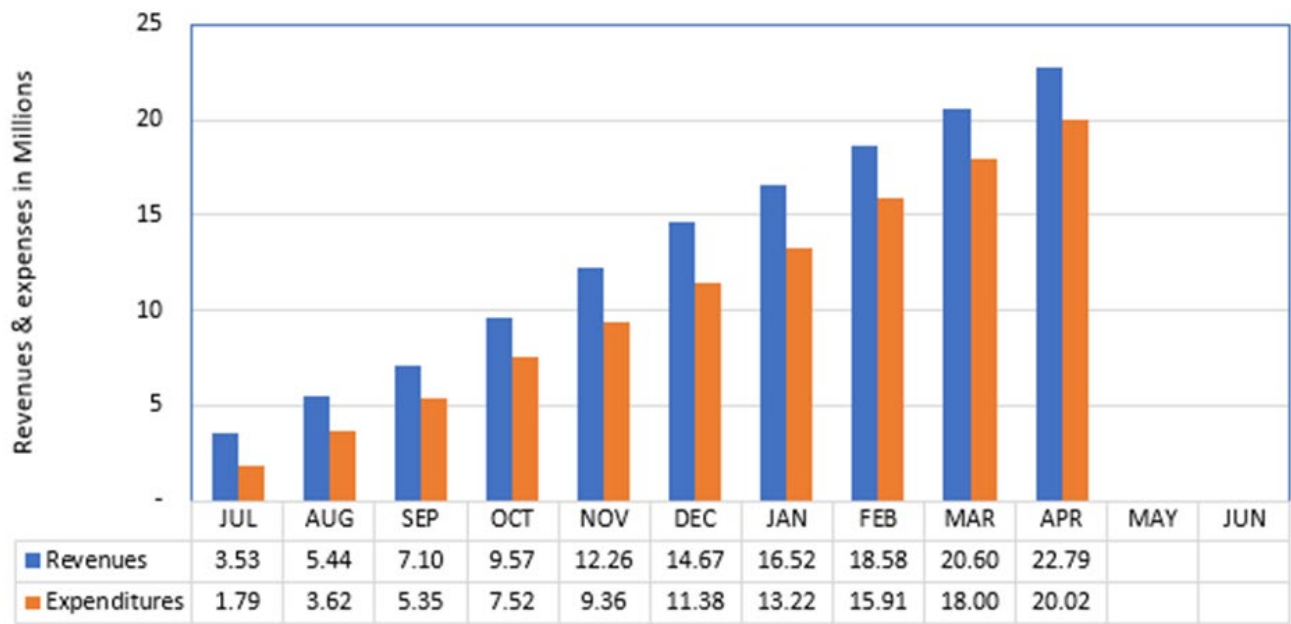
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
<span style="color: blue;">■</span> FY21	1.95	2.45	2.55	3.59	4.18	4.80	5.05	5.19	5.40	5.60	5.66	5.82
<span style="color: orange;">■</span> FY22	2.05	2.47	2.65	3.26	3.52	4.73	5.03	4.23	4.38	4.69		

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 April 30, 2022**

Account Title	Budget Amount	Amount	Difference	Percentage Collected/Spent to Date
Tuition and Out of State Fees	4,038,837.00	3,945,583.38	93,253.62	97.69%
Lab Fees	565,443.00	492,372.75	73,070.25	87.08%
Technology Fees	180,972.00	173,279.72	7,692.28	95.75%
Other Student Fees	122,888.00	82,957.09	39,930.91	67.51%
Grants and Contracts from Counties	842,030.00	923,610.49	(81,580.49)	109.69%
FCSPF-General/Special Appropriation	17,437,031.00	14,550,937.65	2,886,093.35	83.45%
Performance Based Incentive	348,497.00	152,915.00	195,582.00	43.88%
CO&DS Entitlement	1,100.00	-	1,100.00	0.00%
FCSPF-Lottery	2,799,758.00	2,177,588.00	622,170.00	77.78%
Indirect Costs Recovered	800,750.00	89,857.40	710,892.60	11.22%
Cash/Non-Cash Contributions and Gifts	14,000.00	22,840.00	(8,840.00)	163.14%
Use of College Facilities	50,000.00	33,318.00	16,682.00	66.64%
Other Sales and Services	80,000.00	61,372.70	18,627.30	76.72%
Interest and Dividends	10,000.00	3,490.72	6,509.28	34.91%
Fines and Penalties/Miscellaneous	121,327.00	78,702.94	42,624.06	64.87%
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>\$ 22,788,939.23</b>	<b>\$ 4,673,693.77</b>	<b>82.98%</b>
Management	1,923,080.00	1,603,481.09	319,598.91	83.38%
Instructional	5,047,047.00	3,798,709.88	1,248,337.12	75.27%
Other Professional	2,929,678.00	2,175,633.99	754,044.01	74.26%
Career Staff	2,633,746.00	2,135,585.12	498,160.88	81.09%
Other Professional-Instructional	1,398,240.00	1,063,016.59	335,223.41	76.03%
Other Professional-Tech/Clerical/Trade	187,518.00	68,255.81	119,262.19	36.40%
Student Employment	25,000.00	3,130.00	21,870.00	12.52%
Employees Awards	13,000.00	10,250.00	2,750.00	78.85%
Benefits	5,608,621.00	3,702,929.03	1,905,691.97	66.02%
<b>Total Personnel</b>	<b>\$ 19,765,930.00</b>	<b>\$ 14,560,991.51</b>	<b>\$ 9,996,279.51</b>	<b>73.67%</b>
Travel	274,749.00	130,201.12	144,547.88	47.39%
Freight and Postage	21,738.00	14,778.41	6,959.59	67.98%
Telecommunications	62,000.00	91,930.10	(29,930.10)	148.27%
Printing	45,584.00	13,151.39	32,432.61	28.85%
Repairs and Maintenance	1,437,238.00	1,184,687.10	252,550.90	82.43%
Rentals	157,658.00	139,935.82	17,722.18	88.76%
Insurance	545,681.00	682,864.36	(137,183.36)	125.14%
Utilities	1,652,086.00	1,264,659.88	387,426.12	76.55%
Other Services	834,376.00	547,946.67	286,429.33	65.67%
Grant Aid	4,280.00	2,496.40	1,783.60	58.33%
Professional Fees	122,175.00	91,865.45	30,309.55	75.19%
Education Office/Dept Materials Supp	740,908.00	615,090.20	125,817.80	83.02%
Data Software	23,290.00	16,828.24	6,461.76	72.26%
Maint/Construction Material/Supp	402,500.00	223,406.85	179,093.15	55.50%
Other Materials and Supplies	96,499.00	163,444.02	(66,945.02)	169.37%
Subscriptions/Library	60,600.00	55,157.54	5,442.46	91.02%
Purchases for Resales	41,100.00	30,004.86	11,095.14	73.00%
Scholarships	45,000.00	32,382.00	12,618.00	71.96%
Transfers and Other Expenses	350,000.00	55,091.58	294,908.42	15.74%
<b>Total Current Expenses</b>	<b>\$ 6,917,462.00</b>	<b>\$ 5,355,921.99</b>	<b>\$ 1,561,540.01</b>	<b>77.43%</b>
Minor Equipment >1000<5000	627,652.00	46,679.74	580,972.26	7.44%
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>\$ 102,048.99</b>	<b>\$ 1,055,603.01</b>	<b>8.82%</b>




OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: MAY 25, 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 April 2022 meeting of the College District Board of Trustees. The included dates are April 1, 2022 through April 30, 2022. The total amount reported is **\$6,300.50**.

**II. Foundation Update**

- a. Legacy Society – Howl at the Moon
- b. Annual Lease Agreement Review
- c. Student Residence Facility


**South Florida State College Foundation**  
**Gift Summary Report 04/01/2022 - 04/30/2022**

<b>Fund ID</b>	<b>Fund Description</b>	<b>Gift Count</b>	<b>Cash</b>	<b>Pledges</b>	<b>Stocks/Other</b>	<b>Total</b>
1000	Unrestricted	13	\$393.50	\$0.00	\$0.00	\$393.50
5011	SFSC General Scholarship	21	\$5,546.50	\$0.00	\$0.00	\$5,546.50
5025	General Nursing Scholarship	1	\$0.50	\$0.00	\$0.00	\$0.50
5031	SFSC Community Fund	2	\$10.50	\$0.00	\$0.00	\$10.50
5032	SFSC Library Donations	2	\$32.00	\$0.00	\$0.00	\$32.00
5045	Athletic Booster Club	3	\$32.50	\$0.00	\$0.00	\$32.50
5095	Dental Programs	1	\$25.00	\$0.00	\$0.00	\$25.00
5110	Highlands County Bar Association Scholarship	1	\$25.00	\$0.00	\$0.00	\$25.00
5158	TSIC Scholarships	8	\$165.00	\$0.00	\$0.00	\$165.00
6005	Partnership Project	3	\$70.00	\$0.00	\$0.00	\$70.00
	<b>Grand Totals:</b>	<b>55</b>	<b>\$6,300.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,300.50</b>
	<b>55 Gift(s) listed</b>					
	<b>46 Donor(s) listed</b>					



OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: MAY 25, 2022  
TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
FROM: THOMAS C. LEITZEL   
SUBJECT: GRANTS DEVELOPMENT

The following grants are:

**In Development:**

**Title:** Kaleidoscope Series  
**Source:** National Endowment for the Arts (NEA)  
**Amount:** \$10,000  
**Description:** Funding will be requested to support the Kaleidoscope Series at the Alan Jay Wildstein Center for the Performing Arts.

**Title:** Perkins Postsecondary  
**Source:** Florida Department of Education (FDOE)  
**Amount:** \$283,491  
**Description:** Funding will be requested to supplement and enhance the growth of technical programs, such as allied health, business, computer science, public safety, trade, and industry.

**Title:** Perkins Rural Innovation Career & Technical Ed Programs  
**Source:** Florida Department of Education (FDOE)  
**Amount:** \$100,820  
**Description:** Funding will be requested to supplement and enhance the growth of technical programs, such as allied health, business, computer science, public safety, trade, and industry.



**Submitted:**

**Title:** **Healthy Smiles for Highlands County**

**Source:** Highlands County Hospital District

**Amount:** \$16,090

**Description:** Funding has been 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:** \$100,000

**Description:** Funding has been requested to support and upgrade the Electrical Lineman Program in Hardee County.

**Title:** **Panther Pathway Critical Workforce Academies**

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

**Amount:** \$2,800,000

**Description:** Funding has been 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:** **Continuation Adult General Education - Highlands**

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

**Amount:** \$248,169

**Description:** Funding has been requested to continue offering Adult Basic Education (ABE), General Educational Development (GED), and English for Speakers of Other Languages (ESOL) courses in Highlands County.

**Title:** **Continuation Adult General Education - Hardee**

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

**Amount:** \$70,725

**Description:** Funding has been requested to continue offering Adult Basic Education (ABE), General Educational Development (GED), and English for Speakers of Other Languages (ESOL) courses in Hardee County.

**Title:** **Grants in Aid of Research for Undergraduate Students at Florida's Minority-Serving & Primarily Undergraduate Institutions**

**Source:** Florida Academy of Sciences

**Amount:** \$2,000

**Description:** Funding has been requested to support research for undergraduate STEM students at colleges and universities in Florida that have been officially designated as Minority-Serving Institutions (MSI) and Primarily Undergraduate Institutions (PUI).