



**SFSC
District Board of Trustees
Regular Meeting
June 22, 2022**

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

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

1.0 *Call to Order and Preliminary Matters*



OFFICE OF THE PRESIDENT

Item 1.1

PRESENT TO BOARD: JUNE 22, 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 June 22, 2022 be adopted.

SUGGESTED MOTION:

Move to adopt the agenda of the regular meeting of June 22, 2022 as presented.

**REGULAR MEETING AGENDA
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
HIGHLANDS CAMPUS
JUNE 22, 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 Budget Workshop – May 25, 2022
 - 1.2.2 Regular Meeting – May 25, 2022
 - 1.3 Review of Master Calendar
- 2.0 Communications, Introductions, and Recognition
 - 2.1 New Employee Introduction
 - 2.2 Employee Retirement Acknowledgement
- 3.0 Public Comment
- 4.0 Presentation
- 5.0 Consent Agenda Action Items
 - 5.1 Personnel Actions
 - 5.2 Grant Awards
 - 5.2.1 Healthy Smiles for Highlands County - \$5,000
 - 5.3 Agreements and Contracts
 - 5.3.1 Dual Enrollment Agreement – School Board of Polk County
 - 5.3.2 Dual Enrollment Agreement – Parkview Prep Academy
 - 5.3.3 Training Provider Agreement – CareerSource Southwest Florida
 - 5.4 Operating Actions
 - 5.4.1 Monthly Accounts Payable & Payroll Check Register
 - 5.4.2 Property Deletion
- 6.0 Planning and Policy Issues
- 7.0 Academic and Student Matters
- 8.0 Other Action Items
 - 8.1 Current Unrestricted Fund Budget
 - 8.2 FY2022-23 Salary Schedule
 - 8.3 Capital Outlay Budget
 - 8.4 Capital Improvement Plan (CIP)
 - 8.5 Recertification of Direct Support Organization
- 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: JUNE 22, 2022

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – BUDGET WORKSHOP – MAY 25, 2022

It is recommended that the minutes of the budget workshop held May 25, 2022 be approved as presented.

SUGGESTED MOTION:

Move to approve the minutes of the May 25, 2022 budget workshop as presented.

**BUDGET WORKSHOP MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
MAY 25, 2022**

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

Excused: Dr. Louis Kirschner

Staff Present: Mrs. Jamie Bateman Mrs. Ashley Bennett
Mr. Peter Elliott Dr. Brent Ferns
Ms. Cindy Garren Dr. James Hawker
Dr. Michele Heston Mr. Don Kesterson
Dr. Sidney Valentine Dr. Chris van der Kaay
Mrs. Teresa Vorous Mrs. June Weyrauch

Excused: Mrs. Melissa Kuehnle Dr. Mark Bukowski

CALL TO ORDER

Mrs. Tami Cullens welcomed the Board and SFSC employees who were in attendance for the budget workshop. The budget workshop of the District Board of Trustees was called to order at 11:05 a.m. on the Highlands Campus by Board Chair, Mrs. Tami Cullens.

1. 2022-2023 Budget Proposal

- a. Dr. Leitzel welcomed the DBOT and thanked Vice President Elliott and his team for their work on the budget this year. Dr. Leitzel briefly highlighted the budget. Vice President Elliott began the workshop with an overview of the 2022-2023 Budget. He highlighted House Bill 5001 – General Appropriations Act (GAA) and its associated companion bills and Senate Bill 7044 – Postsecondary Education.
- b. Vice President Elliott discussed current and non-current fund definitions and gave a brief overview.
- c. Vice President Elliott discussed Enrollment Projections – the FTE Trend Information. He thanked Dr. Valentine for his assistance. Vice President Elliott stated there is a .5% decline in enrollment and he gave a brief overview of declines by course classification. He highlighted the student fees and stated for the tenth consecutive year there is no proposed increases in tuition.

- d. Vice President Elliott gave an overall summary of revenue and expense comparison for FY22 and proposed FY23.
- e. Vice President Elliott gave an overall summary of the budget and projected fund balances for both FY22 and FY23. He reported a projected fund balance for 6/30/22 of \$3,319,273 with a projected fund balance percentage of 10.65%. Vice President Elliott also reported a proposed projected fund balance for 6/30/23 of \$2,405,797 with a projected fund balance percentage of 7.34%. He stated that a spending plan will need to be made and he will bring it back to the DBOT at the September meeting. As this plan will need to be submitted to the Florida State Board of Education.
- f. Vice President Elliott presented and discussed the FY23 General Fund Budget Summary. He recapped the salary adjustment plan from last year to implement requirements of Amendment 2. He proposed implementing an across-the-board salary increase for all eligible full-time employees of \$4,200 per annum implemented effective July 1, 2022 for all administrative, career service, and professional employees and August 15, 2022 for all faculty. Vice President Elliott discussed the FCS health insurance rebalance plans.
- g. Vice President Elliott discussed the Unexpended Plant Fund Budget.
- h. Vice President Elliott recapped what the DBOT will be asked to approve at the June 22 DBOT meeting as follows:
 - * Reaffirmation of the existing tuition and fee rates at the same level as FY22
 - * An amended College Salary Schedule
 - * Reflecting positions added, deleted, or amended as of June 1, 2022
 - * Establishing a minimum wage rate of \$12.50 per hour
 - * Implementing a salary increase for all full-time employees of \$4,200 per annum implemented effective July 1, 2022 for all administrative, career service, and professional employees and August 15, 2022 for all faculty.
 - * Implementing the college's health plan selections
 - * General Fund (Fund 1) budget
 - * Authorizing revenues and expenditures for college operations
 - * Unexpended Plant Fund (Fund 7) budget
 - * Authorizing revenues and expenditures for college capital outlay projects

2. COMMENTS

Mrs. Cullens asked for clarification if the college is budgeting as if the Governor will approve everything that was presented. Mr. Bryan confirmed that the DBOT will vote at the June meeting, not today. Mr. Wright stated the he is in favor of the across-the-board increase. He asked if Vice President Elliott will share the updated salary schedule. Vice President Elliott stated that if the DBOT approves the across-the-board increase the salary schedule will be adjusted. He discussed the implementation process of the adjustment. The DBOT discussed their concerns on inflation and being fiscally sound with an annual recurring expense.

MAY 25, 2022

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Mrs. Cullens questioned the property/casualty insurance line item. Vice President Elliott gave a brief explanation of the slight increase. Mrs. Cullens thanked Vice President Elliott for his work on the budget presentation.

Mr. Wright asked for clarification on FRS plan and health insurance. Vice President Elliott stated that the legislature has change the contribution rates in FRS every year. He gave a brief overview explanation. Vice President Elliott gave a brief description of the current healthcare plans and structures. Vice President Elliott continued with a brief overview of the proposed rebalance of healthcare plans. Mr. Bryan questioned which healthcare plan would be the baseline which college employees would have to contribute towards. Vice President Elliott stated there are still discussions on which plan will be the baseline.

Mr. Atchley thanked Vice President Elliott and team for all they do to prepare the budget and for the presentation.

Dr. Leitzel commended Vice President Elliot and Mrs. Teresa Vorous for their work on the budget.

There being no further discussion, the Budget Workshop adjourned at 12:10 p.m.




OFFICE OF THE PRESIDENT

Item 1.2.2

PRESENT TO BOARD: JUNE 22, 2022

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – REGULAR MEETING – MAY 25, 2022

It is recommended that the minutes of the regular meeting held May 25, 2022 be approved as presented.

SUGGESTED MOTION:
Move to approve the minutes of the May 25, 2022 regular meeting as presented.

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
MAY 25, 2022**

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

Excused: Dr. Louis Kirschner

Staff Present:	Ms. Tiffany Barnes	Mrs. Jamie Bateman	Mrs. Ashley Bennett
	Mrs. Fabiana Castro	Mr. Mike Davis	Mr. Peter Elliott
	Dr. Brent Ferns	Ms. Cindy Garren	Ms. Michele Hall
	Dr. James Hawker	Dr. Michele Heston	Mr. Don Kesterson
	Mr. Keith Loweke	Mr. Isaac Maldonado	Ms. Taylor Massey
	Ms. Maria Gomez-Marin	Dr. Sid Valentine	Dr. Chris van der Kaay
	Mrs. Teresa Vorous	Mrs. June Weyrauch	

Excused: Dr. Mark Bukowski Mrs. Melissa Kuehnle

The regular meeting of the District Board of Trustees was called to order at 1:02 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. Bryan made a motion, seconded by Mr. Wright, to adopt the agenda of the regular meeting held May 25, 2022 as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, 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 April 20, 2022 as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

1.3 Review of Master Calendar

The Master Calendar was reviewed. No recommendations were made.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

2.1 New Employee Introduction

The following new employees were introduced:

Employee	Position	Supervisor	Hired
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	1/1/22
Maria Gomez-Marin	Case Data Specialist	Fabiana Castro	2/7/22

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 professional staff, full-time faculty, full-time career staff, resignations, reappointments, full-time administration staff, 2022-23 and adjunct faculty, 2021-22, academic year as needed as presented.

(EXHIBIT "A")

5.2 Grant Awards

5.2.1 Suncoast Remake Learning Days

Patterson Foundation \$ 1,500

5.2.2 Panther Youth Partners

CareerSource Florida \$ 650,000

5.3 Agreements and Contracts

5.3.1 Approved the renewal of lease agreement between the SFSC Foundation, Inc. and South Florida State College for the Hotel Jacaranda as presented.

(EXHIBIT "B")

5.3.2 Approved the renewal of lease agreement between Tri-County Human Services, Inc. and South Florida State College for the Florida Center of Addictions and Dual Disorders as presented.

(EXHIBIT "C")

5.3.3 Approved the 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 presented.

(EXHIBIT "D")

5.3.4 Approved the agreement between Florida Department of Health (DeSoto County) and South Florida State College as presented.

(EXHIBIT "E")

5.3.5 Approved the agreement between Florida Department of Health (Highlands County) and South Florida State College as presented.

(EXHIBIT "F")

5.3.6 Approved the agreement between HCA Florida Hospital and South Florida State College as presented.

(EXHIBIT "G")

5.3.7 Approved the agreement between HCA Florida Hospital and South Florida State College as presented.

(EXHIBIT "H")

5.3.8 Approved the agreement between Central Florida Health Care and South Florida State College as presented.

(EXHIBIT "I")

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 April 2022.

(EXHIBIT "J")

5.4.2 Property Deletion

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

(EXHIBIT "K")

5.4.3 Annual Fixed Assets Inventory

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

(EXHIBIT "L")

Mr. Atchley made a motion, seconded by Mr. Backer, 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, 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 revisions to the Board.

(*EXHIBIT "M"*)

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

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 Annual Facilities Inspection Summary Report

Mr. Elliott presented a request to accept the SFSC Fire Safety, Sanitation, and Casualty Inspection reports for the 2021-2022 year as presented. Mr. Elliott gave a brief description of the Annual Comprehensive Safety Inspection Report to the Board.

(*EXHIBIT "N"*)

Mr. Atchley made a motion, seconded by Mr. Backer, to accept the fire safety, sanitation, and casualty inspection reports for the 2021-2022 year as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, 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 April 2022.

(*EXHIBIT "O"*)

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$6,300.50** from April 1 through April 30, 2022. Mrs. Bateman highlighted the endowed chair recipients as follows:

- Mrs. Peggy Sueppel – Bill and Lisa Jarrett Endowed Chair in Business
- Dr. Daniel Sanches – Norm and Laurie Stephens Endowed Teaching Chair
- Mrs. Kathleen Cappo – Highlands County Health Facilities Authority Endowed Chair for Nursing Education
- Dr. Deborah Milliken – Highlands County Health Facilities Authority Endowed Chair for Dental Education

Mrs. Bateman recapped the Legacy Society – Howl-at-the-Moon event held on Saturday, May 7. She reported that the lease agreement between the college and Hotel Jacaranda was in the consent agenda for approval. 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 meeting she participated in with SFSC members, Mr. Swaine, and the developer's attorneys. She stated that they are still waiting to hear back from the developer's attorneys pertaining to the master lease. Mr. Wright asked Mrs. Bateman how the repairs on the Hotel Jacaranda were progressing. Mrs. Bateman gave the Board a recap and brief description of the repairs and damages that have occurred at the hotel.

9.3 Resource Development

I. Grants Development Report

Dr. van der Kaay distributed and reviewed the Grants Development Report dated 5/25/22. He gave a brief description of the grants.

II. In Development

A. Kaleidoscope Series

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

B. Perkins Postsecondary

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

C. Perkins Rural Innovation Career & Technical Ed Programs

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

III. Submitted

A. Healthy Smiles for Highlands County

Highlands County Hospital District \$ 16,090

B. Duke Energy – Electrical Lineman Program

Duke Energy \$ 100,000

C. Panther Pathway Critical Workforce Academies

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

D. Continuation Adult General Education - Highlands

Florida Department of Education (FDOE) \$ 248,169

E. Continuation Adult General Education - Hardee

Florida Department of Education (FDOE) \$ 70,725

F. Grants in Aid of Research for Undergraduate Students At Florida’s Minority-Serving & Primarily Undergraduate Institutions

Florida Academy of Sciences \$ 2,000

9.4 President’s Report

Dr. Leitzel reported on the following items:

1. Recapped the 2023 Aspen Prize Top 25 semifinalist and recognized the three other Florida institutions that made the top 25.
2. Recognized and congratulated Mr. Terry Atchley for being awarded the 2022 Home Rule Hero Award. Mr. Atchley stated it is an honored to be awarded.
3. End of Academic Year Activity Highlights: Student Art Show; Panther Athletics Student Award Ceremony; Student Award Day; and Culinary Arts Student Appreciation.
4. Highlighted Spring Commencement on May 10.
5. Program Graduations: Dental Hygiene Pinning, May 6; Associate in Science in Nursing Pinning, May 12; and Paramedic-Fire Combined Graduation, May 18.

6. 2022-23 Marketing Campaign: Dr. Leitzel shared the current logo and gave a brief overview of the use guidelines for the college logo. He shared the center justification with the Board that the marketing firm would like to use in the new campaign. Dr. Leitzel asked the Board for permission to use the center justification. **Mr. Atchley made a motion, seconded by Mr. Bryan, to grant permission for the marketing firm to modify the current SFSC logo for the up-coming marketing campaign.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**
7. Recapped and highlighted Chancellor Hebda's Highlands campus tour/visit on May 24.
8. Ms. Garren presented the 2022-23 Cultural Arts Season Line-up and highlighted each of the season's performers.
9. June 22 DBOT meeting: Dr. Leitzel stated that Mr. Elliott will recap the budget proposal and the budget approval will be a part of the regular meeting.
10. July 13 DBOT meeting: Dr. Leitzel asked the Board for permission to hold the dedication/ribbon cutting ceremony for the AdventHealth Center for Nursing Excellence at 11:30 a.m. prior to the regular meeting beginning at 1:00 p.m. The Board agreed to host the dedication/ribbon cutting ceremony on July 13 prior to the DBOT meeting.

9.5 Board Attorney's Report

Mrs. Karlson stated no report.

9.6 Board Members' Reports

Mr. Backer thanked Mr. Elliott and team for their work on the budget and asked that everyone keep Texas in their prayers.

Mr. Wright thanked Mrs. Karlson for her continued good work as the college attorney. He shared an encouraging conversation on undergraduate research that he had with Dr. Mintoo Patel.

Mr. Bryan thanked everyone for their work on the budget and budget workshop.

Mrs. Rider stated no report.

Mr. Atchley stated that he appreciates the SFSC employees and the work that was put into the budget workshop. He gave encouraging words to those attending the DBOT meeting. Mr. Atchley thanked Mrs. Karlson for her continued work as the college attorney. He shared that he was able to participate in the May 13 Southern Region meeting for the first time and thanked Mrs. Cullens for her good work.

9.7 Board Chair Report

Mrs. Cullens thanked the Board for being at both the budget workshop and DBOT meeting. She thanked those who worked on the budget. Mrs. Cullens recognized and thanked Mrs. Karlson for her continued work. Mrs. Cullens wished everyone a happy and safe Memorial weekend.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:20 p.m.




OFFICE OF THE PRESIDENT

Item 1.3

PRESENT TO BOARD: JUNE 22, 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

JUNE 2022	JULY 2022	AUGUST 2022
22 Board Meeting, 1 PM Highlands Campus	13 AdventHealth Sebring Center for Nursing Excellence Dedication/Ribbon Cutting, 11:30 AM 13 Board Meeting, 1 PM Highlands Campus	15 Convocation 17 Board Meeting, 1 PM Highlands Campus
SEPTEMBER 2022	OCTOBER 2022	NOVEMBER 2022
21 Board Meeting, 1 PM Highlands Campus	19 Board Meeting, 1 PM Highlands Campus 23-29 ACCT Leadership Congress New York, NY	No Board Meeting
DECEMBER 2022	JANUARY 2023	FEBRUARY 2023
7 Board Meeting, 1 PM Highlands Campus 15 Fall Commencement	18 Board Meeting, 1 PM Highlands Campus	No Board Meeting 5-8 ACCT National Legislative Summit, Washington, DC
MARCH 2023	APRIL 2023	MAY 2023
22 Board Meeting, 1 PM Highlands Campus	19 Board Meeting, 1 PM Highlands Campus	9 Spring Commencement 17 Board Meeting, 1 PM Highlands Campus
JUNE 2023	JULY 2023	AUGUST 2023
21 Board Meeting, 1 PM Highlands Campus	19 Board Meeting, 1 PM Highlands Campus	TBD Board Meeting, 1 PM Highlands Campus
SEPTEMBER 2023	OCTOBER 2023	NOVEMBER 2023
TBD Board Meeting, 1 PM Highlands Campus	TBD Board Meeting, 1 PM Highlands Campus	No Board Meeting

New Addition


Tentative *

2.0 Communications, Introductions, and Recognitions



OFFICE OF THE PRESIDENT

Item 2.1

PRESENT TO BOARD: JUNE 22, 2022
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: NEW EMPLOYEE INTRODUCTION

Employee	Position	Supervisor	Hired
Anthony Record	MOFAC Curator	Cindy Garren	3/1/22




OFFICE OF THE PRESIDENT

Item 2.2

PRESENT TO BOARD: JUNE 22, 2022

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: EMPLOYEE RETIREMENT ACKNOWLEDGEMENT

Employee	Position	Dates of Service
Darlene Saccuzzo	Professor, Dental Education	1/5/2005 – 6/22/2022

SUGGESTED MOTION:

Move to recognize the retirement of Darlene Saccuzzo for her many years of service to South Florida State College.

3.0 *Public Comment*


4.0 *Presentations*

5.0 Consent Agenda Action Items



OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: JUNE 22, 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.

CONSENT AGENDA ACTION ITEMS		Page
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	5.3.3 Training Provider Agreement – CareerSource Southwest Florida	
5.4	Operating Actions	38
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	5.4.2 Property Deletion	



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: JUNE 22, 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:

I. APPOINTMENTS, FULL-TIME FACULTY:		
<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Diana Fernandez	Counselor	6/13/2022
II. APPOINTMENTS, FULL-TIME PROFESSIONAL STAFF:		
<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Emily Dabolt	Coordinator, Heartland Pathways 2 Success Project	6/1/2022
III. APPOINTMENTS, FULL-TIME CAREER STAFF:		
<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Lisa Clayton-Alley*	Library Assistant II, Circulation	6/1/2022
Marsha Cowles	Office Manager, Hardee	6/1/2022
*Internal transfer		
IV. RESIGNATIONS:		
<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Jenny Grenke	Administrative Assistant II, Adult Ed/Tech	5/26/2022
Elmer Espiritu	Custodian	5/31/2022
V. RETIREMENTS:		
<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Darlene Saccuzzo	Professor Dental Education	6/22/2022

VI. ADJUNCT FACULTY, 2021-22, ACADEMIC YEAR AS NEEDED:		
<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Michelle Campbell	ABE/GED/ESOL	III
Royce Marlow	Criminal Justice A.S. Degree Program	II
Janet Rodriguez	ABE/GED/ESOL	III
Barry Schnable Jr	Criminal Justice A.S.	III
Ardell Sutton	Commercial Vehicle Driving	IV
Stuart Swanberg	Math Immersion	III
Timothy Wilder	Master Student	II

VII. ADJUNCT FACULTY, 2022-23, ACADEMIC YEAR AS NEEDED:		
<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Alexander Aguilar	Graphic Arts/ABE/GED/ESOL	II
Mehdi Ahadpour	ABE/GED/ESOL	II
Douglas Andrews	Education/Music/Humanities	IA
Jeffrey Babbitt	HVAC Technology	IV
Brandon Ball	Criminal Justice/EMS Programs/Fire Programs	II
Todd Barton	Firefighter	IV
Kristina Belanger	Business/Business Law/Legal & Ethical Environ	I
Richard Berning	EMS Programs	IIIB
E G Bishop	Psychology	I
Alicia Black	Phlebotomy	IIIB
William Bluhm	Welding	III
Tanya Boatwright	Nursing	II
James Bodeck	Firefighter	IV
George Bodnar	Welding	IV
Jeanette Braddock	Public Safety Telecommunications Program	IV
Allen Branch	Anatomy & Physiology/Nursing	II
Teresa Brandeberry	CDL Instructor	IV
Ramunda Brown	Criminal Justice	IV
Gregory Bubb	Criminal Justice A.S. Degree Program	II
Sean Bueford	Criminal Justice	IV
Joseph Burke	CDL Instructor	IV
Victoria Burnett	English	II
Danielle Burnsed	CJ/Telecommunications	IIIB

VII. ADJUNCT FACULTY, 2022-23, ACADEMIC YEAR AS NEEDED:			
<u>Name</u>	<u>Teaching Area</u>		<u>Rank</u>
Raymond Cameron	Religion		II
Carolyn Campbell	Mathematics		IIA
Christopher Campbell	EMS Programs/Fire Programs		IIIB
Michelle Campbell	ABE/GED/ESOL		III
George Carlisle II	Criminal Justice		III
Michelle Carroll	Soft Skills/Professional Development		II
Linda Carter	English		II
Michael Carter	English		II
Ronnie Carter	Real Estate		III
Gary Cartwright Jr	Criminal Justice		IV
Roberta Case	Criminal Justice		III
Magdalisse Castillo	ABE/GED/ESOL		II
Rosa Cendejas	Dental Assisting		III
Angel Chabrier	ABE/GED/ESOL		II
Kerry Chavis	ABE/GED/ESOL		II
Laura Christ	Yoga		IV
Erik Christensen	Math/Physics/Soft Skills 5G and Prof Dev		IIA
Diana Cobble	American Sign Language		II
Joseph Colamonico	Electrical Apprenticeship		IV
Donald Colip	CJ/Telecommunications		IV
LaKisha Collins	Criminal Justice		II
Noah Connell	Fire Science Programs/EMS Programs		IV
Shantavia Conner	Accounting and Business		II
Jeff Cornelius	Business/Mgmt & Supervision/Marketing		II
Ellen Cover	Biology/Env Science/Ecology/Marine Biology		I
Michael Cowles	ABE/GED/ESOL		II
Joni Creed	History		II
Darlene Crook	Nursing		II
Irving Cruz Chavez	ABE/GED/ESOL		III
Evelyn Cruz	Nursing		II
Chandra Cunningham	Criminal Justice		IV
Tonya Dagna	A.S. RN to BSN/Practical Nursing		II
Karyn D'Amico	ABE/GED/ESOL		II
Daniel Danley	Criminal Justice		IIIB

VI. ADJUNCT FACULTY, 2022-23, ACADEMIC YEAR AS NEEDED:			
	<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
	Linda Davis	Superv/Mgmt (BAS)/Network Systems Tech	I
	Danielle Day	English/Humanities/Psychology/Criminal Justice	I
	Willard Decker	Criminal Justice	IV
	Maria Dela Cruz	Nursing: ADN, PN, Nurse Assistant	I
	Paula DeLuca	Engineering Technology	II
	Anthony Derosa Perez	Fire Science Programs	IV
	Dixie Detelj	Nursing	II
	Terry Don	English/Humanities	II
	Kimberley Dos Santos	Elementary Education	I
	Christine Douglass	Nursing (Clinicals only)	II
	Jess Driskell	ABE/GED/ESOL	III
	Mathew Drury	Mathematics	II
	MaryLynn Durkin	Medical Assisting/CPR	IV
	Carol Dutton	Business/Accounting	IA
	John Eason	Criminal Justice/CPR	IIIB
	Johnny Eiland	Auto Collision Repair and Refinishing	IV
	Maria Theresa Espiritu	Nursing	II
	Daniel Estabrooks	Biology	II
	Joshua Eubanks	Economics	II
	Joshua Exendine	EMS & Fire Science	IIIB
	Calvin Falwell	Music Appreciation	II
	James Fansler	Criminal Justice	IV
	Joshua Ferrante	EMS Programs	IIIB
	Carole Francois	Dental Education	IIIB
	Patti Gander	Engineering Technology	II
	Austin Garza	Criminal Justice	III
	Linette Geisel	ABE/GED/ESOL	II
	Esther Gill	Humanities Survey/History/Conv Spanish	II
	Thomas Gilliard	Criminal Justice	IV
	Kimberly Goddard	Practical Nursing, ADN, Lab Only	III
	Marilyn Goodman	Nursing: ADN, PN, Nurse Assistant	I
	Marjorie Gray	ABE/GED/ESOL	III
	Amanda Green	Legal and Ethic Courses	I
	Christine Greenwald	Nursing: ADN, PN, Nurse Assistant	II
	Beverly Grinis	Microcomputers	IIA
	Jasmine Groover	ABE/GED/ESOL	III

VI. ADJUNCT FACULTY, 2022-23, ACADEMIC YEAR AS NEEDED:			
	<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
	Carrie Guffy	Music Appreciation	II
	Calvin Gunn	Criminal Justice	IV
	Glenn Hales	ABE/GED/ESOL	I
	Eric Hanks	EMS Programs/FS Programs	IIIB
	Timothy Hansen	Culinary Arts/Food Management	IIIB
	Thomas Haralson Jr	Business	II
	Thomas Haralson	Criminal Justice	IV
	Terri Harrison	Business, Management, Leadership	II
	William Henderson	ABE/GED/ESOL	III
	Micah Hendrickson	Adult Ed/Parent, Ed& Family Stabilization	II
	Juan Hernandez	Psychology	I
	Tiffany Hernandez	Dental Hygiene	III
	Todd Hidde	Welding	IV
	Kelly Hinkle	EMS Programs	IV
	Sullyann Hinkle	Education	II
	Brett Hogan	EMS Programs/FS Programs	IIIB
	Gayle Horton	Philosophy	I
	James Houseknecht	Dev Mathematics courses only	II
	Jennifer Huff	EMS Programs	IIIB
	Penelope Jahna	Mathematics (DE)	II
	Emmeline Jean Baptiste	Nursing	II
	Brian Jenkins	FS Programs	IIIB
	Ryan Jenkins	FS Programs	IV
	Ernesto Jimenez	ABE/GED/ESOL	III
	Grover Johnson	Elec Apprent/Com Vehicle Driving/CCE CDL	IV
	LaShon Johnson	EMS Programs	IIIB
	Nathan Johnson	Mathematics	II
	Sharmin Jones	Nursing (Associate's Degree)	II
	Edward Kelly	Automotive Service Technology	IV
	Jillian Kingery	CJ/Telecommunications	IV
	William Kingston Jr	Firefighter	IV
	Brookelyn Knight	Accounting	II
	Richard Kogelschatz	Education	II
	Jennifer Korn	Biology/Anatomy & Physiology/Botany	I
	Christine Kortbein	ABE/GED/ESOL	II
	Melissa Kurtz	Criminal Justice	IIIB
	Dale LaFlam	Criminal Justice	IIIB
	Anne Lang	Child Development & Education	III
	Luci Latina	ABE/GED/ESOL/Humanities	I
	Angel Lightfoot	ABE/GED/ESOL	II

VI. ADJUNCT FACULTY, 2022-23, ACADEMIC YEAR AS NEEDED:			
	<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
	William Lindley	ABE/GED/ESOL	II
	Steven Locklar	ABE/GED/ESOL	II
	Larid Lopez	ESOL	II
	Yvette Lujan	Speech Communicaion	II
	Brian Lynch	EMS Programs	III
	Ariel Madden	Computer and Business	II
	Austin Maddox	FS Programs	IV
	Kathryn Maddox	ABE/GED/ESOL/Developmental English	III
	Tanna Markel	Drafting & Design/Dev Math/ABE/GED/ESOL	III
	Evelyn Marley	Practical Nursing, ADN, Lab Only	IIIB
	Royce Marlow	Criminial Justice A.S. Degree Program	II
	Betty McCarthy	Art	IV
	Michael McCoy	Education/FYE	I
	Margaret McDonald	Practical Nursing/Nursing Assistant	IIIB
	Crystal McGann	Public Safety Telecommunications Program	IV
	Terri McGuire	Nursing Programs	II
	Teri McLaren	English & Literature, Art, Humanities	IIA
	Emily Ann Miller	A.S. RN to BSN/Practical Nursing	II
	Denise Miriani	ABE/GED/ESOL/Driver Education	III
	Monica Collier	Prac Nursing/Assoc Degree Nursing Clinicals	III
	Anne Moore	Humanities	II
	Carlton Morman	ABE/GED/ESOL	III
	Russell Morris	Criminal Justice	IIIB
	Michael Morse	Criminal Justice	IV
	Jackson Mosley	Biological Sciences/Intro to Environ Science	II
	Hannah Napier	Criminal Justice/Telecommunications	IV
	Rachel Nawrocki	ABE/GED/ESOL/Business/Corp Ed Business	IA
	Jarrold Newsome	Criminal Justice	IV
	Colin Nicholas	Personal Health/Community Health	I
	Michael Noel	Business	II
	Penney Norton	Child Development & Education	II
	Laura Ontermmaa	ABE/GED/ESOL	III
	Sarah Oravec	English/Humanities/Spanish	II
	Jesus Perez	EMS Programs	III
	Ronald Perry	Criminal Justice	IIIB
	Douglas Peters Sr	Engineering Technology (Mechatronics Cert)	IV
	Danny Phelps	PACT Carpentry	IV
	David Phillips	EMS Programs	IV
	Gary Pollard	Phlebotomy	IV
	Barbara Powell	Health Sciences	II
	Luis Pratts Martinez	Criminal Justice	IV

VI. ADJUNCT FACULTY, 2022-23, ACADEMIC YEAR AS NEEDED:		
<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
JT Pridgeon	Commercial Vehicle Driving - Refresher Training	IV
Chris Priest	Theatre Appreciation	I
Melanie Proteau Blake	ESOL/ABE/GED	III
John Rankin	Basic Construction Electric	IV
Donna Reed	ABE/GED/ESOL	II
Melody Reeder	Nursing (Clinicals Only)	III
Allen Reesor	Comparative Religion	I
Linda Reesor	Nursing/Health Services	I
Shirley Reyes	Nursing	II
Rex Richey	Criminal Justice	IV
Melynda Rigdon	Practical Nursing & ADN (clinicals only)	III
Jacob Riley	Criminal Justice	IV
Kimberly Riley	Agriculture/Horticulture	IIA
Idalmy Rios	Practical Nursing/ADN Clinicl Lab	III
Steven Ritenour	Criminal Justice	IIIB
Carlos Rivera Jr	FS Programs	IIIB
Bryan Robbins	Logistics/Sup Chain Mgmt/Business/5G	II
Garrett Roberts	Criminal Justice/A.S. Degree CJ	I
Richard Roberts	Ed/Microcomp Systems & Hardware & E-Com	II
Janet Rodriguez	ABE/GED/ESOL	III
Elder Salvador	Criminal Justice	IV
Samuel Samperi	AC Technology	IV
Susan Savage	CNA Intro to Health	IV
Barry Schnable Jr	Criminal Justice	III
Glenn Schudel	English/Humanities	II
Jason Schwarze	Mathematics	II
Bryant Serrano	ABE/GED/ESOL	III
Paul Shannon	FS Programs/EMS Programs	III
Shannon, Robert	Criminal Justice	II
Kenneth Sheffield	ACLS/PALS/BLS (CWE only) Fire Science	IV
Robin Sherwood	Criminal Justice	II
Kevin Shireman	Fire Science Programs	IV
Donald Simmons	Driver Education	IV
Laura Simmons	Nursing	II
James Simpson	EMS Programs/Fire Programs	IIIB
L McQueen Small	QuickBooks	III
Gregory Smith	CPR/First Aid, BLS	III
Kimberly Ann Smith	Developmental Mathematics/Math of Finance	III
Shane Smith	Criminal Justice/Telecommunications	IV

VI. ADJUNCT FACULTY, 2022-23, ACADEMIC YEAR AS NEEDED:			
	<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
	Crystal Snead	Criminal Justice	III
	Nancy Sneider	EMS & Fire Science	IIIB
	Betty Sorrells	Education	II
	Robert Spencer	Criminal Justice	IV
	Duane Sunnarborg	Developmental Math	II
	Ardell Sutton	Commercial Vehicle Driving	IV
	Stuart Swanberg	Math Immersion	III
	Sharon Taboada	ABE/GED/ESOL	II
	Steven Tarter	Electrical Apprenticeship	IV
	Austin Taylor	Public Safety Telecommunications Program	IV
	Melody Thomas	English	II
	Debbie Ann Thompson	Cosmetology	IV
	Ellen Thornton	Reading/Educator Preparation Institute	II
	Charles True IV	EMS Programs/Fire Science	IIIB
	Nancy Vance	Nursing (Clinicals and PN)	III
	Veronica Walker	Nursing	II
	Kimberley Wasdin	Business/Marketing	II
	Louise Weis	Art	IV
	Timothy Wilder	Master Student	II
	Jason Wilkinson	Accounting/Business	II
	Mellanie Williams	Criminal Justice/Telecommunications	IV
	Rachel Wood	English/Humanities	II
	Michael Woods	Speech	II
	Shelly Word	Political Science	IIA
	Cyril Wright Jr	Criminal Justice	IV
	Jerry Wright	Education	I
	John Yannuzzi	PACT Plumbing	IV
	Michelle Yates	Nutrition	II
	Brian Zorn	EMS Programs/Fire Science	IV

SUGGESTED MOTION:

Move to approve the personnel recommendations as presented.




OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: JUNE 22, 2022

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – HEALTHY SMILES FOR HIGHLANDS COUNTY

Title: Healthy Smiles for Highlands County
Source: Highlands County Hospital District
Amount: \$5,000
Description: Funding has been awarded to continue providing preventive dental services to high-need populations throughout Highlands County, including children, indigent adults, and residents with special needs.

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



OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: JUNE 22, 2022

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: DUAL ENROLLMENT AGREEMENT – SCHOOL BOARD OF POLK COUNTY

Approval is requested to **renew** the dual enrollment agreement between the School Board of Polk County and South Florida State College for the purpose of providing dual enrollment opportunities to Highlands County. This agreement renews annually.

SUGGESTED MOTION:

Move to approve the renewal the dual enrollment agreement between the School Board of Polk County and South Florida State College as presented.




OFFICE OF THE PRESIDENT

Item 5.3.2

PRESENT TO BOARD: JUNE 22, 2022

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: DUAL ENROLLMENT AGREEMENT – PARKVIEW PREP ACADEMY

Approval is requested to renew the dual enrollment agreement between Parkview Prep Academy and South Florida State College for the purpose of providing dual enrollment opportunities to Highlands County. This agreement renews annually.

SUGGESTED MOTION:
Move to approve the renewal of the dual enrollment agreement between Parkview Prep Academy and South Florida State College presented.




OFFICE OF THE PRESIDENT

Item 5.3.3

PRESENT TO BOARD: JUNE 22, 2022

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: TRAINING PROVIDER AGREEMENT – CAREERSOURCE SOUTHWEST
FLORIDA

Approval is requested to **renew** the training provider agreement between Career Source Southwest Florida and South Florida State College for the purpose of providing services to include wage verification, wage tracking, and job placement in Charlotte, Collier, Glades, Hendry and Lee counties. This agreement renews annually.

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



OFFICE OF THE PRESIDENT

Item 5.4.1

PRESENT TO BOARD: JUNE 22, 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 May 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	492	\$646,106.20	139	\$1,217,664.51	321	\$93,547.25	952	\$1,957,317.96
May	261	\$368,322.73	131	\$1,032,658.62	438	\$102,365.65	830	\$1,503,347.00
June							0	\$0.00
Totals	10486	\$14,409,500.82	1359	\$11,925,892.31	4668	\$1,434,483.06	16513	\$27,769,876.19

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	8	\$14,309.25	438	\$969,455.97	446	\$983,765.22
May	10	\$32,934.71	433	\$1,038,563.02	443	\$1,071,497.73
June					0	\$0.00
Totals	107	\$183,316.60	4530	\$10,444,559.19	4637	\$10,627,875.79

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	830	\$1,503,347.00	\$27,769,876.19
June	1,836	\$2,575,384.32	\$24,967,183.75			
Totals	14,826	\$24,967,183.75		16,513	\$27,769,876.19	

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	443	\$1,071,497.73	\$10,627,875.79
June	395	\$891,310.74	\$11,210,959.38			
Totals	5115	\$11,210,959.38		4637	\$10,627,875.79	




OFFICE OF THE PRESIDENT

Item 5.4.2

PRESENT TO BOARD: JUNE 22, 2022

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: PROPERTY DELETION

Authorization is requested to delete the equipment items listed below. The capitalized items (over \$5,000) have been fully depreciated. Therefore, there is no financial impact. These items were damaged by hail in the April 2022 storm and are beyond repair. Our insurance carrier, Florida College Risk Management Consortium, has determined they will be totaled for salvage. The insurance payout for these two vehicles will be \$5,975 and \$3,125 respectively.

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

Tag #	Date Purchased	Description	Cost	Condition
13869	1/3/2005	2005 Ford Econoline	\$19,092	Poor
14207	6/6/2006	2007 Ford Freestar	\$14,147	Poor

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

8.0 *Purchasing and Other Action Items*




OFFICE OF THE PRESIDENT

Item 8.1

PRESENT TO BOARD: JUNE 22, 2022

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: CURRENT UNRESTRICTED FUND BUDGET

Pursuant to State Board of Education Rule 6A-14.0716, Florida Administrative Code – Florida College System Budgets, the College shall prepare a budget for the Unrestricted Current (General) Fund in such form as prescribed by the State Board of Education. The District Board of Trustees shall approve the budget and it shall be submitted to the Chancellor of the Florida College System no later than June 30. Enclosed is the College’s proposed General Fund budget for FY2022-23 inclusive of all funding sources. This budget includes the impact of the changes to the College Salary Schedule and other economic and programmatic driven changes discussed at the Budget Workshop on May 25, 2022. This budget provides for projected revenues of \$29.3 million, expenditures of \$29.3 million, and a projected ending fund balance percentage of 10.16%. As we did last fall, because we will have an ending fund balance percentage over 5%, we will be presenting a “Spending Plan” as required by Section 1013.841, FS. at the September meeting.

SUGGESTED MOTION:
Move to accept the Current Unrestricted Fund budget as presented.




OFFICE OF THE PRESIDENT

Item 8.2

PRESENT TO BOARD: JUNE 22, 2022

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: FY2022-23 SALARY SCHEDULE

Pursuant to District Board of Trustees Policy 5.14 – Salary Schedule and Compensation, the Board approves all salary schedules and directs the President to administer the salary schedules and employee compensation for regular, temporary, and supplemental work assignments. Enclosed is the recommended Salary Schedule for FY2022-23 reflecting positions added, deleted, or amended as of June 1, 2022; establishing a minimum wage rate of \$12.50 per hour for all regularly established positions; implementing a salary increase for all full-time employees of \$4,200/per annum implemented effective July 1, 2022 for all administrative, career service, and professional employees and August 15, 2022 for all faculty; and implementing the College’s health plan selections. The financial impact of the changes in the Salary Schedule is an increase in personnel cost of \$1.55 million which is incorporated into the College’s proposed budget for FY2022-23.

SUGGESTED MOTION:
Move to approve the amended Salary Schedule establishing a minimum wage rate of \$12.50 per hour for all regularly established positions; implementing a salary increase for all eligible full-time employees of \$4,200 per year implemented effective July 1, 2022 for all administrative, career service, and professional employees, and August 15, 2022 for all faculty; and implementing the college’s health plan selections as presented.




OFFICE OF THE PRESIDENT

Item 8.3

PRESENT TO BOARD: JUNE 22, 2022

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: CAPITAL OUTLAY BUDGET

Pursuant to Section 1011.012, Florida Statutes – Annual capital outlay budget, the District Board of Trustees shall adopt a capital outlay budget for the ensuing year in harmony with the educational plant and ancillary facilities plan. The budget shall designate proposed capital outlay expenditures from all fund sources. Enclosed is the College’s proposed capital outlay budget for FY2022-23 inclusive of all funding sources which reflects the projects currently funded from appropriations in prior years, projects planned with current year appropriations, and project planned with local funds.

SUGGESTED MOTION:
Move to approve the capital outlay budget as presented.


	UNEXPENDED PLANT & RENEWALS / REPLACEMENT FUND (FUND 7)			
	LOCAL	LICENSE TAG	PECO (STATE)	TOTAL
	FUNDS	FEES (CO&DS)	FUNDS	
PROJECTED FUND BALANCE 06-30-22				
Including Encumbrances	\$ 1,375,624	\$ 2,265,396	\$ -	\$ 3,641,020
ESTIMATED REVENUE: (BY SOURCE)				
Student Capital Improvement Fees	\$323,000			\$323,000
State Appropriation - Deferred Maintenance			\$6,589,215	\$6,589,215
PECO Appropriation - Ren. College-Wide Mechanical Infrastructure			\$1,120,642	\$1,120,642
License Tag Fees		\$65,000		\$65,000
Interest	\$1,000	\$5,000		\$6,000
TOTAL AVAILABLE	\$1,699,624	\$2,335,396	\$7,709,857	\$11,744,877
ESTIMATED EXPENDITURES: (BY PROJECT)				
Technology Enhancements	\$200,000			\$200,000
Security Enhancements	\$75,000			\$75,000
Deferred Maintenance Projects			\$2,000,000	\$2,000,000
Roof & HVAC Replacements/Repairs		\$500,000		\$500,000
PECO Maintenance			\$750,000	\$750,000
Capital Improvement Fee Program	\$500,000			\$500,000
PROJECTED FUND BALANCE 06-30-23	\$924,624	\$1,835,396	\$4,959,857	\$7,719,877
Including Encumbrances				

Interest earned on these funds are credited back to the project per statutory requirements. Revenue and expenditure budgets will be increased from these amounts based on interest already earned to reflect all moneys available for expenditure within a project. The projected fund balances for June 30, 2022 will be updated to actual to reflect year-end balances and budget amounts for 2022-23 will be adjusted accordingly.



OFFICE OF THE PRESIDENT

Item 8.4

PRESENT TO BOARD: JUNE 22, 2022
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: CAPITAL IMPROVEMENT PLAN (CIP)

Attached is a summary of the proposed renovation projects to be included with our Capital Improvement Plan (CIP) documents due July 1, 2022. The Capital Improvement Plan and Legislative Budget Request have been prepared in accordance with the approved Educational Plant Survey (2018-2023). Board approval is required.

The CIP process requires that we prioritize the projects annually:

- New Construction Projects- includes new facilities and additions
- Remodeling Projects- changes the use of currently assigned space
- Renovation Projects- improves or repairs existing facilities and/or provides infrastructure enhancements/improvements.

The documents have been prepared with due consideration of enrollment projections, anticipated program changes, and a current assessment of all facilities/infrastructure. If additional information or clarification is desired, please advise.

SUGGESTED MOTION:
Move to approve the Capital Improvement Plan for 2023-2024 through 2025-2026 and submission to the Division of Florida Colleges as presented.

FLORIDA COLLEGE SYSTEM
CIP 2 SUMMARY
CAPITAL IMPROVEMENT PLAN AND LEGISLATIVE BUDGET REQUEST
2023-2024 through 2025-2026

COLLEGE: South Florida State College

MAINTENANCE, REPAIR & RENOVATION PROJECTS

PRIORITY #	INITIAL REQUEST YEAR	PROJECT TYPE	PROJECT TITLE (include Site)	SITE No.	CIP PAGE REF.	2023-2024	2024-2025	2025-2026	THREE YEAR TOTAL	TOTAL PRIOR APPROP	LOCAL FUNDS	TOTAL PROJECT COST*	ON APPROVED SURVEY?
1	2022	Renovation	Mechanical Infrastructure Phase II	1,2,7,8		\$ 1,659,608	\$ 1,659,607	\$ -	\$ 3,319,215			\$ 3,319,215.00	YES
2	2016	Renovation	Roof Replacements College-Wide	1,2,7,8		\$ 700,000	\$ 820,000	\$ 750,000	\$ 2,270,000			\$ 2,270,000.00	YES
3	2016	Renovation	Enhanced Security College-Wide	1,2,7,8		\$ 250,000	\$ 150,000		\$ 400,000			\$ 400,000.00	YES
4	2021	Renovation	ADA, Custodial, Sanitation Improvements College-Wide	1,2,7,8		\$ 450,000	\$ 150,000	\$ 150,000	\$ 750,000			\$ 750,000.00	YES
5	2016	Renovation	Swimming Pool	1		\$ 500,000	\$ -		\$ 500,000			\$ 500,000.00	YES
TOTAL MAINTENANCE, REPAIR & RENOVATION PROJECTS												\$ 7,239,215	

*Total Project Cost includes funding from all sources




OFFICE OF THE PRESIDENT

Item 8.5

PRESENT TO BOARD: JUNE 22, 2022

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: RECERTIFICATION OF DIRECT SUPPORT ORGANIZATION (DSO)

Request for Recertification of Direct Support Organization:

In accordance with SFSC Policy 8.01, the South Florida State College Foundation, Inc. respectfully requests recertification to function on behalf of SFSC during the College's 2022-2023 Fiscal Year. Legal Authority: Florida Statute 1004.70.

SFSC policy 8.01 states that "each direct support organization (DSO) wishing to operate under the auspices of South Florida State College must be annually certified by the SFSC District Board of Trustees as meeting the conditions set forth by the Board. Direct support organizations so certified by the Board may be permitted the use of the College's property, facilities and personnel services."

Conditions for certification include the following:

1. The DSO shall exist for the purpose of providing financial, scholarship, facility, equipment and other support to the College and its programs and students.
2. The DSO shall provide full, complete, and timely information on all of its activities to the SFSC District Board of Trustees as follows:
 - a. One or more members of the SFSC DBOT shall be designated by the Chair of the DBOT to serve as liaison voting members of the Board of Directors and the Executive Committee of the DSO.
 - b. The College President shall be a voting member of the Board of Directors and the Executive Committee of the DSO.
 - c. The College's Controller shall serve as ex-officio member of the Board of Directors of the DSO in the capacity of Assistant Treasurer.
 - d. The DSO shall make monthly reports to the DBOT.
 - e. The Executive Director of the DSO shall report administratively to the College President.
 - f. The DSO shall submit its annual independent audit and Income Tax Form 990 to the DBOT for review and acceptance.
3. The DSO will make an annual report on its activities in the spring of each year (typically May or June) so that the DBOT may certify the DSO by July 1st.

Summary of yearly accomplishments:

The South Florida State College Foundation, Inc. operates on a calendar fiscal year. During 2021 the SFSC Foundation continued to meet each of the mandates specified above. Specific activities and accomplishments for the year include:

Revenue

• Number of gifts	=	856
• Amount received	=	\$ 1,004,260.30
• Investment income	=	\$ 2,711,985.34
• Donated services	=	\$ 194,526.09
• Rental Income	=	<u>\$ 302,149.57</u>
Total		\$4,212,921.30

Pledged Gift

• Field House Project	=	\$ 850,000.00
• General Nursing Scholarship	=	\$ 19,572.32
• Highlands County Bar Assoc. Scholarship	=	\$ 1,000.00
• Partnership Project	=	<u>\$ 2,730,000.00</u>
Total		\$ 3,600,572.32

Scholarships

• Number	=	328
• Amount awarded	=	\$176,781.98

Teaching Chairs awarded = Four

Take Stock in Children:

Currently in program	=	144
High School graduates	=	565
Currently in college	=	214
College graduates	=	310

SFSC programs supported = All academic programs at the College

Facilities leased to SFSC = One

Board members elected = One

DSO support from the College = In 2021, the College provided a budget of approximately \$210,763 to the Resource Development Office, with partial funding used to support the operation of the DSO.

Value added = \$1,004,260.30 raised at a cost to SFSC of \$194,526.09 devoted to operations, represents a significant ROI for the College.

Indebtedness of DSO = The SFSC Foundation has no indebtedness.

SUGGESTED MOTION:

Move to accept the 2021 independent audit and IRS form 990 and to reauthorize the SFSC Foundation, Inc. to work on behalf of the college as a direct support organization for the 2022-2023 fiscal year.

9.0 Reports




OFFICE OF THE PRESIDENT

Item 9.1

PRESENT TO BOARD: JUNE 22, 2022

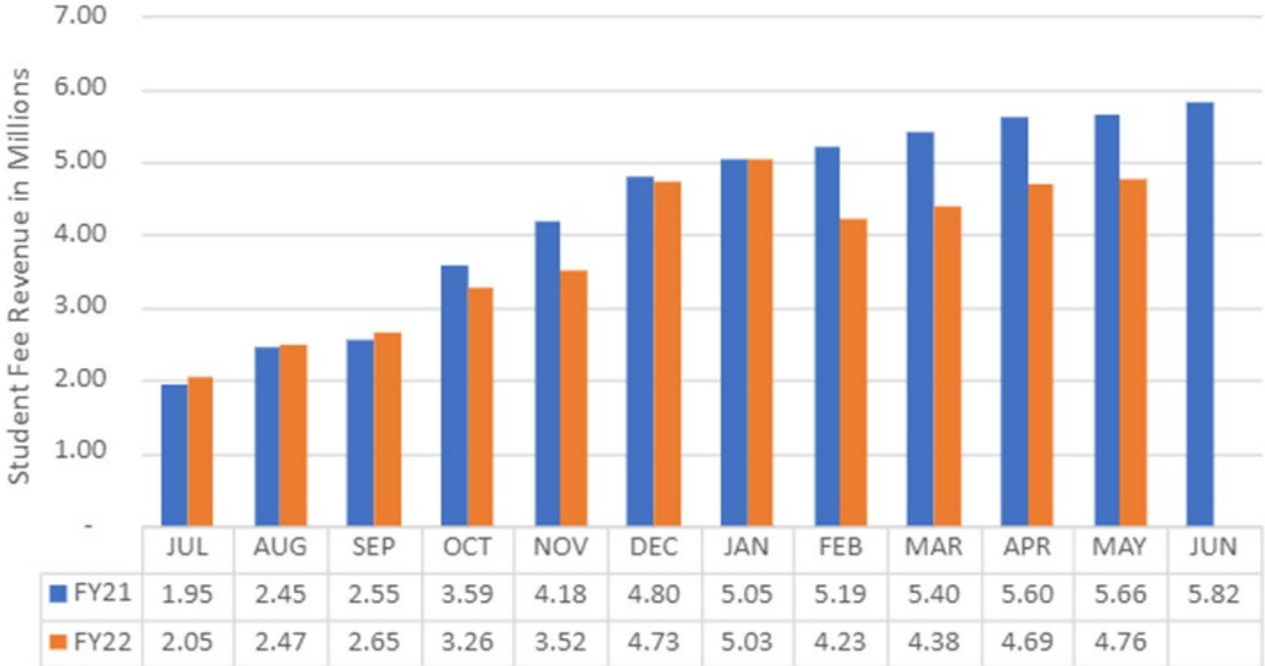
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

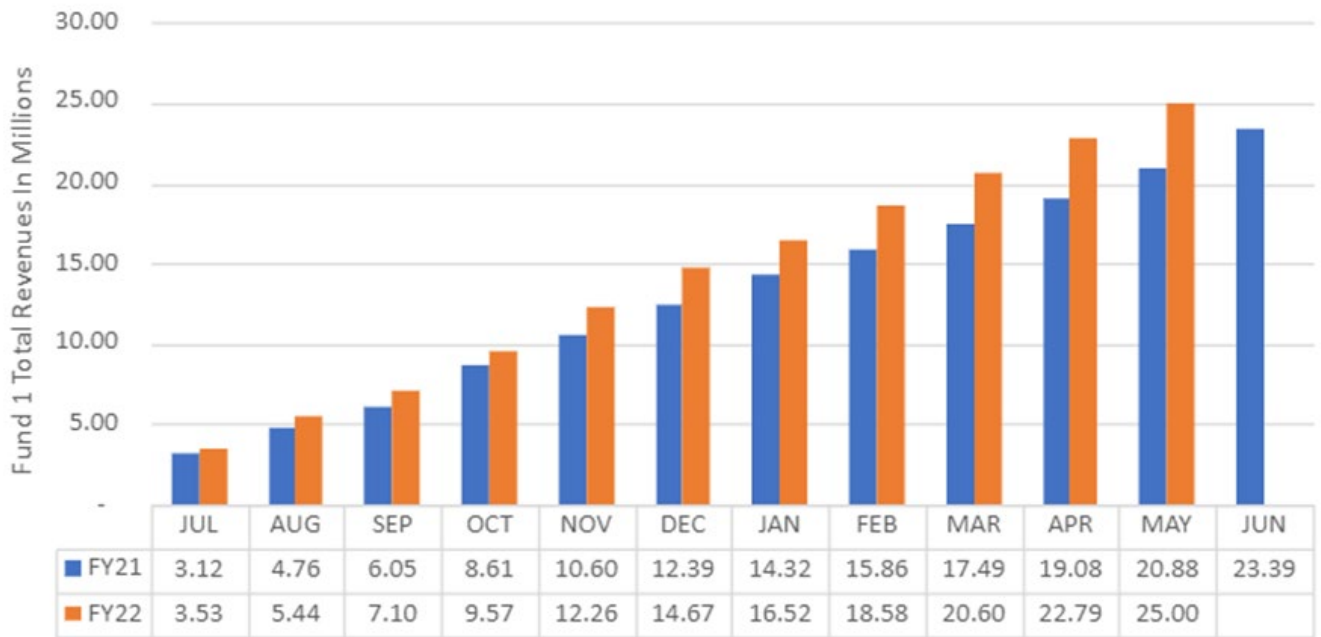
SUBJECT: FINANCIAL REPORT SUMMARY & GRAPHS – **INFORMATION ITEM**

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

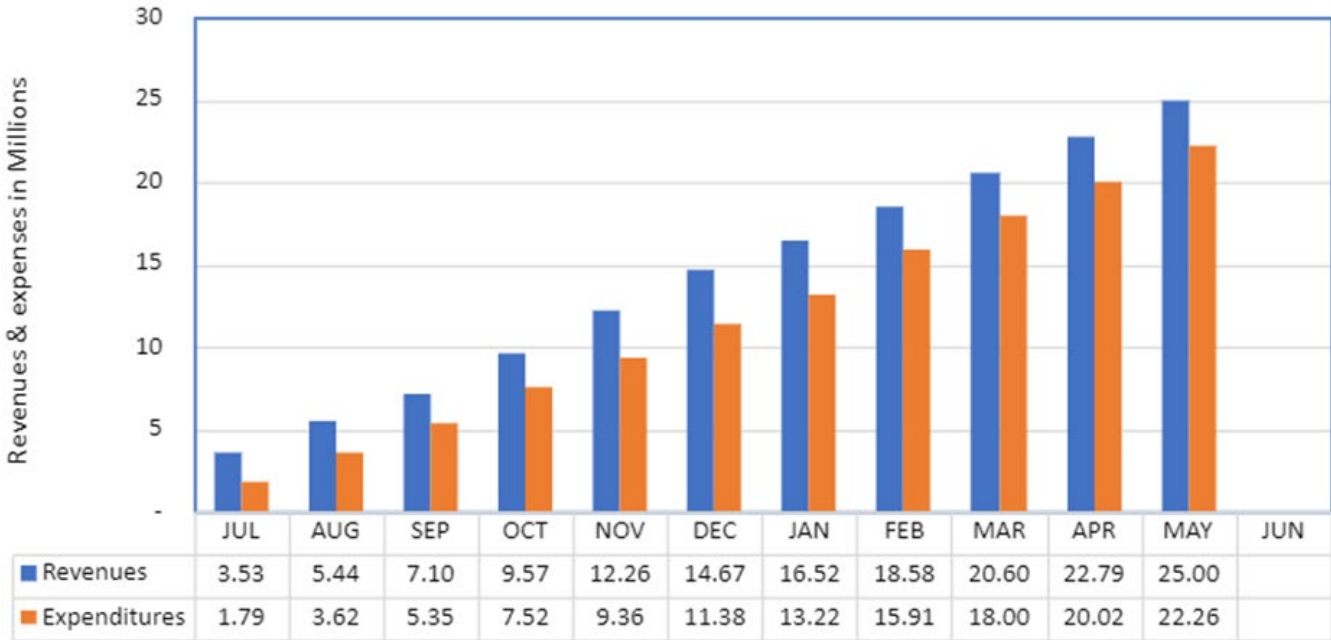
South Florida State College Fund 1 Student Fee Revenue, FY21 vs FY22



South Florida State College Fund 1 Total Revenue
FY21 vs FY22



South Florida State College Fund 1 Total Revenues & Expenditures FY22



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

Account Title	Budget Amount	Amount	Difference	Percentage Collected/Spent to Date
Tuition and Out of State Fees	4,038,837.00	3,987,850.41	50,986.59	98.74%
Lab Fees	565,443.00	509,023.75	56,419.25	90.02%
Technology Fees	180,972.00	173,724.34	7,247.66	96.00%
Other Student Fees	122,888.00	87,386.08	35,501.92	71.11%
Grants and Contracts from Counties	842,030.00	1,073,330.89	(231,300.89)	127.47%
FCSPF-General/Special Appropriation	17,437,031.00	16,004,030.65	1,433,000.35	91.78%
Performance Based Incentive	348,497.00	341,206.00	7,291.00	97.91%
CO&DS Entitlement	1,100.00	-	1,100.00	0.00%
FCSPF-Lottery	2,799,758.00	2,488,672.00	311,086.00	88.89%
Indirect Costs Recovered	800,750.00	104,759.59	695,990.41	13.08%
Cash/Non-Cash Contributions and Gifts	14,000.00	22,340.00	(8,340.00)	159.57%
Use of College Facilities	50,000.00	55,112.73	(5,112.73)	110.23%
Other Sales and Services	80,000.00	70,838.52	9,161.48	88.55%
Interest and Dividends	10,000.00	4,518.92	5,481.08	45.19%
Fines and Penalties/Miscellaneous	121,327.00	78,905.68	42,421.32	65.04%
Transfers and Other Revenues	50,000.00	93.17	49,906.83	0.19%
Total Revenue	\$ 27,462,633.00	\$ 25,001,792.73	\$ 2,460,840.27	91.04%
Management	1,923,080.00	1,752,680.01	170,399.99	91.14%
Instructional	5,047,047.00	4,371,512.80	675,534.20	86.62%
Other Professional	2,929,678.00	2,402,708.26	526,969.74	82.01%
Career Staff	2,633,746.00	2,355,097.55	278,648.45	89.42%
Other Professional-Instructional	1,398,240.00	1,219,333.99	178,906.01	87.20%
Other Professional-Tech/Clerical/Trade	187,518.00	77,378.37	110,139.63	41.26%
Student Employment	25,000.00	3,485.00	21,515.00	13.94%
Employees Awards	13,000.00	10,250.00	2,750.00	78.85%
Benefits	5,608,621.00	4,105,271.54	1,503,349.46	73.20%
Total Personnel	\$ 19,765,930.00	\$ 16,297,717.52	\$ 6,036,023.46	82.45%
Travel	274,749.00	136,112.09	138,636.91	49.54%
Freight and Postage	21,738.00	14,808.31	6,929.69	68.12%
Telecommunications	62,000.00	98,897.46	(36,897.46)	159.51%
Printing	45,584.00	16,062.60	29,521.40	35.24%
Repairs and Maintenance	1,437,238.00	1,262,938.61	174,299.39	87.87%
Rentals	157,658.00	149,200.45	8,457.55	94.64%
Insurance	545,681.00	682,864.36	(137,183.36)	125.14%
Utilities	1,652,086.00	1,435,085.21	217,000.79	86.87%
Other Services	834,376.00	579,838.62	254,537.38	69.49%
Grant Aid	4,280.00	135.00	4,145.00	3.15%
Professional Fees	122,175.00	121,524.51	650.49	99.47%
Education Office/Dept Materials Supp	740,908.00	676,321.22	64,586.78	91.28%
Data Software	23,290.00	17,007.73	6,282.27	73.03%
Maint/Construction Material/Supp	402,500.00	251,158.37	151,341.63	62.40%
Other Materials and Supplies	96,499.00	176,731.99	(80,232.99)	183.14%
Subscriptions/Library	60,600.00	58,456.54	2,143.46	96.46%
Purchases for Resales	41,100.00	32,411.90	8,688.10	78.86%
Scholarships	45,000.00	39,336.00	5,664.00	87.41%
Transfers and Other Expenses	350,000.00	57,490.78	292,509.22	16.43%
Total Current Expenses	\$ 6,917,462.00	\$ 5,806,381.75	\$ 1,111,080.25	83.94%
Minor Equipment >1000<5000	627,652.00	105,138.90	522,513.10	16.75%
Furniture and Equipment	530,000.00	55,369.25	474,630.75	10.45%
Total Capital Outlay	\$ 1,157,652.00	\$ 160,508.15	\$ 997,143.85	13.86%




OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: JUNE 22, 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 May 2022 meeting of the College District Board of Trustees. The included dates are May 1, 2022 through May 31, 2022. The total amount reported is **\$67,169.86**.

II. Foundation Update

- a. New Executive Committee Members
- b. Student Residence Facility


South Florida State College Foundation
Gift Summary Report 05/01/2022 - 05/31/2022

Fund ID	Fund Description	Gift Count	Cash	Pledges	Stocks/Other	Total
1000	Unrestricted	17	\$778.50	\$0.00	\$0.00	\$778.50
5011	SFSC General Scholarship	37	\$62,007.10	\$0.00	\$0.00	\$62,007.10
5025	General Nursing Scholarship	2	\$4,024.26	\$0.00	\$0.00	\$4,024.26
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	3	\$125.00	\$0.00	\$0.00	\$125.00
5158	TSIC Scholarships	5	\$65.00	\$0.00	\$0.00	\$65.00
6005	Partnership Project	3	\$70.00	\$0.00	\$0.00	\$70.00
Grand Totals:		75	\$67,169.86	\$0.00	\$0.00	\$67,169.86
	75 Gift(s) listed					
	66 Donor(s) listed					



OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: JUNE 22, 2022
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: GRANTS DEVELOPMENT

The following grants are:

In Development:

Title: Capacity Building Grant
Source: All Faith's Food Bank
Amount: \$800
Description: Funding will be requested to purchase a large refrigerator for the DeSoto Campus Lunchbox Program.

Submitted:

Title: Metallica Scholars
Source: American Association of Community Colleges (AACC)
Amount: \$100,000
Description: Funding has been requested for direct student support in the Principles and Practices of Welding program. The funding will be used for scholarships geared toward veterans.

Title: Heartlands Games for Active Adults
Source: Florida Sports Foundation
Amount: \$1,500
Description: Funding has been requested in support for the 2022 Heartland Senior Games equipment and marketing expenses. The college is eligible for this program because the Heartland Games for Active Adults is part of the Florida Senior Games Series.

Title: General Support Grant
Source: Florida Division of Cultural Affairs (FDAC)
Amount: \$90,000
Description: Funding has been requested to support the 2023-2024 cultural series at the Alan Jay Wildstein Center for Performing Arts.