



**SFSC  
District Board of Trustees  
Regular Meeting  
August 17, 2022**

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

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**Terry Atchley, Chair  
Tim Backer, Vice Chair  
Derren Bryan  
Tami Cullens  
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: AUGUST 17, 2022

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: ADOPTION OF AGENDA

It is recommended that the agenda of the regular meeting of August 17, 2022 be adopted.

**SUGGESTED MOTION:**  
**Move to adopt the agenda of the regular meeting of August 17, 2022 as presented.**

**REGULAR MEETING AGENDA  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
HIGHLANDS CAMPUS  
AUGUST 17, 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 – July 13, 2022
  - 1.3 Review of Master Calendar
- 2.0 Communications, Introductions, and Recognition
  - 2.1 New Employee Introduction
- 3.0 Public Comment
- 4.0 Presentation
- 5.0 Consent Agenda Action Items
  - 5.1 Personnel Actions
  - 5.2 Grant Awards
    - 5.2.1 General Support Grant - \$90,000
    - 5.2.2 Grants in Aid of Research for Undergraduate Students at Florida's Minority-Serving & Primary Undergraduate Institutions - \$2,000
  - 5.3 Operating Actions
    - 5.3.1 Monthly Accounts Payable & Payroll Check Register
    - 5.3.2 Property Deletion
- 6.0 Planning and Policy Issues
- 7.0 Academic and Student Matters
- 8.0 Other Action Items
  - 8.1 Capital Improvement Plan (CIP) Revision
- 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: AUGUST 17, 2022

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – REGULAR MEETING – JULY 13, 2022

It is recommended that the minutes of the regular meeting held July 13, 2022 be approved as presented.

**SUGGESTED MOTION:**  
**Move to approve the minutes of the July 13, 2022 regular meeting as presented.**

**MEETING MINUTES  
SOUTH FLORIDA STATE  
COLLEGE DISTRICT BOARD  
OF TRUSTEES  
JULY 13, 2022**

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

**Staff Present:**

Mrs. Jamie Bateman	Mrs. Ashley Bennett	Dr. Mark Bukowski
Mr. Mike Davis	Mr. Peter Elliott	Dr. Brent Ferns
Ms. Michele Hall	Dr. James Hawker	Dr. Michele Heston
Ms. Candy Jones	Mr. Don Kesterson	Mrs. Melissa Kuehnle
Mr. Jeffrey Miller	Ms. Alexandra Navarrete	Dr. Sid Valentine
Dr. Chris van der Kaay	Mrs. Teresa Vorous	Mrs. June Weyrauch

**Excused:** Ms. Cindy Garren

**Others Present:** Mrs. Barbara Kirschner

The regular meeting of the District Board of Trustees was called to order at 1:01 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 Mrs. Rider, to adopt the agenda of the regular meeting held July 13, 2022 as presented.**

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

**1.2 Approval of Minutes**

**1.2.1 Regular Meeting Minutes**

**Mr. Atchley made a motion, seconded by Mr. Backer, to approve the minutes of the regular meeting held June 22, 2022 as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

**1.3 Review of Master Calendar**

The Master Calendar was reviewed. No recommendations were made.

**2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS**

**2.1 New Employee Introduction**

<b>Employee</b>	<b>Position</b>	<b>Supervisor</b>	<b>Hired</b>
Candy Jones	Instructor, Nursing	Michele Heston	3/1/22
Jeffrey Miller	Manager Custodial Service and Grounds Maintenance	Peter Elliott	4/1/22
Alexandra Navarrete	Program Specialist PYP Okeechobee	Mike Davis	4/1/22

**3.0 PUBLIC COMMENT**

None

**4.0 PRESENTATION**

**4.1 Future Planning**

Dr. Leitzel submitted his letter of intent to retire from his current position effective June 30, 2023 to Mrs. Cullens.

Mrs. Cullens immediately called for a motion to recess the DBOT at 1:32 p.m. due to a hoax bomb threat. **Mrs. Rider made a motion, seconded by Mr. Wright, to recess the DBOT meeting at 1:33 p.m.** 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.** After confirmation that the college was safe, Mrs. Cullens reconvened the DBOT meeting at 1:37 p.m. once she knew that everything was deemed safe.

**5.0 CONSENT AGENDA ACTION ITEMS**

**5.1 Personnel Actions**

Approved a list of full-time professional staff, resignation, retirement, and adjunct faculty, 2022-23, and academic year as needed as presented.

*(EXHIBIT "A")*

**5.2 Grant Awards**

**5.2.1 Duke Energy – Electrical Lineman Program**

Duke Energy

\$ 82,000

**5.3 Agreements and Contracts**

**5.3.1** Approved the renewal of the dual enrollment agreement between Heartland Christian School and South Florida State College as presented.

*(EXHIBIT "B")*

**5.3.2** Approved the renewal of the dual enrollment agreement between Grace Christian School and South Florida State College as presented.

*(EXHIBIT "C")*

**5.4 Operational Actions**

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

Mr. Elliott reported the summary information for disbursements through June 2022 will be provided at the August 2022 District Board of Trustees meeting due to the year-end closing process currently underway.

**Mr. Atchley made a motion, seconded by Mr. Wright, to approve the Consent Agenda, Items 5.1 through 5.4.1 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**

**6.1 Reorganization of the Board**

Following the District Board of Trustees Policy 2.02, **Mrs. Karlson, Board Attorney called for nominations to serve as the 2022-2023 District Board of Trustees Chair. Mrs. Karlson asked for the nomination of Vice Chair Atchley to serve as Chair. Mr. Wright moved and Mr. Bryan seconded the nomination of Mr. Atchley to serve as Chair for 2022-23. Mrs. Karlson asked if there were any other nominations. There being none, Mrs. Karlson then called for a vote.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Rider, and Mr. Wright. Mr. Atchley abstained. **Motion carried by unanimous vote.**

**Mrs. Karlson called for nominations to serve as the 2022-2023 District Board of Trustees Vice Chair. In following District Board of Trustees Policy 2.02, Mr. Wright nominated Mr. Backer. Mr. Wright moved and Mrs. Rider seconded the nomination of Mr. Backer. Mrs. Karlson asked if there were any other nominations. There being none, Mrs. Karlson then called for a vote.** Those voting in favor of the motion were Mr. Atchley, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Rider, and Mr. Wright. Mr. Backer abstained. **Motion carried by unanimous vote.**

**Mrs. Karlson called for nominations to serve as the 2022-2023 SFSC Foundation Liaison. Mr. Wright stated if no others wanted to serve he would serve as the SFSC Foundation Liaison. Mrs. Cullens moved and Mr. Atchley seconded the nomination of Mr. Wright. Mrs. Karlson asked if there were any other nominations. There being none, Mrs. Karlson then called for a vote.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. Mr. Wright abstained. **Motion carried by unanimous vote.**

Mrs. Karlson stated that the Board will need to assemble a Presidential Selection Committee. She gave a brief overview description of the committee responsibilities. Mrs. Karlson stated the Presidential Selection Committee will need a chair. **Mrs. Karlson called for nominations to serve as the Presidential Selection Committee Chair. Mr. Wright moved and Mr. Backer seconded the nomination of Mrs. Cullens. Mrs. Karlson asked if there were any other nominations. There being none, Mrs. Karlson then called for a vote.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Dr. Kirschner, Mrs. Rider, and Mr. Wright. Mrs. Cullens abstained. **Motion carried by unanimous vote.**



Mr. Atchley stated for Mrs. Cullens to continue as Chair for the rest of the board meeting.

Mrs. Cullens thanked the Board for their support during her chairmanship this past year. Dr. Leitzel thanked Mrs. Cullens for her dedicated service and presented her with a framed picture of her from Spring 2022 Commencement with the inscription, "In recognition of her distinguished service as SFSC Board Chairman 2021-2022".

## 7.0 ACADEMIC AND STUDENT MATTERS

### 7.1 Curriculum Proposal

Dr. Valentine introduced the curriculum proposal containing course revisions.

*(EXHIBIT "D")*

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

## 8.0 PURCHASING AND OTHER ACTION ITEMS

### 8.1 Recovery From April 4, 2022 Hailstorm

Mr. Elliott presented a request to accept the budget amendment in the Unexpected Plant Fund (Fund 7) to authorize the expenditure of the proceeds from the insurance recoveries for the necessary repairs due to the hailstorm. He gave a brief overview of the damage repairs.

*(EXHIBIT "E")*

**Mr. Atchley made a motion, seconded by Mrs. Rider, to approve an amendment to the Unexpected Plant Fund budget to authorize the expenditure of the proceeds from the insurance claim to repair the damages resulting from the Hailstorm of April 4, 2022 and to engage the proposing firms as necessary to complete the work 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 the financial graphs and summary of revenue and expenditures compared to budgeted funds will be provided at the August 2022 District Board of Trustees meeting due to year-end closing procedures currently underway.

### 9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$10,426.00** from June 1 through June 28, 2022.

### 9.3 President's Report

Dr. Leitzel reported on the following items:

1. Announced and congratulated Dr. Heston as she has been nominated to serve on the Florida Board of Nursing.
2. SACSCOC Update: Received the official letter from SACSCOC that SFSC has been approved and is now accredited through 2032.
3. Highlighted a potential naming opportunity. Dr. Leitzel gave a brief overview and requested Board approval to move forward with naming opportunity of the existing University Center. **Mr. Atchley made a motion, seconded by Mr. Bryan, to move forward in the naming opportunity of the University Center process.** 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.**
4. Reminded Board that the next DBOT meeting is August 17.

Dr. Leitzel thanked the Board for their continued support.

### 9.5 Board Attorney's Report

Mrs. Karlson stated that in addition to the approval to move forward with the potential naming opportunity of the existing University Center, there is an attorney conflict of interest of the potential naming partner and SFSC Foundation attorney. Mrs. Karlson stated that the SFSC Foundation has asked her to serve as the attorney in this process. Mrs. Karlson stated that she will prepare a waiver form to serve as the SFSC Foundation attorney on this project if approved by the DBOT. **Mr. Wright made a motion, seconded by Mr. Atchley, to approve Mr. Karlson to represent the SFSC Foundation in a limited capacity for the potential naming opportunity process.** 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.

Mrs. Karlson reported on an action of joining another amicus class action appeal in the University of South Florida BOT vs Moore. She stated that a decision had to be made last week prior to the board meeting to join 15 FCS institutions and 11 SUS institutions in this amicus brief appeal. **Mr. Atchley made a motion, seconded by Dr. Kirschner, to affirm board attorney's action of joining the amicus brief in the second OCA appeal in University of South Florida BOT vs Moore.** 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.**

### 9.6 Board Members' Reports

Mr. Backer stated he will do his best to serve as the Vice Chair for the Board. He thanked Mr. Wright for the nomination.

Dr. Kirschner stated no report.

Mr. Wright stated no report.

Mr. Bryan thanked Dr. Leitzel and Dr. Heston for inviting the Board to be a part of the Nursing Center for Excellence ribbon cutting. He thanked Dr. Leitzel for his hard work and service as the president of SFSC.

Mrs. Rider stated no report.

Mr. Atchley thanked Dr. Heston and team for their work and partnership with AdventHealth. He stated that he appreciated being a part of the ribbon cutting. Mr. Atchley stated that he looks forward to serving the as the Board Chair.

**9.7 Board Chair Report**

Mrs. Cullens thanked Mrs. Kuehnle for the SFSC swag. She thanked the Board for allowing her to serve as the Presidential Selection Committee Chair. Mrs. Cullens thanked everyone for being here today.

**10.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 2:22 p.m.



OFFICE OF THE PRESIDENT

**Item 1.3**

PRESENT TO BOARD: AUGUST 17, 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

AUGUST 2022	SEPTEMBER 2022	OCTOBER 2022
15 Convocation 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  15 Fall Commencement	18 Board Meeting, 1 PM Highlands Campus
FEBRUARY 2023	MARCH 2023	APRIL 2023
No Board Meeting  5-8 ACCT National Legislative Summit, Washington, DC	22 Board Meeting, 1 PM Highlands Campus	19 Board Meeting, 1 PM Highlands Campus
MAY 2023	JUNE 2023	JULY 2023
9 Spring Commencement  17 Board Meeting, 1 PM Highlands Campus	21 Board Meeting, 1 PM Highlands Campus	19 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
NOVEMBER 2023	DECEMBER 2023	JANUARY 2024
No Board Meeting	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: AUGUST 17, 2022  
TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
FROM: THOMAS C. LEITZEL   
SUBJECT: NEW EMPLOYEE INTRODUCTION

<b>Employee</b>	<b>Position</b>	<b>Supervisor</b>	<b>Hired</b>
Anthony Record	Museum Curator (MOFAC)	Jamie Bateman	3/1/22
Janine Ganaban	Radiography Instructor	Junior Gray	5/11/22
Dawn Robinson	Instructor, Nursing	Mary VonMerveldt	5/16/22

**3.0 *Public Comment***




## **4.0 Presentations**

**5.0 Consent Agenda Action Items**



OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: AUGUST 17, 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>
	<b>5.2.1 General Support Grant - \$90,000</b>	
	<b>5.2.2 Grants in Aid of Research for Undergraduate Students at Florida's Minority-Serving &amp; Primary Undergraduate Institutions - \$2,000</b>	
<b>5.3</b>	<b>Operating Actions</b>	<b>25</b>
	<b>5.3.1 Monthly Accounts Payable &amp; Payroll Check Register</b>	
	<b>5.3.2 Property Deletion</b>	



OFFICE OF THE PRESIDENT

**Item 5.1**

PRESENT TO BOARD: AUGUST 17, 2022

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

SUBJECT: PERSONNEL ACTIONS

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

<b>I. APPOINTMENTS, FULL-TIME ADMINISTRATIVE STAFF:</b>		
<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Kathleen Cappo*	Interim Dean, Health Sciences	8/15/2022
Michele Heston*	Interim V.P. For Academic Affairs and Student Services	8/15/2022
* Internal transfer		
<b>II. APPOINTMENTS, FULL-TIME PROFESSIONAL STAFF:</b>		
<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Rebecca Rivera	Simulation Technology Specialist	7/11/2022
Kelly Purvis	Coordinator, Career Pathways Coach	7/13/2022
Mary Puckorius*	Risk Management Specialist	8/2/2022
* Internal transfer		
<b>III. APPOINTMENTS, FULL-TIME CAREER STAFF:</b>		
<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Yolanda Rodriguez	Custodian, Highlands Campus	7/19/2022
Carmen Fontanez	Purchasing Specialist	8/1/2022
Violande Bebe	Custodian, Highlands Campus	8/1/2022
William Glover	Administrative Assistant II, Adult Education	8/2/2022
Donna Karen Smith*	Accounting Specialist	7/18/2022
* Internal transfer		

<b>IV. RESIGNATIONS:</b>		
<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Effective Date</u></b>
Deborah Olson	Purchasing Coordinator	7/29/2022
Craig Oechsle	Specialized Maintenance	8/12/2022
Sidney Valentine	V.P. for Academic Affairs and Student Services	8/12/2022
<b>V. RETIREMENTS:</b>		
<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Effective Date</u></b>
Junior Gray	Director, Radiography	3/31/2023
Richard Shepard	Professor, EMS	9/6/2022
<b>VI. ADJUNCT FACULTY, 2022-23, ACADEMIC YEAR AS NEEDED:</b>		
<b><u>Name</u></b>	<b><u>Teaching Area</u></b>	<b><u>Rank</u></b>
John Goater	English/Literature (DE only DeSoto High School)	II
Niloofar Khalili-Bickel	ABE/GED/ESOL	I
Ian Lilly	ABE/GED/ESOL	III
Bert Lucas	ABE/GED/ESOL	III
Nataliya Nottage	ABE/GED/ESOL	II
Kristine Reifsnyder	Education (DE only at Lake Placid High School)	II

**SUGGESTED MOTION:**

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




OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: AUGUST 17, 2022

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – GENERAL SUPPORT GRANT

**Title:** General Support Grant  
**Source:** Florida Division of Cultural Affairs (FDAC)  
**Amount:** \$90,000  
**Description:** Funding has been granted to support the 2022-2023 cultural series at the Alan Jay Wildstein Center for Performing Arts.

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




OFFICE OF THE PRESIDENT

Item 5.2.2

PRESENT TO BOARD: AUGUST 17, 2022

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – GRANTS IN AID OF RESEARCH FOR UNDERGRADUATE STUDENTS AT FLORIDA’S MINORITY-SERVING & PRIMARY UNDERGRADUATE INSTITUTIONS

**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 awarded 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).

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





OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: AUGUST 17, 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 June, 2022 is listed in the charts below. 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:**

	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	4,020	\$4,639,688.75	\$32,409,564.94
<b>Totals</b>	<b>14,826</b>	<b>\$24,967,183.75</b>		<b>20,533</b>	<b>\$32,409,564.94</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	443	\$1,071,497.73	\$10,627,875.79
June	395	\$891,310.74	\$11,210,959.38	409	\$1,049,096.24	\$11,676,972.03
<b>Totals</b>	<b>5115</b>	<b>\$11,210,959.38</b>		<b>5046</b>	<b>\$11,676,972.03</b>	

**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	3200	\$2,181,509.40	157	\$2,283,342.97	663	\$174,836.38	4020	\$4,639,688.75
<b>Totals</b>	<b>13686</b>	<b>\$16,591,010.22</b>	<b>1516</b>	<b>\$14,209,235.28</b>	<b>5331</b>	<b>\$1,609,319.44</b>	<b>20533</b>	<b>\$32,409,564.94</b>

**Payroll:**

	2021/2022 Checks		2021/2022 Electronic		2021/2022 Totals	
	#	Amount	#	Amount	#	Amount
July	17	\$32,319.57	462	\$938,379.69	479	\$970,699.26
August	10	\$16,713.22	345	\$853,166.09	355	\$869,879.31
September	12	\$14,862.84	370	\$890,830.12	382	\$905,692.96
October	7	\$8,564.08	410	\$962,615.34	417	\$971,179.42
November	9	\$10,094.17	422	\$1,011,073.45	431	\$1,021,167.62
December	12	\$13,515.39	433	\$1,026,796.69	445	\$1,040,312.08
January	9	\$22,035.19	362	\$851,350.87	371	\$873,386.06
February	5	\$8,995.59	422	\$938,992.67	427	\$947,988.26
March	8	\$8,972.59	433	\$963,335.28	441	\$972,307.87
April	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	11	\$12,623.77	398	\$1,036,472.47	409	\$1,049,096.24
<b>Totals</b>	<b>118</b>	<b>\$195,940.37</b>	<b>4928</b>	<b>\$11,481,031.66</b>	<b>5046</b>	<b>\$11,676,972.03</b>




OFFICE OF THE PRESIDENT

Item 5.3.2

PRESENT TO BOARD: AUGUST 17, 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  
August 2022**

<u>Tag #</u>	<u>Date Purchased</u>	<u>Description</u>	<u>Original Cost</u>	<u>Condition Code</u>
8268	3/18/1993	Tire Balancer	\$3,156.30	Poor
17371	9/6/2017	Water Distiller (Dental)	\$1,089.00	Poor

Total: \$4,245.30

**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: AUGUST 17, 2022  
TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
FROM: THOMAS C. LEITZEL   
SUBJECT: CAPITAL IMPROVEMENT PLAN (CIP) REVISION

Enclosed is the **revised** Capital Improvement Plan (CIP) for the fiscal year beginning July 1, 2022. The Division of Florida Colleges requested that colleges revise their CIP 1 and CIP 2 to reflect the Deferred Maintenance funding approved in the General Appropriations Act signed by the Governor on June 2, 2022. Three projects were moved from unfunded projects (CIP 2) to funded projects (CIP 1).

Attached is the revised CIP 1 and CIP 2 reflecting the changes. Board approval is required.

If additional information or clarification is desired, please advise.

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







**9.0 Reports**




OFFICE OF THE PRESIDENT

Item 9.1

PRESENT TO BOARD: AUGUST 17, 2022

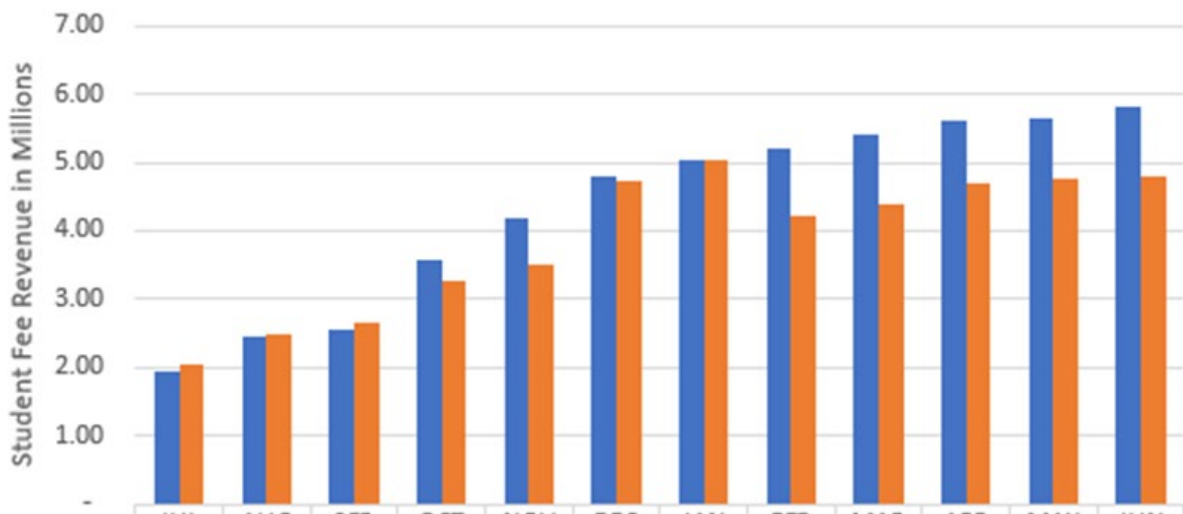
TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: FINANCIAL REPORT– **INFORMATION ITEM**

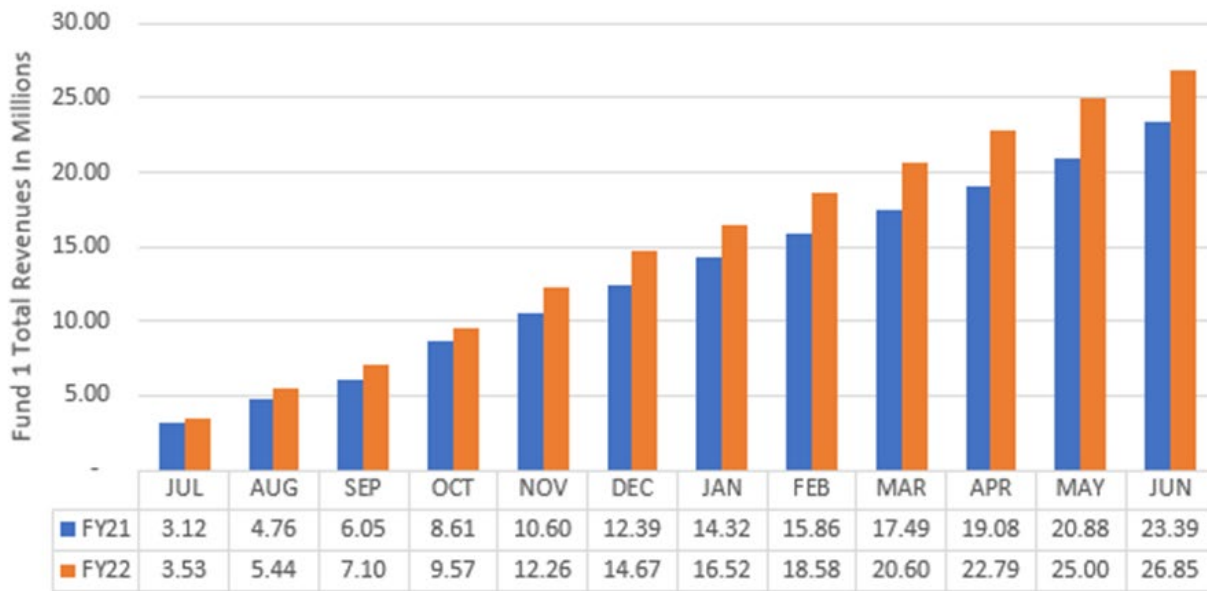
Enclosed for your review are the graphs and a summary revenues and expenditures compared to budgeted funds within the Operating Budget through June 2022.

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

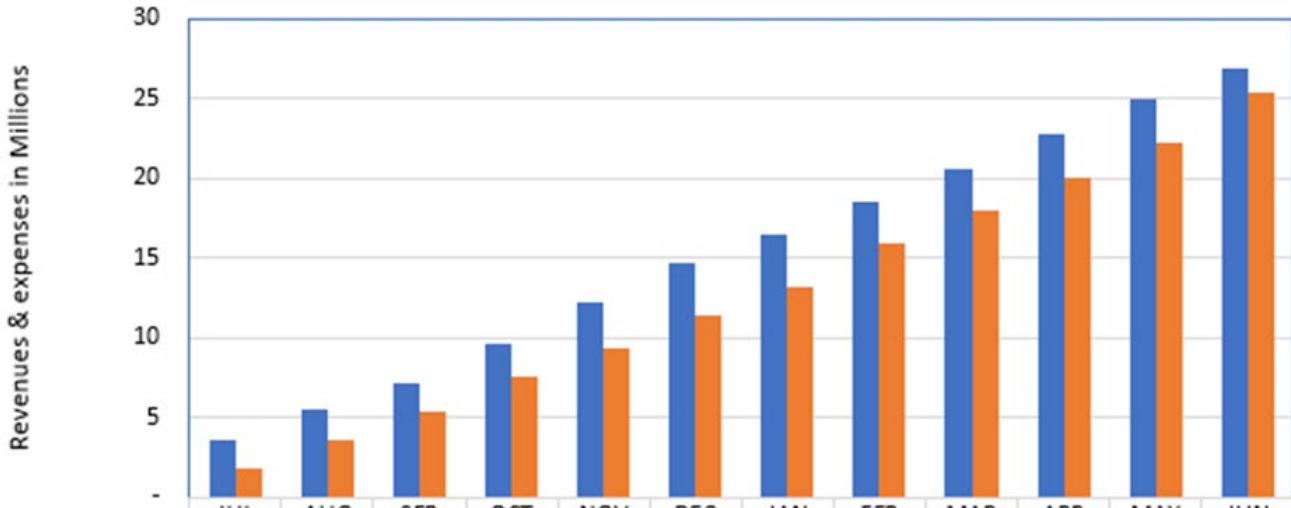


	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
<span style="color: blue;">■</span> FY21	1.95	2.45	2.55	3.59	4.18	4.80	5.05	5.19	5.40	5.60	5.66	5.82
<span style="color: orange;">■</span> FY22	2.05	2.47	2.65	3.26	3.52	4.73	5.03	4.23	4.38	4.69	4.76	4.81

South Florida State College Fund 1      Total Revenue  
FY21 vs FY22



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



■ Revenues	3.53	5.44	7.10	9.57	12.26	14.67	16.52	18.58	20.60	22.79	25.00	26.85
■ Expenditures	1.79	3.62	5.35	7.52	9.36	11.38	13.22	15.91	18.00	20.02	22.26	25.44

**South Florida State College  
Revenue and Expenditures  
For Month Ending June 30, 2022**

Account Title	Budget Amount	Amount	Difference	Percentage Collected/Spent to Date
Tuition and Out of State Fees	4,038,837.00	4,044,247.81	(5,410.81)	100.13%
Lab Fees	565,443.00	511,225.75	54,217.25	90.41%
Technology Fees	180,972.00	170,624.14	10,347.86	94.28%
Other Student Fees	122,888.00	88,607.65	34,280.35	72.10%
Grants and Contracts from Counties	842,030.00	1,023,114.95	(181,084.95)	121.51%
FCSPF-General/Special Appropriation	17,437,031.00	17,457,123.65	(20,092.65)	100.12%
Performance Based Incentive	348,497.00	356,497.00	(8,000.00)	102.30%
CO&DS Entitlement	1,100.00	-	1,100.00	0.00%
FCSPF-Lottery	2,799,758.00	2,799,758.00	-	100.00%
Indirect Costs Recovered	800,750.00	139,275.94	661,474.06	17.39%
Cash/Non-Cash Contributions and Gifts	14,000.00	37,590.00	(23,590.00)	268.50%
Use of College Facilities	50,000.00	55,611.69	(5,611.69)	111.22%
Other Sales and Services	80,000.00	80,650.46	(650.46)	100.81%
Interest and Dividends	10,000.00	8,400.96	1,599.04	84.01%
Fines and Penalties/Miscellaneous	121,327.00	80,134.47	41,192.53	66.05%
Transfers and Other Revenues	50,000.00	249.37	49,750.63	0.50%
<b>Total Revenue</b>	<b>\$ 27,462,633.00</b>	<b>\$ 26,853,111.84</b>	<b>\$ 609,521.16</b>	<b>97.78%</b>
Management	1,923,080.00	1,901,878.94	21,201.06	98.90%
Instructional	5,119,463.00	5,249,918.38	(130,455.38)	102.55%
Other Professional	3,240,962.00	2,663,944.96	577,017.04	82.20%
Career Staff	2,726,091.00	2,565,247.72	160,843.28	94.10%
Other Professional-Instructional	1,398,240.00	1,409,568.56	(11,328.56)	100.81%
Other Professional-Tech/Clerical/Trade	204,568.00	87,670.29	116,897.71	42.86%
Student Employment	25,000.00	3,655.00	21,345.00	14.62%
Employees Awards	13,000.00	10,250.00	2,750.00	78.85%
Benefits	5,608,621.00	4,614,095.29	994,525.71	82.27%
<b>Total Personnel</b>	<b>\$ 20,259,025.00</b>	<b>\$ 18,506,229.14</b>	<b>\$ 2,454,208.76</b>	<b>91.35%</b>
Travel	274,749.00	153,112.88	121,636.12	55.73%
Freight and Postage	21,738.00	12,108.20	9,629.80	55.70%
Telecommunications	62,000.00	116,075.26	(54,075.26)	187.22%
Printing	45,584.00	18,612.07	26,971.93	40.83%
Repairs and Maintenance	1,437,238.00	1,467,627.47	(30,389.47)	102.11%
Rentals	157,658.00	169,676.31	(12,018.31)	107.62%
Insurance	545,681.00	1,121,581.36	(575,900.36)	205.54%
Utilities	1,652,086.00	1,538,746.39	113,339.61	93.14%
Other Services	834,376.00	620,357.85	214,018.15	74.35%
Grant Aid	4,280.00	670.00	3,610.00	15.65%
Professional Fees	122,175.00	126,549.51	(4,374.51)	103.58%
Education Office/Dept Materials Supp	740,908.00	774,431.15	(33,523.15)	104.52%
Data Software	23,290.00	17,007.73	6,282.27	73.03%
Maint/Construction Material/Supp	402,500.00	286,401.14	116,098.86	71.16%
Other Materials and Supplies	96,499.00	149,193.75	(52,694.75)	154.61%
Subscriptions/Library	60,600.00	58,576.54	2,023.46	96.66%
Purchases for Resales	41,100.00	38,490.13	2,609.87	93.65%
Scholarships	45,000.00	43,554.00	1,446.00	96.79%
Transfers and Other Expenses	350,000.00	32,490.78	317,509.22	9.28%
<b>Total Current Expenses</b>	<b>\$ 6,917,462.00</b>	<b>\$ 6,745,262.52</b>	<b>\$ 172,199.48</b>	<b>97.51%</b>
Minor Equipment >1000<5000	627,652.00	39,197.81	588,454.19	6.25%
Furniture and Equipment	530,000.00	144,351.34	385,648.66	27.24%
<b>Total Capital Outlay</b>	<b>\$ 1,157,652.00</b>	<b>\$ 183,549.15</b>	<b>\$ 974,102.85</b>	<b>15.86%</b>




OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: AUGUST 17, 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 July 2022 meeting of the College District Board of Trustees. The included dates are June 29, 2022 through July 31, 2022. The total amount reported is **\$83,488.00**.
  
- II. **Foundation Update**
  - a. Donor/Scholarship Update
  - b. Student Residence Facility



**South Florida State College Foundation**

**Gift Summary Report 06/29/2022 - 07/31/2022**

<b>Fund Description</b>	<b>Gift Count</b>	<b>Cash</b>	<b>Pledges</b>	<b>Stocks/Other</b>	<b>Total</b>
Unrestricted	24	\$307.00	\$0.00	\$0.00	\$307.00
Jacaranda Restoration Fund	1	\$300.00	\$0.00	\$0.00	\$300.00
SFSC General Scholarship	12	\$185.00	\$0.00	\$0.00	\$185.00
General Nursing Scholarship	2	\$1.00	\$0.00	\$0.00	\$1.00
SFSC Community Fund	4	\$21.00	\$0.00	\$0.00	\$21.00
SFSC Library Donations	4	\$64.00	\$0.00	\$0.00	\$64.00
Athletic Booster Club	6	\$65.00	\$0.00	\$0.00	\$65.00
Progress Energy Scholarship	1	\$82,150.00	\$0.00	\$0.00	\$82,150.00
Dental Programs	2	\$50.00	\$0.00	\$0.00	\$50.00
Highlands County Bar Association Scholarship	2	\$75.00	\$0.00	\$0.00	\$75.00
TSIC Scholarships	10	\$130.00	\$0.00	\$0.00	\$130.00
Partnership Project	6	\$140.00	\$0.00	\$0.00	\$140.00
<b>Grand Totals:</b>	<b>74</b>	<b>\$83,488.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$83,488.00</b>
<b>74 Gift(s) listed</b>					
<b>33 Donor(s) listed</b>					




OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: AUGUST 17, 2022

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANTS DEVELOPMENT

**In Development:**

**Title:** South Arts Cross Sector Grant

**Source:** South Arts

**Amount:** \$15,000

**Description:** Funding will be requested to support a creative drama project focusing on soft skills for Boys & Girls Club members. The project will also include attendance at live performances at the Alan Jay Wildstein Center for Performing Arts.

**Submitted:**

**Title:** Florida Farmworker Career Development Program 2022/23

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

**Amount:** \$256,098

**Description:** Funding has been requested to continue offering the Migrant and Seasonal Farmworker Program to residents of Hardee and Highlands counties. The program focuses on education and training options that strengthen the ability of eligible farmworkers and their families to achieve economic self-sufficiency.

**Title:** Celebrating Differences, Connecting Community through Performances in Rural Florida

**Source:** National Endowment for the Arts (NEA)

**Amount:** \$30,900

**Description:** Funding has been requested to support the 2023-2024 Kaleidoscope series at the Alan Jay Wildstein Center for Performing Arts for culturally diverse performances that are free to the public and Young People's Theatre.