



**SFSC
District Board of Trustees
Regular Meeting
September 21, 2022**

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

**Terry Atchley, Chair
Tim Backer, Vice Chair
Derren Bryan
Tami Cullens
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: SEPTEMBER 21, 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 September 21, 2022 be adopted.

SUGGESTED MOTION:

Move to adopt the agenda of the regular meeting of September 21, 2022 as presented.

**REGULAR MEETING AGENDA
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
HIGHLANDS CAMPUS
SEPTEMBER 21, 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 – August 17, 2022
 - 1.3 Review of Master Calendar
- 2.0 Communications, Introductions, and Recognition
 - 2.1 New Employee Introductions
- 3.0 Public Comment
- 4.0 Presentation
- 5.0 Consent Agenda Action Items
 - 5.1 Personnel Actions
 - 5.2 Grant Awards
 - 5.2.1 Heartland Games for Active Adults - \$1,500
 - 5.2.2 Future Florida Critical Workforce Needs Grant - \$800,000
 - 5.3 Agreements and Contracts
 - 5.3.1 Grant Subaward Agreement – DeSoto, Hardee, and Highlands County School Districts
 - 5.4 Operating Actions
 - 5.4.1 Monthly Accounts Payable & Payroll Check Register
- 6.0 Planning and Policy Issues
- 7.0 Academic and Student Matters
- 8.0 Other Action Items
 - 8.1 ACCT Governance and Bylaws Committee
 - 8.2 Carryforward Balance Spending Plan
 - 8.3 Textbook and Instructional Materials Affordability
 - 8.4 DeSoto Campus Easement
 - 8.5 Selection of Executive Search Firm
- 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: SEPTEMBER 21, 2022

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – REGULAR MEETING – AUGUST 17, 2022

It is recommended that the minutes of the regular meeting held August 17, 2022 be approved as presented.

SUGGESTED MOTION:
Move to approve the minutes of the August 17, 2022 regular meeting as presented.

**MEETING MINUTES
SOUTH FLORIDA STATE
COLLEGE DISTRICT BOARD
OF TRUSTEES
AUGUST 17, 2022**

Members Present: Mr. Terry Atchley, Chair
Mr. Tim Backer, Vice Chair
Mr. Derren Bryan
Mrs. Tami Cullens
Dr. Louis H. 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
Dr. Kathleen Cappo	Mr. Peter Elliott	Dr. Brent Ferns
Mrs. Janine Ganaban	Ms. Michele Hall	Dr. James Hawker
Dr. Michele Heston	Mr. Don Kesterson	Mrs. Melissa Kuehnle
Mr. Anthony Record	Ms. Dawn Robinson	Dr. Chris van der Kaay
Mrs. Mary VonMerveldt	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, Mr. Terry Atchley.

1.0 PRELIMINARY MATTERS

1.1 Adoption of Agenda

Mrs. Rider made a motion, seconded by Mrs. Cullens, to adopt the agenda of the regular meeting 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. Wright made a motion, seconded by Mr. Backer, to approve the minutes 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.**

1.3 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
Anthony Record	Museum Curator (MOFAC)	Jamie Bateman	3/1/22
Janine Ganaban	Instructor, Radiography	Kathleen Cappo	5/11/22
Dawn Robinson	Instructor, Nursing	Mary VonMerveldt	5/16/22

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 administrative staff; full-time professional staff; full-time career service staff; resignations; retirements; adjunct faculty 2022-23, academic year as needed as presented.

(EXHIBIT "A")

5.2 Grant Awards

5.2.1 General Support Grant

Florida Division of Cultural Affairs (FDCA) \$ 90,000

5.2.2 Grants in Aid of Research for Undergraduate Students at Florida's Minority-Serving & Primary Undergraduate Institutions

Florida Academy of Science \$ 2,000

5.3 Operational Actions

5.3.1 Monthly Accounts Payable/Payroll Check Register

Approved the monthly accounts payable/monthly payroll check register for June 2022 as presented.

(EXHIBIT "B")

5.3.2 Property Deletion

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

(EXHIBIT "C")

Mr. Bryan made a motion, seconded by Mr. Wright, to approve the Consent Agenda, Items 5.1 through 5.3.2 as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

6.0 PLANNING AND POLICY ISSUES

None

7.0 ACADEMIC AND STUDENT MATTERS

None

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 Capital Improvement Plan (CIP) Revision

Mr. Elliott presented a request to approve the revised Capital Improvement Plan (CIP) for the fiscal year beginning July 1, 2022. He reported 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.

(EXHIBIT "D")

Mrs. Cullens made a motion, seconded by Mr. Backer, to approve the revised Capital Improvement Plan (CIP) for 2023-2024 through 2025-2026 for submission to the Division of Florida Colleges as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

9.0 REPORTS

9.1 Financial Report

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

(EXHIBIT "E")

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$83,488.00** from June 29 through July 31, 2022. Mrs. Bateman reported on the progress of scholarship criteria changes in her scholarship report. She gave a grant status update. Mrs. Bateman reported that the appropriation requests were resubmitted under the Local Support Grant. She stated the grants for the Hotel Jacaranda for \$1.4 million and the Mobile Welding Lab for \$1.25 million were submitted. Mrs. Bateman referred to Mrs. Pam Karlson for an update on the Student Residence Facility. Mrs. Karlson gave a brief update on the progress with the Student Residence Facility and meetings with the developer.

9.3 Resource Development

I. Grants Development Report

Dr. van der Kaay distributed and reviewed the Grants Development Report dated 8/17/22. He gave a brief description of the grants.

II. In Development

A. South Arts Cross Sector Grant

South Arts

\$ 15,000

III. Submitted

A. Florida Farmworker Career Development Program 2022/23

Florida Department of Education (FDOE) \$ 256,098

B. Celebrating Differences, Connecting Community through Performances in Rural Florida

National Endowment for the Arts (NEA) \$ 30,900

9.4 President's Report

Dr. Leitzel reported on the following items:

1. Congratulated Dr. Sid Valentine on his presidency at Lamar Institute of Technology.
2. Announced that new position changes as follows due to Dr. Valentine's departure:
 - Dr. Michele Heston, Interim Vice President for Academic Affairs and Student Services
 - Dr. Kathleen Cappo, Interim Dean of Health Science
3. New Program Updates: Dr. Leitzel gave a brief update on the status of the EMS and Lineworker programs at the DeSoto campus. Dr. Heston gave a brief update and distributed a handout to the Board on the Surgical Services Technology program.
4. Enrollment Update: Dr. Leitzel reported summer enrollment ended flat compared to last year. He stated that as of today credit hour enrollment is up 6.5% and the fall term will begin on Monday, August 22.
5. Shared Pinnings and Graduations: Radiography Technology, July 28 and Practical Nursing, August 4.
6. Undergraduate Research Grant Update: Dr. Hawker gave a brief description on the \$2,000 grant award.
7. Highlighted the truck driving simulator that was installed on Wednesday, August 3 at the Crews Center.
8. Dr. Leitzel gave a brief overview of the roadway naming process. Mr. Atchley suggested that staff propose street names and bring recommendations back to the Board.
9. Reflected on Convocation and shared the years of service award recipients.

9.5 Board Attorney's Report

Mrs. Karlson stated no report. She shared that she will prepare a presentation for the Presidential Search Committee on the new Sunshine Laws.

9.6 Board Members' Reports

Mrs. Rider stated no report.

Dr. Kirschner stated no report.

Mr. Bryan congratulated Dr. Heston and Dr. Cappo on their new roles.

Mr. Wright stated no report.

Mrs. Cullens gave a brief update on the presidential search process. She shared that the Presidential Steering Committee met on Tuesday, August 2. Mrs. Cullens outlined the tentative dates in the search process and Mr. Elliott was reviewing consultant firms and would have a recommendation by the September 21 DBOT meeting.

Mr. Atchley thanked Mrs. Cullens for serving as the Chair for the Presidential Search Committee and those participating on the steering committee.

Mr. Backer thanked the Presidential Steering Committee for starting the work on the presidential search. He stated that he enjoyed Convocation. Mr. Backer shared a student success story with the Board. Mr. Atchley asked Mr. Backer to be the voting delegate at the ACCT Leadership Congress conference in New York. Mr. Backer accepted the voting position.

9.7 Board Chair Report

Mr. Atchley complimented Convocation and enjoyed participating. He stated that he is very appreciative for Dr. Heston accepting the Interim Vice President position and wished Mrs. Bateman success in her new role. Mr. Atchley encouraged everyone to tour the Crews Center and see the new truck driving simulator.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:02 p.m.




OFFICE OF THE PRESIDENT

Item 1.3

PRESENT TO BOARD: SEPTEMBER 21, 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

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 28 Jacaranda Jubilee, 6:30PM Hotel Jacaranda
DECEMBER 2022	JANUARY 2023	FEBRUARY 2023
7 Board Meeting, 1 PM Highlands Campus 8 Foundation Christmas Luncheon, 11:30AM Hotel Jacaranda 14 SFSC Holiday Luncheon 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
DECEMBER 2023	JANUARY 2024	FEBRUARY 2024
TBD Board Meeting, 1 PM Highlands Campus	TBD Board Meeting, 1 PM Highlands Campus	TBD Board Meeting, 1 PM Highlands Campus

New Addition
Tentative *

2.0 *Communications, Introductions, and Recognitions*




OFFICE OF THE PRESIDENT

Item 2.1

PRESENT TO BOARD: SEPTEMBER 21, 2022

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: NEW EMPLOYEE INTRODUCTIONS

Employee	Position	Supervisor	Hired
Emily Dabolt	Coordinator, Heartland Pathways 2 Success Project	Michele Heston	6/1/2022
Lisa Clayton-Alley	Library Assistant II – Circulation	Michael Pate	6/1/2022
Marsha Cowles	Office Manager, Hardee	Teresa Crawford	6/1/2022
Diana Fernandez	Counselor	Charla Ellerker	6/13/2022

3.0 *Public Comment*

4.0 *Presentations*

5.0 Consent Agenda Action Items




OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: SEPTEMBER 21, 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
5.1	Personnel Actions	20
5.2	Grant Awards	22
	5.2.1 Heartland Games for Active Adults - \$1,500	
	5.2.2 Future Florida Critical Workforce Needs Grant - \$800,000	
5.3	Agreements and Contracts	24
	5.3.1 Grant Subaward Agreement – DeSoto, Hardee, and Highlands County School Districts	
5.4	Operating Actions	25
	5.4.1 Monthly Accounts Payable & Payroll Check Register	



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: SEPTEMBER 21, 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 PROFESSIONAL STAFF:			
	<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
	Kathy Sandmoen	Director, Surgical Services	8/15/2022
	Kristina Anderson	Advisor, Dual Enrollment	8/22/2022
	Deborah Olson	Coordinator, Purchasing	8/22/2022
	Erin Warner*	Financial Aid Advisor	9/1/2022
	* Internal transfer		
II. RESIGNATIONS:			
	<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
	Amy Bohan	Biology Instructor	8/18/2022
	Gabrielle Yost	Graphics and Social Media Specialist	9/8/2022
III. RETIREMENTS:			
	<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
	Pamela Jessiman	Admissions and Records, Data Specialist	10/31/2022
	Elizabeth Heston	Supervisor, Grounds Maintenance	1/6/2023

IV. ADJUNCT FACULTY, 2022-23, ACADEMIC YEAR AS NEEDED:		
<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Amy Bohan	Biology	II
Carylanne Joubert Maier	English/Humanities	II
Phuong (Emily) Wilk	Mathematics	II

SUGGESTED MOTION:
Move to approve the personnel recommendations as presented.




OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: SEPTEMBER 21, 2022

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – HEARTLAND GAMES FOR ACTIVE ADULTS

Title: Heartland Games for Active Adults

Source: Florida Sports Foundation

Amount: \$1,500

Description: Funding has been granted in support for the 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.

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




OFFICE OF THE PRESIDENT

Item 5.2.2

PRESENT TO BOARD: SEPTEMBER 21, 2022

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – FUTURE FLORIDA CRITICAL WORKFORCE NEEDS GRANT

Title: Future Florida Critical Workforce Needs Grant

Source: Florida Department of Education (FDOE)

Amount: \$800,000

Description: Funding has been granted to establish a critical workforce academy in health care, law enforcement, education, and emergency management. SFSC will establish a secondary pathway and enroll students in the targeted critical workforce areas and dual-enrollment courses that count toward a postsecondary degree in the same areas.

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



OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: SEPTEMBER 21, 2022

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT SUBAWARD AGREEMENT – DESOTO, HARDEE, AND HIGHLANDS
COUNTY SCHOOL DISTRICTS

Approval is requested to enter into a new agreement with the Florida Critical Workforce Needs Grant between DeSoto, Hardee, and Highlands County School Districts and South Florida State College for the purpose of supporting the development of 9th grade through postsecondary professional pathways in the critical workforce areas of nursing and education within the college's three county service area. This agreement remains in effect with the Florida Department of Education grant period closeout date of September 30, 2023.

SUGGESTED MOTION:

Move to approve the new Grant Subaward Agreement between DeSoto, Hardee, and Highlands County School Districts and South Florida State College as presented.




OFFICE OF THE PRESIDENT

Item 5.4.1

PRESENT TO BOARD: SEPTEMBER 21, 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 August 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:

	2022/2023 Checks		2022/2023 Electronic		2022/2023 P-Card		2022/2023 Totals	
	#	Amount	#	Amount	#	Amount	#	Amount
July	378	\$533,652.37	98	\$1,346,743.80	156	\$142,956.05	632	\$2,023,352.22
August	293	\$729,071.02	146	\$1,168,665.67	163	\$67,555.00	602	\$1,965,291.69
September		\$0.00		\$0.00		\$0.00	0	\$0.00
October		\$0.00		\$0.00		\$0.00	0	\$0.00
November		\$0.00		\$0.00		\$0.00	0	\$0.00
December		\$0.00		\$0.00		\$0.00	0	\$0.00
January		\$0.00		\$0.00		\$0.00	0	\$0.00
February		\$0.00		\$0.00		\$0.00	0	\$0.00
March		\$0.00		\$0.00		\$0.00	0	\$0.00
April		\$0.00		\$0.00		\$0.00	0	\$0.00
May		\$0.00		\$0.00		\$0.00	0	\$0.00
June		\$0.00		\$0.00		\$0.00	0	\$0.00
Totals	671	\$1,262,723.39	244	\$2,515,409.47	319	\$210,511.05	1234	\$3,988,643.91

Payroll:

	2022/2023 Checks		Payments		2022/2023 Totals	
	#	Amount	#	Amount	#	Amount
July	8	\$22,620.20	402	\$1,042,948.56	410	\$1,065,568.76
August	8	\$13,718.10	364	\$967,516.98	774	\$981,235.08
September		\$0.00		\$0.00		\$0.00
October		\$0.00		\$0.00		\$0.00
November		\$0.00		\$0.00		\$0.00
December		\$0.00		\$0.00		\$0.00
January		\$0.00		\$0.00		\$0.00
February		\$0.00		\$0.00		\$0.00
March		\$0.00		\$0.00		\$0.00
April		\$0.00		\$0.00		\$0.00
May		\$0.00		\$0.00		\$0.00
June		\$0.00		\$0.00		\$0.00
Totals	16	\$36,338.30	766	\$2,010,465.54	782	\$2,046,803.84

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: SEPTEMBER 21, 2022
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: ACCT GOVERNANCE AND BYLAWS COMMITTEE

Approval and a formal endorsement of support is requested for Mr. Terry Atchley, DBOT Chair, to apply to serve on the ACCT Governance and Bylaws Committee.

SUGGESTED MOTION:
Move to approve Mr. Terry Atchley to apply to serve on the ACCT Governance and Bylaws Committee.




OFFICE OF THE PRESIDENT

Item 8.2

PRESENT TO BOARD: SEPTEMBER 21, 2022

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: CARRY FORWARD BALANCE SPENDING PLAN FOR THE 2022-23
FISCAL YEAR

Section 1013.841(2)(b), Florida Statutes requires that “Each Florida College System institution with a final FTE less than 15,000 for the prior year that retains a state operating fund carry forward balance in excess of the 5 percent minimum shall submit a spending plan for its excess carry forward balance. The spending plan shall include all excess carry forward funds from state operating funds. The spending plan shall be submitted to the Florida College System institution’s board of trustees for approval by September 30, 2020, and each September 30 thereafter. The State Board of Education shall review and publish each Florida College System institution’s carry forward spending plan by November 15, 2020, and each November 15 thereafter.” This requirement was waived for the 2019-20 fiscal year due to the a COVID-19 Pandemic State of Emergency.

The attached report details the College’s ending General Fund fund balance for the 2021-22 fiscal year and the amount required to be included in the College’s spending plan. The College’s spending plan includes reserves for nonrecurring operational expenditures, contingency reserves for recovery from state declared disaster emergencies, funds allocated for collegewide repairs and maintenance projects in lieu of PECO Maintenance funds, and a reserve sufficient to ensure that the college maintains 30 days operating cash on hand to allow for prudent cash and investment management.

SUGGESTED MOTION:
Move to approve the Carry Forward Balance Spending Plan for the 2022-23 fiscal year as presented.

South Florida State College
 2022-23 Florida College System Carryforward Spending Plan
 Pursuant to 1013.841, Florida Statutes
 July 1, 2022

Line Item #	Carryforward Spending Plan Category	Specific Expenditure/Project Title	Carryforward Amount Budgeted for Expenditure During FY21	Project Timeline			Comments/Explanations
				Total # Years of Expenditure per Project	Current Expenditure Year #	Estimated Completion Date (Fiscal Year)	
1.	(e) Nonrecurring expenditures for operations	Reserve for FCRMC Assessment (Years 3 & 4)	78,311	4	4	2023	To pay FCRMC Assessment to replenish Property Casualty Plan Reserves over and above base assessment.
2.	(g) Commitment to contingency reserve related to state declared emergency	Reserve for recovery from hurricanes and other natural disasters 0.5% of Total Unpaid Value.	750,000				
3.	(f) Approved by state board or GAA	Nursing Clinical Immersion Lab	383,000	2	2	2023	Completion of Phase 1
4.	(e) Nonrecurring expenditures for operations	Presidential Search Expenses and Website Redesign	350,000	1	1	2023	
5.	Collegewide repairs and maintenance projects	Collegewide repairs and maintenance projects	750,000	3	1	2026	General fund expenditures for collegewide maintenance projects previously funded via FEEO Maintenance Funds.
6.	Operating Cash Management	Reserve to maintain 30 days operating cash on hand	800,000				Reserve to maintain 30 days operating cash on hand
7.	[Create your own category]		-				
Totals of July 1, 2020:			\$	3,113,311			




OFFICE OF THE PRESIDENT

Item 8.3

PRESENT TO BOARD: SEPTEMBER 21, 2022

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: TEXTBOOK AND INSTRUCTIONAL MATERIALS AFFORDABILITY

1004.085, F.S. (Textbook and Instructional Materials Affordability) was amended during the 2016 Legislative Session to require posting of the local cost and identifying information of at least 95% of all textbooks and instructional materials required and recommended for each scheduled class at least 45 days prior to the start of each upcoming term. Follett, our bookstore partner, has worked closely with our faculty and staff to ensure compliance with this requirement.

Additionally, the amendment requires each college to review variances in the cost of textbooks and instructional materials required for each course by course section and the percentage of textbooks and instructional materials that remain in use for more than one term (can be used or resold by the student) and to share the results with academic department chairs and program staff for review. The goal is to reduce the cost of required textbooks and instructional materials per course section.

The following was determined during the examination of textbooks and instructional materials for all general education courses offered during FY 2022:

- Each department chair is integrally involved in the textbook and instructional materials adoption process for each course.
- 42 of 1,812 course sections were not adopted before the deadline, equating to a 97.7% compliance percentage. Fall 2021 had a compliance percentage of 97.8%, Spring 2022 had a compliance percentage of 97.5%, and Summer 2022 had a compliance percentage of 98.5%.
- South Florida State College (SFSC) adheres to internal Procedure No. 4041, which dictates use of adopted textbooks and instructional materials for a period of at least three years or until the edition changes, whichever occurs first.

- SFSC utilizes four cost recognized cost reducing efforts, as follows:
 - Open Educational Resources
 - Textbook Affordability Committees
 - Textbook Rentals
 - Offer Programs with no Textbook Costs
- SFSC considers the following factors when selecting materials:
 - Purchasing digital textbooks in bulk
 - Expanding the use of open-access material
 - Providing rental options for textbooks and related materials
 - Increasing the availability and use of affordable digital textbooks and learning objects
 - Developing mechanisms to assist in buying, renting, selling, and sharing textbooks
 - The length of time that textbooks and instructional materials remain in use.
- The SFSC Foundation has provided Innovation Grant funding to faculty members for review of OER materials that may be utilized in the classroom for a greater cost-savings to students.
- SFSC utilized open educational resources as instructional material 3.42% of all FY22 course sections.

SUGGESTED MOTION:

Move to approve the report of Textbook and Instructional Materials Affordability report as required by 1004.85, F.S., as presented.




OFFICE OF THE PRESIDENT

Item 8.4

PRESENT TO BOARD: SEPTEMBER 21, 2022

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: DESOTO CAMPUS EASEMENT


This past July, the College was approached by representatives of National Development of America, Inc. regarding the possibility of obtaining an easement through a portion of the College’s DeSoto Campus property for the purpose of construction of a sanitary sewer line for a 56-unit elderly rental development, Arcadia Landings, located off E. Gibson Street adjacent to campus. The company intends to design and build the sewer line to city specifications and upon completion and approval by city inspectors, will dedicate the easement to the City of Arcadia. The City of Arcadia will then own and maintain the sewer line and easement. The location of the easement area is across the sliver of College property extending from the back of the existing south parking lot to E. Gibson Street (see map). The easement area is a space approximately ten (10) feet wide and sixty (60) feet across for a total of 600 square feet. The granting of this easement will not provide for direct physical access to campus by resident of Arcadia Landings and does not adversely impact any development plans we have for the campus property.

SUGGESTED MOTION:
Move to approve granting of an easement to National Development of America, Inc. for the purpose of construction of a sanitary sewer line as presented.



OFFICE OF THE PRESIDENT

Item 8.5

PRESENT TO BOARD: SEPTEMBER 21, 2022
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: SELECTION OF EXECUTIVE SEARCH FIRM

The District Board of Trustees will consider the recommendation of the Presidential Selection Steering Committee to select a professional executive search firm to handle the details of conducting a search for the next president of SFSC.

Mrs. Cullens, Presidential Search Committee Chair, has interviewed two firms and will report on her interviews and make a recommendation to select the firm to work with SFSC.

SUGGESTED MOTION:
Move to approve the selection of a professional executive search firm to serve as a consultant for the selection of the next president of SFSC as presented.

9.0 Reports



OFFICE OF THE PRESIDENT

Item 9.1

PRESENT TO BOARD: SEPTEMBER 21, 2022

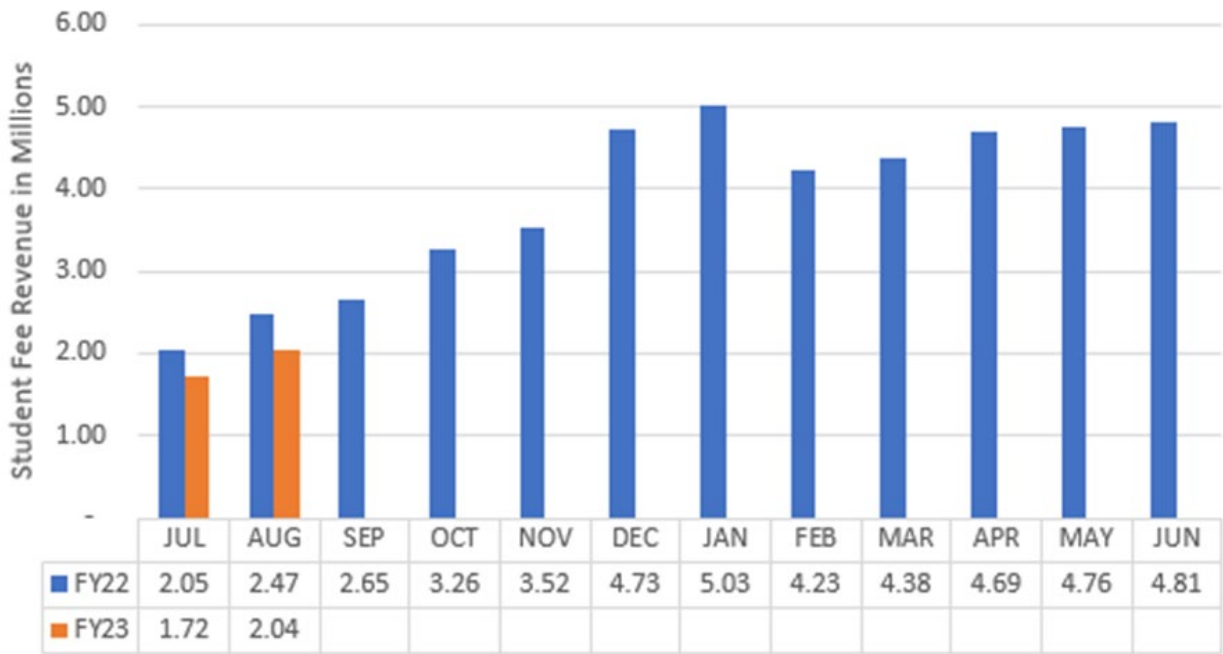
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

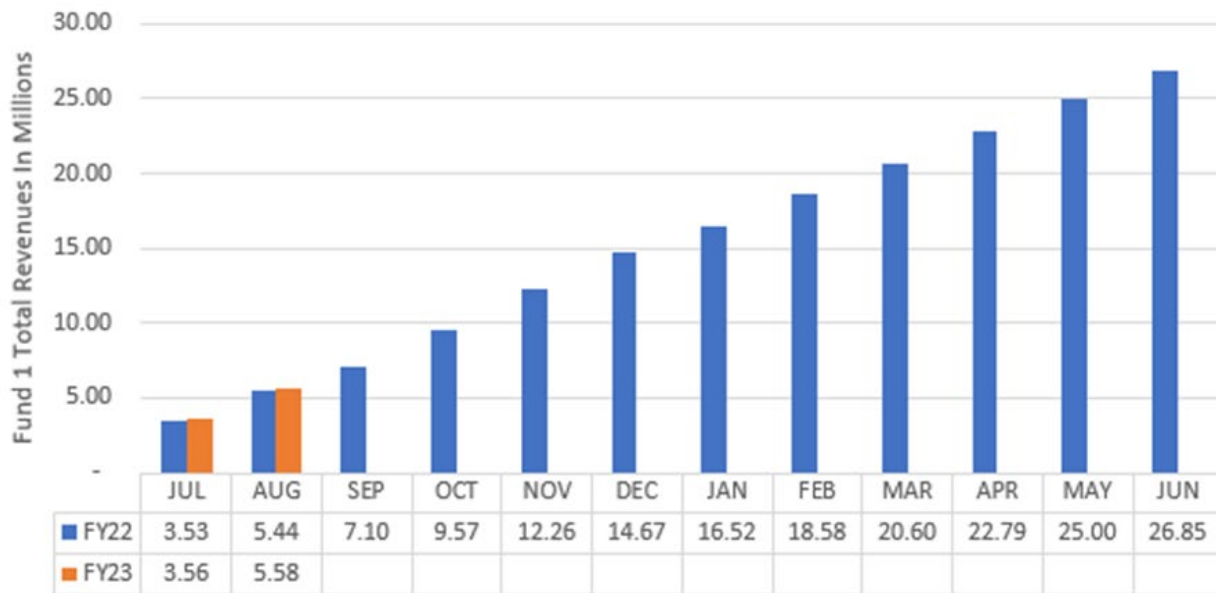
SUBJECT: FINANCIAL REPORT– **INFORMATION ITEM**

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

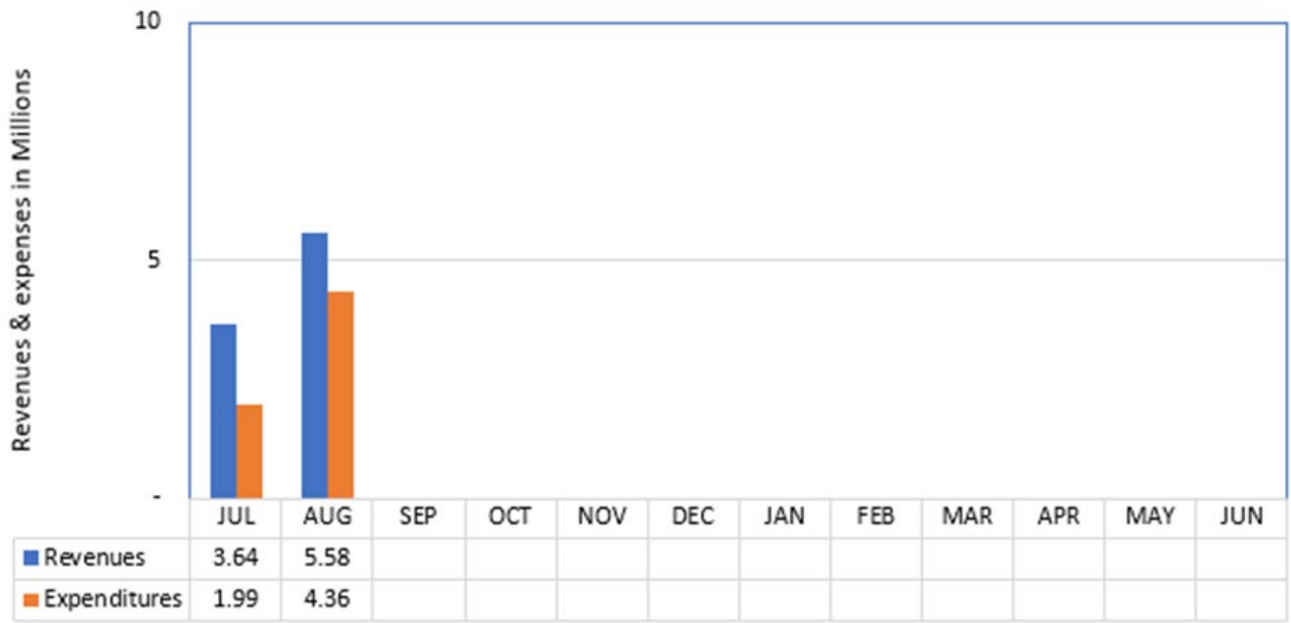
South Florida State College
Fund 1 - Student Fee Revenue, FY22 vs FY23



South Florida State College
Fund 1 - Total Revenue FY22 vs FY23



South Florida State College Fund 1 Total Revenues & Expenditures FY23



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

Account Title	Budget Amount	Amount	Difference	Percentage Collected/Spent to Date
Tuition and Out of State Fees	4,165,275.00	1,679,929.56	2,485,345.44	40.33%
Lab Fees	495,023.00	254,332.00	240,691.00	51.38%
Technology Fees	189,932.00	83,738.21	106,193.79	44.09%
Other Student Fees	66,373.00	21,994.90	44,378.10	33.14%
Grants and Contracts from Counties	1,023,395.00	447,830.79	575,564.21	43.76%
FCSPF-General/Special Appropriation	18,485,964.00	3,016,049.39	15,469,914.61	16.32%
Performance Based Incentive	324,747.00	26,626.00	298,121.00	8.20%
CO&DS Entitlement	1,100.00	-	1,100.00	0.00%
FCSPF-Lottery	3,461,595.00	-	3,461,595.00	0.00%
Indirect Costs Recovered	751,562.00	15,533.42	736,028.58	2.07%
Cash/Non-Cash Contributions and Gifts	22,040.00	-	22,040.00	0.00%
Use of College Facilities	50,000.00	6,802.92	43,197.08	13.61%
Other Sales and Services	80,000.00	8,233.95	71,766.05	10.29%
Interest and Dividends	4,000.00	3,518.14	481.86	87.95%
Fines and Penalties/Miscellaneous	120,422.00	10,538.64	109,883.36	8.75%
Transfers and Other Revenues	100,000.00	(100.00)	100,100.00	-0.10%
Total Revenue	\$29,341,428.00	\$ 5,575,027.92	\$23,766,400.08	19.00%
Management	2,099,540.80	349,182.18	1,750,358.62	16.63%
Instructional	5,480,122.59	622,626.19	4,857,496.40	11.36%
Other Professional	3,666,364.72	509,323.32	3,157,041.40	13.89%
Career Staff	3,213,183.15	496,206.76	2,716,976.39	15.44%
Other Professional-Instructional	1,398,240.00	91,297.51	1,306,942.49	6.53%
Other Professional-Tech/Clerical/Trade	206,248.73	3,049.39	203,199.34	1.48%
Student Employment	25,000.00	320.00	24,680.00	1.28%
Employees Awards	13,000.00	-	13,000.00	0.00%
Benefits	5,293,559.40	739,225.71	4,554,333.69	13.96%
Total Personnel	\$21,395,259.39	\$ 2,811,231.06	\$42,632,659.68	13.14%
Travel	281,928.00	5,716.19	276,211.81	2.03%
Freight and Postage	21,437.00	9,395.87	12,041.13	43.83%
Telecommunications	62,000.00	27,511.93	34,488.07	44.37%
Printing	38,510.00	1,241.65	37,268.35	3.22%
Repairs and Maintenance	1,676,633.66	321,648.31	1,354,985.35	19.18%
Rentals	158,705.00	33,030.51	125,674.49	20.81%
Insurance	550,682.00	43,761.08	506,920.92	7.95%
Utilities	1,658,078.00	253,549.63	1,404,528.37	15.29%
Other Services	910,418.67	231,568.71	678,849.96	25.44%
Grant Aid	4,280.00	(565.00)	4,845.00	-13.20%
Professional Fees	132,553.00	9,923.75	122,629.25	7.49%
Education Office/Dept Materials Supp	699,939.00	65,313.84	634,625.16	9.33%
Data Software	208,277.50	108,362.29	99,915.21	52.03%
Maint/Construction Material/Supp	418,263.14	46,492.53	371,770.61	11.12%
Other Materials and Supplies	131,706.78	107,226.90	24,479.88	81.41%
Subscriptions/Library	60,600.00	12,536.83	48,063.17	20.69%
Purchases for Resales	42,100.00	1,918.38	40,181.62	4.56%
Scholarships	45,000.00	10,402.50	34,597.50	23.12%
Transfers and Other Expenses	150,000.00	1,095.13	148,904.87	0.73%
Total Current Expenses	\$ 7,251,111.75	\$ 1,290,131.03	\$ 5,960,980.72	17.79%
Minor Equipment >1000<5000	266,012.86	99,352.48	166,660.38	37.35%
Furniture and Equipment	429,044.00	157,351.64	271,692.36	36.67%
Total Capital Outlay	\$ 695,056.86	\$ 256,704.12	\$ 438,352.74	36.93%




OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: SEPTEMBER 21, 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 August 2022 meeting of the College District Board of Trustees. The included dates are August 1, 2022 through August 31, 2022. The total amount reported is **\$10,956.50**.

II. Foundation Update

- a. Duke Energy Partnership
- b. Student Residence Facility

South Florida State College Foundation

Gift Summary Report 08/01/2022 - 08/31/2022

Fund ID	Fund Description	Gift Count	Cash	Pledges	Stocks/Other	Total
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
5000	Endowed Unrestricted	1	\$100.00	\$0.00	\$0.00	\$100.00
5025	General Nursing Scholarship	2	\$10,000.50	\$0.00	\$0.00	\$10,000.50
5110	Highlands County Bar Association Scholarship	3	\$125.00	\$0.00	\$0.00	\$125.00
6005	Partnership Project	3	\$70.00	\$0.00	\$0.00	\$70.00
5031	SFSC Community Fund	2	\$10.50	\$0.00	\$0.00	\$10.50
5011	SFSC General Scholarship	7	\$342.50	\$0.00	\$0.00	\$342.50
5032	SFSC Library Donations	2	\$32.00	\$0.00	\$0.00	\$32.00
5158	TSIC Scholarships	5	\$65.00	\$0.00	\$0.00	\$65.00
1000	Unrestricted	12	\$153.50	\$0.00	\$0.00	\$153.50
	Grand Totals:	41	\$10,956.50	\$0.00	\$0.00	\$10,956.50
	41 Gift(s) listed					
	34 Donor(s) listed					




OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: SEPTEMBER 21, 2022

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANTS DEVELOPMENT

In Development:

Title: **Strengthening Community Colleges Training Grant**

Source: Dept. of Labor (DOL)

Amount: \$1.5 to \$5,000,000

Description: Funding will be requested to increase the capacity and responsiveness to close equity gaps in addressing skill development needs of employers and workers.

Title: **National Science Foundation/Advanced Technological Education (NSF/ATE)**

Source: National Science Foundation (NSF)

Amount: \$650,000

Description: Funding will be requested for the Cyber Security program to further develop and improve the program and its educational materials.

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

Source: Corporation for National and Community Service

Amount: \$52,034

Description: Funding will be requested to continue the R.S.V.P. grant in the 2023-2024 academic year. R.S.V.P. actively engages senior adults throughout Highlands County in meaningful volunteerism to support local non-profit organizations and improve quality of life for local elderly and high-need residents.

Title: **Prepping Institutions, Programs, Employers, and Learners through Incentives for Nursing Education (PIPELINE)**

Source: Florida Department of Education (FDOE)

Amount: \$810,505

Description: Funding will be requested for student loan reimbursement and scholarships for nursing students, to expand infrastructure, salaries, and recruitment incentives.

Title: **Linking Industry to Nursing Education (LINE) Fund**

Source: Florida Department of Education (FDOE)

Amount: TBD

Description: Funding will be requested to assist SFSC to meet local workforce demands by increasing the number of nursing education program graduates who are prepared to enter the workforce; moreover, the grant will help establish and strengthen workforce partnerships.