



**SFSC
District Board of Trustees
Regular Meeting
October 19, 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: OCTOBER 19, 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 October 19, 2022 be adopted.

SUGGESTED MOTION:
Move to adopt the agenda of the regular meeting of October 19, 2022 as presented.

**REGULAR MEETING AGENDA
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
HIGHLANDS CAMPUS
OCTOBER 19, 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 – September 21, 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 Continuation Adult General Education – Highlands - \$248,169
 - 5.2.2 Continuation Adult General Education – Hardee - \$70,725
 - 5.2.3 Health Sciences Instructional Technology and Community Health Initiatives - \$9,000
 - 5.3 Operating Actions
 - 5.3.1 Monthly Accounts Payable & Payroll Check Register
 - 5.3.2 Property Deletions
- 6.0 Planning and Policy Issues
- 7.0 Academic and Student Matters
 - 7.1 Curriculum Proposals
- 8.0 Other Action Items
 - 8.1 SFSC Presidential Search Committee Recommendations
- 9.0 Reports
 - 9.1 Financial Report – Information Item
 - 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: OCTOBER 19, 2022

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – REGULAR MEETING – SEPTEMBER 21, 2022

It is recommended that the minutes of the regular meeting held September 21, 2022 be approved as presented.

SUGGESTED MOTION:
Move to approve the minutes of the September 21, 2022 regular meeting as presented.

**MEETING MINUTES
SOUTH FLORIDA STATE
COLLEGE DISTRICT BOARD
OF TRUSTEES
SEPTEMBER 21, 2022**

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

Excused: Mrs. Tami Cullens

Staff Present:	Mrs. Jamie Bateman	Mrs. Ashley Bennett	Dr. Mark Bukowski
	Dr. Kathleen Cappo	Ms. Lisa Clayton-Alley	Mrs. Marsha Cowles
	Dr. Teresa Crawford	Mrs. Emily Dabolt	Mrs. Charla Ellerker
	Mr. Peter Elliott	Ms. Diana Fernandez	Dr. Brent Ferns
	Ms. Cindy Garren	Dr. James Hawker	Mr. Don Kesterson
	Mrs. Melissa Kuehnle	Mr. Keith Loweke	Mr. Michael Pate
	Dr. Chris van der Kaay	Mrs. Teresa Vorous	Mrs. June Weyrauch

Excused: Ms. Michele Hall Dr. Michele Heston

Others Present: Mrs. Barbara Kirschner Mr. Matt Miller, National Development of America, Inc.

The regular meeting of the District Board of Trustees was called to order at 1:04 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

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

1.2 Approval of Minutes

1.2.1 Regular Meeting Minutes

Mrs. Rider made a motion, seconded by Mr. Wright, to approve the minutes of the regular meeting held August 17, 2022 as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, 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
Emily Dabolt	Coordinator, Heartland Pathways 2 Success Project	Chris van der Kaay	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

None

4.0 PRESENTATION

None

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

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

(EXHIBIT "A")

5.2 Grant Awards

5.2.1 Heartland Games for Active Adults

Florida Sports Foundation \$ 1,500

5.2.2 Future Florida Critical Workforce Needs Grant

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

5.3 Agreements and Contracts

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

(EXHIBIT "B")

5.4 Operational Actions

5.4.1 Monthly Accounts Payable/Payroll Check Register

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

(EXHIBIT "C")

Dr. Kirschner questioned if the Future Florida Critical Workforce Needs Grant was an established grant and if it went with Consent Item 5.3.1 Grant Subaward Agreement. Dr. van der Kaay gave a brief overview of the grant and the process of setting up agreements with the local schools in our service area.

Dr. Kirschner made a motion, seconded by Mrs. Rider, 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, 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 ACCT Governance and Bylaws Committee

Mr. Atchley requested Board approval and a formal endorsement of support to apply to serve a second term on the ACCT Governance and Bylaws Committee.

Mr. Wright made a motion, seconded by Mr. Backer, to approve Mr. Terry Atchley to apply to serve on the ACCT Governance and Bylaws Committee. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Dr. Kirschner, Mrs. Rider, and Mr. Wright. Mr. Atchley abstained. **Motion carried by unanimous vote.**

8.2 Carry Forward Balance Spending Plan for the 2022-23 Fiscal Year

Mr. Elliott presented the Carry Forward Balance Spending Plan per 1012.841(2)(b), F.S. He stated 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.

(EXHIBIT "D")

Mr. Wright made a motion, seconded by Mr. Backer, to approve the Carry Forward Balance Spending Plan for the 2022-23 fiscal year as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Dr. Kirschner, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

8.3 Textbook and Instructional Materials Affordability

Mr. Elliott presented the Textbook and Instructional Materials Affordability report to the Board. He stated that 1004.85, 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. He stated Follett, our bookstore partner, has worked closely with our faculty and staff to ensure compliance with this requirement. Mr. Elliott reported that 42 of 1,812 course sections were not adopted before the deadline, equating to a 97.7% compliance percentage. He stated 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%.

(EXHIBIT "E")

Mrs. Rider made a motion, seconded by Mr. Bryan, to approve the report of Textbook and Instructional Materials Affordability report as required by 1004.85, F.S., as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Dr. Kirschner, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

8.4 DeSoto Campus Easement

Mr. Elliott reported that he was approached this past July 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. Mr. Matt Miller with National Development of America, Inc. gave a brief explanation of the sewer easement and plans. The Board discussed future use of the College property. Mrs. Karlson, Board Attorney, added a brief overview of the easement agreement and any future use of the College property in conjunction of the sewer line.

(EXHIBIT "F")

Mr. Backer made a motion, seconded by Mr. Wright, to approve granting of an easement to National Development of America, Inc. for the purpose of construction of a sanitary sewer line as presented. Mr. Backer amended the original motion to add with the final approval by College Attorney. Mr. Wright seconded the amended motion Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Dr. Kirschner, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

8.5 Selection of Executive Search Firm

Mr. Atchley acknowledged the Presidential Search Steering Committee. Mr. Elliott gave a brief overview of the executive search firm proposal process. He reported that these proposals were presented to the Presidential Search Steering Committee who short-listed the proposals to two firms. Mr. Elliott reported that Mrs. Cullens, Presidential Search Committee Chair, interviewed the two firms and has a recommendation. Due to a death in the family, Mrs. Cullens was unable to attend the DBOT meeting. Mr. Atchley, Board Chair, reported on her behalf her email recommendation that she emailed to Dr. Leitzel. Mr. Atchley read verbatim Mrs. Cullens recommendation to approve ACCT as the executive search firm. The Board discussed the executive search firm cost proposal and what has been budgeted by SFSC.

(EXHIBIT "G")

Mr. Wright made a motion, seconded by Mrs. Rider, 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. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, 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 August 2022.

(EXHIBIT "H")

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$10,956.50** from August 1 through August 31, 2022. Mrs. Bateman reported on the Duke Energy Partnership and the quarterly collaboration conference calls in which she participated. Mrs. Bateman stated she will present an update on the Student Residence Facility at a later date. She stated it was a pleasure to have Mr. Wright attend the Foundation Board meetings as the College liaison.

9.3 Resource Development

I. Grants Development Report

Dr. van der Kaay distributed and reviewed the Grants Development Report dated 9/21/22. He gave a brief description of the grants.

II. In Development

A. Strengthening Community Colleges Training Grant

Department of Labor (DOL) \$ 1.5 to \$5,000,000

B. National Science Foundation/Advanced Technological Education (NSF/ATE)

National Science Foundation \$ 650,000

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

Corporation for National and Community Service \$ 52,034

D. Prepping Institutions, Programs, Employers, and Learners through Incentives for Nursing Education (PIPELINE)

Florida Department of Education (FDOE) \$ 810,505

E. Linking Industry to Nursing Education (LINE) Fund

Florida Department of Education (FDOE) TBD

9.4 President's Report

Dr. Leitzel reported on the following items:

1. Enrollment Update: Reported that Fall FTE is up about 6%.
2. Fall Term Activities: Resident Physician Visit, August 19, Student Welcome Back, August 22, Tour with Senator Denise Grimsley, August 24, Duke Energy Check Presentation on Hardee Campus, August 25, Charlie Creek Solar Array Dedication, August 31, Club Rush, September 1, and College For A Day with Avon Park High School, September 16.

3. Congratulated Dr. Heston on her official appointment to the Florida Center for Nursing Board of Directors.
4. 2022-2023 Season at the Wildstein Center: Ms. Garren gave a brief overview of the season shows.
5. Announced the Governor declared September Workforce Development Month in Florida. Dr. Leitzel shared a preview of a promotion that will be in September.
6. Highlighted SFSC Athletics: 2022-23 Volleyball and Cross-Country Teams.
7. Response to Roadway Naming Opportunities: Dr. Leitzel gave a brief overview of the roadway naming process and presented the recommended street names for the college roads. The Board discussed the recommended names. **Mr. Backer made a motion, seconded by Mr. Bryan, to approve SFSC to move forward with the recommended roadway naming opportunity with Highlands County as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Dr. Kirschner, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**
8. Trustee Term Update: Dr. Leitzel distributed the term update to the Board.
9. Reminded Board the next DBOT meeting is October 19.

9.5 Board Attorney's Report

Mrs. Karlson stated no report. She stated that she has been busy working on behalf of the College. Dr. Leitzel thanked Mrs. Karlson for her work and prompt response time.

9.6 Board Members' Reports

Mrs. Rider stated no report.

Dr. Kirschner stated no report.

Mr. Bryan stated no report.

Mr. Wright requested at future meeting the Board get educated on the shift that has been seen in FTE from in-person to virtual instruction.

Mr. Backer gave a brief overview of the EMS ambulance simulators and training process that was highlighted in Dr. Leitzel's report.

9.7 Board Chair Report

Mr. Atchley reported that the City of Wauchula approved the donation of \$5,000 to the Kenneth A. Lambert Endowment for the second year. He challenged the Board to contribute if they are able.


10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:46 p.m.



OFFICE OF THE PRESIDENT

Item 1.3

PRESENT TO BOARD: OCTOBER 19, 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

OCTOBER 2022	NOVEMBER 2022	DECEMBER 2022
<p>19 Board Meeting, 1 PM Highlands Campus</p> <p>23-29 ACCT Leadership Congress New York, NY</p>	<p>No Board Meeting</p> <p>28 Jacaranda Jubilee, 6:30PM Hotel Jacaranda</p>	<p>7 Board Meeting, 1 PM Highlands Campus</p> <p>8 Foundation Christmas Luncheon, 11:30AM Hotel Jacaranda</p> <p>14 SFSC Holiday Luncheon</p> <p>15 Fall Commencement</p>
JANUARY 2023	FEBRUARY 2023	MARCH 2023
<p>18 Board Meeting, 1 PM Highlands Campus</p>	<p>No Board Meeting</p> <p>5-8 ACCT National Legislative Summit, Washington, DC</p>	<p>22 Board Meeting, 1 PM Highlands Campus</p>
APRIL 2023	MAY 2023	JUNE 2023
<p>19 Board Meeting, 1 PM Highlands Campus</p>	<p>9 Spring Commencement</p> <p>17 Board Meeting, 1 PM Highlands Campus</p>	<p>21 Board Meeting, 1 PM Highlands Campus</p>
JULY 2023	AUGUST 2023	SEPTEMBER 2023
<p>19 Board Meeting, 1 PM Highlands Campus</p>	<p>TBD Board Meeting, 1 PM Highlands Campus</p>	<p>TBD Board Meeting, 1 PM Highlands Campus</p>
OCTOBER 2023	NOVEMBER 2023	DECEMBER 2023
<p>TBD Board Meeting, 1 PM Highlands Campus</p>	<p>No Board Meeting</p>	<p>TBD Board Meeting, 1 PM Highlands Campus</p>
JANUARY 2024	FEBRUARY 2024	MARCH 2024
<p>TBD Board Meeting, 1 PM Highlands Campus</p>	<p>TBD Board Meeting, 1 PM Highlands Campus</p>	<p>TBD Board Meeting, 1 PM Highlands Campus</p>

New Addition


Tentative *

2.0 *Communications, Introductions, and Recognitions*



OFFICE OF THE PRESIDENT

Item 2.1

PRESENT TO BOARD: OCTOBER 19, 2022
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: NEW EMPLOYEE INTRODUCTIONS

Employee	Position	Supervisor	Hired
Patrick Carey	Nursing Success Coach	Mary von Merveldt	7/5/2022
Rebecca Rivera	Simulation Technology Specialist	Kathleen Cappel	7/11/2022
Yolanda Rodriguez	Custodian, Highlands Campus	Jeffrey Miller	7/19/2022

3.0 *Public Comment*


4.0 Presentations

5.0 Consent Agenda Action Items



OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: OCTOBER 19, 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	21
5.2	Grant Awards	22
	5.2.1 Continuation Adult General Education – Highlands - \$248,169	
	5.2.2 Continuation Adult General Education – Hardee - \$70,725	
	5.2.3 Health Sciences Instructional Technology and Community Health Initiatives - \$9,0000	
5.3	Operating Actions	25
	5.3.1 Monthly Accounts Payable & Payroll Check Register	
	5.3.2 Property Deletions	



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: OCTOBER 19, 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 CAREER STAFF:		
<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Kevin Richardson	Lead Evening Maintenance	9/12/2022
Onesimo Ochoa	Specialized Maintenance	9/12/2022
John Conschafsky	Staff Assistant I, Human Resources	9/15/2022
II. RESIGNATIONS:		
<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Rodolfo Reyes Dela Cruz Jr.	Custodian	9/23/2022
Tasha Morales	Director, QEP and Student Success	10/31/2022
Paul Bart	Network Systems Technology Instructor	12/15/2022
III. ADJUNCT FACULTY, 2022-23, ACADEMIC YEAR AS NEEDED:		
<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Mirna Alvarado	ABE/GED/ESOL	I
Jessica Crespo	Nursing	II
Debra Downing	ABE/GED/ESOL	II
Leonardo Soto-Toro	ABE/GED/ESOL	III

SUGGESTED MOTION:

Move to approve the personnel recommendations as presented.




OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: OCTOBER 19, 2022

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – CONTINUATION ADULT GENERAL EDUCATION -
HIGHLANDS

Title: Continuation Adult General Education - Highlands
Source: Florida Department of Education (FDOE)
Amount: \$248,169
Description: Funding has been awarded to continue offering Adult Basic Education (ABE), General Educational Development (GED), and English for Speakers of Other Languages (ESOL) courses in Highlands County.

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




OFFICE OF THE PRESIDENT

Item 5.2.2

PRESENT TO BOARD: OCTOBER 19, 2022

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – CONTINUATION ADULT GENERAL EDUCATION - HARDEE

Title: Continuation Adult General Education - Hardee
Source: Florida Department of Education (FDOE)
Amount: \$70,725
Description: Funding has been awarded to continue offering Adult Basic Education (ABE), General Educational Development (GED), and English for Speakers of Other Languages (ESOL) courses in Hardee County.

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




OFFICE OF THE PRESIDENT

Item 5.2.3

PRESENT TO BOARD: OCTOBER 19, 2022

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – HEALTH SCIENCES INSTRUCTIONAL TECHNOLOGY AND
COMMUNITY HEALTH INITIATIVES

Title: Health Sciences Instructional Technology and Community
Health Initiatives

Source: Highlands County Health Services

Amount: \$9,000

Description: Funding has been awarded from Highlands County Health Services
for educational technology and professional development.

SUGGESTED MOTION:

Move to approve the grant awarded as presented.



OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: OCTOBER 19, 2022

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MONTHLY ACCOUNTS PAYABLE/PAYROLL CHECK REGISTER

Due to the interruption in schedules caused by Hurricane Ian, summary information for disbursements for all funds through November 2022 will be provided at December 2022 District Board of Trustees meeting. Detailed information related to expenditures to date is available during normal business hours in the College Business Office.



OFFICE OF THE PRESIDENT

Item 5.3.2

PRESENT TO BOARD: OCTOBER 19, 2022
TO: SOUTH FLORIDA STATE COLLEGE DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL
SUBJECT: PROPERTY DELETIONS

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
October 2022

Table with 5 columns: Tag #, Date Purchased, Description, Cost, Condition Code. Rows include 1994 Ford F150 Truck and 3 Door Refrigerator.

Total: \$13,670.00

SUGGESTED MOTION:
Move to approve the deletion of College property from inventory records as presented.

6.0 Planning and Policy Issues

7.0 Academic and Student Matters



OFFICE OF THE PRESIDENT

Item 7.1

PRESENT TO BOARD: OCTOBER 19, 2022

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: CURRICULUM PROPOSALS

Approval is requested for the following curriculum proposals:

I. PROGRAM REVISIONS

Request approval to revise AS degree to update program's application requirements and provide students with admission procedures, selection criteria, and general information related to the degree program; also rearranging program course structure according to new program director's review. No program length change; effective Fall 2022 (202310).

➤ **Surgical Services AS #1775**

- **Revise** Application Requirements
- **Add** Admission Procedures
- **Add** Selection Criteria and Process
- **Add** General Information
- **Move** PSY 2012 Introduction to Psychology **from** 1st Spring Term **to** 2nd Fall Term
- **Move** STS 1327L Principles and Practices of Surgical Technology Lab **from** 1st Spring Term **to** 2nd Fall Term
- **Move** STS 1307 Surgical Equipment and Instrumentation **from** 2nd Fall Term **to** 1st Spring Term
- **Move** STS 1308 Perioperative Patient Care Concepts **from** 2nd Fall Term **to** 1st Spring Term
- **Move** AMH 1020 Introductory Survey Since 1877 and POS 1041 American Government **from** 1st Summer Term **to** 2nd Fall Term
- **Move** STS 1304L Operating Room Techniques Lab **from** 2nd Spring Term **to** 1st Summer Term
- **Move** STS 1323 Surgical Procedures I and STS 2944 Surgical Clinical I **from** 2nd Fall Term **to** 1st Summer Term
- **Move** STS 2324 Surgical Procedures II and STS 2945L Surgical Clinical II **from** 2nd Spring Term **to** 2nd Fall Term

- **Move** STS 1931 Surgical Technology Special Topics Seminar and STS 2946L Surgical Clinical III **from** 2nd Summer Term **to** 2nd Spring Term
- **Move** STS 2179 Surgical Biomedical Fundamentals **from** 2nd Fall Term **to** 2nd Spring Term
- **STS 1302 Introduction to Surgical Technology – Add** “You must complete this course with a grade of C or higher in order to start the clinical rotations” in course description.
- **STS 1303 Fundamentals of Surgical Technology – Add** “You must complete this course with a grade of C or higher in order to start the clinical rotations” in course description **Add** Program Application Requirements as prerequisite and STS 1307 or Instructor’s Approval as corequisite.
- **STS 1304L Operating Room Techniques Lab – Add** STS 1307 or Instructor’s Approval as prerequisite and STS 2944L or Instructor’s Approval as corequisite.
- **STS 1307 Surgical Equipment and Instrumentation – Add** “You must complete this course with a grade of C or higher in order to start the clinical rotations” in course description. **Add** Program Application Requirements as prerequisite and STS 1303 or Instructor’s Approval as corequisite.
- **STS 1308 Perioperative Patient Care Concepts – Add** “You must complete this course with a grade of C or higher in order to start the clinical rotations” in course description. **Add** Program Application Requirements as prerequisite and STS 1303 or Instructor’s Approval as corequisite.
- **STS 1323 Surgical Procedures I – Add** “You must complete this course with a grade of C or higher” in course description. **Add** STS 1303 or Instructor’s Approval as prerequisite and STS 2944L or Instructor’s Approval as corequisite.
- **STS 1327L Principles and Practices of Surgical Technology Lab – Add** “You must complete this course with a grade of C or higher” in course description. **Add** STS 2944L or Instructor’s Approval as prerequisite and STS 2945L or Instructor’s Approval as corequisite.
- **STS 1931 Surgical Technology Special Topics Seminar – Add** “You must complete this course with a grade of C or higher” in course description. **Add** STS 1304L or Instructor’s Approval as prerequisite and STS 2946L or Instructor’s Approval as corequisite.
- **STS 2179 Surgical Biomedical Fundamentals – Add** “You must complete this course with a grade of C or higher” in course description. **Add** STS 1323 or Instructor’s Approval as prerequisite and STS 2946L or Instructor’s Approval as corequisite.
- **STS 2324 Surgical Procedures II – Add** “You must complete this course with a grade of C or higher” in course description. **Add** STS 1304L or Instructor’s Approval as prerequisite and STS 2945L or Instructor’s Approval as corequisite.
- **STS 2340 Surgical Pharmacology – Add** “You must complete this course with a grade of C or higher” in course description. **Add** STS 2324 or Instructor’s Approval as prerequisite and STS 2360 or Instructor’s Approval as corequisite.
- **STS 2360 Professional Skills for the Surgical Technologist Add** “You must complete this course with a grade of C or higher” in course description. **Add** STS 1304L or Instructor’s Approval as prerequisite and STS 1931 or Instructor’s Approval as corequisite.
- **STS 2944L Surgical Clinical I – Add** “You must complete this course with a grade of C or higher” in course description. **Add** STS 1303 or Instructor’s Approval as prerequisite and STS 1323 or Instructor’s Approval as corequisite.
- **STS 2945L Surgical Clinical II – Add** “You must complete this course with a grade of C or higher” in course description. **Add** STS 2944L or Instructor’s Approval as prerequisite and STS 2324 or Instructor’s Approval as corequisite.

- **STS 2946L Surgical Clinical III – Add** “You must complete this course with a grade of C or higher” in course description. **Add** STS 2945L or Instructor’s Approval as prerequisite and STS 2360 or Instructor’s Approval as corequisite.

Request approval to modify the Advanced Patient Care Technician Apprenticeship program. Program revision is requested by SFSC’s apprenticeship partner, AdventHealth, due to evolving healthcare system and educational support needs. No program length change; effective Fall 2022 (202310).

➤ **Advanced Patient Care Technician APP #3906**

- **Replace** HCP 0332/L Home Health Aide APCT/Lab 30/500 contact hours (Delete) **with** new HCP 0XXX/L Career Transition APCT/Lab 30/500 contact hours.

II. COURSE REVISION

Request approval to increase course’s variable length. Course was originally created with a variable length of 30-240 hours. However, most of the course content segments are in 135-hour sections, new variable of 30-270 hours will allow course to be interchangeable; effective Fall 2022 (202310).

- **ETP 0949 Co-op Work Experience in Electrical Distribution – Increase** from 30-240 **to** 30-270.

SUGGESTED MOTION:


Move to approve the curriculum proposals as presented.

8.0 Purchasing and Other Action Items



OFFICE OF THE PRESIDENT

Item 8.1

PRESENT TO BOARD: OCTOBER 19, 2022
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: SFSC PRESIDENTIAL SEARCH COMMITTEE RECOMMENDATIONS

Approval is requested for consideration of the recommended individuals to serve on the SFSC Presidential Search Committee as presented by Mrs. Cullens, Presidential Search Chair.


SUGGESTED MOTION:
Move to approve the appointment of the SFSC Presidential Search Committee and to authorize Board Chair, Mr. Terry Atchley to notify the individual members of the committee of their appointment.

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**

Due to the interruption in schedules caused by Hurricane Ian, all graphs and summary of revenues and expenditures compared to budgeted funds within the Operating Budget through November 2022 will be provided at the December 2022 District Board of Trustees meeting.




OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: OCTOBER 19, 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 September 2022 meeting of the College District Board of Trustees. The included dates are September 1, 2022 through September 30, 2022. The total amount reported is **\$133,808.00**.

II. **Foundation Update**

a. Student Residence Facility

South Florida State College Foundation
Gift Summary Report 09/01/2022 - 09/30/2022

Fund Description	Gift Count	Cash	Pledges	Total
Unrestricted	1	\$1,000.00	\$0.00	\$1,000.00
SFSC General Scholarship	1	\$7,426.00	\$0.00	\$7,426.00
General Nursing Scholarship	1	\$15,590.00	\$0.00	\$15,590.00
Highlands County Bar Association Scholarship	1	\$25.00	\$0.00	\$25.00
Helios Education Foundation First Generation Scholarship	1	\$4,767.00	\$0.00	\$4,767.00
Partnership Project	1	\$105,000.00	\$0.00	\$105,000.00
Grand Totals:	6	\$133,808.00	\$0.00	\$133,808.00


6 Gift(s) listed

4 Donor(s) listed



OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: OCTOBER 19, 2022
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: GRANTS DEVELOPMENT

In Development:

Title: Jazz in Rural Libraries
Source: South Arts
Amount: \$1,600
Description: Funding will be requested to support the Jazz in Rural Libraries at the Alan Jay Wildstein Center for the Performing Arts.

Submitted:

Title: Access Partnership
Source: National Science Foundation
Amount: \$206,030
Description: Funding has been requested to work in partnership with University of Florida to develop cutting edge, online laboratory science courses that will transform access throughout the service district to improve STEM transfer pathways at SFSC.

Title: Prepping Institutions, Programs, Employers, and Learners through Incentives for Nursing Education (PIPELINE)
Source: Florida Department of Education (FDOE)
Amount: \$810,505
Description: Funding has been requested for student loan reimbursement and scholarships for nursing students, to expand infrastructure, salaries, and recruitment incentives.