



**SFSC  
District Board of Trustees  
Regular Meeting  
December 7, 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: DECEMBER 7, 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 December 7, 2022 be adopted.

**SUGGESTED MOTION:**  
**Move to adopt the agenda of the regular meeting of December 7, 2022 as presented.**

**REGULAR MEETING AGENDA  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
HIGHLANDS CAMPUS  
DECEMBER 7, 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 – October 19, 2022
  - 1.3 Review of Master Calendar
- 2.0 Communications, Introductions, and Recognition
  - 2.1 New Employee Introductions
- 3.0 Public Comment
- 4.0 Presentations
  - 4.1 Florida Blue Nursing and Allied Health Scholarship Presentation
- 5.0 Consent Agenda Action Items
  - 5.1 Personnel Actions
  - 5.2 Grant Awards
    - 5.2.1 Emanon Jazz in Rural Libraries - \$800
    - 5.2.2 Emerge: Preparing Students for an Innovated Future (Emerge Scholars Program) - \$749,992
  - 5.3 Agreements and Contracts
    - 5.3.1 Collegiate High School Agreement – DeSoto County School Board
    - 5.3.2 Collegiate High School Agreement – Hardee County School Board
    - 5.3.3 Collegiate High School Agreement – School Board of Highlands County
    - 5.3.4 Memorandum of Understanding (MOU) – Florida Gulf Coast University
    - 5.3.5 Subaward Agreement – Florida Critical Workforce Needs Grant
    - 5.3.6 Affiliation Agreement – Highlands County Sheriff’s Office
    - 5.3.7 Affiliation Agreement – The Oaks LLC DBA Oaks At Avon
    - 5.3.8 Affiliation Agreement – DeSoto Memorial Hospital
  - 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
  - 7.1 Curriculum Proposal
  - 7.2 2023-2024 College Calendar

- 8.0 Other Action Items
  - 8.1 Mission Statement Affirmation
  - 8.2 Strategic Plan (Destination 2027) Approval
  - 8.3 SFSC Presidential Search Committee Recommendation
  - 8.4 Presidential Profile Approval
- 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: DECEMBER 7, 2022  
TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
FROM: THOMAS C. LEITZEL   
SUBJECT: MINUTES – REGULAR MEETING – OCTOBER 19, 2022

It is recommended that the minutes of the regular meeting held October 19, 2022 be approved as presented and recorded in the Supplemental Minute Book.

**SUGGESTED MOTION:**  
**Move to approve the minutes of the October 19, 2022 regular meeting as presented.**

**MEETING MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
OCTOBER 19, 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  
Dr. Thomas C. Leitzel, President/Secretary  
Mrs. Pamela T. Karlson, College Attorney

**Excused:** Mr. Joe Wright

**Staff Present:**

Mrs. Ashley Bennett	Dr. Mark Bukowski	Dr. Kathleen Cappo
Mr. Patrick Carey	Mr. Peter Elliott	Dr. Brent Ferns
Ms. Cindy Garren	Dr. James Hawker	Dr. Michele Heston
Mrs. Melissa Kuehnle	Mr. Keith Loweke	Mr. Jeffrey Miller
Mrs. Rebecca Rivera	Mrs. Yolanda Rodriguez	Dr. Chris van der Kaay
Mrs. Mary von Merveldt	Mrs. Teresa Vorous	Mrs. June Weyrauch

**Excused:** Mrs. Jamie Bateman Ms. Michele Hall

**Others Present:** Mrs. Barbara Kirschner Dr. Ed Massey, ACCT  
Search Consultant

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. Bryan made a motion, seconded by Mrs. Rider, 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, and Mrs. Rider. **Motion carried by unanimous vote.**

### **1.2 Approval of Minutes**

#### **1.2.1 Regular Meeting Minutes**

**Mr. Backer made a motion, seconded by Mrs. Cullens, to approve the minutes of the regular meeting held September 21, 2022 as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. **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
Patrick Carey	Nursing Success Coach	Mary von Merveldt	7/5/2022
Rebecca Rivera	Simulation Technology Specialist	Kathleen Cappo	7/11/2022
Yolanda Rodriguez	Custodian, Highlands Campus	Jeffrey Miller	7/19/2022

Dr. Leitzel introduced and welcomed Dr. Ed Massey, ACCT Search Consultant and former president of Indian River State College.

**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 career staff; resignations; and adjunct faculty 2022-23, academic year as needed as presented.

*(EXHIBIT "A")*

**5.2 Grant Awards**

**5.2.1 Continuation Adult General Education - Highlands**

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

**5.2.2 Continuation Adult General Education – Hardee**

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

**5.2.3 Heath Sciences Instructional Technology and Community Health Initiatives**

Highlands County Health Services \$ 9,000

**5.3 Operational Actions**

**5.3.1 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 DBOT meeting.

**5.3.2 Property Deletions**

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

*(EXHIBIT "B")*

**Mr. Bryan made a motion, seconded by Mrs. Cullens, 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, and Mrs. Rider. **Motion carried by unanimous vote.**



**6.0 PLANNING AND POLICY ISSUES**

None

**7.0 ACADEMIC AND STUDENT MATTERS**

**7.1 Curriculum Proposals**

Dr. Heston presented the curriculum proposals and revisions to the Board.

*(EXHIBIT "C")*

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

**8.0 PURCHASING AND OTHER ACTION ITEMS**

**8.1 SFSC Presidential Search Committee Recommendations**

Mr. Atchley thanked the members of the Presidential Steering Committee for their work thus far in the Presidential Search process.

Mrs. Cullens distributed and gave a brief overview of the Presidential Search Committee listing and the next steps in the Presidential Search. Mrs. Cullens highlighted the tentative Presidential Search timeline of events. The Board discussed the timeline. Dr. Massey gave a brief explanation of the timeline of candidate meeting options.

*(EXHIBIT "D")*

**Mr. Bryan made a motion, seconded by Mrs. Rider, to approve the appointment of the SFSC Presidential Search Committee plus two students from SGA and to authorize Board Chair, Mr. Terry Atchley to notify the individual members of the committee of their appointment.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

**9.0 REPORTS**

**9.1 Financial Report**

Mr. Elliott reported 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 DBOT meeting.

**9.2 Foundation Report**

Dr. Leitzel reported on behalf of Mrs. Bateman that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$133,808.00** from September 1 through September 30, 2022. Dr. Leitzel gave the Board a brief update on Student Residence Facility and the next steps/options. Mr. Elliott reported that the insurance will be terminated at the end of the month for the Hotel Jacaranda. He stated the Hotel Jacaranda will be added to the College Consortium insurance. Mr. Elliott gave a brief overview of the relationship agreement between the College and the Foundation.

Mr. Atchley asked for a motion on the receipt of a copy of the relationship agreement that was distributed to the Board. **Mr. Backer made a motion, seconded by Mrs. Rider, that DBOT received a copy of the relationship agreement between the College and the Foundation as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

**9.3 Resource Development**

**I. Grants Development Report**

Dr. van der Kaay distributed and reviewed the Grants Development Report dated 10/19/22. He gave a brief description of the grants.

**II. In Development**

**A. Jazz in Rural Libraries**

South Arts \$ 1,600

**III. Submitted**

**A. Access Partnership**

National Science Foundation \$ 206,030

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

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

**9.4 President’s Report**

Dr. Leitzel reported on the following items:

1. Hurricane Ian: Dr. Leitzel gave a damage assessment update. He acknowledged and gave a special appreciation to the SFSC maintenance team, who came to the college the day after Hurricane Ian to clear debris. Mr. Backer acknowledged the maintenance, grounds, and custodial teams for their dedication after the hurricane. Dr. Leitzel highlighted the visit from Chancellor Hebda and Mr. Alex Jordan on October 11. He acknowledged vendors and other additional financial assistance/support for the students that were impacted by Hurricane Ian.
2. Announced the Veterans Day program will be held Friday, November 11 on the Highlands Campus.
3. Enrollment Update: Dr. Leitzel stated that the College will probably see a slight decline in enrollment due to Hurricane Ian. He reported that student services are currently reaching out to students to assist with needs and assess their ability to persist in their classes.
4. Reminded Board the next DBOT held on December 7 is the annual planning meeting.

**9.5 Board Attorney’s Report**

Mrs. Karlson assured the Board she will be prepared to present at the first Presidential Search Committee meeting on November 29. Mrs. Karlson gave an update on the easement at the DeSoto Campus. She stated the process has been delayed due to Hurricane Ian.

**9.6 Board Members’ Reports**

Mrs. Rider stated no report but she was able to start back at Warner University this week.

Dr. Kirschner stated no report. He thanked the College for their work after the hurricane.

Mr. Bryan commended SFSC on their work after the hurricane.

Mrs. Cullens reported that on December 7 the Presidential Search Committee will discuss the presidential profile for Board approval. She announced that she will be leaving the ACCT National Board and thanked the DBOT for all their support.

Mr. Backer thanked everyone for their work before and after Hurricane Ian.

**9.7 Board Chair Report**

Mr. Atchley commended the College and staff for all they did and continue to do after Hurricane Ian. He thanked Dr. Massey for attending the DBOT meeting and stated he is looking forward to working with him. Dr. Massey commended the DBOT and College for how well they work together. Mr. Atchley highlighted the benefits of cultivating relationships.

**10.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 2:43 p.m.




OFFICE OF THE PRESIDENT

**Item 1.3**

PRESENT TO BOARD: DECEMBER 7, 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

DECEMBER 2022		JANUARY 2023		FEBRUARY 2023	
7	Planning Workshop, 11AM Board Meeting, 1 PM Highlands Campus	18	Board Meeting, 1 PM Highlands Campus	No Board Meeting  5-8 ACCT National Legislative Summit, Washington, DC	
8	Foundation Christmas Luncheon, 11:30AM Hotel Jacaranda				
14	SFSC Holiday Luncheon				
15	Fall Commencement				
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
MARCH 2024		APRIL 2024		MAY 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: DECEMBER 7, 2022

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: NEW EMPLOYEE INTRODUCTIONS

<b>Employee</b>	<b>Position</b>	<b>Supervisor</b>	<b>Hired</b>
Carmen Fontanez	Purchasing Specialist	Deb Olson	08/01/2022
William Glover	Administrative Assistant II, Adult Education and Technical Dual Enrollment	Courtney Green	08/02/2022
Dr. Carl Lavin	Instructor, Biology	Dr. Daniel Sanches	08/15/2022
Kathy Sandmoen	Director, Surgical Services	Kathleen Cappo	08/15/2022
Kristina Anderson	Advisor, Dual Enrollment	Charla Ellerker	08/22/2022
Onesimo Ochoa	Specialized Maintenance	Govindah Ramnarain	09/12/2022
Keven Richardson	Lead Evening Maintenance	Govindah Ramnarain	09/12/2022
John Conschafsky	Staff Assistant I, Human Resources	Melissa Bruns	09/15/2022

**3.0 *Public Comment***



## **4.0 Presentations**




OFFICE OF THE PRESIDENT

**Item 4.1**

PRESENT TO BOARD: DECEMBER 7, 2022

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: FLORIDA BLUE NURSING AND ALLIED HEALTH SCHOLARSHIP  
PRESENTATION

The Florida College System Foundation receives a generous gift each year from Florida Blue, formerly Blue Cross Blue Shield of Florida, Inc., to establish a statewide Nursing and Allied Health Scholarship. The Florida College System Foundation Board of Directors awarded \$15,590 to South Florida State College Foundation for the 2022- 23 Florida Blue Nursing and Allied Health Scholarship.


With matching funds, South Florida State College will be awarding students from the dental, nursing, and radiography programs with the 2022-23 Florida Blue Nursing and Allied Health Scholarships totaling \$31,180.

**5.0 Consent Agenda Action Items**



OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: DECEMBER 7, 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>22</b>
<b>5.2</b>	<b>Grant Awards</b>	<b>24</b>
	<b>5.2.1 Emanon Jazz in Rural Libraries - \$800</b>	
	<b>5.2.2 Emerge: Preparing Students or an Innovated Future (Emerge Scholars Program) - \$749,992</b>	
<b>5.3</b>	<b>Agreements and Contracts</b>	<b>26</b>
	<b>5.3.1 Collegiate High School Agreement – DeSoto County School Board</b>	
	<b>5.3.2 Collegiate High School Agreement – Hardee County School Board</b>	
	<b>5.3.4 Collegiate High School Agreement – School Board of Highlands County</b>	
	<b>5.3.5 Memorandum of Understanding (MOU) – Florida Gulf Coast University</b>	
	<b>5.3.6 Affiliation Agreement – Highlands County Sheriff’s Office</b>	
	<b>5.3.7 Affiliation Agreement – The Oaks LLC DBA Oaks at Avon</b>	
	<b>5.3.8 Affiliation Agreement – DeSoto Memorial Hospital</b>	
<b>5.4</b>	<b>Operating Actions</b>	<b>34</b>
	<b>5.4.1 Monthly Accounts Payable &amp; Payroll Check Register</b>	



OFFICE OF THE PRESIDENT

**Item 5.1**

PRESENT TO BOARD: DECEMBER 7, 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>
Jon Wasielewski	Technical Assistant, Cultural Programs	11/1/2022
Shirell Bell	Financial Aid Program Assistant	1/3/2022

**II. APPOINTMENTS, FULL-TIME PROFESSIONAL STAFF:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Jasmin Rosario	Advisor, Pathways	11/1/2022
Vickie Penley	Program specialist, PYP-DeSoto	11/1/2022
Alexandra Paloma Garcia	Interim Coordinator, Residence Life and Housing	11/4/2022
Zory Figueroa*	Quality Assurance and Compliance Specialist	11/1/2022
Christi Bobo	Coordinator, Critical Workforce Needs Grant	11/10/2022
Maria Estela Gomez Marin*	Case Manager, Farmworker Career Development Program	11/14/2022

\*Internal transfer

**III. RESIGNATIONS:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Violande Bebe	Custodian	10/3/2022
Donna Karen Smith	Accounting Specialist	10/17/2022
Derrick Cole	Custodian	10/19/2022
Kendra Wellnitz	Coordinator, Resident Life and Title IX	11/4/2022

**IV. ADJUNCT FACULTY, 2022-23, ACADEMIC YEAR AS NEEDED:**

<b><u>Name</u></b>	<b><u>Teaching Area</u></b>	<b><u>Rank</u></b>
Justiniano Alegre	ABE/GED/ESOL	II
Brittany Davidson	Nursing	II
Sheryl Hauger	ABE/GED/ESOL	II
Jose Sanchez	Electrical Line Apprenticeship Program	IV

**SUGGESTED MOTION:**

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




OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: DECEMBER 7, 2022

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – EMANON JAZZ IN RURAL LIBRARIES

**Title:** Emanon Jazz in Rural Libraries  
**Source:** South Arts  
**Amount:** \$800  
**Description:** Funding has been awarded to support Jazz in Rural Libraries in Lake Placid, Wauchula, and Okeechobee.

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






OFFICE OF THE PRESIDENT

Item 5.2.2

PRESENT TO BOARD: DECEMBER 7, 2022

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – EMERGE: PREPARING STUDENTS FOR AN INNOVATIVE FUTURE (EMERGE SCHOLARS PROGRAM)

**Title:** Emerge: Preparing Students for an Innovative Future  
(Emerge Scholars Program)

**Source:** National Science Foundation (NSF)

**Amount:** \$749,992

**Description:** Funding has been awarded for scholarships for academically talented students from low-income, diverse backgrounds who will graduate with an A.S. in Engineering Technology-Advanced Manufacturing specialization.

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




OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: DECEMBER 7, 2022

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: COLLEGIATE HIGH SCHOOL AGREEMENT – DESOTO COUNTY SCHOOL BOARD

Approval is requested to renew the collegiate high school agreement between the DeSoto County School Board and South Florida State College for the purpose of providing Collegiate High School opportunities to DeSoto County. This agreement renews in 2025.

**SUGGESTED MOTION:**  
**Move to approve the renewal of the agreement between DeSoto County School Board and South Florida State College as presented.**




OFFICE OF THE PRESIDENT

Item 5.3.2

PRESENT TO BOARD: DECEMBER 7, 2022

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: COLLEGIATE HIGH SCHOOL AGREEMENT – HARDEE COUNTY SCHOOL BOARD

Approval is requested to renew the collegiate high school agreement between Hardee County School Board and South Florida State College for the purpose of providing Collegiate High School opportunities to Hardee County. This agreement renews in 2025.

**SUGGESTED MOTION:**  
**Move to approve the renewal of the agreement between Hardee County School Board and South Florida State College as presented.**




OFFICE OF THE PRESIDENT

Item 5.3.3

PRESENT TO BOARD: DECEMBER 7, 2022

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: COLLEGIATE HIGH SCHOOL AGREEMENT – SCHOOL BOARD OF  
HIGHLANDS COUNTY

Approval is requested to **renew** the collegiate high school agreement between the School Board of Highlands County and South Florida State College for the purpose of providing Collegiate High School opportunities to Highlands County. This agreement renews in 2025.

**SUGGESTED MOTION:**  
**Move to approve the renewal of the agreement between School Board of Highlands County and South Florida State College as presented.**




OFFICE OF THE PRESIDENT

Item 5.3.4

PRESENT TO BOARD: DECEMBER 7, 2022

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MEMORANDUM OF UNDERSTANDING (MOU) – FLORIDA GULF COAST  
UNIVERSITY

Approval is requested to enter into the agreement between Florida Gulf Coast University and South Florida State College for a cooperative program that will allow for the seamless transfer of students graduating from SFSC with an AA into FGCU and then graduating with a bachelor’s degree in two (2) years according to the 4-year graduation plan that has been developed for each targeted degree program.

**SUGGESTED MOTION:**  
**Move to approve the agreement between Florida Gulf Coast University and South Florida State College as presented.**




OFFICE OF THE PRESIDENT

Item 5.3.5

PRESENT TO BOARD: DECEMBER 7, 2022

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: SUBAWARD AGREEMENT – FLORIDA CRITICAL WORKFORCE NEEDS  
GRANT

Approval is requested to enter into the agreement between Highlands County Schools and South Florida State College to assess the critical workforce needs of the region and potentially redesign secondary and post-secondary pathways connect to employment needs in these areas.

**SUGGESTED MOTION:**  
**Move to approve the agreement between School Board of Highlands County and South Florida State College as presented.**




OFFICE OF THE PRESIDENT

Item 5.3.6

PRESENT TO BOARD: DECEMBER 7, 2022

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: AFFILIATION AGREEMENT – HIGHLANDS COUNTY SHERIFF’S OFFICE

Approval is requested to **renew** the affiliation agreement between the Highlands County Sheriff’s Office and South Florida State College for the purpose of making the clinical facilities available to the College’s Health Sciences program.

**SUGGESTED MOTION:**  
**Move to approve the renewal of the agreement between Highlands County Sheriff’s Office and South Florida State College as presented.**




OFFICE OF THE PRESIDENT

Item 5.3.7

PRESENT TO BOARD: DECEMBER 7, 2022

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: AFFILIATION AGREEMENT – THE OAKS LLC DBA OAKS AT AVON

Approval is requested to **renew** the affiliation agreement between The Oaks LLC dba Oaks at Avon and South Florida State College for the purpose of making the clinical facilities available to the College’s Health Sciences program.

**SUGGESTED MOTION:**  
**Move to approve the renewal of the agreement between The Oaks LLC dba Oaks at Avon and South Florida State College as presented.**






OFFICE OF THE PRESIDENT

Item 5.3.8

PRESENT TO BOARD: DECEMBER 7, 2022

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: AFFILIATION AGREEMENT – DESOTO MEMORIAL HOSPITAL

Approval is requested to renew the affiliation agreement between DeSoto Memorial Hospital and South Florida State College for the purpose of making the clinical facilities available to the College’s Health Sciences program.

**SUGGESTED MOTION:**  
**Move to approve the renewal of the agreement between DeSoto Memorial Hospital and South Florida State College as presented.**




OFFICE OF THE PRESIDENT

Item 5.4.1

PRESENT TO BOARD: DECEMBER 7, 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 October are enclosed. Detailed information related to expenditures to date is available during normal business hours in the College Business Office.

**SUGGESTED MOTION:**  
**Move to approve the monthly accounts payable/monthly payroll check register as presented.**

**Accounts Payable:**

	2021/22			2022/23		
	# Payments	Monthly Total	Cumulative Total	# Payments	Monthly Total	Cumulative Total
July	982	\$1,922,394.40	\$1,922,394.40	632	\$2,023,352.22	\$2,023,352.22
August	652	\$1,322,334.62	\$3,244,729.02	602	\$1,965,291.69	\$3,988,643.91
September	2,497	\$3,138,843.27	\$6,383,572.29	1,875	\$3,862,364.77	\$7,851,008.68
October	2,422	\$2,624,038.68	\$9,007,610.97	1,275	\$1,843,696.19	\$9,694,704.87
November	1,028	\$3,443,784.48	\$12,451,395.45		\$0.00	\$0.00
December	2,142	\$2,629,677.47	\$15,081,072.92		\$0.00	\$0.00
January	549	\$2,402,829.24	\$17,483,902.16		\$0.00	\$0.00
February	2,261	\$3,127,723.96	\$20,611,626.12		\$0.00	\$0.00
March	2,198	\$3,697,585.11	\$24,309,211.23		\$0.00	\$0.00
April	952	\$1,957,317.96	\$26,266,529.19		\$0.00	\$0.00
May	830	\$1,503,347.00	\$27,769,876.19		\$0.00	\$0.00
June	4,020	\$4,639,688.75	\$32,409,564.94		\$0.00	\$0.00
<b>Totals</b>	<b>20,533</b>	<b>\$32,409,564.94</b>		<b>4,384</b>	<b>\$9,694,704.87</b>	

**Payroll:**

	2021/22			2022/23		
	# Payments	Monthly Total	Cumulative Total	# Payments	Monthly Total	Cumulative Total
July	479	\$970,699.26	\$970,699.26	410	\$1,065,568.76	\$1,065,568.76
August	355	\$869,879.31	\$1,840,578.57	372	\$981,235.08	\$2,046,803.84
September	382	\$905,692.96	\$2,746,271.53	411	\$1,082,066.61	\$3,128,870.45
October	417	\$971,179.42	\$3,717,450.95	433	\$1,062,036.28	\$4,190,906.73
November	431	\$1,021,167.62	\$4,738,618.57		\$0.00	\$0.00
December	445	\$1,040,312.08	\$5,778,930.65		\$0.00	\$0.00
January	371	\$873,386.06	\$6,652,316.71		\$0.00	\$0.00
February	427	\$947,988.26	\$7,600,304.97		\$0.00	\$0.00
March	441	\$972,307.87	\$8,572,612.84		\$0.00	\$0.00
April	446	\$983,765.22	\$9,556,378.06		\$0.00	\$0.00
May	443	\$1,071,497.73	\$10,627,875.79		\$0.00	\$0.00
June	409	\$1,049,096.24	\$11,676,972.03		\$0.00	\$0.00
<b>Totals</b>	<b>5046</b>	<b>\$11,676,972.03</b>		<b>1626</b>	<b>\$4,190,906.73</b>	

**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	1345	\$2,442,317.76	131	\$1,298,601.24	399	\$121,445.77	1875	\$3,862,364.77
October	697	\$962,651.27	143	\$791,903.22	435	\$89,141.70	1275	\$1,843,696.19
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
<b>Totals</b>	<b>2713</b>	<b>\$4,667,692.42</b>	<b>518</b>	<b>\$4,605,913.93</b>	<b>1153</b>	<b>\$421,098.52</b>	<b>4384</b>	<b>\$9,694,704.87</b>

**Payroll:**

	2022/2023 Checks		2022/2023 Electronic		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	372	\$981,235.08
September	10	\$11,878.77	401	\$1,070,187.84	411	\$1,082,066.61
October	9	\$10,208.06	424	\$1,051,828.22	433	\$1,062,036.28
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
<b>Totals</b>	<b>35</b>	<b>\$58,425.13</b>	<b>1591</b>	<b>\$4,132,481.60</b>	<b>1626</b>	<b>\$4,190,906.73</b>

## **6.0 Planning and Policy Issues**

## **7.0 Academic and Student Matters**




OFFICE OF THE PRESIDENT

Item 7.1

PRESENT TO BOARD: DECEMBER 7, 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 the following AS degree by removing Accounting for the Microcomputers as a certification course which no longer benefits students as a requirement to complete the program and replacing it with a Professional Elective option. Plus, add Customer Relations course as an option under the Professional Electives. No program length change; effective Spring 2023 (202320).

➤ **Office Administration AS #1630**

- **Replace** ACG 2450C Accounting for the Microcomputer (3 credits) with Professional Elective (3 credits).
- **Add** OST 1384 Customer Relations as an option in the Professional Elective list.

Request approval to modify the Dental Hygiene AS program. Program addition offers an opportunity for applicants to demonstrate knowledge in the course content of prerequisite courses which has been retained over time. Plus, it demonstrates perceptual ability which has not been evaluated in the past and has been a challenge for many students who are academically superior but lack the inherent psychomotor skills to achieve clinically. No program length change; effective Fall 2023 (202410).

➤ **Dental Hygiene AS #1640**

- **Add** ATDH (Admission Test for Dental Hygiene) requirement to program's Application Requirements, Admission Procedures, Selection Criteria, and Selection Process Point System sections.

Request approval to change the program's general dental office observation hours from 16 to 32 so applicants will have a greater understanding of the functions and importance of the dental assistant in the office. The Dental Advisory Committee has recommended the change based on the observation that students rotating through their offices in the course of the DA Program will be more familiar with office operations and learn from the rotation experience. No program length change; effective Fall 2023 (202410).

➤ **Dental Assistant CC #3450**

- **Change** observation hours from 16 to 32 in program's Application Requirements, Admission Procedures, and Selection Criteria.


**SUGGESTED MOTION:**

**Move to approve the curriculum proposals as presented.**



OFFICE OF THE PRESIDENT

Item 7.2

PRESENT TO BOARD: DECEMBER 7, 2022  
TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
FROM: THOMAS C. LEITZEL   
SUBJECT: 2023 – 2024 PROPOSED COLLEGE CALENDAR

Attached is the proposed 2023 – 2024 College Calendar. The proposed calendar has been reviewed by departments directly involved in providing student services, the Faculty Council, and the President’s Council. The calendar has been coordinated to coincide as closely as possible with local school districts and meets the State required dates for beginning terms.

**SUGGESTED MOTION:**  
**Move to approve the 2023 – 2024 College Calendar as presented.**



# 2023-2024 COLLEGE CALENDAR

Classes for community education, workforce training, and selected certificate programs are ongoing. Adult Education classes are open-entry and are offered year-round. Please check our website at [southflorida.edu](http://southflorida.edu) or with a counselor/advisor for the most current offerings. Dual enrollment students check with a high school counselor for beginning and ending dates.


<b>South Florida State College</b>	<b>Academic Dates and Deadlines</b>		
	<b>Fall 2023</b>	<b>Spring 2024</b>	<b>Summer 2024</b>
Priority Date for SFSC Foundation Scholarships	Jul 3	Nov 1	Apr 1
Priority Date to Apply to Participate in Graduation (Cap & Gown Order Deadline)	Nov 2	Mar 21	-
Commencement/Graduation	Dec 14	May 7	-
Faculty Return	Aug 14	Jan 4	-
<b>Full Term</b>	<b>Aug 18 - Dec 13 (16 week)</b>	<b>Jan 8 - May 6 (16 week)</b>	<b>May 8 - Jul 31 (12 week)</b>
Priority Registration for Students with over <b>40</b> hours including Veterans/Dependents using the GI Bill	Apr 3	Oct 9	Oct 9
Priority Registration for Students with over <b>20</b> hours	Apr 5	Oct 11	Oct 11
Begin Open Registration	Apr 10	Oct 16	Oct 16
Fee Payment Deadline	Aug 10*	Jan 3*	May 3*
<b>CLASSES BEGIN</b>	<b>Aug 18</b>	<b>Jan 8</b>	<b>May 8</b>
Registration Ends (Last Day to Add a Class) <b>MANDATORY ATTENDANCE</b>	Aug 28**	Jan 18**	May 10**
Deadline to Drop Classes w/Refund or Change Audit Status <b>NS</b> (No Show)	Aug 28	Jan 18	May 17
Deadline to Withdraw with a Grade of <b>W NA</b> (Non-Attendance)	Oct 24	Mar 22	Jul 8
Exam Week	Dec 7 - 13	Apr 30 - May 6	-
<b>Last Day of Classes</b>	<b>Dec 13</b>	<b>May 6</b>	<b>Jul 31</b>
Faculty - Grades Due to Registrar's Office <b>by NOON</b>	Dec 14	May 7	Aug 1
<b>First Flex Term</b>	<b>Aug 18 - Oct 13 (8 week)</b>	<b>Jan 8 - Mar 1 (8 week)</b>	<b>May 8 - Jun 19 (6 week)</b>
Priority Registration for Students with over <b>40</b> hours including Veterans/Dependents using the GI Bill	Apr 3	Oct 9	Oct 9
Priority Registration for Students with over <b>20</b> hours	Apr 5	Oct 11	Oct 11
Begin Open Registration	Apr 10	Oct 16	Oct 16
Fee Payment Deadline	Aug 10*	Jan 3*	May 3*
<b>CLASSES BEGIN</b>	<b>Aug 18</b>	<b>Jan 8</b>	<b>May 8</b>
Registration Ends (Last Day to Add a Class) <b>MANDATORY ATTENDANCE</b>	Aug 28**	Jan 18**	May 10**
Deadline to Drop Classes w/Refund or Change Audit Status <b>NS</b> (No Show)	Aug 28	Jan 18	May 17
Deadline to Withdraw with a Grade of <b>W NA</b> (Non-Attendance)	Sep 21	Feb 2	Jun 3
<b>Last Day of Classes</b>	<b>Oct 13</b>	<b>Mar 1</b>	<b>Jun 19</b>
Faculty - Grades Due to Registrar's Office <b>by NOON</b>	Oct 16	Mar 4	Jun 20
<b>Second Flex Term</b>	<b>Sep 12 - Dec 13 (13 week)</b>	<b>Jan 29 - May 6 (13 week)</b>	<b>Jun 20 - Jul 31 (6 week)</b>
Priority Registration for Students with over <b>40</b> hours including Veterans/Dependents using the GI Bill	Aug 10	Nov 27	Oct 9
Priority Registration for Students with over <b>20</b> hours	Aug 14	Nov 29	Oct 11
Begin Open Registration	Aug 16	Dec 1	Oct 16
Fee Payment Deadline	Sep 8*	Jan 23*	May 3*
<b>CLASSES BEGIN</b>	<b>Sep 12</b>	<b>Jan 29</b>	<b>Jun 20</b>
Registration Ends (Last Day to Add a Class) <b>MANDATORY ATTENDANCE</b>	Sep 19**	Feb 5**	Jul 1**
Deadline to Drop Classes w/Refund or Change Audit Status <b>NS</b> (No Show)	Sep 19	Feb 5	Jul 1
Deadline to Withdraw with a Grade of <b>W NA</b> (Non-Attendance)	Nov 3	Apr 1	Jul 11
<b>Last Day of Classes</b>	<b>Dec 13</b>	<b>May 6</b>	<b>Jul 31</b>
Faculty - Grades Due to Registrar's Office <b>by NOON</b>	Dec 14	May 7	Aug 1
<b>Third Flex Term</b>	<b>Oct 16 - Dec 13 (8 week)</b>	<b>Mar 4 - May 6 (8 week)</b>	-
Priority Registration for Students with over <b>40</b> hours including Veterans/Dependents using the GI Bill	Apr 3	Oct 9	-
Priority Registration for Students with over <b>20</b> hours	Aug 10	Oct 11	-
Begin Open Registration	Sep 12	Oct 16	-
Fee Payment Deadline	Aug 10*	Jan 3*	-
<b>CLASSES BEGIN</b>	<b>Oct 16</b>	<b>Mar 4</b>	-
Registration Ends (Last Day to Add a Class) <b>MANDATORY ATTENDANCE</b>	Oct 23**	Mar 11**	-
Deadline to Drop Classes w/Refund or Change Audit Status <b>NS</b> (No Show)	Oct 23	Mar 11	-
Deadline to Withdraw with a Grade of <b>W NA</b> (Non-Attendance)	Nov 17	Apr 15	-
<b>Last Day of Classes</b>	<b>Dec 13</b>	<b>May 6</b>	-
Faculty - Grades Due to Registrar's Office <b>by NOON</b>	Dec 14	May 7	-
<b>Limited Services Available</b>			
Convocation	Aug 14	-	-
Professional Development Day	-	Mar 29	-
<b>Holidays - Students/Faculty/Staff</b>	<b>No Classes - College Closed</b>		
No Classes/College Closed on Fridays in Summer (June 21, 28, July 5, 12, 19, 26). Exceptions: Community Ed., Workforce Training, and Adult Ed.	Labor Day - Sep 4	Martin Luther King - Jan 15	Memorial Day - May 27
	Thanksgiving - Nov 22-26	Spring Break - Mar 9-17	Independence Day - Jul 4
	Winter Break - Dec 18-Jan 2		
* Fees due on day of registration after deadline date			
**Ends at 11:59 p.m.			

***8.0 Purchasing and Other Action Items***



OFFICE OF THE PRESIDENT

Item 8.1

PRESENT TO BOARD: DECEMBER 7, 2022  
TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
FROM: THOMAS C. LEITZEL   
SUBJECT: SFSC MISSION STATEMENT AFFIRMATION

According to The Principles of Accreditation set forth by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), Section 4: Governing Board, the “governing board ensures the regular review of the institution’s mission” (p.13). Section 2: Mission, requires the College to have “a clearly defined, comprehensive and published mission specific to the institution and appropriate for higher education. The mission addresses teaching and learning and, where applicable, research and public service” (p.11).

**SUGGESTED MOTION:**  
**Move to affirm the South Florida State College Mission Statement as presented.**

# Mission Statement

*The function of our organization*

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South Florida State College is an open-access, higher education institution dedicated to providing a learning-centered environment through quality programs, training, and services. Working in partnership with organizations and communities, the college provides leadership and a comprehensive range of opportunities for the educational, cultural, and economic development of the service district.

The college assists the people of its service district DeSoto, Hardee, and Highlands counties regardless of economic, social, or educational background to achieve success in:


- completing an associate degree in preparation for pursuing a baccalaureate or other professional degree or credential;
- completing a baccalaureate degree, associate degree, or certificate related to career and technical preparation to enter the workforce or to improve career circumstances;
- completing college preparatory programs of study including those leading to the high school diploma;
- obtaining basic skills in literacy, numeracy, and citizenship to prosper as a contributing member of society;
- gaining personal, cultural, and global awareness, appreciation, and understanding needed in a complex contemporary society;
- pursuing advanced academic preparation and credentials available through partnerships with colleges and universities; and
- participating in the social, cultural, environmental, and economic development of the communities served by the college.

*We believe in the worth of each of our students and, through all of our educational programs and services, we seek to develop human potential and to create brighter futures.*



OFFICE OF THE PRESIDENT

Item 8.2

PRESENT TO BOARD: DECEMBER 7, 2022  
TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
FROM: THOMAS C. LEITZEL   
SUBJECT: SFSC STRATEGIC PLAN (DESTINATION 2027)

South Florida State College’s (SFSC) strategic plan provides directions for prioritizing future initiatives, allocating limited resources, and providing a framework for implementing the college’s mission, vision, and goals. The plan represents a multifaceted strategy developed by a wide cross-section of the college’s faculty and staff with guidance and input from numerous stakeholders.

The plan is organized into six Strategic Initiatives, which are determined to be core functions for achieving the college vision and mission.

The proposed SFSC Strategic Plan, “Destination 2027”, is presented to the SFSC District Board of Trustees for review, discussion, and approval.

**SUGGESTED MOTION:**  
**Move to approve the SFSC Strategic Plan (Destination 2027) as presented.**




OFFICE OF THE PRESIDENT

Item 8.3

PRESENT TO BOARD: DECEMBER 7, 2022

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: SFSC PRESIDENTIAL SEARCH COMMITTEE RECOMMENDATION

Approval is requested for consideration of the recommendation of Mr. Eric Bautista to serve on the SFSC Presidential Search Committee.

**SUGGESTED MOTION:**  
**Move to approve the appointment of Mr. Eric Bautista to serve on the SFSC Presidential Search Committee as presented.**




OFFICE OF THE PRESIDENT

Item 8.4

PRESENT TO BOARD: DECEMBER 7, 2022

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: PRESIDENTIAL PROFILE AND MINIMUM QUALIFICATIONS

The following minimum qualifications and presidential profile are presented for discussion, consideration, and approval.

**SUGGESTED MOTION:**  
**Move to approve the SFSC Presidential Profile and Minimum Qualifications as presented.**



## **DRAFT - Presidential Profile – South Florida State College**

The South Florida State College District Board of Trustees invites nominations and applications for the position of president of South Florida State College.

### **About the College**

South Florida State College (SFSC) is a comprehensive, open-access, higher education institution dedicated to providing a student-centered environment focused on learning and personal enrichment through quality programs and services for its approximately 5,700 students. At its campuses in DeSoto, Hardee, and Highlands counties and through its online presence, the College offers certificates, associate degrees, and bachelor's degrees (Supervision and Management, Nursing, and Elementary Education) that lead to the continued success of its graduates and a variety of opportunities for the educational, cultural, and economic advancement of the service district. Working in partnership with organizations and businesses, the College provides leadership and a comprehensive range of opportunities for advancement. SFSC is one of the 28 institutions of the Florida College System and is an equal access/equal opportunity institution. South Florida State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate and associate degrees. SFSC is a proud Hispanic Serving Institution (HSI) with approximately a 40% Hispanic student population.

South Florida State College was among the 25 semifinalists for the Aspen Prize for Community College Excellence. The \$1 million Aspen Prize is the nation's signature recognition of community colleges that are improving and achieving equitable outcomes for students. Awarded every two years, the Aspen Prize honors colleges with outstanding performance in five critical areas: teaching and learning, certificate and degree completion, transfer and bachelor's attainment, workforce success, and equitable outcomes for students of color and students from low-income backgrounds.

SFSC educates and serves students and community at its four beautiful locations in Arcadia, Avon Park, Bowling Green, and Lake Placid, Florida. With over 70 academic programs that include healthcare, public safety, business, and workforce training, the College offers a variety of pathway options that offer students the education and training they need for high-paying positions within the region. The Dental Hygiene, LPN, and Cosmetology programs reflect a 100% first-time pass rate for state licensure. Other programs that have pass rates over 80% are RN, Law Enforcement, and Corrections. Additional non-credit programs that prepare the community for professional work include adult literacy, GED prep, English for Speakers of Other Languages (ESOL), and corporate training. Students have the option to add undergraduate research to their schedule to begin scientific or cultural research and continue at SFSC in one of the three baccalaureate degree programs or transfer to a partner four-year college or university. Most recently, SFSC received a \$2.8 million grant toward the development of Critical Workforce Academies within the school districts that the College serves and \$618,000 in state funding to expand its Commercial Driver's License (CDL) and Welding programs.

The South Florida State College Foundation solicits, receives, and manages financial support of the College through charitable donations by generous corporations, organizations, alumni, and private citizens. Each year, the Foundation hosts fundraising and recognition events to nurture relationships throughout the tri-county service area and maintains over 100 program-designated scholarships to support students. The SFSC Foundation also owns, operates, and maintains the historic Hotel Hotel Jacaranda on Main Street in Avon Park. SFSC has permanent housing at the Hotel Jacaranda and has secured funding to expand student housing opportunities on campus. The student athletes for SFSC's four athletic teams reside in the dormitory section of the Hotel Jacaranda. Women's cross country, volleyball, softball, and men's baseball all participate in NJCAA Division II. All regular season matches



and games are free to attend for the community. Students can also join intramural sports teams and social clubs through multifaceted and lively student life activities.

### **About the Region**

SFSC is situated in the rural heartland region of central Florida where there are over 250 days of sunshine, and the average temperature is 80 degrees. The four campus locations are each located approximately 90 miles from a major airport, coast, or metropolitan city. While traveling toward any campus location, orange groves, dairy farms, and cattle ranches can be viewed across the natural landscape. Residents and visitors enjoy outdoor recreational experiences that include golf, fishing, and hiking with Highlands Hammock State Park, Peace River, and a collection of large and small lakes accessible within the region. The College uniquely provides artistic experiences to the community through the 1,460-seat Alan Jay Wildstein Center for Performing Arts and the Museum of Florida Art and Culture (MOFAC) on the Highlands Campus, both maintain dynamic schedules featuring renowned artists.

### **Role of the President**

The president serves as Chief Executive Officer (CEO) of the College, and provides leadership for its day-to-day administration, management, and operations, consistent with bylaws and policies established by the District Board of Trustees, Federal Code of Regulations and Administrative Rules, the Florida Statutes, and State Board of Education Code. The president is the Board's connection to the quality of institutional programs and services, SFSC's financial position, and construction of and enhancements to facilities, as the Board carries out their fiduciary responsibilities. As such, the president is responsible for consulting with and informing the Board on matters related to College opportunities and challenges, innovative higher education practices, substantive policy issues, operational risks and threats, and other matters that collectively enable the Board to discharge their governance duties.

The role of the president includes critical internal and external duties and activities. Internally, the president develops and supports a team of professional administrators, faculty, and staff who personify exceptional competencies in academic affairs, student support and personal growth, financial management and resource development, property and facility management, and economic growth. The president is expected to be an active, visible, engaged, and essential educational leader throughout SFSC's service area and four campuses who takes proud ownership for the work done to advance the College in achieving the mission of SFSC. Externally, the president serves as an ambassador for SFSC on many fronts and engages with individuals and diverse audiences including education leaders, elected local, state, and federal officials, economic development entities, civic and public service organizations, and philanthropic agencies.

### **Opportunities and Challenges:**

The College serves a large, geographically rural area with a culturally diverse population. The new president will enhance both enrollment and available state resources while leading SFSC's efforts to continue to create instructional programming, student success, and economic opportunities that are affordable, accessible, and life-altering for our students.

- **Bolster Student Enrollment, Retention, Participation, and Completion** – Underserved students benefit from the College's degree programs, certifications, and credentials. The College serves five public high schools throughout the tri-county region. SFSC maintains a well-credentialed and experienced faculty and professional staff, strong academic programs, a vibrant student life, and an effective [pathways](#) program. The next president will increase enrollment, retention, and completion, and provide marketable credentials and/or transfer opportunities.
- **Resource Development and Financial Stewardship** – The next president of SFSC will identify public and private funding to assess and strengthen employee recruitment and retention, professional development, instructional and support technologies, new academic programming and scheduling, and facility enhancement and repurposing needs. Strong public and private partnerships, Foundation relations,

federal and state grant opportunities, and strategic allocation of resources are all opportunities that must be pursued, as they are critical investments in the institution and its employees.

- **Promote Excellence in Pursuit of the College’s Mission** – The next president of SFSC will continue to promote the College’s mission in meeting the diverse needs of the community while providing high-quality, accessible, and affordable education, training, and services. The successful candidate will work to further SFSC’s institutional Core Values of advancing student learning outcomes, advising, learning technology, mentorship, meeting the needs of a diverse student body, enriching pedagogy, professional development related to continuous quality improvement, enriching the economic and environmental health of surrounding communities, and expanding learning resources.
- **Create Engagement in Workforce and Economic Development** – The next president of SFSC should cultivate strong partnerships with regional workforce organizations, philanthropic opportunities, community development, businesses, and other economic entities. Engagement with the local business community is essential for creating pathways, allowing SFSC to be an integral part of economic solutions in the region.
- **Dignity and Respect for All Employees, Students, and Community Members** – The next president must be committed to the dignity and respect of all employees, students, and community members. The successful candidate will value diversity and inclusion, enriching the employee and student experience, teaching and learning environment, and community engagement. They will embrace the cultural, ethnic, gender, and economic diversity of all those who are employed at the institution and those individuals whom it serves.

### **Ideal Characteristics:**

South Florida State College is seeking a partnership-focused president who will enhance outreach, increase enrollment and retention, grow degree and certificate offerings, engage the local philanthropic community, develop internal procedure enhancement strategies, and improve outcomes for students.

- An approachable and dynamic leader who is dedicated to the College, all students, and the communities of SFSC
- Dedication to enhancing lives and demonstration of a comprehensive approach to the diverse social and economic needs of all students
- Transformational and willing to take strategic risks to advance the College in meeting the rapidly changing educational environment
- A strategic visionary who has significant experience in accreditation, curriculum development, and articulation agreements
- A champion of access with a track record of advancing Diversity, Equity, and Inclusion (DEI) initiatives
- A forward-thinking innovator who has experience leading collegewide technology advancements to meet the needs of both students and employees
- A student success-focused leader who champions innovative curriculum, advances baccalaureate offerings, and increases support services for all students.
- An ardent and experienced planner in student housing, with familiarity investigating new ways to provide additional housing opportunities
- A passionate student advocate who will further partnerships with the region’s K-12 districts and institutions of higher education
- An enthusiastic supporter of a holistic student life experience, including student activities and athletics
- An entrepreneurial leader who builds partnerships with industry and civic entities in alignment with the College mission
- A financially prudent leader with extensive experience successfully managing large and complex budgets

- A strategic innovator who makes data-driven decisions and takes calculated risks to expand and develop programs and services in the best interest of the institution
- A gifted collaborator who advocates for the unique needs of a bilingual and multicultural community
- A politically astute leader experienced in working with federal, state, and local government entities and their employees
- A steadfast leader experienced in crisis management and safety planning
- A leader who is sensitive to the life challenges faced by community college students and employees
- An exceptional leader who is genuine, humble, compassionate, respectful, ethical, fair, transparent, and who is an empathetic listener capable of fostering a family-oriented environment for both students and employees

**Minimum Qualifications:**

- Earned doctorate from a regionally accredited institution is required
- Five years of senior-level administrative experience in higher education
- Experience working with a rural college and community is preferred
- Must establish residency within the service district

**9.0 Reports**




OFFICE OF THE PRESIDENT

Item 9.1

PRESENT TO BOARD: DECEMBER 7, 2022

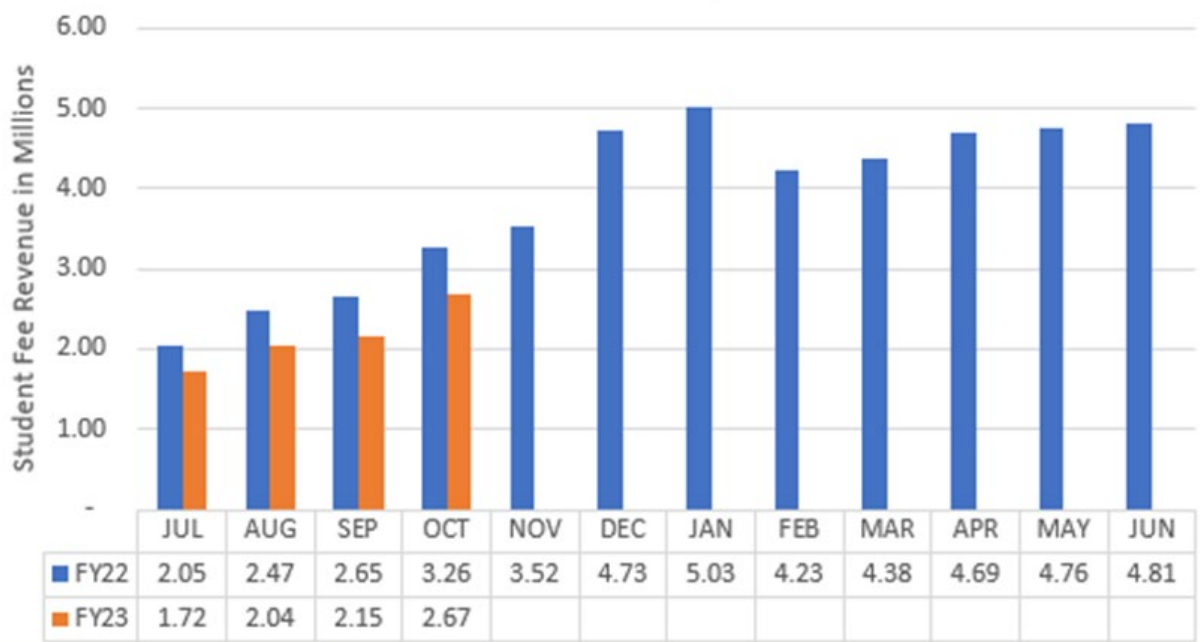
TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

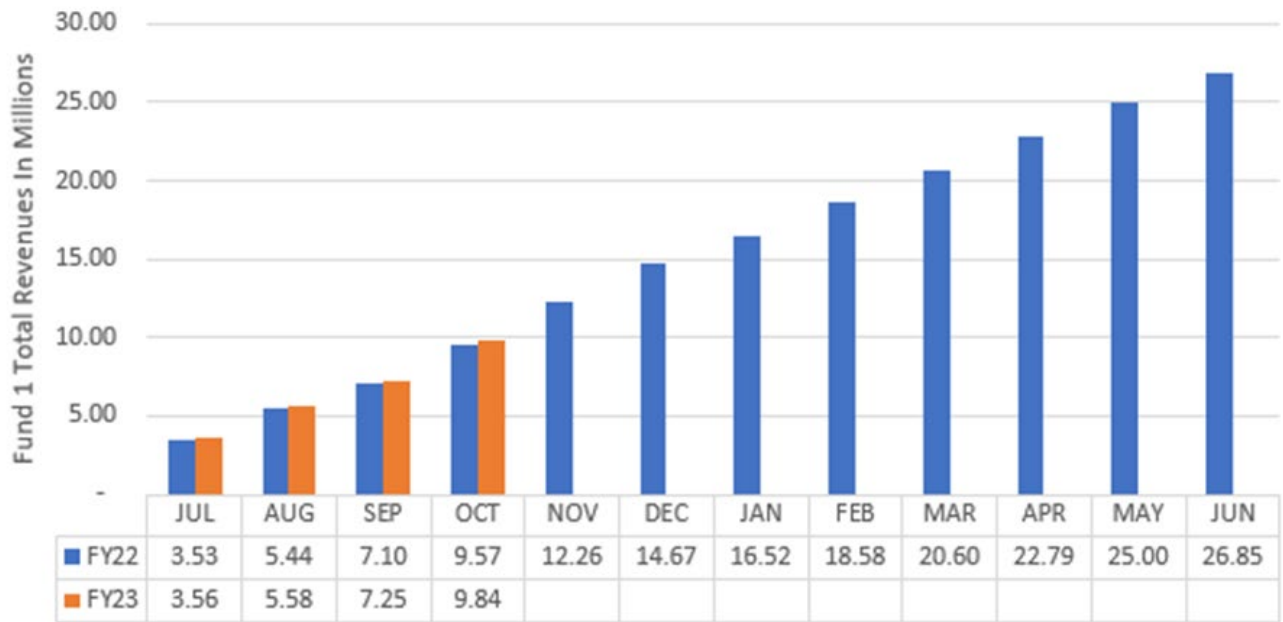
SUBJECT: FINANCIAL REPORT SUMMARY & GRAPHS – **INFORMATION ITEM**

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

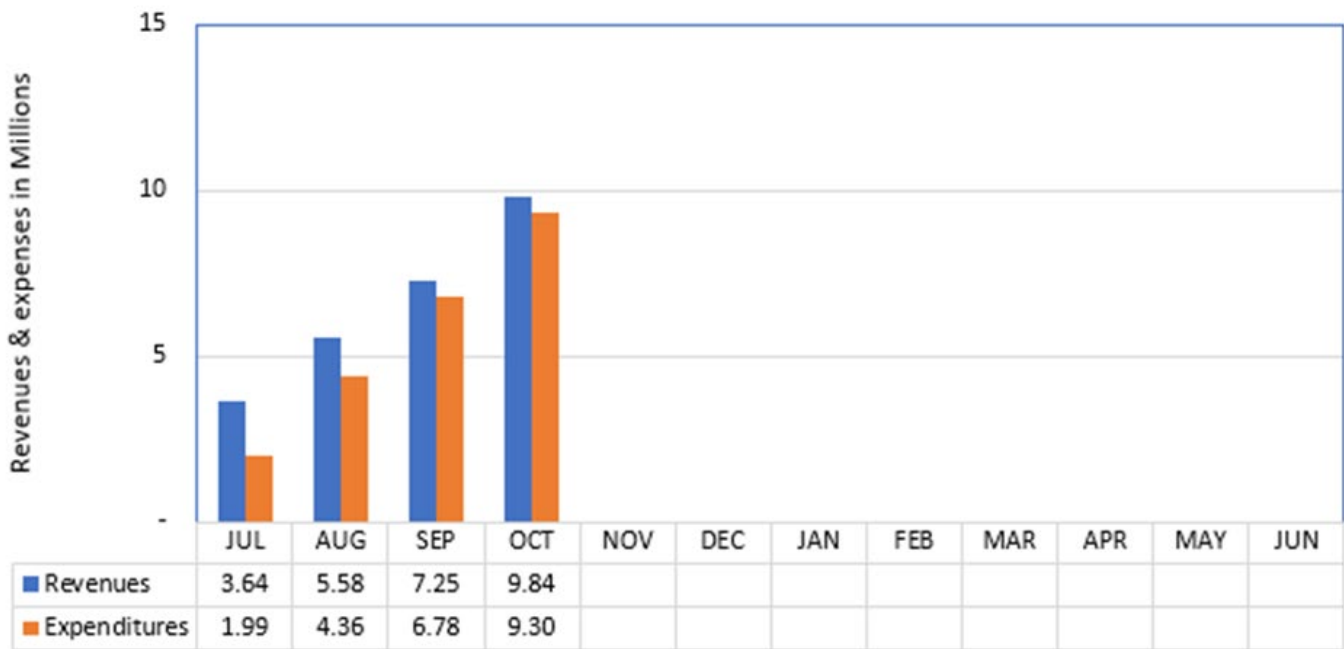
### South Florida State College Fund 1 - Student Fee Revenue, FY22 vs FY23



### 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 October 31, 2022

Account Title	Budget Amount	Amount	Difference	Percentage Collected/Spent to Date
Tuition and Out of State Fees	4,165,275.00	2,209,975.10	1,955,299.90	53.06%
Lab Fees	495,023.00	324,930.00	170,093.00	65.64%
Technology Fees	189,932.00	106,126.82	83,805.18	55.88%
Other Student Fees	66,373.00	31,623.13	34,749.87	47.64%
Grants and Contracts from Counties	1,023,395.00	607,833.72	415,561.28	59.39%
FCSPF-General/Special Appropriation	18,485,964.00	5,961,944.39	12,524,019.61	32.25%
Performance Based Incentive	324,747.00	72,564.00	252,183.00	22.34%
CO&DS Entitlement	1,100.00	-	1,100.00	0.00%
FCSPF-Lottery	3,461,595.00	384,622.00	3,076,973.00	11.11%
Indirect Costs Recovered	751,562.00	61,839.42	689,722.58	8.23%
Cash/Non-Cash Contributions and Gifts	22,040.00	8,652.44	13,387.56	39.26%
Use of College Facilities	50,000.00	13,115.84	36,884.16	26.23%
Other Sales and Services	80,000.00	18,030.06	61,969.94	22.54%
Interest and Dividends	4,000.00	8,099.54	(4,099.54)	202.49%
Fines and Penalties/Miscellaneous	120,422.00	31,784.83	88,637.17	26.39%
Transfers and Other Revenues	100,000.00	-	100,000.00	0.00%
<b>Total Revenue</b>	<b>\$ 29,341,428.00</b>	<b>\$ 9,841,141.29</b>	<b>\$ 19,500,286.71</b>	<b>33.54%</b>
Management	2,099,540.80	660,963.02	1,438,577.78	31.48%
Instructional	5,480,122.59	1,519,934.64	3,960,187.95	27.74%
Other Professional	3,666,364.72	1,041,252.73	2,625,111.99	28.40%
Career Staff	3,213,183.15	990,600.68	2,222,582.47	30.83%
Other Professional-Instructional	1,398,240.00	338,352.55	1,059,887.45	24.20%
Other Professional-Tech/Clerical/Trade	206,248.73	24,834.53	181,414.20	12.04%
Student Employment	25,000.00	641.88	24,358.12	2.57%
Employees Awards-Non Recurring	13,000.00	-	13,000.00	0.00%
Benefits	5,293,559.40	1,582,522.51	3,711,036.89	29.90%
<b>Total Personnel</b>	<b>\$ 21,395,259.39</b>	<b>\$ 6,159,102.54</b>	<b>\$ 34,982,951.13</b>	<b>28.79%</b>
Travel	281,928.00	34,287.23	247,640.77	12.16%
Freight and Postage	21,437.00	10,258.79	11,178.21	47.86%
Telecommunications	62,000.00	64,128.77	(2,128.77)	103.43%
Printing	38,510.00	2,711.46	35,798.54	7.04%
Repairs and Maintenance	1,715,143.66	725,207.24	989,936.42	42.28%
Rentals	158,705.00	67,484.66	91,220.34	42.52%
Insurance	550,682.00	47,086.03	503,595.97	8.55%
Utilities	1,658,078.00	557,596.72	1,100,481.28	33.63%
Other Services	910,418.67	377,259.81	533,158.86	41.44%
Grant Aid	4,280.00	72.50	4,207.50	1.69%
Professional Fees	132,553.00	83,856.86	48,696.14	63.26%
Education Office/Dept Materials Supp	699,939.00	293,161.63	406,777.37	41.88%
Data Software	208,277.50	111,103.49	97,174.01	53.34%
Maint/Construction Material/Supp	418,263.14	113,834.24	304,428.90	27.22%
Other Materials and Supplies	131,706.78	149,438.46	(17,731.68)	113.46%
Subscriptions/Library	60,600.00	15,079.88	45,520.12	24.88%
Purchases for Resales	42,100.00	5,643.02	36,456.98	13.40%
Scholarships	45,000.00	14,364.00	30,636.00	31.92%
Transfers and Other Expenses	150,000.00	1,210.06	148,789.94	0.81%
<b>Total Current Expenses</b>	<b>\$ 7,289,621.75</b>	<b>\$ 2,673,784.85</b>	<b>\$ 4,615,836.90</b>	<b>36.68%</b>
Minor Equipment >1000<5000	266,012.86	127,799.17	138,213.69	48.04%
Furniture and Equipment	429,044.00	343,285.26	85,758.74	80.01%
<b>Total Capital Outlay</b>	<b>\$ 695,056.86</b>	<b>\$ 471,084.43</b>	<b>\$ 223,972.43</b>	<b>67.78%</b>



OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: DECEMBER 7, 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 October 2022 meeting of the College District Board of Trustees. The included dates are October 1, 2022 through October 31, 2022. The total amount reported is **\$84,716.50**.
  
- II. **Foundation Update**
  - a. Student Residence Facility
  - b. Hotel Jacaranda
  - c. Highlands County Bar Association Gala support
  - d. Duke Energy Grant – Mini Excavator
  - e. Appropriations Request
  - f. Lobbyist Support
  - g. Foundation Events

**South Florida State College Foundation**  
**Gift Summary Report 10/1/2022 - 10/31/2022**

<b>Fund ID</b>	<b>Fund Description</b>	<b>Gift Count</b>	<b>Cash</b>	<b>Pledges</b>	<b>Stocks/Other</b>	<b>Total</b>
1000	Unrestricted	17	\$24,261.00	\$0.00	\$0.00	\$24,261.00
3021	Highlands Health Services Grant	1	\$9,000.00	\$0.00	\$0.00	\$9,000.00
5011	SFSC General Scholarship	11	\$372.50	\$0.00	\$0.00	\$372.50
5025	General Nursing Scholarship	1	\$0.50	\$0.00	\$0.00	\$0.50
5031	SFSC Community Fund	3	\$60.50	\$0.00	\$0.00	\$60.50
5032	SFSC Library Donations	2	\$32.00	\$0.00	\$0.00	\$32.00
5045	Athletic Booster Club	4	\$35.00	\$0.00	\$0.00	\$35.00
5058	Take Stock In Children - Ops	1	\$200.00	\$0.00	\$0.00	\$200.00
5095	Dental Programs	1	\$25.00	\$0.00	\$0.00	\$25.00
5110	Highlands County Bar Association Scholarship	4	\$595.00	\$0.00	\$0.00	\$595.00
5158	TSIC Scholarships	5	\$65.00	\$0.00	\$0.00	\$65.00
6005	Partnership Project	3	\$70.00	\$0.00	\$0.00	\$70.00
6007	Field House Project/Ball Park	1	\$50,000.00	\$0.00	\$0.00	\$50,000.00
	<b>Grand Totals:</b>	<b>54</b>	<b>\$84,716.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$84,716.50</b>


54 Gift(s) listed

45 Donor(s) listed



OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: DECEMBER 7, 2022  
TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
FROM: THOMAS C. LEITZEL   
SUBJECT: GRANTS DEVELOPMENT

**Grants Submitted:**

**Title:** Student Work Experiences in Remote and Virtualized Environments - SWERVE (NSF-ATE)  
**Source:** National Science Foundation (NSF)  
**Amount:** \$650,000  
**Description:** Funding has been requested for the Cyber Security program to further develop and improve the program and its educational materials.

**Title:** Linking Industry to Nursing Education (LINE) Fund  
**Source:** Florida Department of Education (FDOE)  
**Amount:** \$200,000  
**Description:** Funding has been requested to meet workforce demand by increasing high-quality nursing education programs and nursing graduates.

**Title:** Increasing Access: The Next Generation of Healthcare Professionals  
**Source:** Dept. of Labor (DOL)  
**Amount:** \$1,500,000  
**Description:** Funding has been requested to increase the capacity and responsiveness to close equity gaps in addressing skill development needs of employers and workers.

**Title:** Retired and Senior Volunteer Program (R.S.V.P.)  
**Source:** Corporation for National and Community Service  
**Amount:** \$52,034  
**Description:** Funding has been 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.