



**SFSC
District Board of Trustees
Regular Meeting
March 22, 2023**

**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: MARCH 22, 2023

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL

A handwritten signature in blue ink, appearing to read "Tom", is written over the name "THOMAS C. LEITZEL".

SUBJECT: ADOPTION OF AGENDA

It is recommended that the agenda of the regular meeting of March 22, 2023 be adopted.

SUGGESTED MOTION:

Move to adopt the agenda of the regular meeting of March 22, 2023 as presented.

**REGULAR MEETING AGENDA
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
HIGHLANDS CAMPUS
MARCH 22, 2023
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 – January 18, 2023
 - 1.3 Review of Master Calendar
- 2.0 Communications, Introductions, and Recognition
 - 2.1 New Employee Introductions
 - 2.2 Employee Retirement Acknowledgement
- 3.0 Public Comment
- 4.0 Presentations
- 5.0 Consent Agenda Action Items
 - 5.1 Personnel Actions
 - 5.2 Grant Awards
 - 5.2.1 Increasing Access: The Next Generation of Healthcare Professionals - \$1,283,000
 - 5.2.2 Linking Industry to Nursing Education (LINE) Fund - \$200,000
 - 5.3 Operating Actions
 - 5.3.1 Monthly Accounts Payable & Payroll Check Register
 - 5.3.2 Property Deletion
- 6.0 Planning and Policy Issues
- 7.0 Academic and Student Matters
- 8.0 Other Action Items
 - 8.1 Presidential Finalists 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: MARCH 22, 2023

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – REGULAR MEETING – JANUARY 18, 2023

It is recommended that the minutes of the regular meeting held January 18, 2023 be approved as presented and recorded in the Supplemental Minute Book.

SUGGESTED MOTION:
Move to approve the minutes of the January 18, 2023 regular meeting as presented.

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
JANUARY 18, 2023**

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

Excused: Mr. Derren Bryan

Staff Present:

Mrs. Jamie Bateman	Mrs. Ashley Bennett	Dr. Mark Bukowski
Mrs. Kathleen Cappo	Mr. Peter Elliott	Dr. Brent Ferns
Ms. Cindy Garren	Mrs. Courtney Green	Ms. Michele Hall
Dr. James Hawker	Dr. Michele Heston	Mr. Don Kesterson
Mrs. Melissa Kuehnle	Mrs. Kelly Purvis	Mr. Govindah Ramnarain
Mr. Joseph Serrano	Dr. Chris van der Kaay	Mrs. Teresa Vorous
Mrs. June Weyrauch		

Others Present: Mrs. Barbara Kirschner Dr. Ed Massey, ACCT Mr. Marc Valero,
Search Consultant Highlands News-Sun

The regular meeting of the District Board of Trustees was called to order at 1:01 p.m. on the Highlands Campus of South Florida State College by Board Chair, Mr. Terry Atchley.

1.0 PRELIMINARY MATTERS

1.1 Adoption of Agenda

Mr. Wright 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, Mrs. Cullens, Dr. Kirschner, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

1.2 Approval of Minutes

1.2.1 Planning Workshop Minutes

Mr. Backer made a motion, seconded by Mr. Wright, to approve the minutes of the planning workshop held December 7, 2022 as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

1.2.2 Regular Meeting Minutes

Mr. Backer made a motion, seconded by Mr. Wright, to approve the minutes of the regular meeting held December 7, 2022 as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

1.3 Review of Master Calendar

The Master Calendar was reviewed. No recommendations were made.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

2.1 New Employee Introduction

The following new employees were introduced:

Employee	Position	Supervisor	Hired
Kelly Purvis	Coordinator, Career Pathways Coach	Courtney Green	07/31/2022

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION

4.1 Core Indicators of Effectiveness

Dr. van der Kaay presented the Core Indicators of Effectiveness. He stated the Core Indicators of Effectiveness serve as the institution’s primary mechanism for monitoring measurable goals and outcomes for student achievement. Dr. van der Kaay informed the Board that there are 17 core indicators that undergo a comprehensive, regular, and sustainable review process. He stated these indicators are analyzed annually by the Data Analysis Group (DAG), a standing college committee of faculty and staff, as well as the president’s Leader Team to evaluate the college’s effectiveness and need for potential student success. Dr. van der Kaay reported on the previous year measure increases:

- 6 measures increased over the previous year
- 3 measures met or exceeded comparison figures over the previous year
- 10 measures remained the same as the previous year

Mr. Atchley questioned how an action item that needs attention is handled. Dr. van der Kaay gave a brief overview of the process of reviewing action items and the committees that handle these items.

(EXHIBIT "A")

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

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

(EXHIBIT "B")

5.2 Grant Awards

5.2.1 Perkins Postsecondary

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

5.2.2 Perkins Rural Innovation Career & Technical Ed Programs

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

5.3 Operational Actions

5.3.1 Monthly Accounts Payable/Payroll Check Register

Approved the monthly accounts payable/monthly payroll check registers and summary for all funds through November 2022.

(EXHIBIT "C")

Mrs. Cullens made a motion, seconded by Mr. Wright, to approve the Consent Agenda, Items 5.1 through 5.3.1 as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

6.0 PLANNING AND POLICY ISSUES

None

7.0 ACADEMIC AND STUDENT MATTERS

None

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 President's Annual Performance Review

Mr. Atchley thanked the Board for participating in the president's evaluation. He asked Mrs. Karlson to address the Board. Mrs. Karlson, stated that after reviewing the evaluations that were submitted from the Trustees, she found that Dr. Leitzel had met and exceeded the performance indicators on which the evaluation was based. She highlighted the criteria responses. Mr. Atchley then asked for a motion to accept the receipt of Dr. Leitzel's performance evaluation.

(EXHIBIT "D")

Mrs. Rider made a motion, seconded by Mr. Wright, to approve the president's performance as a result of their review. Further the Board, during the annual review finds the president has made every effort towards achieving or has achieved the performance goals established by the accountability process implemented pursuant to s. 1008.45 and the president has made every effort towards achieving or has achieved the annual and long-term goals and objectives established in the Florida College System institution's employment accountability program implemented pursuant to s. 1012.86. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

Mr. Atchley thanked Dr. Leitzel for his leadership and service to the college.

Dr. Leitzel thanked the Board and college teammates for their continued support.

8.2 District Board of Trustees Annual Self-Evaluation Review

Mrs. Karlson highlighted each topic of the Board Self-Evaluation that were used throughout by each Trustee.

Those topics are summarized from Board’s Self-Evaluation below:

Strengths	Accomplishments	Opportunity For Improvement
Commitment to students	SACSCOC Reaffirmation	More engagement at each campus location
Ability to communicate openly	Support for the president and college administration	More engagement at college functions
Respect for Board members	Support for the Foundation and the new student residence halls	More interaction with students

Mr. Atchley then asked for a motion to accept the receipt of the Board’s annual self-evaluation.

Mrs. Cullens made a motion, seconded by Mr. Backer, to accept the Board’s annual self-evaluation as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

8.3 District Board of Trustees: Setting 2023 Board Goals

Mr. Atchley recapped the 2022 Board goals. He discussed the goal summarization for the coming year. The Board elected to use their goal summary as follows:

<p>SFSC DBOT 2023 Goals</p>
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- Complete the Presidential Search
- Uphold the college’s role in resource development/Foundation
- Maintain and foster good relationships with legislators
- Support the transition to new student residence halls
- To be present to support student activities

Mr. Backer made a motion, seconded by Mrs. Rider, to approve the District Board of Trustees Goals for 2023 as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

8.4 PECO – Mechanical Infrastructure

Mr. Elliott reported that in fiscal year 2022 the college received a Public Education Capital Outlay (PECO) appropriation in the amount of \$1.45 million for Renovation – College-Wide Infrastructure. He stated this project is intended to address ongoing issues with the college’s Heating, Ventilation, and Air Conditioning (HVAC) systems. Mr. Elliott gave a brief overview of the project. Mr. Wright questioned from start to finish when the project would be completed. Mr. Elliott referred to Mr. Govindah Ramnarain. Mr. Ramnarain stated the project would take about a year to complete.

(EXHIBIT "E")

Mrs. Cullens made a motion, seconded by Mr. Backer, to approve the expenditure of PECO funds for Renovation – College-Wide Mechanical Infrastructure in the amount of \$474,830 with Trane U.S. Inc. pursuant to their proposal dated December 30, 2022. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

9.0 REPORTS

9.1 Financial Report

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

(EXHIBIT "F")

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$257,505.50** from November 1 through December 31, 2022. Mrs. Bateman gave the Board a brief update on Student Residence Facility. She stated that the option to have a lease agreement with the developer has been suspended. Mrs. Bateman reported at the January Foundation board meeting the Foundation Board moved to recommend that the DBOT explore options to establish a new and separate Foundation that will facilitate and run the expenditures of owning/operating a student facility on campus. Mrs. Karlson gave a brief overview of what the process would be to establish another Foundation to run the student facility and Mr. Elliott gave a brief description of the structure of another Foundation.

Mr. Backer made a motion, seconded by Mrs. Cullens, to authorize the staff to move forward to explore options to establish a new and separate Foundation to run the expenditures of owning/operating a student facility. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mrs. Cullens, Dr. Kirschner, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

Mrs. Bateman gave a brief update on the Hotel Jacaranda repairs from the hurricanes and stated they are working with the insurance company. Mrs. Bateman highlighted the 6th Annual Hole-in-One Golf Shootout and thanked Mr. Ronnie Carter with Century 21 Advanced Sales as the event sponsor and Mr. Bill Jarrett with Bill Jarrett Ford as the award sponsor.

9.3 Resource Development

I. Grants Development Report

Dr. van der Kaay distributed and reviewed the Grants Development Report dated 1/18/23. He gave a brief description of the grants.

II. In Development

Understanding the Characteristics, Architecture, and Interactions of Biofilms on Tongue Dorum

National Science Foundation (NSF) \$ 500,000

B. Enhancing Undergraduate Research in Cell Biology at South Florida State College Through Course and Project-based Research Experiences

National Science Foundation (NSF) Up to \$ 200,000 single institution and \$ 300,000 collaborative

9.4 President's Report

Dr. Leitzel reported on the following items:

1. Reflected on December events: 2022 Meritorious Award recipients; Holiday luncheon; and 2022 Fall Commencement.
2. Enrollment Update: Dr. Leitzel stated spring term started on January 9 and credit enrollment is up 1.43%. He announced that fall 2022 final fundable FTE ended up 4.4%.
3. Recommended that the Board consider updated the Facilities Master Plan with the next president of SFSC.
4. Announced the college street naming and numbering of college buildings has been completed.
5. Announced that SFSC received both LINE and PIPELINE grants to enhance nursing programs.
6. Tallahassee Update: Dr. Leitzel reported that the legislative committee meetings have started this week. He stated college staff will be connecting with legislative delegation in the up-coming weeks prior to the start of the legislative session.
7. Shared the Lviv National Philharmonic Orchestra of Ukraine performs tomorrow, January 19 at 7pm in the Wildstein Center. Ms. Garren gave a brief overview of the performance.
8. Reminded Board the next DBOT will be held on March 22.

9.5 Board Attorney's Report

Mrs. Karlson stated no report.

9.6 Board Members' Reports

Mr. Wright stated no report.

Dr. Kirschner stated no report.

Mrs. Cullens reported that the presidential search application portal will be closed on January 31 and the presidential search committee will then receive a login and password from ACCT to start reviewing applications. Dr. Ed Massey stated that he learns more about SFSC each time he attends a DBOT meeting. He gave a brief update on the presidential search and the next steps in the process after the application portal closes on January 31.

Mrs. Rider stated no report.

Mr. Backer shared that he attended one day at the 6th Annual Million Dollar Hole-in-One Golf Shootout.

9.7 Board Chair Report

Mr. Atchley stated that the college has a lot of exciting things and changes happening for the future of SFSC. He thanked everyone for their continued work and service to the college and students.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:33 p.m.




OFFICE OF THE PRESIDENT

Item 1.3

PRESENT TO BOARD: MARCH 22, 2023

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

MARCH 2023	APRIL 2023	MAY 2023
13-17 Spring Break 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 14 Fall Commencement 18-Jan 2 Winter Break	TBD Board Meeting, 1 PM Highlands Campus	No Board Meeting
MARCH 2024	APRIL 2024	MAY 2024
9-17 Spring Break TBD Board Meeting, 1 PM Highlands Campus	TBD Board Meeting, 1 PM Highlands Campus	7 Spring Commencement TBD Board Meeting, 1 PM Highlands Campus
JUNE 2024	JULY 2024	AUGUST 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: MARCH 22, 2023

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 


SUBJECT: NEW EMPLOYEE INTRODUCTIONS

Employee	Position	Supervisor	Hired
Jazmin Rosario	Advisor, Pathways	Brent Ferns	11/01/2022
Jon Wasielewski	Technical Assistant, Cultural Programs	John Snow	11/01/2022
Vickie Penley	Program Specialist, Panther Youth Partner	Mike Davis	11/01/2022



OFFICE OF THE PRESIDENT

Item 2.2

PRESENT TO BOARD: MARCH 22, 2023
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: EMPLOYEE RETIREMENT RECOGNITION

Employee	Position	Dates of Service
Junior Gray	Director, Radiography	07/16/2007 – 03/31/2023

RECOMMENDATION:

Move to recognize the retirement of Junior Gray for his many years of service to South Florida State College.

3.0 *Public Comment*


4.0 Presentations

5.0 Consent Agenda Action Items



OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: MARCH 22, 2023
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	22
5.2	Grant Awards	25
	5.2.1 Increasing Access: The Next Generation of Healthcare Professionals - \$1,283,000	
	5.2.2 Linking Industry to Nursing Education (LINE) Fund - \$200,000	
5.3	Operating Actions	27
	5.3.1 Monthly Accounts Payable & Payroll Check Register	
	5.3.2 Property Deletion	



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: MARCH 22, 2023

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>
Betzaida Cruz	Financial Aid Program Assistant		02/27/23
Pamela Roebuck	Cultural Programs Events Specialist		03/01/23
David Sostre*	Lead Grounds Maintenance		02/20/23
*Internal transfer			
II. APPOINTMENTS, FULL-TIME PROFESSIONAL STAFF:			
<u>Name</u>	<u>Position</u>		<u>Effective Date</u>
Gabriel Nieves Hernandez	End User Support Analyst		03/06/23
III. APPOINTMENTS, FULL-TIME FACULTY:			
<u>Name</u>	<u>Position</u>		<u>Effective Date</u>
Sharon Stewart	Instructor, Nursing (Temporary)		02/01/23
IV. RESIGNATIONS:			
<u>Name</u>	<u>Position</u>		<u>Effective Date</u>
Ashley Simmons	Specialized Maintenance		02/24/23
John Conschafsky	Staff Assistant I, Human Resources		02/24/23
Maria Estela Gomez-Marin	Case Manager, Farmworker Career Development Program		02/03/23
John Frey	Lead Maintenance, Hotel Jacaranda		03/06/23
V. RETIREMENTS:			
<u>Name</u>	<u>Position</u>		<u>Effective Date</u>
Linda Tagesson	Professor, Adult Education		01/31/23
Hansel Teope	Custodian		04/28/23
Linda Dobson-Hacker	Grants Development Specialist		06/30/23
Cindy Kinser	Professor, Medical Administrative Specialist		12/15/23

VI. ADJUNCT FACULTY, 2022-23, ACADEMIC YEAR AS NEEDED:		
<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Patrick Carey	Practical Nursing/5G	IIIB
Maya Carpenter	ABE/GED/ESOL	II
Sara Pipal	Real Estate	IV
Vinita Prabhakar	English	II
Helen Shoemaker	Nursing: PN, Nurse Assistant	III
Andrea Swinton	ABE/GED/ESOL	II
VII. REAPPOINTMENTS, VICE PRESIDENTS, 2023-24:		
Jamie Bateman		
Peter Elliott		
Michele Heston		
VIII. REAPPOINTMENTS, FULL-TIME ADMINISTRATIVE STAFF, 2023-24:		
Mark Bukowski		
Kathleen Cappo		
Teresa M. Crawford		
Brent Ferns		
Cynthia Garren		
James Hawker		
Michele Hall		
Donald Kesterson		
Melissa Kuehnle		
Asena Mott		
Randall K. Paepflow		
Christopher van der Kaay		
Teresa Vorous		
IX. REAPPOINTMENTS, FULL-TIME FACULTY, 2023-24:		
Continuing Contract:		
Larry Taylor		

X.	ANNUAL CONTRACT (9, 10, 11, 12 month contract depending upon responsibilities):
	KayIn Baker
	Kate Calvin
	Marlene Cruz
	Matthew Drury
	Rose Dubois
	Isaac Durrance
	Diana Fernandez
	Jason Fitzgerald
	Janine Ganaban
	Jennifer Groves
	Candy Jones
	Carl Lavin
	Bruce Leckey
	Mlisa Manning
	Mintoo Patel
	Rasheena Morris-James
	Michael Pate
	Daniel Prusinski
	Paul Riso
	Dawn Robinson
	Daniel Sanchez
	Patricia Sassin
	Jennifer Serrano
	Therese Tippie
	Shannon Zinck

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




OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: MARCH 22, 2023

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – INCREASING ACCESS: THE NEXT GENERATION OF
HEALTHCARE PROFESSIONALS

Title: Increasing Access: The Next Generation of Healthcare Professionals
Source: Dept. of Labor (DOL)
Amount: \$1,283,000
Description: Funding has been awarded to increase the capacity and responsiveness to close equity gaps in addressing skill development needs of employers and workers.

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




OFFICE OF THE PRESIDENT

Item 5.2.2

PRESENT TO BOARD: MARCH 22, 2023

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – LINKING INDUSTRY TO NURSING EDUCATION (LINE)
FUND

Title: Linking Industry to Nursing Education (LINE) Fund
Source: Florida Department of Education (FDOE)
Amount: \$200,000
Description: Funding has been awarded to assist SFSC to meet local workforce demands by increasing the number of nursing education program graduates who are prepared to enter the workforce; moreover, the grant will help establish and strengthen workforce partnerships.

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




OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: MARCH 22, 2023

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 January 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:

	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	552	\$724,738.99	139	\$1,275,253.49	842	\$163,120.89	1533	\$2,163,113.37
December	254	\$801,614.54	112	\$1,270,645.61	448	\$94,721.26	814	\$2,166,981.41
January	266	\$934,867.12	123	\$1,226,233.92	265	\$65,440.46	654	\$2,226,541.50
February		\$0.00		\$0.00		\$0.00	0	\$0.00
March		\$0.00		\$0.00		\$0.00	0	\$0.00
April		\$0.00		\$0.00		\$0.00	0	\$0.00
May		\$0.00		\$0.00		\$0.00	0	\$0.00
June		\$0.00		\$0.00		\$0.00	0	\$0.00
Totals	3785	\$7,128,913.07	892	\$8,378,046.95	2708	\$744,381.13	7385	\$16,251,341.15

Payroll:

	2022/2023 Checks		Payments		2022/2023 Totals	
	#	Amount	#	Amount	#	Amount
July	8	\$22,620.20	402	\$1,042,948.56	410	\$1,065,568.76
August	8	\$13,718.10	364	\$967,516.98	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	9	\$8,930.72	437	\$1,075,194.18	446	\$1,084,124.90
December	9	\$25,442.09	450	\$1,108,156.46	459	\$1,133,598.55
January	8	\$12,755.93	384	\$990,836.17	392	\$1,003,592.10
February		\$0.00		\$0.00		\$0.00
March		\$0.00		\$0.00		\$0.00
April		\$0.00		\$0.00		\$0.00
May		\$0.00		\$0.00		\$0.00
June		\$0.00		\$0.00		\$0.00
Totals	61	\$105,553.87	2862	\$7,306,668.41	2923	\$7,412,222.28

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	1,533	\$2,163,113.37	\$11,857,818.24
December	2,142	\$2,629,677.47	\$15,081,072.92	814	\$2,166,981.41	\$14,024,799.65
January	549	\$2,402,829.24	\$17,483,902.16	654	\$2,226,541.50	\$16,251,341.15
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
Totals	20,533	\$32,409,564.94		7,385	\$16,251,341.15	

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	446	\$1,084,124.90	\$5,275,031.63
December	445	\$1,040,312.08	\$5,778,930.65	459	\$1,133,598.55	\$6,408,630.18
January	371	\$873,386.06	\$6,652,316.71	392	\$1,003,592.10	\$7,412,222.28
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
Totals	5046	\$11,676,972.03		2923	\$7,412,222.28	




OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: MARCH 22, 2023

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: PROPERTY DELETION

Authorization is requested to delete the equipment items listed below. The capitalized 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.

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

**South Florida State College
Disposal Items
March 2023**

<u>Tag #</u>	<u>Date Purchased</u>	<u>Description</u>	<u>Cost</u>	<u>Condition Code</u>
11658	3/2/1999	Jugs Curveball Pitching Machine	\$1,725.00	Poor
11659	3/2/1999	Stalker Sport Radar Gun	\$1,113.00	Poor
13632	2/2/2004	Hospital Bed with Rails	\$1,591.59	Poor
13633	2/2/2004	Hospital Bed with Rails	\$1,591.59	Poor
13634	8/25/2003	Digital Video Camcorder	\$4,170.00	Poor
13678	2/2/2004	Hospital Bed	\$1,172.59	Poor
14140	1/17/2006	Dukane LCD Projector	\$1,075.00	Poor
14409	10/13/2006	Epson Stylus Pro 4800 Printer	\$1,725.00	Poor
14637	5/17/2007	Boxx WS Dual Xeon E5345	\$5,913.00	Poor
14739	8/27/2007	X-Ray Point of Care System	\$49,500.00	Poor
15292	2/18/2008	Honda Pressure Washer	\$1,000.00	Poor
15435	5/30/2008	Dukane DVP505A-Digital Visual Presenter	\$1,145.00	Poor
15796	11/12/2020	2008 Fairplay Golf Cart	\$4,995.00	Poor
15977	6/8/2009	MacBook Pro 17 in	\$2,943.00	Poor
17067	10/10/2014	HP Color Printer	\$2,649.34	Poor
17399	11/27/2017	Pressure Washer	\$1,229.55	Poor

Total: \$83,538.66

6.0 Planning and Policy Issues


7.0 Academic and Student Matters

8.0 Purchasing and Other Action Items



OFFICE OF THE PRESIDENT

Item 8.1

PRESENT TO BOARD: MARCH 22, 2023
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: PRESIDENTIAL FINALISTS APPROVAL

Approval is requested for the presidential finalists as recommended by the SFSC Presidential Search Committee.

SUGGESTED MOTION:
Move to approve the presidential finalists recommended by the SFSC Presidential Search Committee as presented.

9.0 Reports




OFFICE OF THE PRESIDENT

Item 9.1

PRESENT TO BOARD: MARCH 22, 2023

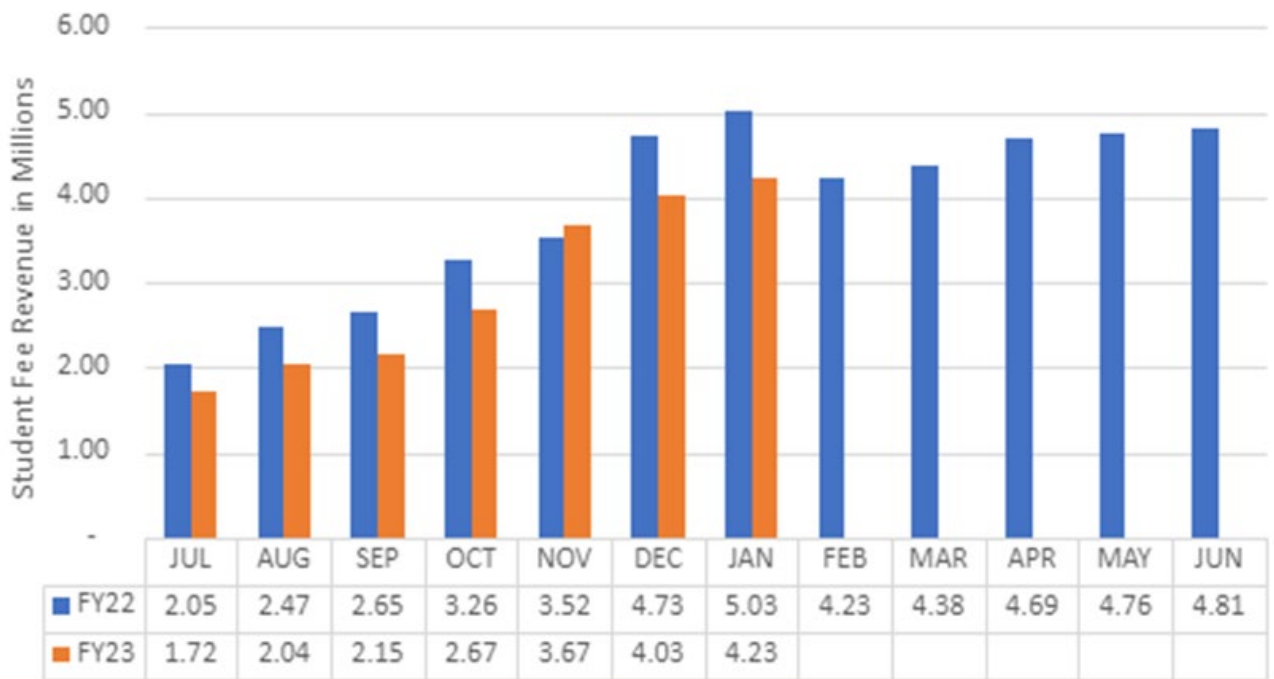
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

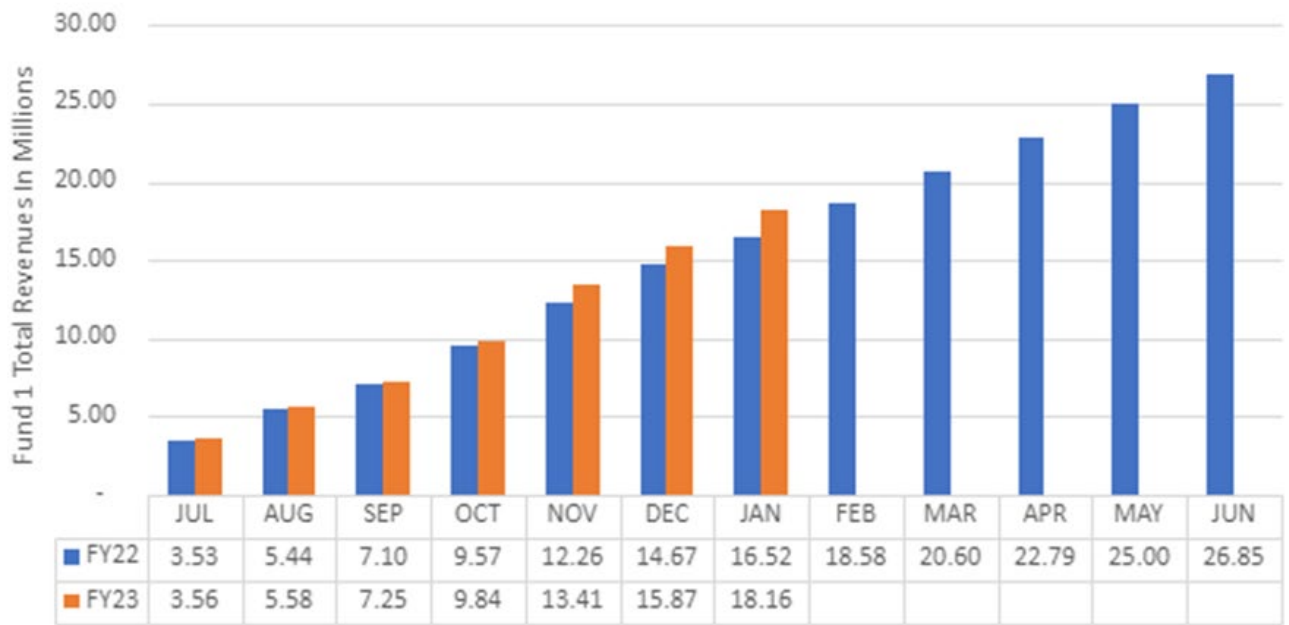
SUBJECT: FINANCIAL REPORT SUMMARY & GRAPHS – **INFORMATION ITEM**

Enclosed for your review are the graphs and a summary of revenues and expenditures compared to budgeted funds within the Operating Budget through January 2023.

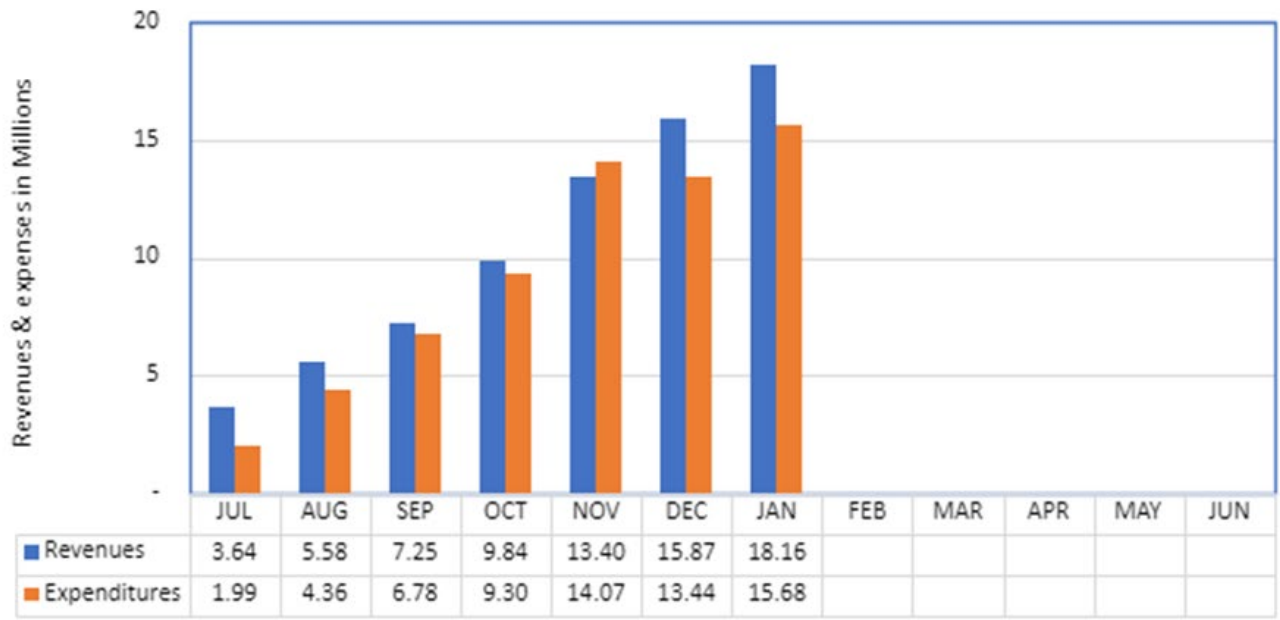
South Florida State College
Fund 1 - Student Fee Revenue, FY22 vs FY23



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 January 31, 2023**

Account Title	Budget Amount	Amount	Difference	Percentage Collected/Spent to Date
Tuition and Out of State Fees	4,165,275.00	3,445,886.65	719,388.35	82.73%
Lab Fees	495,023.00	561,126.00	(66,103.00)	113.35%
Technology Fees	189,932.00	171,483.31	18,448.69	90.29%
Other Student Fees	66,373.00	51,084.54	15,288.46	76.97%
Grants and Contracts from Counties	1,023,395.00	1,023,701.49	(306.49)	100.03%
FCSPF-General/Special Appropriation	19,296,469.00	10,715,900.00	8,580,569.00	55.53%
Performance Based Incentive	324,747.00	315,128.00	9,619.00	97.04%
CO&DS Entitlement	1,100.00	-	1,100.00	0.00%
FCSPF-Lottery	3,461,595.00	1,538,488.00	1,923,107.00	44.44%
Indirect Costs Recovered	751,562.00	192,831.63	558,730.37	25.66%
Cash/Non-Cash Contributions and Gifts	22,040.00	8,652.44	13,387.56	39.26%
Use of College Facilities	50,000.00	36,621.09	13,378.91	73.24%
Other Sales and Services	80,000.00	31,537.54	48,462.46	39.42%
Interest and Dividends	4,000.00	35,489.83	(31,489.83)	887.25%
Fines and Penalties/Miscellaneous	120,422.00	28,899.58	91,522.42	24.00%
Transfers and Other Revenues	100,000.00	(112.12)	100,112.12	-0.11%
Total Revenue	\$ 30,151,933.00	\$18,156,717.98	\$11,995,215.02	60.22%
Management	2,099,540.80	1,125,008.08	974,532.72	53.58%
Instructional	5,659,117.59	2,772,254.70	2,886,862.89	48.99%
Other Professional	3,736,364.72	1,863,817.91	1,872,546.81	49.88%
Career Staff	3,213,183.15	1,738,809.14	1,474,374.01	54.11%
Other Professional-Instructional	1,398,240.00	681,629.43	716,610.57	48.75%
Other Professional-Tech/Clerical/Trade	206,248.73	56,013.68	150,235.05	27.16%
Student Employment	25,000.00	2,160.64	22,839.36	8.64%
Employees Awards-Non Recurring	13,000.00	62,504.48	(49,504.48)	480.80%
Benefits	5,865,252.00	2,878,365.89	2,986,886.11	49.07%
Total Personnel	\$ 22,215,946.99	\$11,180,563.95	\$23,239,205.23	50.33%
Travel	281,928.00	74,566.99	207,361.01	26.45%
Freight and Postage	21,437.00	11,627.54	9,809.46	54.24%
Telecommunications	62,000.00	124,526.61	(62,526.61)	200.85%
Printing	38,510.00	6,933.45	31,576.55	18.00%
Repairs and Maintenance	1,676,633.66	1,012,461.73	664,171.93	60.39%
Rentals	158,705.00	109,736.84	48,968.16	69.15%
Insurance	550,682.00	47,299.57	503,382.43	8.59%
Utilities	1,659,778.00	961,032.16	698,745.84	57.90%
Other Services	960,418.67	516,562.58	443,856.09	53.79%
Grant Aid	4,280.00	445.50	3,834.50	10.41%
Professional Fees	132,553.00	127,477.14	5,075.86	96.17%
Education Office/Dept Materials Supp	785,934.00	415,104.37	370,829.63	52.82%
Data Software	208,277.50	124,881.49	83,396.01	59.96%
Maint/Construction Material/Supp	418,263.14	191,880.17	226,382.97	45.88%
Other Materials and Supplies	332,672.78	198,776.43	133,896.35	59.75%
Subscriptions/Library	60,600.00	60,090.52	509.48	99.16%
Purchases for Resales	42,100.00	15,885.90	26,214.10	37.73%
Scholarships	45,000.00	28,186.50	16,813.50	62.64%
Transfers and Other Expenses	150,000.00	3,101.60	146,898.40	2.07%
Total Current Expenses	\$ 7,589,772.75	\$ 4,030,577.09	\$ 3,559,195.66	53.11%
Minor Equipment >1000<5000	312,712.86	134,792.17	177,920.69	43.10%
Furniture and Equipment	512,539.00	338,387.26	174,151.74	66.02%
Total Capital Outlay	\$ 825,251.86	\$ 473,179.43	\$ 352,072.43	57.34%



OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: MARCH 22, 2023

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 January 2023 meeting of the College District Board of Trustees. The included dates are January 1, 2023 through February 28, 2023. The total amount reported is **\$31,961.60**.

II. **Foundation Update**

a. Student Housing DSO

South Florida State College Foundation
Gift Summary Report 01/01/2023 - 02/28/2023

Fund ID	Fund Description	Gift Count	Cash	Pledges	Stocks/Other	Total
1000	Unrestricted	34	\$16,667.00	\$0.00	\$723.60	\$17,390.60
5011	SFSC General Scholarship	15	\$275.00	\$0.00	\$0.00	\$275.00
5012	Ben Hill Griffin Scholarship	1	\$2,000.00	\$0.00	\$0.00	\$2,000.00
5025	General Nursing Scholarship	2	\$1.00	\$0.00	\$0.00	\$1.00
5031	SFSC Community Fund	4	\$21.00	\$0.00	\$0.00	\$21.00
5032	SFSC Library Donations	4	\$64.00	\$0.00	\$0.00	\$64.00
5045	Athletic Booster Club	14	\$5,740.00	\$0.00	\$0.00	\$5,740.00
5095	Dental Programs	3	\$5,050.00	\$0.00	\$0.00	\$5,050.00
5110	Highlands County Bar Association Scholarship	4	\$150.00	\$0.00	\$0.00	\$150.00
5158	TSIC Scholarships	10	\$130.00	\$0.00	\$0.00	\$130.00
6005	Partnership Project	6	\$140.00	\$0.00	\$0.00	\$140.00
6011	Kenneth A. Lambert Memorial Endowment	1	\$1,000.00	\$0.00	\$0.00	\$1,000.00
Grand Totals:		98	\$31,238.00	\$0.00	\$723.60	\$31,961.60

98 Gift(s) listed

50 Donor(s) listed




OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: MARCH 22, 2023

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANTS DEVELOPMENT

Submitted:

Title: Integrated Educational Training

Source: Dollar General

Amount: \$10,000

Description: Funding has been requested to offer Adult Education students occupational skills training in conjunction with their regular instruction to prepare them for the workforce.