



**SFSC
District Board of Trustees
Regular Meeting
April 17, 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: APRIL 17, 2023

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 April 17, 2023 be adopted.

SUGGESTED MOTION:
Move to adopt the agenda of the regular meeting of April 17, 2023 as presented.

**REGULAR MEETING AGENDA
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
HIGHLANDS CAMPUS
APRIL 17, 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 – March 22, 2023
 - 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 Student Life, Activities, Services, and Athletics
- 5.0 Consent Agenda Action Items
 - 5.1 Personnel Actions
 - 5.2 Grant Awards
 - 5.2.1 Retired and Senior Volunteer Program (R.S.V.P.) - \$52,034
 - 5.3 Operating Actions
 - 5.3.1 Monthly Accounts Payable & Payroll Check Register
- 6.0 Planning and Policy Issues
- 7.0 Academic and Student Matters
 - 7.1 Curriculum Proposals
- 8.0 Other Action Items
 - 8.1 CCS Presentation Systems Classroom Video Upgrade
 - 8.2 Selection of SFSC President
- 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: APRIL 17, 2023

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – REGULAR MEETING – MARCH 22, 2023

It is recommended that the minutes of the regular meeting held March 22, 2023 be approved as presented.

SUGGESTED MOTION:

Move to approve the minutes of the March 22, 2023 regular meeting as presented.

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
MARCH 22, 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. Mike Davis	Mr. Peter Elliott
Dr. Brent Ferns	Ms. Cindy Garren	Mr. Junior Gray
Ms. Michele Hall	Dr. James Hawker	Dr. Michele Heston
Mr. Curtis Jagger Sar	Mr. Don Kesterson	Mrs. Melissa Kuehnle
Mr. Keith Loweke	Ms. Vickie Penley	Ms. Jazmin Rosario
Mr. John Snow	Dr. Chris van der Kaay	Mrs. Teresa Vorous
Mr. Jon Wasielewski	Mrs. June Weyrauch	

Others Present: Mr. Marc Valero,
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

Mrs. Cullens made a motion, seconded by Mr. Wright , 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 Regular Meeting Minutes

Mrs. Rider made a motion, seconded by Mr. Wright, to approve the minutes of the regular meeting held January 18, 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.**

1.3 Review of Master Calendar

The Master Calendar was reviewed. Mr. Backer requested that the April 19 DBOT meeting be moved due to a scheduling conflict. Mr. Atchley stated that the Board will address the request in section 8.1 after presidential search discussion. Mrs. Karlson requested the July 19 DBOT meeting be moved due to a schedule conflict. Mr. Atchley stated that the Board would look at that date at a later time. 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
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 Partners	Mike Davis	11/01/2022

2.2 Employee Retirement Recognition

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

Mr. Backer made a motion, seconded by Mrs. Cullens, to recognize the retirement of Junior Gray for his many years of service to South Florida State College. 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.**

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; full-time professional staff; full-time faculty; resignations; retirements; adjunct faculty for the 2022-23, academic year as needed; reappointments, vice presidents, 2023-24; reappointments, full-time administrative staff, 2023-24; reappointments, full-time faculty 2023-24; and annual contract (9, 10, 11, 12 month contract depending upon responsibilities) as presented.

(EXHIBIT "A")

5.2 Grant Awards

- 5.2.1 Increasing Access: The Next Generation of Healthcare Professionals**
Department of Labor (DOL) \$ 1,283,000
- 5.2.2 Linking Industry to Nursing Education (LINE) Fund**
Florida Department of Education (FDOE) \$ 200,000

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 January 2023.

(EXHIBIT "B")

5.3.2 Property Deletion

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

(EXHIBIT "C")

Dr. Leitzel recommended to the Board that Dr. Heston and Dr. Cappo remain in their new roles as Vice President of Academic Affairs and Student Services and Dean, Health Sciences respectively in permanent positions having removed the interim designation.

Mr. Atchley congratulated and thanked both for their commitment to their new position and job duties.

Mr. Backer made a motion, seconded by Mrs. Rider, 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, 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 Presidential Finalists Approval

Mr. Atchley asked Mrs. Cullens, chair, Presidential Search Committee, to give a report of the committee workshop held on March 2. Mrs. Cullens gave a brief recap of the presidential search process. She then announced the names of the three candidates recommended by the Presidential Search Committee for consideration. They are as follows:

- Dr. John Davis
- Dr. Amy Bosley
- Dr. Vicky Wood

Mr. Backer made a motion, seconded by Mr. Wright, to approve the presidential finalists recommended by the Presidential Search Committee 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.**

Mrs. Cullens stated each of the candidates have been contacted to schedule a two-day visit. Mr. Wright requested to see the videos of the three finalists. Mrs. Cullens stated that the link and login will be emailed to each trustee to review prior to the two-day visit and interview. Mr. Atchley thanked Mrs. Cullens and the committee members for their work in the selection process.

Mrs. Cullens distributed the pre-interview prep, suggested interview questions from ACCT and the draft two-day visit/interview schedule. The Board reviewed and discussed the handouts. Mr. Wright requested an interview question be added to the list. Mrs. Cullens suggested that the Board review the interview questions and email any additions or questions to Mrs. Bennett. She stated that she will compile a list from the suggested questions and the Board additions. Mrs. Karlson asked the expectation of her attendance during the interviews. Mrs. Cullens stated that the Board would like for her to attend all three interviews. Mrs. Cullens discussed the possible date changed of the April 19 DBOT to accommodate Mr. Backer’s schedule conflict. The Board agreed to move the April 19 DBOT meeting and presidential workshop to April 17. **Mr. Backer made a motion, seconded by Mrs. Cullens, to move the April 19 presidential selection workshop and regular DBOT meeting to April 17. The presidential workshop will begin at 10:30 a.m. followed by the regular DBOT meeting at 1:00 p.m.** 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 reminded the Board of the importance of being in attendance. Mrs. Cullens thanked everyone for their support and work during this process.

(EXHIBIT "D")

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 January 2023.

(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 **\$31,961.60** from January 1 through February 28, 2023. Mrs. Bateman gave the Board a brief update on the Student Residence Facility. She stated that Mrs. Karlson, Mr. Elliott, and herself have met and are recommending to move forward with a separate Foundation for the student facility. Mrs. Bateman reported on the entity formation and highlighted the three key factors for a separate Foundation:

- Establish Entity
- Register as a 501c3
- Develop appropriate documents for DBOT approval

Mrs. Karlson stated under F.S. 1004.7, the DBOT is authorized to create a separate Foundation. She gave a brief overview of what the process would be to establish another Foundation to run the student facility. The DBOT agreed for Mrs. Bateman to move forward with the process of creating a separate Foundation for the student facility.

9.3 Resource Development

I. Grants Development Report

Dr. van der Kaay distributed and reviewed the Grants Development Report dated 3/22/23. He gave a brief description of the grants.

II. Submitted

Integrated Educational Training

Dollar General

\$ 10,000

9.4 **President's Report**

Dr. Leitzel reported on the following items:

1. Highlighted Highlands County Youth Awards.
2. Announced Highlands County has installed road signs for the college roadways.
3. Enrollment Update: Dr. Leitzel stated spring term credit enrollment is up 5.17%. He announced that projected end of the year total enrollment is up 3.9%.
4. Reflected on college events/activities: Fire Science, Paramedic/EMT graduation, 1/27; Highlands County Delegation meeting, 2/1; Hardee County Rotary Club on Hardee Campus for CTE month, 2/8; ACCT National Legislative Summit, Washington, D.C., 2/5-2/8; SFSC Automotive Service Technician, ASE Education Foundation Certificate of Accreditation; SFSC HAVC/R for CTE Month, 2/16; Florida Undergraduate Research Council, 2/18, Ford Day for CTE Month, 2/21; SFSC Electronics program for CTE Month, 2/24; Lake Placid High School AVID Tour, Sebring High School African American Culture Club Tour, 2/23; DeSoto County High School College for a Day, 2/24; Criminal Justice Perfect Audit 2021-22; SFSC College Week, 3/6-9; Career and Transfer Fair, 3/8; and 2023 All-Florida Academic PTK Team, 3/31.
5. Announced that SFSC received the 2023-2024 Military Friendly Schools designation.
6. Panther Athletics: Dr. Leitzel gave a brief update on the Fuschetti Park master site plan. Dr. Leitzel announced a naming opportunity for the softball field. Mrs. Bateman gave a brief background on the naming opportunity and how the college was approached for the Larry Ross Johnson Field (Johnson Field). Dr. Leitzel asked for a motion to name the softball field "Johnson Field" in memory of Mr. Johnson. **Mr. Wright made a motion, seconded by Mrs. Cullens, to approve the naming opportunity of the Johnson Field 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.**
7. Energy Saving Friday: Dr. Leitzel announced that Energy Saving Friday would begin on June 2 and end July 28. Mrs. Cullens recommended starting Energy Saving Friday on May 26 with the Memorial Day holiday. The Board agreed with Mrs. Cullens recommendation.
8. Tallahassee Update: Dr. Leitzel reported that there is a Trustees Commission meeting tomorrow, March 23, and a Council of Presidents meeting in Tallahassee.
9. Announced the SFSC Cultural Programs Annual Reveal Dinner will be held on April 11 at Island View Restaurant.
10. Reminded Board the next DBOT will now be held on April 17 with a presidential selection workshop at 10:30 a.m. prior to the regular DBOT meeting.

9.5 **Board Attorney's Report**

Mrs. Karlson stated no report.

9.6 **Board Members' Reports**

Dr. Kirschner stated no report but thanked the presidential search committee for their work in the selection process.

Mrs. Rider stated no report.

Mrs. Cullens stated no report.

Mr. Wright stated no report.

Mr. Backer shared that he has seen several articles about the college in the newspaper and he is proud of SFSC and proud to serve on the DBOT.

9.7 Board Chair Report

Mr. Atchley gave an inspirational statement about the college and challenged the Board to not only to be wowed but proud of SFSC.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:55 p.m.




OFFICE OF THE PRESIDENT

Item 1.3

PRESENT TO BOARD: APRIL 17, 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

APRIL 2023	MAY 2023	JUNE 2023
17 Board Meeting, 1 PM Highlands Campus	9 Spring Commencement 17 Board Meeting, 1 PM Highlands Campus	21 Board Meeting, 1 PM Highlands Campus
JULY 2023	AUGUST 2023	SEPTEMBER 2023
19 Board Meeting, 1 PM Highlands Campus	TBD Board Meeting, 1 PM Highlands Campus	TBD Board Meeting, 1 PM Highlands Campus
OCTOBER 2023	NOVEMBER 2023	DECEMBER 2023
TBD Board Meeting, 1 PM Highlands Campus	No Board Meeting	TBD Board Meeting, 1 PM Highlands Campus 14 Fall Commencement 18-Jan 2 Winter Break
JANUARY 2024	FEBRUARY 2024	MARCH 2024
TBD Board Meeting, 1 PM Highlands Campus	No Board Meeting	9-17 Spring Break TBD Board Meeting, 1 PM Highlands Campus
APRIL 2024	MAY 2024	JUNE 2024
TBD Board Meeting, 1 PM Highlands Campus	7 Spring Commencement TBD Board Meeting, 1 PM Highlands Campus	TBD Board Meeting, 1 PM Highlands Campus
JULY 2024	AUGUST 2024	SEPTEMBER 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: APRIL 17, 2023

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: NEW EMPLOYEE INTRODUCTIONS

Employee	Position	Supervisor	Hired
Shirell Bell	Financial Aid Program Assistant	Tina Stetson	01/03/23
Dawn Boersma	Accounting Specialist	Teresa Vorous	01/03/23
David Lord, Jr.	Instructor, Electric Line Service Repair	Tom Bush	01/05/23

3.0 *Public Comment*

4.0 Presentations



OFFICE OF THE PRESIDENT

Item 4.1

PRESENT TO BOARD: APRIL 17, 2023

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: PRESENTATION – STUDENT LIFE, ACTIVITIES, SERVICES AND ATHLETICS

SGA leadership and other clubs and organizations will introduce members and share accomplishments and high points of the academic year. Our academic and athletic teams are included.

Student Government Association (SGA) Clubs and Organizations - This has been a student driven, fun filled year as the students have celebrated old traditions and started new ones as well. The events and activities of the year were set forth by the SGA E-Board (Executive Board) during the fall of 2022.

- **PTK** – This was a busy year for PTK who participated in several on and off-campus events. They hosted regular Coffee and Conversation Events, along with participating in off-campus conferences.
- **Dental Students Association** - The Dental Students Association held monthly meetings for their students, along with participating in the regular scheduled SGA Events.
- **Student Nurses Association** – The SNA participated in all SGA Events and meetings, along with events. They also held monthly meetings for their group.
- **Hardee Campus Ambassadors** – The Hardee Ambassadors had a busy year. They participated in all SGA events and meetings, along with putting on events at their campus for students.
- **Jac Pac** – The Jac Pac was very active this year, mostly putting on events for the students at the Jacaranda along with participating in all events and meetings put on by the SGA. In addition to that, they provided advising and mentorship for students at the dorm.
- **Latin Student Organization** – The Latin Student Organization attended all SGA meetings and events, in addition to holding bi-weekly meetings, and helping set-up the Celebrations for Latin American Heritage Month among other events.
- **Rotoract** – This organization had a very busy, but fun year. We were involved in many volunteering events in the community. They also attended all SGA meetings and events.
- **Art Club** – The Art Club was active this year, meeting on their own and attending all SGA Meetings and events.
- **Basketball Club** – The Basketball Club was very active throughout the year, playing basketball two days a week for the entire year, in addition to attending all SGA meetings and events.


- **PBL** - Phi Beta Lambda, the SFSC student business club, participated in all SGA meetings and events, in addition to holding bi-weekly meetings for their group.
- **Student Nurses Club** - The SNA met weekly, attended all SGA meetings and events, and provided advising and mentorship for the Nursing Students on Campus. The club also assisted with graduation.
- **African American Association** – AAA was instrumental in the Black History Month celebration. They wrote a summary on several different historic figures in Black History, to be distributed to the Students for the month of February. They also set up & catered a large, Soul Food luncheon that was very well received by all our Students at the end of the month. In addition to that, they assisted with several fund raisers – both on and off campus, and attended all SGA meetings and events
- **Alumni Club** – The Young Alumni Club participated in all SGA events and meetings, along with helping with graduation, and holding monthly meet-up events for the campus.
- **Radiography Club** – The Radiography Club participated in all SGA meetings and events, along with holding a fundraiser, and assisting with graduation.
- **Veterans Club** – The Veterans Club met weekly, attended all SGA meetings and events, and provided advising and mentorship for the Veterans on Campus.
- **Honors Ambassadors** - The Honors Ambassadors met weekly, attended all SGA meetings and events, and provided advising and mentorship for the Honors Students on Campus.

5.0 Consent Agenda Action Items



OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: APRIL 17, 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	23
5.2	Grant Awards	27
	5.2.1 Retired and Senior Volunteer Program (R.S.V.P.) - \$ 52, 034	
5.3	Operating Actions	28
	5.3.1 Monthly Accounts Payable & Payroll Check Register	




OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: APRIL 17, 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 PROFESSIONAL STAFF:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Cristian Luevano*	Student Services Specialist	03/01/23
Emily Vickers*	Simulation Technology Specialist	04/01/23
*Internal transfer		

II. RESIGNATIONS:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Maria Hernandez Lopez	Custodian, Highlands	3/23/2023

III. RETIREMENTS:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Santiago Caro	Custodian	08/31/23
Randall K. Paeplow	Director, Lake Placid Center	01/01/24
Lorrie Worrell-Smith	Coordinator, Cultural Programs	08/04/23

IV. REAPPOINTMENTS, FULL-TIME PROFESSIONAL STAFF, 2023-24:

Kristina F Anderson	Garrett P Lee
Steven L Ashworth	Keith R Loweke
Michael B Austin Sr	Maria R Machin
Edward R Baatz Jr	Isaac Maldonado*
Tiffany M Barnes	Joseph Marble
Adela Bello	Taylor Massey
Kathleen A Benn	John E McLaughlin
Ashley L Bennett	Jeffrey C Miller
Joseph A Black	Alexandra G Navarrete*
Katrina M Blandin	Christian L Negrón
Christianna L Bobo*	Danielle Y Ochoa
Dolores E Breedlove*	Sofia E Ochoa
David A Bruns	Ruel L Olano
Melissa L Bruns	Deborah J Olson
Derek K Bryant	Minerva J Ortiz*
Joseph Burke	Jessica Pantoja
Benjamin F Carter Jr*	Ricardo Pantoja
Fabiana Castro*	Vickie L Penley*
Diana L Cleghorn	Sureka S Personette
Kimberly A Crawford	Sandra C Pinzon
Sari E Crews	Andrew M Polk
Edwin Cuencas*	Donna L Pridgeon
Daniel M Davis*	Mary Puckorius
Theresa F Elders	Kelly J Purvis*
Kelly S Fairfield Dec	Govindah Ramnarain
Carlos Falla	Anthony D Record II
Zory N Figueroa Alvarado*	April M Ricker
Anastasia L Fuchser	Elisavet C Rios
Blair N Gilfus	Carmen D Robinson-Cooper
Tina M Gottus	Frankie M Rodriguez Martinez
Courtney Green	Jazmin M Rosario*
Deborah M Gutierrez	Kathy L Sandmoen
Robert A Hampton Jr	Joyce E Simmons
Fred Hayes	John A Snow
Charles F Hemler Jr	Tina A Stetson
Richard J Hitt	Erin N Warner
Mary S Hutzelman	June M Weyrauch
Antonio S James*	Janet Wheaton
Lisa M Johnson-Decarie	Laura A Wilder
Sharon L Jones	Lorrie Worrell-Smith
Kristini L Juve	Mary von Merveldt
Joann L Kramer	
Deborah B Latter	

*Grant Funded Position

V. REAPPOINTMENTS, FULL-TIME CAREER STAFF, 2023-24:

Anne A Barrett	Pepito M Montemayor
Estrella H Bautista	Denise A Morales
Vidya S Beiner	Manuel De Jesus Muro Del Real
Shirell L Bell	Angela R Noonon
Dawn M Boersma	Kelly J Nott
Santiago Caro	Daniel L Omeara
Thomas M Carson	Onesimo J Ochoa
Amy D Clack	Karen L Pelski
Lisa M Clayton-Alley	Lettmarie Perez Martinez
Marsha L Cowles	Gregorio Ramos III
Ross M Crawford	Nicolas A Ramos III
Marion E Degnan	Lauren E Redick
Terrell A Dixon	Kevin J Richardson
Linda C Dobson-Hacker	Christine M Robey
Herbert C Donglasan	Jose Rodriguez
Amanda M Dorsey	Yolanda E Rodriguez
Cindy L Eaton	Pamela Roebuck
Sandra K Ellis	Randy E Rosam
Tito C Fernandez	Piedad I Sarmiento-Noriega
Carmen E Fontanez	Jenna M Schaller
Chris Fowler	Heather M Schubert
Michael Garcia	William Senton
William O Glover	Sierra N Shaffer
Shawn C Haralson	David E Shanklin
Esmeralda B Harris	Lamar V Simpson
Pamela S Hayes	Donna J Snow
Kari L Jackson	Vicki L Stallings
Curtis Jaggessar	Carmen M Stricklin
Wilnoreann C Jaurigue-Danta	Kelly J Sweet
Melissa A Johnson	Tiffani D Teague
Katrina Q Joyner	Hansel M Teope
Pamela R LaDue	Jennifer L Tollison
Cathy Lewis	Dora A Torres
George A Livingston	Nancy N Velez Ocasio
Ernesto P Loresco Jr	Jon G Wasielewski
Rebecca L Lowery	Richard A Way
Tabatha A Meeks	Brian S Wheaton
Ralph E Meyers	
Marie Jezzelle C Montalbo	

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

<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Doug Andrews	Education/Music/Humanities	IA
Donna Bellamy	ABE/GED/ESOL	II
Norine Dowd	Dental Education	III
Melissa Kurtz	Criminal Justice	IIIB
David Lopez	Automotive Technology	IV
Selvin Walker	ABE/GED/ESOL	II

SUGGESTED MOTION:

Move to approve the personnel recommendations as presented.




OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: APRIL 17, 2023

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANT AWARD – RETIRED AND SENIOR VOLUNTEER PROGRAM (R.S.V.P.)

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

Source: Corporation for National and Community Service

Amount: \$52,034

Description: Funding has been granted 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.

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



OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: APRIL 17, 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 February 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	1608	\$2,974,637.25	329	\$6,270,657.09	603	\$164,565.97	2540	\$9,409,860.31
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	5393	\$10,103,550.32	1221	\$14,648,704.04	3311	\$908,947.10	9925	\$25,661,201.46

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	11	\$18,647.69	434	\$1,053,994.62	445	\$1,072,642.31
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	72	\$124,201.56	3296	\$8,360,663.03	3368	\$8,484,864.59

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	2,540	\$9,409,860.31	\$25,661,201.46
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		9,925	\$25,661,201.46	

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	445	\$1,072,642.31	\$8,484,864.59
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		3368	\$8,484,864.59	

6.0 Planning and Policy Issues

7.0 Academic and Student Matters




OFFICE OF THE PRESIDENT

Item 7.1

PRESENT TO BOARD: APRIL 17, 2023

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 REVISION

Request approval to revise AS degree to streamline registration, match courses with terms offered, and simplify suggested elective courses. No program length change; effective Fall 2023 (202410).

➤ **Engineering Technology AS #1760**

- Replace **ETM 2315 Hydraulics and Pneumatics** (3 credits) and **ETM 2315L Hydraulics and Pneumatics Lab** (1 credit) with NEW course **ETM 2315C Hydraulics and Pneumatics with Lab** (4 credits) in first spring term.
- Exchange **ETI 1110 Introduction to Quality Assurance** (3 credits), **ETI 1701 Industrial Safety (OSHA)** (3 credits), and **ETM 1010C Mechanical Measurement and Instrumentation** (3 credits) in first fall term with **EET 1084C Introduction to Electricity and Electronics** (3 credits), **ETI 1420 Manufacturing Processes and Materials** (3 credits), and **ETS 1542 Introduction to Programmable Logic Controllers** (3 credits) in second fall term.
- Exchange **Humanities Core** (3 credits) in first spring term with **Engineering Technology Elective** (3 credits) second spring term.
- Combine Engineering Electives and remove "or" from **ETI 1931 Special Topics in Modern Manufacturing** and **ETI 1949 Co-op Education Training Assignment in Manufacturing**.

II. PROGRAM DELETION

Request approval to delete the following College Credit Certificate program. Program is being deleted due to low enrollment in past 3 years; effective Summer 2023 (202330):

- **Graphic Design Support CCC #3022**

III. COURSE DELETIONS

Courses listed fall in accordance with Procedure 2092; courses not taught during the past five years and will not be offered in next five years should be removed from the College Catalog and Statewide Course Numbering System. Request approval to delete following courses effective Summer 2023 (202330).

- **CTS 1156 Desktop Support**
- **GEB 2002 Career Explorations in Business**
- **MNA 2345 Management and Supervision**
- **NUR 1180 Principles of Nutrition and Diet Therapy**
- **OST 1355 Records Management**
- **OTA 0311 Occupational Business English**
- **OTA 0405 Occupational Files Management and Document Processing***

* Related lab fee will automatically be deleted.

SUGGESTED MOTION:

Move to approve the curriculum proposals as presented.

8.0 Purchasing and Other Action Items




OFFICE OF THE PRESIDENT

Item 8.1

PRESENT TO BOARD: APRIL 17, 2023

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: CCS PRESENTATION SYSTEMS CLASSROOM VIDEO UPGRADE

With the Heartland Pathways 2 Success grant, SFSC was awarded 2.7 million dollars in the Fall of 2021. Competitive Preference Priority #1 of the grant focuses on *developing resilient instructional delivery models enabling synchronous instruction during the Covid 19 pandemic and in future scenarios that prevent students and faculty from meeting in a traditional class setting*. To that end, College staff has engaged in discussions with CCS Presentation Systems, regarding how we might continue to upgrade the video capacity to provide for a HyFlex learning environment on the Highlands Campus in seven classrooms, a conference room, and the LRC in addition to one classroom at the DeSoto, Hardee, and Lake Placid campuses. In addition, and as a part of this agreement, the company proposes a 12-month service agreement. The equipment and labor costs applied on this project are based upon publicly bid pricing from St. Johns Public Schools and Orange County Public Schools.

The classroom upgrades are designed to support students and faculty in a remote learning environment and enable the College to respond to future natural disasters such as hurricanes and pandemics in a more effective manner.

Based on the recommendation of staff, I recommend that the DBOT approve the agreement with CCS Presentation Systems for classroom video upgrades and enter into a 12-month service agreement

SUGGESTED MOTION:
Move to approve the agreement with CCS Presentation Systems as presented.




OFFICE OF THE PRESIDENT

Item 8.2

PRESENT TO BOARD: APRIL 17, 2023

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: SELECTION OF SFSC PRESIDENT

The SFSC District Board of Trustees will decide on the one finalist to become the next president of the college.

9.0 Reports




OFFICE OF THE PRESIDENT

Item 9.1

PRESENT TO BOARD: APRIL 17, 2023

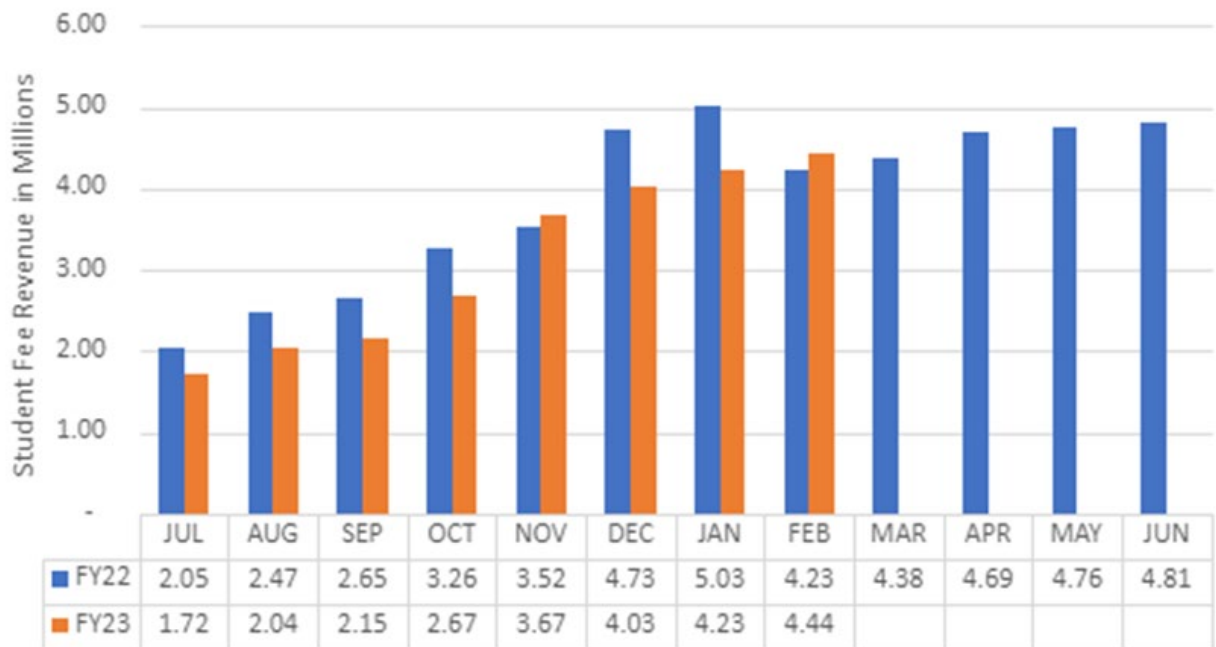
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

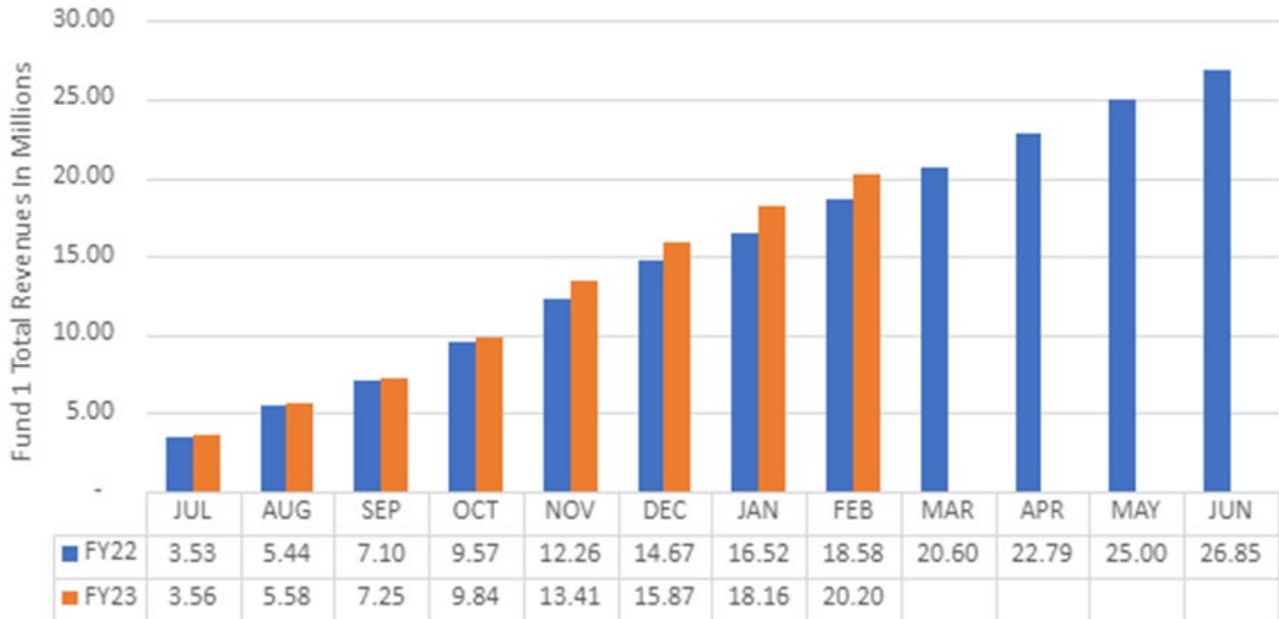
SUBJECT: FINANCIAL REPORT SUMMARY & GRAPHS – **INFORMATION ITEM**

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

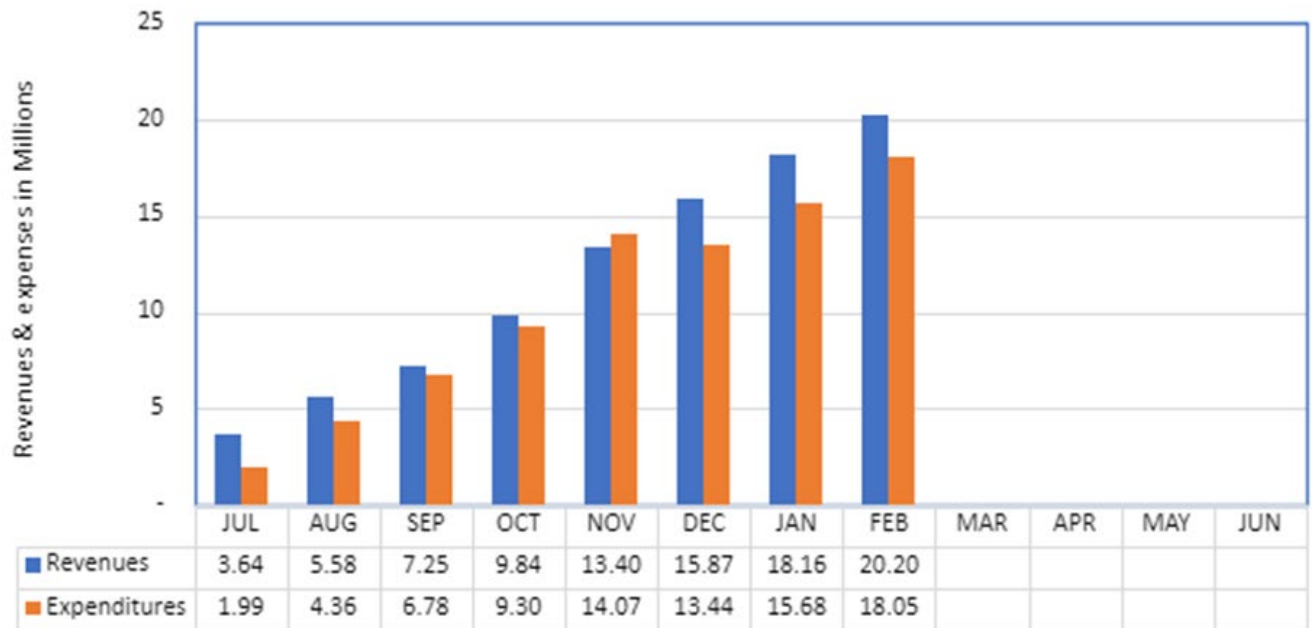
South Florida State College Fund 1 - Student Fee Revenue, FY22 vs FY23



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 February 28, 2023**

Account Title	Budget Amount	Amount	Difference	Percentage Collected/Spent to Date
Tuition and Out of State Fees	4,165,275.00	3,596,851.67	568,423.33	86.35%
Lab Fees	495,023.00	608,023.00	(113,000.00)	122.83%
Technology Fees	189,932.00	177,179.59	12,752.41	93.29%
Other Student Fees	66,373.00	54,870.12	11,502.88	82.67%
Grants and Contracts from Counties	1,023,395.00	995,049.50	28,345.50	97.23%
FCSPF-General/Special Appropriation	19,296,469.00	12,188,862.00	7,107,607.00	63.17%
Performance Based Incentive	324,747.00	328,441.00	(3,694.00)	101.14%
CO&DS Entitlement	1,100.00	-	1,100.00	0.00%
FCSPF-Lottery	3,461,595.00	1,923,110.00	1,538,485.00	55.56%
Indirect Costs Recovered	751,562.00	150,705.57	600,856.43	20.05%
Cash/Non-Cash Contributions and Gifts	22,040.00	8,652.44	13,387.56	39.26%
Use of College Facilities	50,000.00	40,264.88	9,735.12	80.53%
Other Sales and Services	80,000.00	41,674.73	38,325.27	52.09%
Interest and Dividends	4,000.00	53,143.95	(49,143.95)	1328.60%
Fines and Penalties/Miscellaneous	120,422.00	29,510.03	90,911.97	24.51%
Transfers and Other Revenues	100,000.00	(122.60)	100,122.60	-0.12%
Total Revenue	\$ 30,151,933.00	\$ 20,196,215.88	\$ 9,955,717.12	66.98%
Management	2,099,540.80	1,267,741.33	831,799.47	60.38%
Instructional	5,659,117.59	3,157,331.15	2,501,786.44	55.79%
Other Professional	3,736,364.72	2,126,866.18	1,609,498.54	56.92%
Career Staff	3,213,183.15	1,988,170.17	1,225,012.98	61.88%
Other Professional-Instructional	1,398,240.00	810,369.22	587,870.78	57.96%
Other Professional-Tech/Clerical/Trade	206,248.73	72,564.09	133,684.64	35.18%
Student Employment	25,000.00	2,779.40	22,220.60	11.12%
Employees Awards-Non Recurring	13,000.00	12,504.48	495.52	96.19%
Benefits	5,865,252.00	3,294,733.71	2,570,518.29	56.17%
Total Personnel	\$ 22,215,946.99	\$ 12,733,059.73	\$ 19,618,820.27	57.31%
Travel	281,928.00	89,051.02	192,876.98	31.59%
Freight and Postage	21,437.00	13,397.23	8,039.77	62.50%
Telecommunications	62,000.00	145,513.76	(83,513.76)	234.70%
Printing	38,510.00	7,372.94	31,137.06	19.15%
Repairs and Maintenance	1,626,633.66	1,102,395.24	524,238.42	67.77%
Rentals	158,705.00	123,436.65	35,268.35	77.78%
Insurance	550,682.00	281,877.57	268,804.43	51.19%
Utilities	1,659,778.00	1,133,211.41	526,566.59	68.27%
Other Services	960,418.67	601,242.81	359,175.86	62.60%
Grant Aid	4,280.00	1,444.50	2,835.50	33.75%
Professional Fees	132,553.00	133,637.14	(1,084.14)	100.82%
Education Office/Dept Materials Supp	785,934.00	546,167.18	239,766.82	69.49%
Data Software	208,277.50	124,881.49	83,396.01	59.96%
Maint/Construction Material/Supp	418,263.14	213,508.62	204,754.52	51.05%
Other Materials and Supplies	332,672.78	220,330.30	112,342.48	66.23%
Subscriptions/Library	60,600.00	62,030.71	(1,430.71)	102.36%
Purchases for Resales	42,100.00	19,137.17	22,962.83	45.46%
Scholarships	45,000.00	30,495.00	14,505.00	67.77%
Transfers and Other Expenses	150,000.00	3,101.60	146,898.40	2.07%
Total Current Expenses	\$ 7,539,772.75	\$ 4,852,232.34	\$ 2,687,540.41	64.36%
Minor Equipment >1000<5000	312,712.86	128,848.17	183,864.69	41.20%
Furniture and Equipment	512,539.00	294,676.64	217,862.36	57.49%
Repairs and Maintenance	50,000.00	43,710.20	6,289.80	87.42%
Total Capital Outlay	\$ 875,251.86	\$ 467,235.01	\$ 408,016.85	53.38%



OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: APRIL 17, 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: 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 March 2023 meeting of the College District Board of Trustees. The included dates are March 1, 2023 through March 31, 2023. The total amount reported is **\$8,678.50**.

II. Foundation Update

- a. Student Housing DSO
- b. Marketing Campaign – Video Shoot

South Florida State College Foundation
Gift Summary Report 03/01/2023 - 03/31/2023

Fund ID	Fund Description	Gift Count	Cash	Pledges	Stocks/Other	Total
1000	Unrestricted	14	\$161.00	\$0.00	\$0.00	\$161.00
5011	SFSC General Scholarship	14	\$1,237.50	\$0.00	\$0.00	\$1,237.50
5025	General Nursing Scholarship	1	\$0.50	\$0.00	\$0.00	\$0.50
5031	SFSC Community Fund	2	\$10.50	\$0.00	\$0.00	\$10.50
5032	SFSC Library Donations	2	\$32.00	\$0.00	\$0.00	\$32.00
5045	Athletic Booster Club	6	\$185.00	\$0.00	\$0.00	\$185.00
5087	Sebring Noon Rotary Club Education Scholarship	1	\$250.00	\$0.00	\$0.00	\$250.00
5095	Dental Programs	1	\$25.00	\$0.00	\$0.00	\$25.00
5108	MOFAC	1	\$75.00	\$0.00	\$0.00	\$75.00
5110	Highlands County Bar Association Scholarship	2	\$525.00	\$0.00	\$0.00	\$525.00
5118	Rotary Club of Highlands County Scott Fettinger Scholarship	1	\$5,000.00	\$0.00	\$0.00	\$5,000.00
5158	TSIC Scholarships	5	\$65.00	\$0.00	\$0.00	\$65.00
6005	Partnership Project	4	\$1,112.00	\$0.00	\$0.00	\$1,112.00
Grand Totals:		54	\$8,678.50	\$0.00	\$0.00	\$8,678.50
	54 Gift(s) listed					
	47 Donor(s) listed					




OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: APRIL 17, 2023

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: GRANTS DEVELOPMENT

Submitted:

Title: Duke Energy – Electrical Lineman Program

Source: Duke Energy

Amount: \$50,000

Description: Funding has been requested to support and upgrade the Electrical Lineman Program.