



**SFSC
District Board of Trustees
Regular Meeting
June 21, 2023**

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

**Terry Atchley, Chair
Tim Backer, Vice Chair
Derren Bryan
Tami Cullens
Louis Kirschner
Kris Y. Rider
Thomas C. Leitzel, President/Secretary**

1.0 *Call to Order and Preliminary Matters*



OFFICE OF THE PRESIDENT

Item 1.1

PRESENT TO BOARD: JUNE 21, 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 June 21, 2023 be adopted.

SUGGESTED MOTION:
Move to adopt the agenda of the regular meeting of June 21, 2023 as presented.

**REGULAR MEETING AGENDA
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
HIGHLANDS CAMPUS
JUNE 21, 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 Special Meeting – May 10, 2023
 - 1.2.2 Budget Workshop – May 17, 2023
 - 1.2.3 Regular Meeting – May 17, 2023
 - 1.2.4 Special Meeting – June 7, 2023
 - 1.3 Review of Master Calendar
- 2.0 Communications, Introductions, and Recognition
 - 2.1 New Employee Introductions
 - 2.2 Employee Retirement Acknowledgements
- 3.0 Public Comment
- 4.0 Presentations
- 5.0 Consent Agenda Action Items
 - 5.1 Personnel Actions
 - 5.2 Agreements and Contracts
 - 5.2.1 Contracts for Private Attorney Services 2023-2024 and Reappointment of College Attorney
 - 5.2.2 Dual Enrollment Agreement – Grace Christian School
 - 5.2.3 Dual Enrollment Agreement – New Beginnings High School
 - 5.2.4 Dual Enrollment Agreement – Parkview Prep Academy
 - 5.2.5 Dual Enrollment Agreement – School Board of Polk County
 - 5.2.6 Affiliation Agreement – Dr. Albert Ruiz
 - 5.3 Operating Actions
 - 5.3.1 Monthly Accounts Payable & Payroll Check Register
 - 5.3.2 Property Disposal – June 2023
 - 5.3.3 Annual Fixed Assets Inventory
- 6.0 Planning and Policy Issues
- 7.0 Academic and Student Matters
 - 7.1 Curriculum Proposals
- 8.0 Other Action Items
 - 8.1 Current Unrestricted Fund Budget
 - 8.2 FY2023-24 Salary Schedule
 - 8.3 Capital Outlay Budget
 - 8.4 Capital Improvement Plan (CIP)
 - 8.5 Annual Facilities Inspection Summary Report
 - 8.6 Educational Plant Survey
 - 8.7 Presentation and Acceptance of the 2022-2023 Annual Equity Report
 - 8.8 Recertification of Direct Support Organization
 - 8.9 Approval of Presidential Contract
- 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: JUNE 21, 2023

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES –SPECIAL MEETING – MAY 10, 2023

It is recommended that the minutes of the special meeting held May 10, 2023 be approved as presented.

SUGGESTED MOTION:

Move to approve the minutes of the May 10, 2023 special meeting as presented.

**SPECIAL BOARD MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
MAY 10, 2023**

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

Excused: Mr. Joe Wright

Staff Present:

Mrs. Jamie Bateman	Mrs. Ashley Bennett	Dr. Mark Bukowski
Mr. Peter Elliott	Dr. Brent Ferns	Ms. Cindy Garren
Dr. James Hawker	Dr. Michele Heston	Mr. Don Kesterson
Mrs. Melissa Kuehne	Dr. Chris van der Kaay	Mrs. Teresa Vorous
Mrs. June Weyrauch	Ms. Michelle Leidel	Mr. Rick Hitt
Mr. Keith Loweke	Mrs. Asena Mott	Ms. Deborah Olson
Mrs. Linda Hacker	Mr. Tom Bush	Mrs. Courtney Green

Others Present: Mrs. Michele Roberts
Mr. Marc Valero, Highlands News-Sun
Mr. Tom Staik, The Herald Advocate

CALL TO ORDER

At 10:01 a.m., the Special Meeting of the District Board of Trustees was called to order on the Highlands Campus by Board Chair, Mr. Terry Atchley.

He commended Dr. Leitzel for two amazing commencement ceremonies last night. Dr. Leitzel thanked Dr. Mark Bukowski and his team for their work in preparing for commencement.

PUBLIC COMMENT

Mr. Atchley asked Mrs. Bennett if she received any public comments. Mrs. Bennett stated that she only received one public comment request prior to the start of the meeting. Mr. Atchley asked Mrs. Michele Roberts to come forward and stated she had three minutes to address the Board. Mrs. Roberts expressed her concerns pertaining to the presidential search as member of the community.

SFSC PRESIDENTIAL FINALIST(S) APPROVAL

Mr. Atchley stated pursuant F.S. 1004.098, the Board was going into a portion of the meeting for the purpose of identifying and vetting applicants for president which was to be closed. He stated he would call for a temporary recess for that purpose and the Board would be back when the closed session was finished. Mr. Atchley adjourned to a temporary recess at 10:06 a.m.

MAY 10, 2023

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Mr. Atchley reconvened that meeting at 12:08 p.m. He gave a brief overview of the selection process and asked for a motion to approve the finalist for president.

Mrs. Cullens made a motion, seconded by Mr. Bryan to approve the presidential finalist Mr. Fred Hawkins, recommended by the District Board of Trustees acting as the Presidential Search Committee 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 unanimously.**

ESTABLISHING FINALIST(S) VISITATION/INTERVIEW SCHEDULE

Mr. Atchley asked Mrs. Bennett to distribute the draft two-day visitation/interview schedule to the Board to review.

Mr. Backer made a motion, seconded by Mr. Bryan to approve the presidential finalist two-day college visit schedule 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 unanimously.**

Mr. Atchley stated that it is an honor and privilege to serve on the Board. He stated that the presidential position remains open until filled.

ADJOURNMENT

There being no further discussion, Mr. Atchley adjourned the Special Meeting of the Board at 12:14 p.m.




OFFICE OF THE PRESIDENT

Item 1.2.2

PRESENT TO BOARD: JUNE 21, 2023

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – BUDGET WORKSHOP – MAY 17, 2023

It is recommended that the minutes of the budget workshop held May 17, 2023 be approved as presented.

SUGGESTED MOTION:

Move to approve the minutes of the May 17, 2023 budget workshop as presented.

**BUDGET WORKSHOP MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
MAY 17, 2023**

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

Excused: Mrs. Tami Cullens Mrs. Kris Rider Mr. Joe Wright

Staff Present: Mrs. Jamie Bateman Dr. Mrs. Ashley Bennett
Mark Bukowski Mr. Dr. Kathleen Cappo
Peter Elliott Ms. Cindy Garren
Dr. Michele Heston Mrs. Mr. Don Kesterson
Teresa Vorous Dr. Chris van der Kaay
Mrs. June Weyrauch

Excused: Dr. Brent Ferns Dr. James Hawker

Others Present: Mrs. Barbara Kirschner

CALL TO ORDER

Mr. Terry Atchley welcomed the Board and SFSC employees who were in attendance for the budget workshop. The budget workshop of the District Board of Trustees was called to order at 11:06 a.m. on the Highlands Campus by Board Chair, Mr. Terry Atchley.

1. 2023-2024 Budget Proposal

- a. Dr. Leitzel welcomed the DBOT and thanked Mr. Peter Elliott and his team for their work on the budget this year. Dr. Leitzel briefly highlighted the budget. He commended our college lobbyist and trustees that were able to attend meetings in Tallahassee. Dr. Leitzel stated that it has been a pleasure working with Mr. Elliott and Mrs. Teresa Vorous. He commended both them and their team for their work on the proposed budget. Mr. Elliott recognized Dr. Chris van der Kaay and Mr. Don Kesterson for contributions to the budget. Mr. Elliott began the workshop with an overview of the 2023-2024 Budget. He highlighted Senate Bill 2500 – General Appropriations Act (GAA) and several bills of interest.
- b. Mr. Elliott discussed current and non-current fund definitions and gave a brief overview.
- c. Mr. Elliott discussed Enrollment Projections – the FTE Trend Information. He stated there is a projected 3% increase in enrollment and he gave a brief overview of increases by course classification. He highlighted the student fees and stated for the eleventh consecutive year there is no proposed increases in tuition.

- d. Mr. Elliott gave an overall summary of revenue and expense comparison for FY23 and proposed FY24.
- e. Mr. Elliott gave an overall summary of the budget and projected fund balances for both FY23 and FY24. He reported a projected fund balance for 6/30/23 of \$4,937,671 with a projected fund balance percentage of 13.60%. Mr. Elliott also reported a proposed projected fund balance for 6/30/24 of \$4,146,357 with a projected fund balance percentage of 9.95%. He stated that a spending plan will need to be made and he will bring it back to the DBOT at the September meeting. As this plan will need to be submitted to the Florida State Board of Education.
- f. Mr. Elliott presented and discussed the FY24 General Fund Budget Summary. He recapped the salary adjustment plan from last year to implement requirements of Amendment 2 and establish a minimum wage rate of \$15.00 per hour. He proposed implementing an across-the-board salary increase for all eligible full-time employees of \$5,200 per annum implemented effective July 1, 2023 for all administrative, career service, and professional employees and August 14, 2023 for all faculty. He proposed a one-time, non-recurring, pay adjustment for all full- and part-time employees in regularly established positions later in the year. Mr. Elliott also proposed an increase in overload and adjunct pay of \$2.50 per contact hour. Mr. Elliott discussed adding dental and vision benefits for all full-time regularly established employees.
- g. Mr. Elliott discussed the Unexpended Plant Fund Budget.
- h. Mr. Elliott recapped what the DBOT will be asked to approve at the June 22 DBOT meeting as follows:
 - * Reaffirmation of the existing tuition and fee rates at the same level as FY23
 - * An amended College Salary Schedule
 - * Reflecting positions added, deleted, or amended as of June 1, 2023
 - * Establishing a minimum wage rate of \$15.00 per hour
 - * Implementing a salary increase for all full-time employees of \$5,200 per annum implemented effective July 1, 2023 for all administrative, career service, and professional employees and August 14, 2023 for all faculty.
 - * One-time, non-recurring, pay adjustment for all FT/PT employees in regularly established positions
 - * Increase in overload and adjunct pay of \$2.50 per contact hour
 - * Adding dental and vision benefits for all full-time regularly established employees
 - * General Fund (Fund 1) budget
 - * Authorizing revenues and expenditures for college operations
 - * Unexpended Plant Fund (Fund 7) budget
 - * Authorizing revenues and expenditures for college capital outlay projects

2. COMMENTS

Dr. Kirschner asked about adding dental and vision to employee benefits. Mr. Elliott clarified that the college would cover the cost for employees only. Dr. Kirschner asked if the FCS was still looking into joining the state benefit plan. Mr. Elliott stated that they are currently doing research and it could possibly go into effect next fiscal year if approved by the legislature.

Mr. Bryan thanked Mr. Elliott for his work on the proposed budget.

Mr. Atchley thanked Mr. Elliott and team for all they do to prepare the budget and for the presentation. He stated that it appears to be a great funding year.

There being no further discussion, the Budget Workshop adjourned at 11:47 a.m.




OFFICE OF THE PRESIDENT

Item 1.2.3

PRESENT TO BOARD: JUNE 21, 2023

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: MINUTES – REGULAR MEETING – MAY 17, 2023

It is recommended that the minutes of the regular meeting held May 17, 2023 be approved as presented.

SUGGESTED MOTION:

Move to approve the minutes of the May 17, 2023 regular meeting as presented.

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
MAY 17, 2023**

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

Excused: Mrs. Tami Cullens Mr. Joe Wright

Staff Present: Mrs. Jamie Bateman Mrs. Ashley Bennett Dr. Mark Bukowski
Dr. Kathleen Cappo Ms. Carmen Cooper-Robinson Mr. Peter Elliott
Dr. Brent Ferns Ms. Cindy Garren Mrs. Courtney Green
Dr. Michele Heston Mr. Don Kesterson Mrs. Melissa Kuehnle
Mr. Keith Loweke Mrs. Sharon Stewart Dr. Chris van der
Mrs. Mary von Merveldt Mrs. Teresa Vorous Mrs. June Weyrauch

Excused: Dr. James Hawker

Others Present: Mrs. Barbara Kirschner

The regular meeting of the District Board of Trustees was called to order at 1:02 p.m. on the Highlands Campus of South Florida State College by Board Chair, Mr. Terry Atchley.

1.0 PRELIMINARY MATTERS

1.1 Adoption of Agenda

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

1.2 Approval of Minutes

1.2.1 Presidential Selection Workshop Minutes

Mr. Backer made a motion, seconded by Mrs. Rider, to approve the minutes of the presidential selection workshop meeting held April 17, 2023 as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

1.2.2 Regular Meeting Minutes

Mr. Backer made a motion, seconded by Mr. Bryan, to approve the minutes of the regular meeting held April 17, 2023 as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

1.2.3 May 3 Special Meeting Minutes

Mr. Backer made a motion, seconded by Mrs. Rider, to approve the minutes of the May 3, 2023 special meeting as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

1.3 Review of Master Calendar

The Master Calendar was reviewed. Mr. Atchley asked the Board if there was a preference for the June 7 special meeting time as no time has been designated. The Board agreed for the June 7 special meeting to begin at 10:00 a.m.

Mr. Atchley suggested that with a possible new incoming or interim president that the July 19 board meeting be canceled and the first board meeting of the fiscal year be moved to August. **Mr. Bryan made a motion, seconded by Dr. Kirschner, to cancel the July 19 DBOT regular meeting and hold the first regular meeting of the fiscal year in August.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

Mr. Atchley asked the Board if August 16 would work with their schedules. The Board agreed and Mr. Atchley asked for a motion. **Mrs. Rider made a motion, seconded by Mr. Bryan, to set the first regular meeting of the fiscal year to be held on August 16, 2023.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

2.1 New Employee Introduction

The following new employees were introduced:

Employee	Position	Supervisor	Hired
Sharon Stewart	Instructor, Nursing – Temporary	Mary von Merveldt	02/01/23

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION

None

5.0 CONSENT AGENDA ACTION ITEMS

5.0 Personnel Actions

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

(EXHIBIT "A")

5.1 Grant Awards

5.2.1 Duke Energy – Electrical Lineman Program

Duke Energy \$ 50,000

5.2.2 Student Work Experiences in Remote and Virtualized Environments – SWERVE (NSF/ATE)

National Science Foundation (NSF) \$ 650,000

5.3 Agreements and Contracts

5.3.1 Approved the renewal of the agreement between the Heartland Christian School and South Florida State College as presented.

(EXHIBIT "B")

5.3.2 Approved the renewal of the agreement between Home Education Students and Parents and South Florida State College as presented.

(EXHIBIT "C")

5.3.3 Approved the agreement between Nicole Klein, DMD and South Florida State College as presented.

(EXHIBIT "D")

5.3.4 Approved the renewal of the lease agreement between the SFSC Foundation, Inc. and South Florida State College for the Hotel Jacaranda as presented.

(EXHIBIT "E")

5.3.5 Approved the renewal of the lease agreement between Tri-County Human Services, Inc. and South Florida State College for the Florida Center for Addictions and Dual Disorders as presented.

(EXHIBIT "F")

5.4 Operational Actions

5.4.1 Monthly Accounts Payable/Payroll Check Register

Approved the monthly accounts payable/monthly payroll check registers and summary for all funds through March 2023.

(EXHIBIT "G")

5.4.2 Property Deletion

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

(EXHIBIT "H")

5.4.3 Bad Debt Listing

Approved the write off of uncollectible debt in the amount of \$ 3,702.60 as presented.

(EXHIBIT "I")

Mr. Bryan made a motion, seconded by Mr. Backer, to approve the Consent Agenda, Items 5.1 through 5.4.3 as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, 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 revisions, and deletions to the Board.

(EXHIBIT "J")

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

8.0 PURCHASING AND OTHER ACTION ITEMS

None

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 March 2023.

(EXHIBIT "K")

9.2 Foundation Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$375,432.17** from April 1 through April 30, 2023. Mrs. Bateman gave brief recap of the yearly scholarship comparison. She announced the Foundation has two new board members, Dr. George Mousa and Judge Heather Beato. She reported the following Foundation board members are leaving due to expired terms:

- Judge Peter Estrada
- Mrs. Becky McIntyre
- Mrs. Cristy Crews
- Mr. Tres Stephenson
- Dr. David Willey

Mrs. Bateman highlighted the Howl at the Moon Legacy Showcase event. She shared a special thanks to Mr. Ronnie Carter for his dedication and support to the athletic department as the main event sponsor for the Hole-in-One Golf Shootout. Mrs. Bateman reported the Sarasota Community Foundation donated \$90,000 to the Edward K. Roberts Scholarship and designated \$30,000 of it for DeSoto County. She stated the remaining balance will be divided between the three counties. Mrs. Bateman highlighted the Larry R. Johnson Softball field. She gave the Board a brief update on the Student Residence Facility. She reported that the legal teams along with Mr. Elliott and herself have worked on the appropriate documents. Mrs. Bateman reported the next step in the process is to obtain 501c3 status. She stated that Mr. Swaine has drafted the By-Laws and Articles of Incorporation for a second DSO and asked for Board approval to move forward. Mrs. Karlson provided a thorough explanation of the required By-Laws.

Mr. Bryan made a motion, seconded by Mr. Baker, to authorize the SFSC Foundation to move forward with the second Direct Support Organization (DSO). Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

Mr. Bryan asked who would serve on the second board. Mrs. Bateman stated that there will be a minimum of five members but no more than seven serving on the new board and will be comprised of members from the tri-county service area.

9.3 **Resource Development**

I. Grants Development Report

Dr. van der Kaay distributed and reviewed the Grants Development Report dated 5/17/23. He gave a brief description of the grants.

II. In Development

Perkins Postsecondary

Florida Department of Education (FDOE) \$ 267,051

Perkins Rural Innovation Career & Technical Ed Programs

Florida Department of Education (FDOE) \$ 99,753

9.4 **President's Report**

Dr. Leitzel reported on the following items:

1. Congratulated Mrs. Kris Rider for graduating with her bachelor's degree from Warner University.
2. Announced U.S. News & World Report Best Colleges rankings – Florida Higher Education ranked #1.
3. Reflected on college events/activities: Student Art Show, April 20; Criminal Justice Academy, April 20; Student Awards, April 21; AdventHealth Nursing Patch Ceremony, April 24; Undergraduate Research Symposium, April 24; Dental Hygiene Pinning, May 4; Spring Commencement, May 9; and Nursing Pinning, May 11.
4. Enrollment Update: Dr. Leitzel reported that current summer term credit enrollment is up 8.0%. He stated that projected end of the year total fundable enrollment is up 4.7%.
6. Panther Athletics: Dr. Leitzel highlighted the Athletic Awards held on May 2. He gave a brief recap from the state tournament, May 4-6. Dr. Leitzel highlighted the baseball conference recognitions of some of our SFSC baseball and softball players.
7. Tallahassee Update: Dr. Leitzel gave a brief overview of the legislative session.
8. Recap that the Board will have a special DBOT meeting on June 7 at 10:00 a.m. to reconsider the hiring of the new college president. Then on June 21, the Board will meet for the regular DBOT at 1:00 p.m.

9.5 **Board Attorney's Report**

Mrs. Karlson stated she and the college have received a public records request pertaining to the presidential search. She read the request to the Board. Mrs. Karlson gave a brief overview and guidance to the Board on the next steps that need to be taken to satisfy the request. Mrs. Karlson addressed the issue of personal devices and conducting agency business. She stated that many agencies are developing policies regarding agency business and communications. Mr. Bryan shared similar experiences with public records request and use of personal devices.

Mrs. Karlson asked if the Board was in agreement for her and Dr. Leitzel to move forward with developing a policy for the use of personal devices and conducting agency business and present it to the Board for approval at the June meeting. The Board was in agreement for Mrs. Karlson and Dr. Leitzel to move forward with the development of a new policy.

9.6 Board Members' Reports

Dr. Kirschner stated no report.

Mrs. Rider thanked everyone for their support while she was attending school. She stated that commencement was wonderful.

Mr. Backer thanked everyone who worked on the budget for the workshop. He thanked all those in commencement and commencement preparations. He stated that he watched from home since he was unable to attend due to illness.

9.7 Board Chair Report

Mr. Atchley reminded the Board if they had any new thoughts for new additional interview questions to please send them to Mrs. Bennett. Mr. Bryan asked if the Board should remove questions that were closely related. Mr. Atchley mentioned these questions could be replaced with new ones if the Board so chose. Mr. Atchley gave an inspirational speech to everyone in attendance at the meeting and challenged everyone to continue doing the wonderful work they do for the college.


10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:13 p.m.



OFFICE OF THE PRESIDENT

Item 1.2.4

PRESENT TO BOARD: JUNE 21, 2023
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: MINUTES –SPECIAL MEETING – JUNE 7, 2023

It is recommended that the minutes of the special meeting held June 7, 2023 be approved as presented.

SUGGESTED MOTION:
Move to approve the minutes of the June 7, 2023 special meeting as presented.

**SPECIAL BOARD MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
JUNE 7, 2023**

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

Excused: Mr. Derren Bryan

Staff Present:

Mrs. Jamie Bateman	Mrs. Ashley Bennett	Dr. Mark Bukowski
Dr. Kathleen Cappo	Ms. Carmen Cooper-Robinson	Mr. Peter Elliott
Ms. Cindy Garren	Dr. Michele Heston	Mr. Don Kesterson
Mrs. Melissa Kuehnle	Mrs. Deborah Latter	Ms. Sharon Jones
Dr. Chris van der Kaay	Mrs. Teresa Vorous	Mrs. June Weyrauch
Mr. Rick Hitt	Mr. Keith Loweke	Mrs. Asena Mott
Ms. Lena Phelps	Mr. Tom Bush	

Others Present: Mrs. Barbara Kirschner
Mr. Marc Valero, Highlands News-Sun
Mr. Tom Staik, The Herald Advocate

CALL TO ORDER

At 10:02 a.m., the Special Meeting of the District Board of Trustees was called to order on the Highlands Campus by Board Chair, Mr. Terry Atchley.

He welcomed everyone to the board meeting.

PUBLIC COMMENT

None

DISCUSSION OF SELECTION OF NEXT COLLEGE PRESIDENT

The Board reviewed the forum surveys from the May 31 Open Forum Session. Mr. Atchley gave a brief recap of the presidential search and selection process. He stated that the Board needs to come to a decision at this meeting. Mr. Atchley gave a brief overview of that decision process and what will happen after a decision is made. Mr. Atchley opened the floor for Board comments. He gave encouraging comments on the future of the college. Dr. Kirschner concurred with Mr. Atchley. He stated that the next president needs to have a dynamic personality at the college, in the community, and in Tallahassee. Dr. Kirschner added that he believes Representative Hawkins meets that criteria. Dr. Kirschner stated that the college has a strong leadership team and that the Board is here to support the college. He concluded that in his opinion Representative Hawkins is capable to lead the college as the next president.

Mrs. Rider stated that the Board takes a risk with any candidate that is hired for the president position. She has every confidence in the college and the Board in guiding Representative Hawkins. Mrs. Cullens agreed with Mrs. Rider. She stated that we need to have faith in the process, the Board and the college. Mrs. Cullens added it's about leadership and how the Board and college will work through this change. Mr. Backer agreed with the other Board comments and statements. He believes that the college has a strong leadership team that will help guide Representative Hawkins. Mr. Backer stated that the Board has to do what is best for the college as a whole and that there will probably be some challenges in the future but that the Board and college can handle it. Mr. Atchley encouraged everyone to step up to make this college great. Mr. Atchley stated that he believes that the college will continue to change, adapt, and do great things for the students and communities. Mrs. Cullens encouraged the Board to express to the communities that the Board has confidence in the college and the Board will continue to support the college. Dr. Kirschner added that the Board will need to be more involved as a whole moving forward and support the college.

Mr. Atchley asked if the Board was ready for the next steps in the process to either move forward with Representative Hawkins or decide on another course of action. **Mrs. Cullens made a motion, seconded by Dr. Kirschner to offer Representative Fred Hawkins the position of the next SFSC President and to move forward with contract negotiations.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. **Motion carried unanimously.**

Mr. Atchley adjourned for a brief recess at 10:58 a.m. to contact Representative Hawkins.

Mr. Atchley reconvened the special meeting at 11:26 a.m. He informed the Board that he and Mrs. Karlson contacted Representative Hawkins to offer him the position. He informed the Board that Representative Hawkins is excited and happy to move forward with the contract negotiations. Mr. Atchley continued that he and Mrs. Karlson will work on preparing the contract for Board approval at the June 21 DBOT meeting.

Mrs. Cullens thanked Mr. Atchley for his service and that the Board is very grateful for his leadership during this process.

Mr. Atchley concluded with SFSC has offered Representative Fred Hawkins the position of president, to replace Dr. Thomas Leitzel who will retire on June 30, pending final contract consideration for approval at the June 21 DBOT meeting. Currently a member of the Florida House of Representatives, Mr. Hawkins toured campus locations on May 30, and was formally interviewed by the DBOT on May 31. He stated the DBOT thanks the search committee and SFSC community for their input into the process. If the contract is finalized, Mr. Hawkins is expected to assume the role of president on July 3.

ADJOURNMENT

There being no further discussion, Mr. Atchley adjourned the Special Meeting of the Board at 11:30 a.m.




OFFICE OF THE PRESIDENT

Item 1.3

PRESENT TO BOARD: JUNE 21, 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

JUNE 2023		JULY 2023		AUGUST 2023	
7	Special Meeting, TBD Highlands Campus	19	Board Meeting, 1 PM Highlands Campus— Canceled	16	Board Meeting, 1 PM Highlands Campus
21	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	No Board Meeting	
14	Fall Commencement				
18-Jan 2 Winter Break					
MARCH 2024		APRIL 2024		MAY 2024	
9-17	Spring Break	TBD	Board Meeting, 1 PM Highlands Campus	7	Spring Commencement
TBD	Board Meeting, 1 PM Highlands Campus			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
SEPTEMBER 2024		OCTOBER 2024		NOVEMBER 2024	
TBD	Board Meeting, 1 PM Highlands Campus	TBD	Board Meeting, 1 PM Highlands Campus	No Board Meeting	

New Addition
Tentative *

2.0 *Communications, Introductions, and Recognitions*




OFFICE OF THE PRESIDENT

Item 2.1

PRESENT TO BOARD: JUNE 21, 2023

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: NEW EMPLOYEE INTRODUCTIONS

Employee	Position	Supervisor	Hired
Betzaida Cruz	Financial Aid Program Assistant	Tina Stetson	02/27/23
Pamela Roebuck	Cultural Programs Events Specialist	Cindy Garren	03/01/23
Gabriel Nieves Hernandez	End User Support Analyst I	Chuck Hemler	03/06/23




OFFICE OF THE PRESIDENT

Item 2.2

PRESENT TO BOARD: JUNE 21, 2023

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: EMPLOYEE RETIREMENT ACKNOWLEDGEMENTS

Employee	Position	Dates of Service
Dr. Thomas C. Leitzel	President	07/01/2013-06/30/2023
Lorrie Worrell-Smith	Coordinator, Cultural Programs	08/17/2009-08/04/2023

SUGGESTED MOTION:
Move to recognize the retirements of Dr. Thomas C. Leitzel and Lorrie Worrell-Smith for their 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: JUNE 21, 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	32
5.2	Agreements and Contracts	38
	5.2.1 Contracts for Private Attorney Services 2023-2024 and Reappointment of College Attorney	
	5.2.2 Dual Enrollment Agreement – Grace Christian School	
	5.2.3 Dual Enrollment Agreement – New Beginnings High School	
	5.2.4 Dual Enrollment Agreement – Parkview Prep Academy	
	5.2.5 Dual Enrollment Agreement – School Board of Polk County	
	5.2.6 Affiliation Agreement – Dr. Albert Ruiz	
5.3	Operating Actions	45
	5.3.1 Monthly Accounts Payable & Payroll Check Register	
	5.3.2 Property Disposal – June 2023	
	5.3.3 Annual Fixed Assets Inventory	



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: JUNE 21, 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>
Michael Dawber*	Custodian, Highlands Campus	05/17/23
Josie Wilson*	Staff Assistant I, LPC	05/17/23
Edgar Eugenio-Badillo	Case Data Specialist, Farmworker Career Development Program	05/30/23
Brian LaFleur	Grounds Maintenance	05/31/23
Renee LaDue*	Administrative Assistant III, Corporate and Community Education	06/01/23
David Shanklin*	Lead Maintenance, Highlands Campus	06/01/23
Tammy Jordan-Thelen	Staff Assistant II, Health Sciences	06/05/23
Nancy Velez Ocasio*	Staff Assistant II, Testing/Assessment Center	07/01/23

*Internal transfer

II. APPOINTMENTS, FULL-TIME PROFESSIONAL STAFF:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Sarah Alfaro	Case Manager, Farmworker Career Development Program	05/16/23
Kristina Wilson	Nursing Success Coach	06/05/23

III. RESIGNATIONS:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Erin Warner	Financial Aid Advisor	05/26/23
David Lord, Jr	Electric Line Service Repair Temp Instructor	05/31/23
Jennifer Serrano	Instructor, EMS	07/31/23

IV. RETIREMENTS:

Thomas C. Leitzel	President	06/30/23
Lorrie Worrell-Smith	Coordinator, Cultural Programs	08/04/23

ADJUNCT FACULTY, 2023-24, ACADEMIC YEAR AS NEEDED:

<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Alexander Aguilar	Graphic Arts/ABE/GED/ESOL	II
Mehdi Ahadpour	ABE/GED/ESOL	II
Justiniana Alegre	CDL Instructor	IV
Mirna E Alvarado	ABE/GED/ESOL	II
Douglas Andrews	Education/Music/Humanities	IA
Jeffery Babbitt	HVAC Technology	IV
Adan Badillo Jr	CDL Instructor	IV
Brandon A Ball	Criminal Justice/EMS Programs/Fire Programs	II
Paul Bart	Network Systems Technology	II
Todd Barton	Firefighter	IV
Kristina Belanger	Business/Business Law/Legal & Ethical Environ	I
Donna Belamy	ABE/GED/ESOL	II
Richard Berning	EMS Programs	IIIB
E G Bishop	Psychology	I
Alicia Black	Phlebotomy	IIIB
Tanya Boatwright	Nursing	II
James Bodeck	Firefighter	IV
Amy Bohan	Anatomy & Physiology/Intro Biology/Intro to Biotechnology/Microbi	II
Michael Bois	Biology	II
Jeanette Braddock	Public Safety Telecommunications Program	IV
Allen Branch	Anatomy & Physiology/Nursing	II
Teresa Brandeberry	CDL Instructor	IV
Ramunda Brown	Criminal Justice	IV
Gregory Bubb	Criminal Justice A.S. Degree Program	II
Sean Bueford	Criminal Justice	IV
Joseph Burke	CDL Instructor	IV
Victoria Burnett	English	II
Danielle Burnsed	CJ/Telecommunications	IIIB
Raymond Cameron	Religion	II
Terrell Camp	EMS	IV
Carolyn Campbell	Mathematics	IIA
Christopher Campbell	EMS Programs/Fire Programs	IIIB
Michelle Campbell	ABE/GED/ESOL	III
Patrick Carey	Practical Nursing/5G Instructor	IIIB
George Carlisle II	Criminal Justice	III
Maya Carpenter	ABE/GED/ESOL	II
Michael Carter	English	II
Ronnie Carter	Real Estate	III
Gary Cartwright Jr	Criminal Justice	IV
Roberta Case	Criminal Justice	III
Rosa Cendejas	Dental Assisting	III
Angel Chabrier	ABE/GED/ESOL	II
Alan (Randy) Chancey	EMS Programs	IIIB
Laura Christ	Yoga	IV
Erik Christensen	Math/Physics/Soft Skills 5G and Prof Dev	IIA
Diana Cobble	American Sign Language	II

Joseph Colamonico	Electrical Apprenticeship	IV
Monica Collier	Practical Nursing/Associate Degree Nursing Clinicals	III
LaKisha Collins	Criminal Justice	II
Noah Connell	Fire Science Programs/EMS Programs	IV
Shantavia Conner	Accounting and Business	II
Ellen Cover	Biology/Env Science/Ecology/Marine Biology	I
Nataliya Cozier	ABE/GED/ESOL	II
Joni Creed	History	II
Jessica Crespo	Nursing	II
Darlene Crook	Nursing	II
Chandra Cunningham	Criminal Justice	IV
Tonya Dagda	A.S. RN to BSN/Practical Nursing	II
Karyn D'Amico	ABE/GED/ESOL	II
Brittany Davidson	Nursing	II
Linda Davis	Supervision & Management (BAS)/Network Systems Technology	I
Danielle Day	English/Humanities/Psychology/Criminal Justice	I
Willard Decker	Criminal Justice	IV
Maria Dela Cruz	Nursing: ADN, PN, Nurse Assistant	I
Anthony Derosa Perez	Fire Science Programs	IV
Dixie Detelj	Nursing	II
Terry Don	English/Humanities	II
Kimberly Dos Santos	Elementary Education	I
Christine Douglas	Nursing (Clinicals only)	II
Norine Dowd	Dental Education	III
Debra Downing	ABE/GED/ESOL	II
Jess Driskell	ABE/GED/ESOL	III
MaryLynn Durkin	Medical Assisting/CPR	IV
Carol Dutton	Business/Accounting	IA
John Eason	Criminal Justice/CPR	IIIB
Johnny Eiland	Auto Collision Repair and Refinishing	IV
Maria Theresa Espiritu	Nursing	II
Daniel Estabrooks	Biology	II
Joshua Exendine	EMS & Fire Science	IIIB
James Fansler	Criminal Justice	IV
Joshua Ferrante	EMS Programs	IIIB
Carole Franscois	Dental Education	IIIB
Austin Garza	Criminal Justice	III
Kevin Gentry	Criminal Justice	IV
Esther Gill	Humanities Survey/History/Conv Spanish	II
Thomas Gilliard	Criminal Justice	IV
John Goater	English/Literature (DE only at DeSoto HS)	II
Kimberly Goddard	Practical Nursing, ADN, Lab Only	III
Marjorie Gray	ABE/GED/ESOL	III
Christine Greenwald	Nursing: ADN, PN, Nurse Assistant	II
Beverly Grinis	Microcomputers	IIA

Carrie Guffy	Music Appreciation	II
Calvin Gunn	Criminal Justice	IV
Glenn Hales	ABE/GED/ESOL	I
Timothy Hansen	Culinary Arts/Food Management	IIIB
Thomas Haralson Jr	Business	II
Thomas Harlason	Criminal Justice	IV
Terri Harrison	Business, Management, Leadership	II
Sheryl Hauger	ABE/GED/ESOL/Cosmetology	II
William Henderson	ABE/GED/ESOL	III
Juan Hernandez	Psychology	I
Tiffany Hernandez	Dental Hygiene	III
Antoine Hester	EMS	IIIB
Cory Hester	EMS	III
Todd Hidde	Welding	IV
Sullyann Hinkle	Education	II
Brett Hogan	EMS Programs/FS Programs	IIIB
Gayle Horton	Philosophy	I
Jennifer Huff	EMS Programs	IIIB
Penelope Jahna	Mathematics (DE)	II
Emmeline Jean Baptiste	Nursing	II
Brian Jenkins	FS Programs	IIIB
Ryan Jenkins	FS Programs	IV
Ernesto Jimenez	ABE/GED/ESOL	III
LaShon Johnson	EMS Programs	IIIB
Nathan Johnson	Mathematics	II
Sharmin Jones	Nursing (Associate's Degree)	II
Carylanne Joubert Maier	English/Humanities	II
Edward Kelly	Automotive Service Technology	IV
Niloofer Khalili-Bickel	ABE/GED/ESOL	I
Kristen Kinder	Medical Assisting	IV
Jillian Kingery	CJ/Telecommunications	IV
Richard Kogelschatz	Education	II
Jennifer Korn	Biology/Anatomy & Physiology/Botany	I
Melissa Kurtz	Criminal Justice	IIIB
Dale LaFlam	Criminal Justice	IIIB
Anne Lang	Child Development & Education	III
Luci Latina	Humanities	I
Ian Lilly	ABE/GED/ESOL	III
David Lopez	Automotive Technology	IV
Larid Lopez	ESOL	II
Bert Lucas	ABE/GED/ESOL	III
Jenny Luckenbill	Dental Hygiene	III
Yvette Luljan	Speech Communication	II
Brian Lynch	EMS Programs	III
Austin Maddox	FS Programs	IV
Kathryn Maddox	Developmental English	III
Tanna Markel	Drafting & Design/Dev Math/ABE/GED/ESOL	III
Evelyn Marley	Practical Nursing, ADN, Lab Only	IIIB
Royce Marlow	Criminal Justice A.S. Degree Program	II
Betty McCarthy	Art	IV
Michael McCoy	Education/FYE	I
Margaret McDonald	Prac Nursing/Nursing Asst/Medical Assisting	IIIB
Yvonne McDonald	Teacher Education	II

Crystal McGann	Public Safety Telecommunications Program	IV
Kailey Jo McKenna	Nursing	III
Teri McLaren	English & Literature, Art, Humanities	IIA
Emily Ann Miller	A.S. RN to BSN/Practical Nursing	II
Denise Miriani	ABE/GED/ESOL/Driver Education	III
Anne Moore	Humanities	II
Russell Morris	Criminal Justice	IIIB
Jackson Mosley	Biological Sciences/Intro to Enviro Science	II
Carlos Navarrete	EMS	IIIB
Rachel Nawrocki	ABE/GED/ESOL/Business/Corporate Ed Business Courses	IA
Colin Nicholas	Personal Health/Community Health	I
Penney Norton	Child Development & Education	II
Robin Norton	Culinary Arts & Hospitality	III
J Edmund Olivier	Electrical Lineworker	IV
Jesus Perez	EMS Programs	III
Ronald Perry	Criminal Justice	IIIB
Danny Phelps	PACT Carpentry	IV
David Phillips	EMS Programs	IV
Sara Pipal	Real Estate	IV
Vinita Prabhakar	English	II
Luis Pratts Martinez	Criminal Justice	IV
JT Pridgeon	Commercial Vehicle Driving - Refresher Training	IV
Chris Priest	Theatre Appreciation	I
Melanie Proteau Blake	ESOL/ABE/GED	III
John Rankin	Basic Construction Electric	IV
Donna Reed	ABE/GED/ESOL	II
Melody Reeder	Nursing (Clinicals Only)	III
Allen Reesor	Comparative Religion	I
Linda Reesor	Nursing/Health Services	I
Kristine Reifsnnyder	Education (DE only at Lake Placid High School)	II
Shirley Reyes	Nursing	II
Rex Richey	Criminal Justice	IV
Melynda Rigdon	Practical Nursing & ADN (clinicals only)	III
Jacob Riley	Criminal Justice	IV
Kimberly Riley	Agriculture/Horticulture	IIA
Steven Ritenour	Criminal Justice	IIIB
Carlos Rivera Jr	FS Programs	IIIB
Garrett Roberts	Criminal Justice/A.S. Degree CJ	I
Janet Rodriguez	ABE/GED/ESOL	III
Elder Salvador	Criminal Justice	IV
Samuel Samperi	AC Technology	IV
Jose Sanchez	Electrical Apprenticeship Program	IV
Susan Savage	CNA Intro to Health	IV
Barry Schnauble Jr	Criminal Justice	III
Glenn Schudel	English/Humanities	II
Jason Schwarze	Mathematics	II
Tabita See	Biology: Introducing Biology/Introduction to Biology/Microbiology/In	II
Paul Shannon	FS Programs/EMS Programs	III
Robert Shannon	Criminal Justice	II
Kenneth Sheffield	ACLS/PALS/BLS (CWE only) Fire Science	IV
Robin Sherwood	Criminal Justice	II

Kevin Shirmeman	Fire Science Programs	IV
Helen Shoemaker	Nursing: PN, Nurse Assistant	III
Donald Simmons	Driver Education	IV
Laura Simmons	Nursing	II
James Simpson	EMS Programs/Fire Programs	IIIB
L McQueen Small	QuickBooks	III
Gregory Smith	CPR/First Aid, BLS	III
Kimberly Ann Smith	Developmental Mathematics/Math of Finance	III
Shane Smith	Criminal Justice/Telecommunications	IV
Crystal Snead	Criminal Justice	III
Nancy Sneider	EMS & Fire Science	IIIB
Tia Sorensen	Personal Fitness/ESOL/ABE/GED	III
Betty (Betsy) Sorrells	Education	II
Leonardo Soto-Toro	ABE/GED/ESOL	III
Hannah Souther	Criminal Justice/Telecommunications	IV
Robert Spencer	Criminal Justice	IV
Ardell Sutton	Commercial Vehicle Driving	IV
Stuart Swanberg	Math Immersion	III
Steven Tarter	Electrical Apprenticeship	IV
Austin Taylor	Public Safety Telecommunications Program	IV
Melody Thomas	English	II
Ellen Thornton	Reading/Educator Preparation Institute	II
Charles True IV	EMS Programs/Fire Science	IIIB
Francisco Trujillo Navarrete	ABE/GED/ESOL	III
Talina Ugarte	English/Humanities	II
Nancy Vance	Nursing (Clinicals and PN)	III
Selvin Walker	ABE/GED/ESOL	II
Veronica Walker	Nursing	II
Kimberley Wasdin	Business/Marketing	II
Louise Weis	Art	IV
Sherri Whidden	Education (DE only)	II
Timothy Wilder	Master Student	II
Jason Wilkinson	Accounting/Business	II
Cecil Williams	Fire Science	IV
Mellanie Williams	Criminal Justice/Telecommunications	IV
Rachel Wood	English/Humanities	II
Michael Woods	Speech	II
Shelly Word	Political Science	IIA
Jerry Wright	Education	I
John Yannuzzi	PACT Plumbing	IV
Michelle Yates	Nutrition	II
Matthew Zahara	Fire Science	IV
Brian Zorn	EMS Programs/Fire Science	IV

SUGGESTED MOTION:

Move to approve the personnel recommendations as presented.




OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: JUNE 21, 2023

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: CONTRACTS FOR PRIVATE ATTORNEY SERVICES 2023-2024 AND
REAPPOINTMENTS OF COLLEGE ATTORNEY

Approval is requested from the District Board of Trustees to enter into contracts for the July 1, 2023 through June 30, 2024 fiscal year with the firms currently engaged to represent South Florida State College as needed. We have been pleased with the services provided by Allen, Norton & Blue, P.A., for employment law issues and Karlson Law Group, P.A., as the College Attorney.

Allen, Norton & Blue, P.A.

Allen, Norton, & Blue, P.A., has agreed to continue to provide services under the same terms and at the same rates as in 2022-2023 as listed below.

- Annual Retainer: \$500
- Hourly Rates:
 - W. Reynolds Allen & Partners.....\$250
 - Associates.....\$200
 - Paralegals.....\$85

Karlson Law Group, P.A.

Karlson Law Group, P.A., has agreed to continue to provide services under the same terms and at the same rates as in 2022-2023 as listed below.

- Retainer of \$1,500 per month to include up to six hours of consultation each month (including participation at monthly Board meetings).
- Special work beyond the base six hours will be paid on an hourly basis of \$ 250 per hour.
- The children of Pamela T. Karlson will be granted a fee waiver or exemption for courses taken at SFSC towards a certificate program or towards a degree program offered at SFSC. This fee waiver or exemption is only in effect while Pamela T. Karlson is contracted with SFSC as the Board Attorney.

SUGGESTED MOTION:

Move to approve contracting for continued legal services with Allen, Norton & Blue, P.A., and Karlson Law Group, P.A., for the 2023-2024 fiscal year under the terms and rates as presented.




OFFICE OF THE PRESIDENT

Item 5.2.2

PRESENT TO BOARD: JUNE 21, 2023

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: DUAL ENROLLMENT AGREEMENT – GRACE CHRISTIAN SCHOOL

Approval is requested to renew the dual enrollment agreement between Grace Christian School and South Florida State College for the purpose of providing dual enrollment opportunities to Highlands County. This agreement renews annually.

SUGGESTED MOTION:
Move to approve the agreement between Grace Christian School and South Florida State College as presented.




OFFICE OF THE PRESIDENT

Item 5.2.3

PRESENT TO BOARD: JUNE 21, 2023

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: DUAL ENROLLMENT AGREEMENT – NEW BEGINNINGS HIGH SCHOOL

Approval is requested to enter into a dual enrollment agreement between New Beginnings High School and South Florida State College for the purpose of providing dual enrollment opportunities to Highlands County. This agreement will renew annually.

SUGGESTED MOTION:
Move to approve the agreement between New Beginnings High School and South Florida State College as presented.




OFFICE OF THE PRESIDENT

Item 5.2.4

PRESENT TO BOARD: JUNE 21, 2023

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: DUAL ENROLLMENT AGREEMENT – PARKVIEW PREP ACADEMY

Approval is requested to **renew** the dual enrollment agreement between Parkview Prep Academy and South Florida State College for the purpose of providing dual enrollment opportunities to Highlands County. This agreement renews annually.

SUGGESTED MOTION:
Move to approve the agreement between Parkview Prep Academy and South Florida State College as presented.




OFFICE OF THE PRESIDENT

Item 5.2.5

PRESENT TO BOARD: JUNE 21, 2023

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: DUAL ENROLLMENT AGREEMENT – SCHOOL BOARD OF POLK COUNTY

Approval is requested to **renew** the dual enrollment agreement between the School Board of Polk County and South Florida State College for the purpose of providing dual enrollment opportunities to Highlands County. This agreement will renew annually.

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



OFFICE OF THE PRESIDENT

Item 5.2.6

PRESENT TO BOARD: JUNE 21, 2023

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: AFFILIATION AGREEMENT – DR. ALBERT RUIZ

Approval is requested to enter into the agreement between Dr. Albert Ruiz 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 agreement between Dr. Albert Ruiz and South Florida State College as presented.




OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: JUNE 21, 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 April 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	491	\$873,075.06	182	\$1,546,199.03	440	\$142,392.39	1113	\$2,561,666.48
April	269	\$661,168.41	192	\$1,852,588.74	401	\$99,595.30	862	\$2,613,352.45
May		\$0.00		\$0.00		\$0.00	0	\$0.00
June		\$0.00		\$0.00		\$0.00	0	\$0.00
Totals	6153	\$11,637,793.79	1595	\$18,047,491.81	4152	\$1,150,934.79	11900	\$30,836,220.39

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	9	\$21,753.16	441	\$1,108,173.99	450	\$1,129,927.15
April	6	\$9,643.43	455	\$1,095,337.66	461	\$1,104,981.09
May		\$0.00		\$0.00		\$0.00
June		\$0.00		\$0.00		\$0.00
Totals	87	\$155,598.15	4192	\$10,564,174.68	4279	\$10,719,772.83

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	1,113	\$2,561,666.48	\$28,222,867.94
April	952	\$1,957,317.96	\$26,266,529.19	862	\$2,613,352.45	\$30,836,220.39
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		11,900	\$30,836,220.39	


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	450	\$1,129,927.15	\$9,614,791.74
April	446	\$983,765.22	\$9,556,378.06	461	\$1,104,981.09	\$10,719,772.83
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		4279	\$10,719,772.83	



OFFICE OF THE PRESIDENT

Item 5.3.2

PRESENT TO BOARD: JUNE 21, 2023
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: PROPERTY DELETION – JUNE 2023

Authorization is requested to delete the equipment items listed below. The capitalized items (over \$5,000) have 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. Any equipment with possible residual value will be auctioned or traded if feasible.

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

<u>Tag #</u>	<u>Date Purchased</u>	<u>Description</u>	<u>Cost</u>	<u>Condition Code</u>
5499	5/21/1987	Mobile Cart w/Shelves	\$1,400.50	Poor
5861	3/25/1988	Univex 3qt Mixer	\$1,955.75	Poor
12690	4/3/2001	Worktop Freezer 6.5 cu ft w/2 shelves	\$1,060.00	Poor
13127	8/8/2002	PC Security Cart	\$1,853.00	Poor
13754	2/9/2004	Hoyer Lift	\$1,256.73	Poor
13781	5/18/2004	Ice Machine	\$2,290.15	Poor
14235	7/2/2006	Simbaby Patient Mnkn	\$36,965.00	Fair
14236	7/2/2006	SimMan Patient Mnkn	\$39,460.00	Fair
14404	10/3/2006	Dell Latitude D620 Laptop	\$1,486.52	Poor
14639	5/21/2007	Kelly Manikin, VitalSi	\$3,548.46	Fair
14880	8/9/2007	AX41040 - Alpha Bed-Full Electric	\$1,426.67	Poor
14882	8/9/2007	AX41040 - Alpha Bed-Full Electric	\$1,426.67	Poor
14883	8/9/2007	AX41040 - Alpha Bed-Full Electric	\$1,426.67	Poor
14886	8/9/2007	AX41040 - Alpha Bed-Full Electric	\$1,426.67	Poor
14684	7/5/2007	Security Cart-24 Module	\$1,599.00	Poor
16832	3/1/2012	TTU-2TA, TTU with Tele	\$1,564.65	Fair
16833	3/1/2012	TTU-2TA, TTU with Tele	\$1,564.66	Fair
17025	10/12/2012	Cannon DR-6010C Scanner	\$2,495.00	Poor
17036	4/12/2013	Dell Laptop	\$3,500.00	Poor
17037	4/12/2013	Peripheral Kit-Complete	\$3,100.00	Poor
17038	4/12/2013	Peripheral Kit-Complete	\$3,100.00	Poor
17042	5/3/2013	Schoolmart Smart Board	\$11,260.69	Poor
17213	11/4/2015	Simmom compatible Mani	\$63,047.83	Fair
17271	9/29/2016	SimMan Essential Manikin	\$62,287.75	Fair
17307	4/14/2017	2005 Freightliner Tractor	\$11,967.55	Fair
17581	3/13/2020	SimPad Plus Sytem/Software/Monitor	\$6,398.88	Poor
TOTAL			\$268,868.80	



OFFICE OF THE PRESIDENT

Item 5.3.3

PRESENT TO BOARD: JUNE 21, 2023
TO: SOUTH FLORIDA STATE COLLEGE DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL
SUBJECT: ANNUAL FIXED ASSESTS INVENTORY

Per South Florida State College Procedure 2074, a physical inventory of all tagged property shall be taken once each fiscal year. The below items were not located during the course of the 2022/23 physical inventory cycle. These items are believed to have been disposed of or traded for replacement equipment.

We request the Board's permission to remove these items from property records. These items were not capitalized when purchased or have been fully depreciated pursuant to college policy. Accordingly, the deletion of these items has no financial impact on the college.

Table with 4 columns: Asset #, Description, Cost, Purchase Date. Rows include items like Mannequin, Stretcher, Manley Hydraulic Bende, etc.

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

6.0 Planning and Policy Issues

7.0 Academic and Student Matters




OFFICE OF THE PRESIDENT

Item 7.1

PRESENT TO BOARD: JUNE 21, 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 modify the following career certificate program by rearranging program course structure to coincide with term schedules/frameworks, adding Occupational Desktop Publishing with PowerPoint course per FLDOE requirement, decreasing externship hours to accommodate the addition of the PowerPoint course, and increasing lab hours so students can use this time to complete their coursework and ask questions. No program length change. Program revision effective Fall 2023 (202410).

➤ **Medical Administrative Specialist CC #3360**

• **CHANGE**

- OTA 0943 Occupational Office Internship/Externship hours from 138 to 48.
- OTA 0932L Office Practices Lab IV hours from 48 to 90.

• **ADD**

- OCA 0604 Occupational Desktop Publishing with PowerPoint (48 contact hours) to second Fall Term.

• **MOVE**

- MEA 0230 Occupational Medical Terminology I from second Fall Term to first Spring Term.
- MEA 0239 Occupational Medical Terminology II from second Spring Term to second Fall Term.
- MEA 0310 Occupational Medical Office Procedures from second Fall Term to first Spring Term.
- OTA 0322 Occupational Business Communications from first Spring Term to second Spring Term.

- OTA 0402 Occupational Office Equipment and Procedures I from first Spring term to first Fall Term.
- OTA 0490 Occupational Personal Business Skills from first Fall Term to second Fall Term.
- OTA 0943 Occupational Office Internship/Externships from Spring Second Flex Session to second Spring Term.

II. COURSE ADDITION

Request approval to add a prerequisite course for the new math pathways created by the State of Florida. Mathematical Literacy for College Students has been a prerequisite for MGF 1106, MGF 1107, and STA 2023 at other institutions. This course will be a foundation for students preparing to take MGF 1106, MGF 1107, MGF 1130, MGF 1131, or STA 2023. Emphasis will be placed on the application of linear equations and inequalities, systems of linear equations, and quadratic equations. Course will not count as a mathematics credit. Course addition effective Fall 2023 (202410).

- **MAT 1100 Mathematical Literacy for College Students** (3 credits)

SUGGESTED MOTION:

Move to approve curriculum proposals as presented.

8.0 Purchasing and Other Action Items




OFFICE OF THE PRESIDENT

Item 8.1

PRESENT TO BOARD: JUNE 21, 2023

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: CURRENT UNRESTRICTED FUND BUDGET


Pursuant to State Board of Education Rule 6A-14.0716, Florida Administrative Code – Florida College System Budgets, the College shall prepare a budget for the Current Unrestricted (General) Fund in such form as prescribed by the State Board of Education. The District Board of Trustees shall approve the budget and it shall be submitted to the Chancellor of the Florida College System no later than June 30. Enclosed is the College’s proposed General Fund budget for FY2023-24 inclusive of all funding sources. This budget reflects no tuition incase. It also includes the impact of the changes to the College Salary Schedule and other economic and programmatic driven changes discussed at the Budget Workshop on May 17, 2023. This budget provides for projected revenues of \$36.6 million, expenditures of \$37.5 million, and a projected FY2022-23 ending fund balance percentage of 13.6%. As we did last fall, because we will have an ending fund balance percentage over 5%, we will be presenting a “Spending Plan” as required by Section 1013.841, FS. at the September meeting.

SUGGESTED MOTION:
Move to approve the Current Unrestricted Fund budget presented.



OFFICE OF THE PRESIDENT

Item 8.2

PRESENT TO BOARD: JUNE 21, 2023
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: FY2023-24 SALARY SCHEDULE


Pursuant to District Board of Trustees Policy 5.14 – Salary Schedule and Compensation, the Board approves all salary schedules and directs the President to administer the salary schedules and employee compensation for regular, temporary, and supplemental work assignments. We will distribute the recommended Salary Schedule for FY2023-24 reflecting positions added, deleted, or amended as of June 1, 2023; establishing a minimum wage rate of \$15.00 per hour for all regularly established positions; implementing a salary increase for all full-time employees of \$2.50 per hour or \$5,200 per annum effective July 1, 2023 for all administrative, career service, and professional employees and August 14, 2023 for all faculty; increase overload and adjunct pay of \$2.50 per contact hour; and add Dental and Vision benefits for all full-time regularly established employees. The financial impact of the changes in the Salary Schedule is an increase in personnel cost of \$2.995 million which is incorporated into the College’s proposed budget for FY2023-24.

SUGGESTED MOTION:
Move to approve the amended Salary Schedule establishing a minimum wage rate of \$15.00 per hour for all regularly established positions; implementing a salary increase for all full-time employees of \$2.50 per hour or \$5,200 per annum effective July 1, 2023 for all administrative, career service, and professional employees and August 14, 2023 for all faculty; increase overload and adjunct pay of \$2.50 per contract hour; and add Dental and Vision benefits for all full-time regularly established employees as presented.



OFFICE OF THE PRESIDENT

Item 8.3

PRESENT TO BOARD: JUNE 21, 2023
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: CAPITAL OUTLAY BUDGET

Pursuant to Section 1011.012, Florida Statutes – Annual capital outlay budget, the District Board of Trustees shall adopt a capital outlay budget for the ensuing year in harmony with the educational plant and ancillary facilities plan. The budget shall designate proposed capital outlay expenditures from all fund sources. Enclosed is the College’s proposed capital outlay budget for FY2023-24 inclusive of all funding sources which reflects the projects currently funded from appropriations in prior years, projects planned with current year appropriations, and project planned with local funds.

SUGGESTED MOTION:
Move to approve the capital outlay budget as presented.

SOUTH FLORIDA STATE COLLEGE

Capital Outlay Budget for Fiscal Year 2023-24


UNEXPENDED PLANT & RENEWALS / REPLACEMENT FUND (FUND 7)					
	LOCAL FUNDS	LICENSE TAG FEES (CO&DS)	PECO (STATE) FUNDS	TOTAL	
PROJECTED FUND BALANCE 06-30-23	\$ 1,982,978	\$ 2,205,231	\$ 4,913,349	\$ 9,101,558	
Including Encumbrances					
ESTIMATED REVENUE: (BY SOURCE)					
Student Capital Improvement Fees	\$ 364,000.00			\$ 364,000.00	
PECO Appropriation - Enhanced Security Collegewide		\$ 400,000.00		\$ 400,000.00	
PECO Appropriation - Swimming Pool		\$ 500,000.00		\$ 500,000.00	
PECO Appropriation - Multiuse Driving Range Facility		\$ 3,200,000.00		\$ 3,200,000.00	
License Tag Fees	\$ 65,000.00			\$ 65,000.00	
Interest	\$ 1,000.00	\$ 5,000.00		\$ 6,000.00	
TOTAL AVAILABLE	\$ 2,347,978.00	\$ 2,275,231.00	\$ 9,013,349.00	\$ 13,636,558.00	
ESTIMATED EXPENDITURES: (BY PROJECT)					
Technology Enhancements	\$ 200,000.00			\$ 200,000.00	
Security Enhancements		\$ 75,000.00	\$ 400,000.00	\$ 475,000.00	
Deferred Maintenance Projects	\$ 500,000.00	\$ 700,000.00		\$ 1,200,000.00	
HVAC Replacements/Repairs			\$ 3,000,000.00	\$ 3,000,000.00	
Roof Replacements/Repairs			\$ 750,000.00	\$ 750,000.00	
ADA Custodial, Sanitation Improvements College-wide			\$ 1,000,000.00	\$ 1,000,000.00	
Swimming Pool Renovations			\$ 500,000.00	\$ 500,000.00	
Multiuse Driving Range Facility			\$ 3,200,000.00	\$ 3,200,000.00	
Capital Improvement Fee Program	\$ 500,000.00			\$ 500,000.00	
PROJECTED FUND BALANCE 06-30-24	\$ 1,147,978.00	\$ 1,500,231.00	\$ 163,349.00	\$ 8,261,558.00	
Encumbrances					

Interest earned on these funds are credited back to the project per statutory requirements. Revenue and expenditure budgets will be increased from these amounts based on interest already earned to reflect all moneys available for expenditure within a project. The projected fund balances for June 30, 2023 will be updated to actual to reflect year-end balances and budget amounts for 2023-24 will be adjusted accordingly.



OFFICE OF THE PRESIDENT

Item 8.4

PRESENT TO BOARD: JUNE 21, 2023
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: CAPITAL IMPROVEMENT PLAN (CIP)

Attached is a summary of the proposed renovation projects to be included with our Capital Improvement Plan (CIP) documents due June 30, 2023. The Capital Improvement Plan and Legislative Budget Request have been prepared in accordance with the Educational Plant Survey (2023-2028). Board approval is required.

The CIP process requires that we prioritize the projects annually:

- New Construction Projects- includes new facilities and additions
- Remodeling Projects- changes the use of currently assigned space
- Renovation Projects- improves or repairs existing facilities and/or provides infrastructure enhancements/improvements.

The documents have been prepared with due consideration of enrollment projections, anticipated program changes, and a current assessment of all facilities/infrastructure. If additional information or clarification is desired, please advise.

SUGGESTED MOTION:
Move to approve the Capital Improvement Plan for 2024-2025 through 2026-2027 and submission to the Division of Florida Colleges as presented.




OFFICE OF THE PRESIDENT

Item 8.5

PRESENT TO BOARD: JUNE 21, 2023

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: ANNUAL FACILITIES INSPECTION SUMMARY REPORT

The District Board of Trustees are required to review and accept the Annual Comprehensive Safety Inspection Reports from Fire Prevention Specialists, a firm retained through the Florida College System Risk Management Consortium. All owned and leased college facilities used for direct instruction and/or support were recently inspected in compliance with various State and Federal regulations pertaining to fire safety, sanitation, and casualty.


No serious fire safety violations were reported. All non-serious fire safety violations have been addressed and have either been corrected or are in the process thru our vendors.

SUGGESTED MOTION:
Move to approve the fire safety, sanitation, and casualty inspection reports for the 2022-2023 year as presented.



OFFICE OF THE PRESIDENT

Item 8.6

PRESENT TO BOARD: JUNE 21, 2023
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: EDUCATIONAL PLANT SURVEY

Every five (5) years, the college is required to conduct and submit to the Florida Department of Education an Educational Plant Survey. The survey serves as our documentation of need for the new and expanded facilities in the Master Plan and proposes a construction, remodeling and renovation program for the next five (5) years. The survey consists of various exhibits which document: (1) projected student population growth and the academic programs to handle that growth; (2) currently existing facility spaces; (3) the expected deficit of available space on all four College-owned campuses and centers.

The survey reports that we have no demonstrated need for new construction projects, but it provides for site development and site improvement (including equipment replacement, re-roofing, safety enhancements, etc.) funding via Public Education Capital Outlay (PECO) Maintenance allocations. When the survey is approved by the Florida Department of Education, we will then qualify to request funding for identified needs as prioritized in the annual Capital Improvement Program (CIP) request or through the Project Priority List (PPL) for local CO&DS funds.

The proposed Educational Plant Survey for SFSC through June 2028 will be distributed for your consideration. The survey recommendations allow us to move forward with funding requests as stated above. After the survey is approved, it can be modified at any time and resubmitted for approval should the need for facilities space grow significantly. A brief presentation of the survey will be provided during the Board meeting.

SUGGESTED MOTION:
Move to approve the Educational Plant Survey as presented.




OFFICE OF THE PRESIDENT

Item 8.7

PRESENT TO BOARD: JUNE 21, 2023

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: PRESENTATION AND ACCEPTANCE OF THE 2022-2023 ANNUAL EQUITY REPORT

In compliance with the Florida Education Act (§1000.05, Florida Statutes (F.S.)), the Florida College System institution employment equity accountability program (§1012.86 F.S.), and the gender equity in intercollegiate athletics plan (§1006.71 F.S) the following is presented for District Board of Trustees (DBOT) review. After approval by the DBOT, the Annual Equity Update Report is forwarded to the Office of Equity and Civil Rights Compliance, Division of Florida Colleges, Florida Department of Education (FLDOE). It is recommended that the 2022-2023 Annual Equity Update Report be approved for submission as presented.

SUGGESTED MOTION:
Move to approve the College’s 2022-2023 Annual Equity Report and to authorize its submission to the Florida Department of Education as presented.




OFFICE OF THE PRESIDENT

Item 8.8

PRESENT TO BOARD: JUNE 21, 2023

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: RECERTIFICATION OF DIRECT SUPPORT ORGANIZATION

In accordance with SFSC Policy 8.01, the South Florida State College Foundation, Inc. respectfully requests recertification to function on behalf of SFSC during the College’s 2023-2024 Fiscal Year. Legal Authority: Florida Statute 1004.70.

SFSC policy 8.01 states that “each direct support organization (DSO) wishing to operate under the auspices of South Florida State College must be annually certified by the SFSC District Board of Trustees as meeting the conditions set forth by the Board. Direct support organizations so certified by the Board may be permitted the use of the College’s property, facilities and personnel services.”

SUGGESTED MOTION:
Move to accept the 2022 independent audit and IRS form 990 and to reauthorize the SFSC Foundation, Inc. to work on behalf of South Florida State College as a direct support organization for the 2023-2024 Fiscal Year.

Conditions for certification include the following:

1. The DSO shall exist for the purpose of providing financial, scholarship, facility, equipment and other support to the College and its programs and students.
2. The DSO shall provide full, complete, and timely information on all of its activities to the SFSC District Board of Trustees as follows:
 - a. One or more members of the SFSC DBOT shall be designated by the Chair of the DBOT to serve as liaison voting members of the Board of Directors and the Executive Committee of the DSO.
 - b. The College President shall be a voting member of the Board of Directors and the Executive Committee of the DSO.
 - c. The College’s Controller shall serve as ex-officio member of the Board of Directors of the DSO in the capacity of Assistant Treasurer.
 - d. The DSO shall make monthly reports to the DBOT.
 - e. The Executive Director of the DSO shall report administratively to the College President.
 - f. The DSO shall submit its annual independent audit and Income Tax Form 990 to the DBOT for review and acceptance.
3. The DSO will make an annual report on its activities in the spring of each year (typically May or June) so that the DBOT may certify the DSO by July 1st.

Summary of yearly accomplishments:

The South Florida State College Foundation, Inc. operates on a calendar fiscal year. During 2022, the SFSC Foundation continued to meet each of the mandates specified above. Specific activities and accomplishments for the year include:

Revenue

• Number of gifts	898
• Amount received	\$ 935,253.12
• Investment income	(\$2,644,835.75)
• Donated services	\$ 226,920.35
• Rental Income	<u>\$ 390,548.38</u>
Total	(\$1,092,113.90)

Pledged Gift

• Field House Project	\$ 850,000.00
• General Nursing Scholarship	\$ 19,572.32
• Highlands County Bar Assoc. Scholarship	\$ 1,000.00
• Partnership Project	<u>\$ 2,730,000.00</u>
Total	\$ 3,600,572.32

Scholarships

• Number	480
• Amount awarded	\$ 337,598.15

Teaching Chairs awarded	Four
Take Stock in Children:	
• Currently in program	136
• High School graduates	20 this year, 566 total
• Currently in college	233
• College graduates	329
SFSC programs supported	All academic programs at the College
Facilities leased to SFSC	One
Board members elected	Two
DSO support from the College	In 2022, the College provided a budget of approximately \$318,292 to the Resource Development Office, with partial funding used to support the operation of the DSO.
Value added	\$ 935,253.12 raised at a cost to SFSC of \$226,920.35 devoted to operations, represents a significant ROI for the College.
Indebtedness of DSO	The SFSC Foundation has no indebtedness.



OFFICE OF THE PRESIDENT

Item 8.9

PRESENT TO BOARD: JUNE 21, 2023

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: APPROVAL OF PRESIDENTIAL CONTRACT

The SFSC District Board of Trustees will consider the approval of the presidential contract.

SUGGESTED MOTION:

Move to approve the presidential contract as presented.

9.0 Reports




OFFICE OF THE PRESIDENT

Item 9.1

PRESENT TO BOARD: JUNE 21, 2023

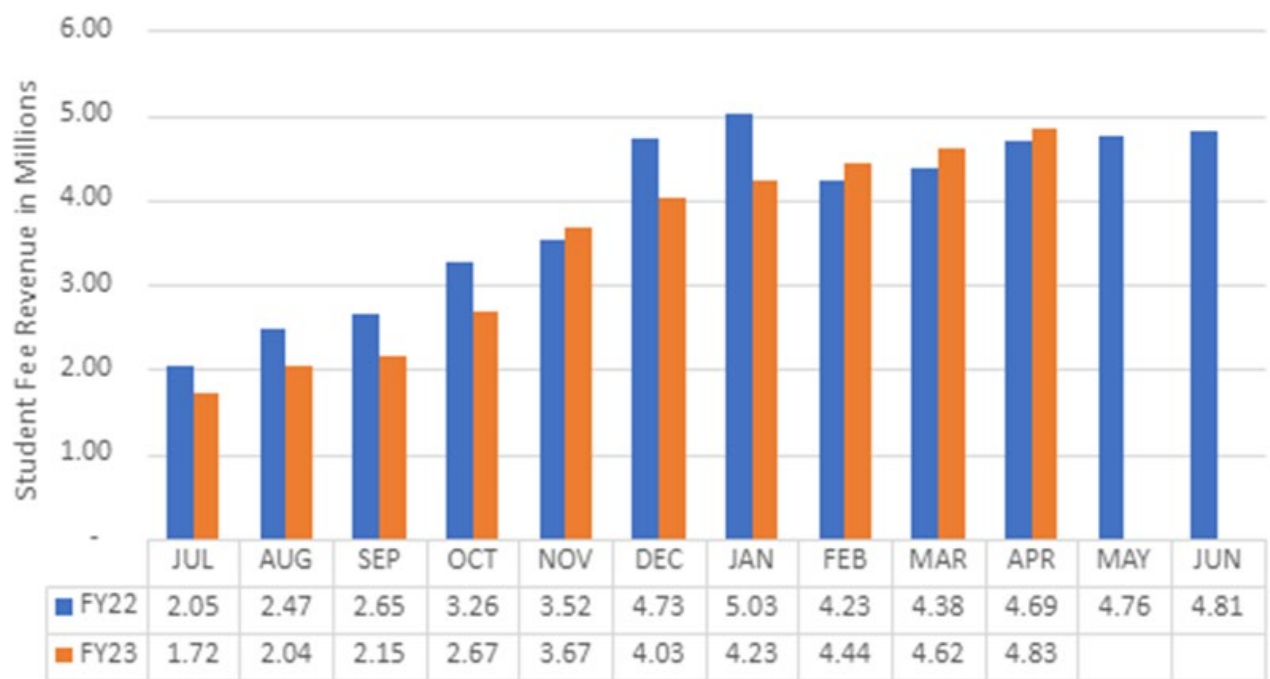
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

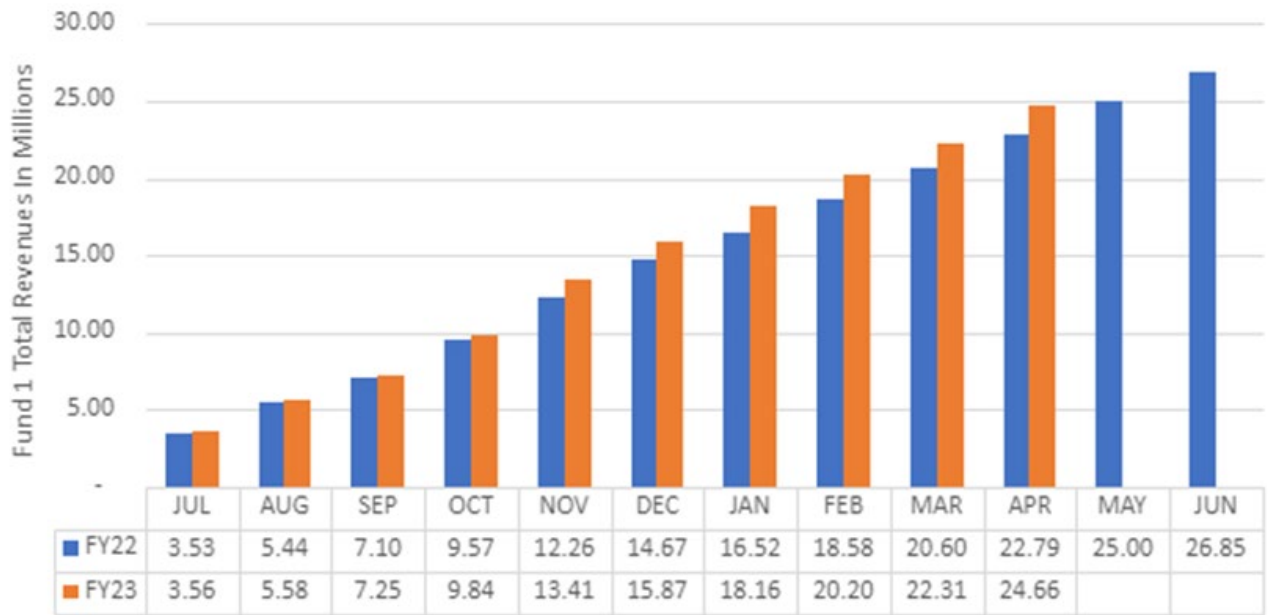
SUBJECT: FINANCIAL REPORT SUMMARY & GRAPHS – **INFORMATION ITEM**

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

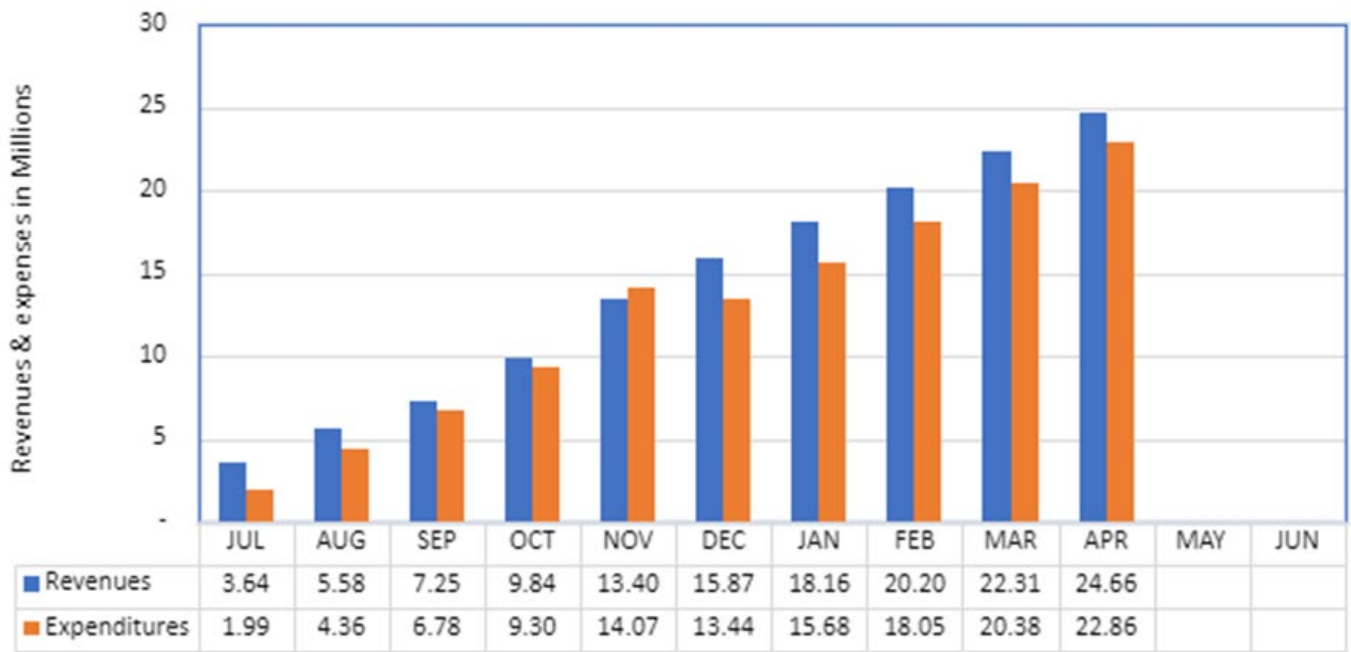
South Florida State College Fund 1 - Student Fee Revenue, FY22 vs FY23



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 April 30, 2023

Account Title	Budget Amount	Amount	Difference	Percentage Collected/Spent to Date
Tuition and Out of State Fees	4,187,275.00	3,958,858.06	228,416.94	94.54%
Lab Fees	513,123.00	617,669.30	(104,546.30)	120.37%
Technology Fees	189,932.00	189,843.84	88.16	99.95%
Other Student Fees	66,373.00	66,515.70	(142.70)	100.21%
Grants and Contracts from Counties	1,023,395.00	923,731.02	99,663.98	90.26%
FCSPF-General/Special Appropriation	18,485,964.00	15,540,040.00	2,945,924.00	84.06%
Performance Based Incentive	324,747.00	152,439.00	172,308.00	46.94%
CO&DS Entitlement	1,100.00	-	1,100.00	0.00%
FCSPF-Lottery	3,461,595.00	2,692,354.00	769,241.00	77.78%
Indirect Costs Recovered	751,562.00	274,385.07	477,176.93	36.51%
Cash/Non-Cash Contributions and Gifts	22,040.00	8,652.44	13,387.56	39.26%
Use of College Facilities	50,000.00	63,661.11	(13,661.11)	127.32%
Other Sales and Services	80,000.00	62,915.64	17,084.36	78.64%
Interest and Dividends	4,000.00	64,262.01	(60,262.01)	1606.55%
Fines and Penalties/Miscellaneous	120,422.00	49,593.44	70,828.56	41.18%
Transfers and Other Revenues	100,000.00	(122.60)	100,122.60	-0.12%
Total Revenue	\$29,381,528.00	\$24,664,798.03	\$ 4,716,729.97	83.95%
Management	2,099,840.80	1,571,731.48	528,109.32	74.85%
Instructional	5,659,117.59	3,993,141.53	1,665,976.06	70.56%
Other Professional	3,736,364.72	2,697,771.42	1,038,593.30	72.20%
Career Staff	3,213,183.15	2,433,306.94	779,876.21	75.73%
Other Professional-Instructional	1,398,240.00	1,107,746.00	290,494.00	79.22%
Other Professional-Tech/Clerical/Trade	206,248.73	100,050.38	106,198.35	48.51%
Student Employment	25,000.00	6,220.03	18,779.97	24.88%
Employees Awards-Non Recurring	13,000.00	12,504.48	495.52	96.19%
Benefits	5,865,252.00	4,159,268.98	1,705,983.02	70.91%
Total Personnel	\$22,216,246.99	\$16,081,741.24	\$10,979,009.23	72.39%
Travel	274,728.00	132,110.30	142,617.70	48.09%
Freight and Postage	21,287.00	12,861.44	8,425.56	60.42%
Telecommunications	162,000.00	187,258.52	(25,258.52)	115.59%
Printing	38,510.00	10,315.90	28,194.10	26.79%
Repairs and Maintenance	1,766,333.66	1,372,565.42	393,768.24	77.71%
Rentals	152,055.00	154,792.69	(2,737.69)	101.80%
Insurance	550,682.00	305,941.94	244,740.06	55.56%
Utilities	1,661,278.00	1,471,100.65	190,177.35	88.55%
Other Services	1,001,093.67	667,202.71	333,890.96	66.65%
Grant Aid	4,000.00	360.00	3,640.00	9.00%
Professional Fees	165,953.00	151,704.64	14,248.36	91.41%
Education Office/Dept Materials Supp	784,614.00	807,806.98	(23,192.98)	102.96%
Data Software	208,277.50	124,881.49	83,396.01	59.96%
Maint/Construction Material/Supp	367,763.14	309,123.12	58,640.02	84.05%
Other Materials and Supplies	335,672.78	321,614.12	14,058.66	95.81%
Subscriptions/Library	61,100.00	67,215.34	(6,115.34)	110.01%
Purchases for Resales	42,100.00	32,495.81	9,604.19	77.19%
Scholarships	45,000.00	35,140.50	9,859.50	78.09%
Transfers and Other Expenses	99,650.00	3,245.32	96,404.68	3.26%
Total Current Expenses	\$ 7,742,097.75	\$ 6,167,736.89	\$ 1,574,360.86	79.66%
Minor Equipment >1000<5000	322,587.86	187,936.04	134,651.82	58.26%
Furniture and Equipment	512,539.00	340,404.68	172,134.32	66.42%
Repairs and Maintenance	50,500.00	82,165.82	(31,665.82)	162.70%
Total Capital Outlay	\$ 885,626.86	\$ 610,506.54	\$ 275,120.32	68.93%



OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: JUNE 21, 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 May 2023 meeting of the College District Board of Trustees. The included dates are May 1, 2023 through May 31, 2023. The total amount reported is **\$97,121.26**.

II. **Foundation Update**

- a. DSO Recertification
- b. New Foundation Board Members
- c. Recognition of Outgoing Board Members
- d. Scholarship Update


South Florida State College Foundation
Gift Summary Report 05/01/2023 - 05/31/2023

Fund ID	Fund Description	Gift Count	Cash	Pledges	Stocks/Other	Total
1000	Unrestricted	13	\$156.00	\$0.00	\$0.00	\$156.00
5011	SFSC General Scholarship	7	\$90,102.50	\$0.00	\$0.00	\$90,102.50
5025	General Nursing Scholarship	2	\$4,024.26	\$0.00	\$0.00	\$4,024.26
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	4	\$35.00	\$0.00	\$0.00	\$35.00
5095	Dental Programs	1	\$25.00	\$0.00	\$0.00	\$25.00
5110	Highlands County Bar Association Scholarship	4	\$1,125.00	\$0.00	\$0.00	\$1,125.00
5158	TSIC Scholarships	5	\$65.00	\$0.00	\$0.00	\$65.00
6005	Partnership Project	6	\$1,546.00	\$0.00	\$0.00	\$1,546.00
Grand Totals:		46	\$97,121.26	\$0.00	\$0.00	\$97,121.26
46 Gift(s) listed						
38 Donor(s) listed						



OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: JUNE 21, 2023
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: THOMAS C. LEITZEL 
SUBJECT: GRANTS DEVELOPMENT

In Development:

Title: Nurse Education, Practice, Quality, and Retention (NEPQR) – Simulation Education Training (SET) Program
Source: Health Resources and Services Administration (HRSA)
Amount: \$1,500,000
Description: Funding will be requested for NEPQR-SET to enhance nurse education and to strengthen the nursing workforce by increasing training opportunities through simulation-based technology.

Title: Consolidated Adult Education - Highlands
Source: Florida Department of Education (FDOE)
Amount: Adult General Education – \$217,463
Integrated English Literacy and Civics Education – \$37,543
Corrections Education - \$50,000
TOTAL - \$305,006
Description: Funding will be requested to continue offering Adult Basic Education (ABE), General Educational Development (GED), English for Speakers of Other Languages (ESOL) courses, and educational programs for criminal offenders at Avon Park Correctional Institution.

Title: Consolidated Adult Education - Hardee
Source: Florida Department of Education (FDOE)
Amount: Adult General Education – \$37,860
Integrated English Literacy and Civics Education – \$32,131
Corrections Education - \$50,000
TOTAL - \$119,991

Description: Funding will be requested to continue offering Adult Basic Education (ABE), General Educational Development (GED), English for Speakers of Other Languages (ESOL) courses, and educational programs for criminal offenders at Hardee County Correctional Institution.

Submitted:

Title: Perkins Postsecondary
Source: Florida Department of Education (FDOE)
Amount: \$267,051

Description: Funding has been requested to supplement and enhance the growth of technical programs, such as allied health, business, computer science, public safety, trade, and industry.

Title: Perkins Rural Innovation Career & Technical Ed Programs
Source: Florida Department of Education (FDOE)
Amount: \$99,753

Description: Funding has been requested to supplement and enhance the growth of technical programs, such as allied health, business, computer science, public safety, trade, and industry.