



**SFSC  
District Board of Trustees  
Regular Meeting  
August 16, 2023**

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

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

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**1.0 *Call to Order and Preliminary Matters***



OFFICE OF THE PRESIDENT

**Item 1.1**

PRESENT TO BOARD: AUGUST 16, 2023

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: ADOPTION OF AGENDA

It is recommended that the agenda of the regular meeting of August 16, 2023 be adopted.

**SUGGESTED MOTION:**

**Move to adopt the agenda of the regular meeting of August 16, 2023 as presented.**

**REGULAR MEETING AGENDA  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
HIGHLANDS CAMPUS  
AUGUST 16, 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 Minutes – June 21, 2023
  - 1.3 Adoption of the 2023-2024 Meeting Schedule and Review of Master Calendar
- 2.0 Communications, Introductions, and Recognition
  - 2.1 New Employee Introductions
  - 2.2 Employee Retirement Acknowledgement
- 3.0 Public Comment
- 4.0 Presentations
- 5.0 Consent Agenda Action Items
  - 5.1 Personnel Actions
  - 5.2 Agreements and Contracts
    - 5.2.1 Lease Agreement – Cattle Grazing
  - 5.3 Operating Actions
    - 5.3.1 Monthly Accounts Payable & Payroll Check Register
- 6.0 Planning and Policy Issues
  - 6.1 Reorganization of the Board
  - 6.2 Policy 5.16 Holiday, Overtime Pay, Compensatory Time, Call-In Pay, and the Minimum Wage
  - 6.3 Policy 2.22 Public Records
- 7.0 Academic and Student Matters
- 8.0 Other Action Items
  - 8.1 DeSoto Campus Easement
- 9.0 Reports
  - 9.1 Financial Report
  - 9.2 Resource Development Report
  - 9.3 President's Report
  - 9.4 Board Attorney Report
  - 9.5 Board Member Reports
  - 9.6 Board Chair Report
- 10.0 Adjournment



OFFICE OF THE PRESIDENT

Item 1.2.1

PRESENT TO BOARD: AUGUST 16, 2023

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: MINUTES – REGULAR MEETING – JUNE 21, 2023

It is recommended that the minutes of the regular meeting held June 21, 2023 be approved as presented.

**SUGGESTED MOTION:**

**Move to approve the minutes of the June 21, 2023 regular meeting as presented.**

**MEETING MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
JUNE 21, 2023**

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

**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. James Hawker	Dr. Michele Heston	Mr. Don Kesterson
Mrs. Melissa Kuehnle	Mr. Keith Loweke	Dr. Chris van der Kaay
Mrs. Teresa Vorous	Mrs. June Weyrauch	Ms. Michele Hall
Mrs. Tina Stetson	Ms. Betzaida Cruz	Mr. Chuck Hemler
Mr. Gabriel Nieves Hernandez	Mrs. Lorrie Worrell-Smith	Ms. Pamela Roebuck
Mr. Rick Hitt	Mrs. Courtney Green	Ms. Lena Phelps
Mr. Tom Bush	Mr. Garrett Lee	

**Others Present:** Mrs. Barbara Kirschner      Mr. Marc Valero –  
Highlands News-Sun

The regular meeting of the District Board of Trustees was called to order at 1:05 p.m. on the Highlands Campus of South Florida State College by Board Chair, Mr. Terry Atchley.

**1.0 PRELIMINARY MATTERS**

**1.1 Adoption of Agenda**

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

**1.2 Approval of Minutes**

**1.2.1 May 10 Special Meeting Minutes**

**Mrs. Cullens made a motion, seconded by Mr. Bryan, to approve the minutes of the May 10, 2023 special meeting as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

**1.2.2 Budget Workshop Minutes**

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

**1.2.3 Regular Meeting Minutes**

**Mrs. Rider made a motion, seconded by Mr. Backer, to approve the minutes of the regular meeting held May 17, 2023 as presented.**

Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

**1.2.4 June 7 Special Meeting Minutes**

**Mr. Backer made a motion, seconded by Mrs. Cullens, to approve the minutes of the June 7, 2023 special meeting as presented.**

Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

**1.3 Review of Master Calendar**

The Master Calendar was reviewed. Mrs. Cullens announced that the ACCT Leadership Congress will be held on October 9-12 in Las Vegas, NV this year and she asked Mrs. Bennett to add that date to the calendar. Mr. Atchley asked the Board to let Mrs. Bennett know if they would like to attend by August 4 for the early bird deadline. He also reminded the Board that there will not be a DBOT meeting in July.

**2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS**

**2.1 New Employee Introduction**

The following new employees were introduced:

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

**2.2 Employee Retirement Acknowledgements**

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

**Mr. Backer made a motion, seconded by Mrs. Cullens, to recognize the retirement of Lorrie Worrell-Smith for her many years of service to South Florida State College.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

**Mrs. Rider made a motion, seconded by Mr. Backer, to recognize the retirement of Dr. Thomas C. Leitzel for his many years of service to South Florida State College.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Dr. Kirschner, and Mrs. Rider; Opposed was Mrs. Cullens. **Motion carried by majority vote.**

The Board also voted to award Dr. Leitzel the prestigious title of President Emeritus for his meritorious serce to SFSC

**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 career staff; resignations; retirements; full-time professional staff; and adjunct faculty for the 2023-24, academic year as needed as presented.

*(EXHIBIT "A")*

**5.2 Agreements and Contracts**

**5.2.1** Approved 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.

*( EXHIBIT "B")*

**5.2.2** Approved the renewal of the agreement between Grace Christian School and South Florida State College as presented.

*( EXHIBIT "C")*

**5.2.3** Approved the agreement between New Beginnings High School and South Florida State College as presented.

*( EXHIBIT "D")*

**5.2.4** Approved the renewal of the agreement between Parkview Prep Academy and South Florida State College as presented.

*( EXHIBIT "E")*

**5.2.5** Approved the renewal of the agreement between School Board of Polk County and South Florida State College as presented.

*( EXHIBIT "F")*

**5.2.6** Approved the agreement between the Dr. Albert Ruiz and South Florida State College as presented.

*( EXHIBIT "G")*

**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 April 2023.

*(EXHIBIT "H")*

**5.3.2 Property Deletion – June 2023**

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

*( EXHIBIT "I")*



**5.3.3 Annual Fixed Assets Inventory**

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

*(EXHIBIT "J")*

**Mr. Bryan made a motion, seconded by Mr. Backer, to approve the Consent Agenda, Items 5.1 through 5.3.3 as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

**6.0 PLANNING AND POLICY ISSUES**

None

**7.0 ACADEMIC AND STUDENT MATTERS**

**7.1 Curriculum Proposals**

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

*(EXHIBIT "K")*

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

**8.0 PURCHASING AND OTHER ACTION ITEMS**

**8.1 Current Unrestricted Fund Budget**

Mr. Elliott presented a request to accept the Current Unrestricted Fund Budget that was discussed at the May 17, 2023 Budget Workshop. Mr. Elliott gave a brief description of the Current Unrestricted Fund Budget to the Board. Dr. Kirschner questioned the fund balance percentage that was presented. Mr. Elliott explained how the fund balance is calculated.

*(EXHIBIT "L")*

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

**8.2 FY2023-24 Salary Schedule**

Mr. Atchley asked for a motion to approve the FY2023-24 Salary Schedule that was presented and discussed at the May 17, 2023 Budget Workshop.

*(EXHIBIT "M")*

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

**8.3 Capital Outlay Budget**

Mr. Elliott presented a request to accept the Capital Outlay Budget. Mr. Elliott distributed a revised Capital Outlay handout and gave a brief description to the Board.

*(EXHIBIT "N")*

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

**8.4 Capital Improvement Plan (CIP)**

Mr. Elliott presented a request to approve the Capital Improvement Plan for 2024-2025 through 2026-2027 and submission to the Division of Florida Colleges. He gave a brief description of the CIP assessment and the needs of the college.

*(EXHIBIT "O")*

**Mr. Backer made a motion, seconded by Mrs. Rider, to approve the Capital Improvement Plan for 2024-2025 through 2026-2027 and submission to the Division of Florida Colleges as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

**8.5 Annual Facilities Inspection Summary Report**

Mr. Elliott presented a request to approve the Annual Comprehensive Safety Inspection Reports from Fire Prevention Specialists, a fire retained through the Florida College System Risk Management Consortium.

*(EXHIBIT "P")*

**Mrs. Rider made a motion, seconded by Mrs. Cullens, to approve the fire safety, sanitation, and casualty inspection reports for the 2022-2023 year as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

**8.6 Educational Plant Survey**

Mr. Elliott presented a request to approve the Educational Plant Survey. He reported that every five years, the college is required to conduct and submit to the Florida Department of Education an Educational Plant Survey.

*(EXHIBIT "Q")*

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

**8.7 Presentation & Acceptance of the 2022-2023 Annual Equity Report**

Mr. Atchley asked Mr. Kesterson to present the Annual Equity Update report to the Board. Mr. Kesterson reported on the employment portion and student data portion of the report. He gave a brief overview of student enrollment and completion data. Mr. Kesterson requested the approval of the 2022-2023 Annual Equity Update Report be approved for submittal as presented.

*(EXHIBIT "R")*

**Mrs. Cullens made a motion, seconded by Mrs. Rider, to approve the College's 2022-2023 Annual Equity Report and to authorize its submission to the Florida Department of Education as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

**8.8 Recertification of Direct Support Organization (DSO)**

Mrs. Bateman presented a request to accept the 2022 independent audit and IRS form 990 and to reauthorize the SFSC Foundation, Inc. to work on behalf of the college as a direct support organization in support of the college's vision and mission, utilizing support from the college as presented for the 2023-24 fiscal year.

*(EXHIBIT "S")*

**Mr. Backer made a motion, seconded by Mrs. Cullens, to accept the 2022 independent audit and IRS form 990 and to reauthorize the SFSC Foundation, Inc. to work on behalf of the college as a direct support organization for the 2023-24 fiscal year.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

**8.9 Approval of Presidential Contract**

Mr. Atchley stated a draft contract was distributed to the Board for their review. After the Board individually reviewed the draft contract, Mr. Atchley highlighted keys areas that he was involved in negotiating such as salary, housing, and travel. Mr. Bryan thanked both Mr. Atchley and Mrs. Karlson for working on the contract negotiations. Mr. Bryan asked if a relocation to the service area timeline could be added to the contract. The Board discussed the terms of the permanent relocation timeline. Mrs. Karlson stated she would add the relocation addition to the contract. Mrs. Cullens asked if Mr. Hawkins has resigned from the Florida House of Representations. Mr. Atchley stated that he has not yet resigned as he is waiting on final Board approval of the contract before he resigns. Mr. Atchley stated that a stipulation in the contract indicated Mr. Hawkins shall not make any changes to existing vice presidents and direct reports as of July 1, 2023, other than termination for cause, which terminations must be reviewed and approved by the Board during the initial one-year period.

Mr. Atchley called for a brief recess at 2:56 p.m., to contact Mr. Hawkins with the contract modifications.

Mr. Atchley reconvened the meeting at 3:30 p.m., he stated that he spoke with Mr. Hawkins and Mr. Hawkins accepted the terms of the contract.

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

*(EXHIBIT "T")*

**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 April 2023.

*(EXHIBIT "U")*

**9.2 Foundation Report**

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$97,121.26** from May 1 through May 31, 2023. Mrs. Bateman highlighted that the Foundation has two new board members, Dr. George Mousa and Judge Heather Beato. Mrs. Bateman gave a brief recap of the yearly scholarship comparison report. She reported that the Sebring Sunrise and Noon Rotary have combined and the Avon Park Noon Rotary and Avon Park Breakfast club have combined efforts to offer one scholarship. Mrs. Bateman reported the Rotary Club of Highlands and the family of Lori Barber donated to increase their current scholarships.

**9.3 Resource Development**

**I. Grants Development Report**

Dr. van der Kaay distributed and reviewed the Grants Development Report dated 6/21/23. He gave a brief description of the grants.

**II. In Development**

**Nurse Education, Practice, Quality, and Retention**

**(NEPQR) – Simulation Education Training (SET) Program**

Health Resources and Services Administration (HRSA) \$ 1,500,000

**Consolidated Adult Education – Highlands**

Florida Department of Education (FDOE)

Adult General Education	\$ 217,463
Integrated English Literacy and Civics Education	\$ 37,543
Corrections Education	\$ 50,000
Total	\$ 305,006

**Consolidated Adult Education – Hardee**

Florida Department of Education (FDOE)

Adult General Education	\$ 37,860
Integrated English Literacy and Civics Education	\$ 32,131
Corrections Education	\$ 50,000
Total	\$ 119,991

**III. Submitted**

**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. Announced it is his final DBOT report.
2. Shared the "This Is SFSC" sizzler reel. Mrs. Kuehnle gave a brief update on future plans for the additional film that was taken by the videographer.
3. Reflected on college events/activities: New Legislation shared at conference, May 22-23; Executive Director, Florida Center for Nursing visited campus, May 24; Legislative Delegation, Senator Grall and Rep. Tuck visit, May 25; Law Enforcement Graduation, June 8; and EMT and Paramedic combined Graduation, June 13.
6. Panther Athletics: Mr. Rick Hitt gave a brief recap for panther athletics activities and accomplishments.
7. Tallahassee Update: Dr. Leitzel gave a brief overview of the legislative session. He stated it was a successful year for the FCS.
8. Reflected and gave closing thoughts on his final DBOT meeting.

**9.5 Board Attorney's Report**

Mrs. Karlson thanked the Board for renewing her contract. She congratulated them on their work with the new president's contract. Mrs. Karlson stated the policy for the use of personal devices and conducting agency business will go before the Board in August. Mrs. Karlson wished Dr. Leitzel a happy retirement and farewell.

**9.6 Board Members' Reports**

Dr. Kirschner had to leave due to scheduling obligation.

Mrs. Rider wished Dr. Leitzel farewell.

Mrs. Cullens stated no report.

Mr. Bryan thanked Mr. Atchley for his guidance.

Mr. Backer stated that he has enjoyed working with Dr. Leitzel over the years and appreciates his friendship.

**9.7 Board Chair Report**

Mr. Atchley stated that Dr. Leitzel will be missed.

Dr. Leitzel thanked Mr. Atchley for his dedicated service and presented him with a plaque with the inscription, "In recognition of his distinguished service as SFSC Board Chairman 2022-2023".


**10.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 4:18 p.m.



OFFICE OF THE PRESIDENT

Item 1.3

PRESENT TO BOARD: AUGUST 16, 2023  
TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
FROM: FRED HAWKINS   
SUBJECT: REVIEW OF MASTER CALENDAR

Action Item:

The schedule of meetings for the 2023-2024 academic year located on the following page is recommended for your consideration. Time will be allocated to thoroughly discuss the meeting dates/times.

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.

**SUGGESTED MOTION:**  
**Move to approve the South Florida State College District Board of Trustees Meeting Schedule for the 2023-2024 academic year as presented.**

**NOTICE OF MEETING DATES  
SOUTH FLORIDA STATE COLLEGE DISTRICT BOARD OF TRUSTEES**

The regular monthly meetings, planning workshop, and budget workshop of the South Florida State College District Board of Trustees will be held, with the general public invited, as listed below:

<b>Wednesday, September 20, 2023</b>	<b>Board Meeting – 1:00 pm</b>	<b>Highlands Campus, 600 W. College Dr., Avon Park, FL</b>
<b>Wednesday, October 18, 2023</b>	<b>Board Meeting – 1:00 pm</b>	<b>Highlands Campus, 600 W. College Dr., Avon Park, FL</b>
<b>Wednesday, December 6, 2023</b>	<b>Planning Workshop – 10:00 am</b>	<b>Highlands Campus, 600 W. College Dr., Avon Park, FL</b>
<b>Wednesday, December 6, 2023</b>	<b>Board Meeting – 1:00 pm</b>	<b>Highlands Campus, 600 W. College Dr., Avon Park, FL</b>
<b>Wednesday, January 17, 2024</b>	<b>Board Meeting – 1:00 pm</b>	<b>Highlands Campus, 600 W. College Dr., Avon Park, FL</b>
<b>Wednesday, March 20, 2024</b>	<b>Board Meeting – 1:00 pm</b>	<b>Highlands Campus, 600 W. College Dr., Avon Park, FL</b>
<b>Wednesday, April 17, 2024</b>	<b>Board Meeting – 1:00 pm</b>	<b>Highlands Campus, 600 W. College Dr., Avon Park, FL</b>
<b>Wednesday, May 15, 2024</b>	<b>Budget Workshop – 11:00 am</b>	<b>Highlands Campus, 600 W. College Dr., Avon Park, FL</b>
<b>Wednesday, May 15, 2024</b>	<b>Board Meeting – 1:00 pm</b>	<b>Highlands Campus, 600 W. College Dr., Avon Park, FL</b>
<b>Wednesday, June 19, 2024</b>	<b>Board Meeting – 1:00 pm</b>	<b>Highlands Campus, 600 W. College Dr., Avon Park, FL</b>
<b>Wednesday, July 17, 2024</b>	<b>Board Meeting – 1:00 pm</b>	<b>Highlands Campus, 600 W. College Dr., Avon Park, FL</b>
<b>Wednesday, August 14, 2024</b>	<b>Board Meeting – 1:00 pm</b>	<b>Highlands Campus, 600 W. College Dr., Avon Park, FL</b>

General Subject Matter to Be Considered: Items of interest to the District Board of Trustees, including but not limited to, personnel matters, policy matters, business affairs, academic and student affairs, curriculum, grants, agreements, purchasing/construction, fee changes, monthly financial report, and other routine business. A copy of the Agenda may be obtained by contacting the President’s office at (863) 784-7110.

## District Board of Trustees Master Calendar

AUGUST 2023	SEPTEMBER 2023	OCTOBER 2023
16 Board Meeting, 1 PM Highlands Campus	TBD Board Meeting, 1 PM Highlands Campus	9-12 ACCT Leadership Congress Las Vegas, NV  TBD Board Meeting, 1 PM Highlands Campus
NOVEMBER 2023	DECEMBER 2023	JANUARY 2024
No Board Meeting	TBD Board Meeting, 1 PM Highlands Campus  14 Fall Commencement  18-Jan 2 Winter Break	TBD Board Meeting, 1 PM Highlands Campus
FEBRUARY 2024	MARCH 2024	APRIL 2024
No Board Meeting	9-17 Spring Break  TBD Board Meeting, 1 PM Highlands Campus	TBD Board Meeting, 1 PM Highlands Campus
MAY 2024	JUNE 2024	JULY 2024
7 Spring Commencement  TBD Board Meeting, 1 PM Highlands Campus	TBD Board Meeting, 1 PM Highlands Campus	TBD Board Meeting, 1 PM Highlands Campus
AUGUST 2024	SEPTEMBER 2024	OCTOBER 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: AUGUST 16, 2023

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: NEW EMPLOYEE INTRODUCTIONS

<b>Employee</b>	<b>Position</b>	<b>Supervisor</b>	<b>Hired</b>
Megan Togno	Assistant Registrar, Customer Service and Records	Michele Hall	05/10/23
Hirell Bell	Staff Assistant I, Human Resources	Melissa Bruns	05/15/23
Sarah Alfaro	Case Manager, Farmworker Career Development Program	Fabiana Castro	05/16/23
Michael Dawber	Custodian – Highlands	Jeffrey Miller	05/17/23
Josie Wilson	Staff Assistant I – Lake Placid	Jennifer Tollison	05/17/23
Edgar Eugenio-Badillo	Case Data Specialist, Farmworker Career Development Program	Fabiana Castro	05/30/23
Brian LaFleur	Grounds Maintenance	Jeffrey Miller	05/31/23



OFFICE OF THE PRESIDENT

Item 2.2

PRESENT TO BOARD: AUGUST 16, 2023

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: EMPLOYEE RETIREMENT ACKNOWLEDGEMENT

Employee	Position	Dates of Service
Santiago Caro	Custodian Supervisor	11/03/1997-08/31/2023

**SUGGESTED MOTION:**

**Move to recognize the retirement of Santiago Caro for his many years of service to South Florida State College.**

**3.0 *Public Comment***


## **4.0 Presentations**

**5.0 Consent Agenda Action Items**



OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: AUGUST 16, 2023  
TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
FROM: FRED HAWKINS   
SUBJECT: CONSENT AGENDA ACTION ITEMS

The following Consent Agenda is provided for your review. Any Consent Agenda item may be discussed or removed from the Consent Agenda at the request of any Board member. The actual agenda items with background information are provided in the related section of the Board Agenda. The following sections of the agenda are included in the Consent Agenda: Personnel Actions, Contracts/Agreements, Grant Awards, and Operating Actions. Your consideration of the recommended action is appreciated.

**SUGGESTED MOTION:**  
**Move to approve the agenda items listed in the Consent Agenda.**

	<b>CONSENT AGENDA ACTION ITEMS</b>	<b>Page</b>
<b>5.1</b>	<b>Personnel Actions</b>	<b>25</b>
<b>5.2</b>	<b>Agreements and Contracts</b>	<b>27</b>
	<b>5.2.1 Lease Agreement – Cattle Grazing</b>	
<b>5.3</b>	<b>Operating Actions</b>	<b>28</b>
	<b>5.3.1 Monthly Accounts Payable &amp; Payroll Check Register</b>	





OFFICE OF THE PRESIDENT

**Item 5.1**

PRESENT TO BOARD: AUGUST 16, 2023

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS

SUBJECT: PERSONNEL ACTIONS

It is recommended that the personnel items, as specified below, be approved:

<b>I. APPOINTMENTS, FULL-TIME FACULTY:</b>			
	<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
	Jesus Perez	Instructor, EMS	08/14/23
	Anthony Pacheco-Moran	Coordinator, Clinical Experience and Nursing Lab	08/14/23
	Carylann Joubert Maier	Instructor, English/Humanities	08/14/23
	Mario Gomez	Electric Line Service Repair Temp. Instructor	08/14/23
	Edna Hudson-Kinzey	Instructor, Nursing	08/14/23
	Carole Pierre Francois	Instructor, Dental Hygiene Program	08/14/23
	Vinita Prabhakar	Instructor, English	08/14/23
<b>II. APPOINTMENTS, FULL-TIME PROFESSIONAL STAFF:</b>			
	<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
	Taylor Currie	Coordinator, Residence Life	07/31/23
	George Livingston	NSF SWERVE Grant Specialist	08/01/23
	June Weyrauch	Coordinator, Grants Development and Federal Relations	08/01/23
	Tracey Ligon*	Coordinator, Cultural Programs	08/07/23
	*Internal Transfer		
<b>III. APPOINTMENTS, FULL-TIME CAREER STAFF:</b>			
	<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
	Jeraldine Brown	Custodian	08/01/23

<b>IV. RESIGNATIONS:</b>		
<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Effective Date</u></b>
Shannon St. Amant	Instructor, Biology	07/31/23
Shannon Zinck	Instructor, English	07/31/23
<b>V. ADJUNCT FACULTY, 2022-23, ACADEMIC YEAR AS NEEDED:</b>		
<b><u>Name</u></b>	<b><u>Teaching Area</u></b>	<b><u>Rank</u></b>
Heather Bass	Radiography	IV
Terrell Camp	EMS	IV
Natarsha Davis	Psychology/Speech	I
Anthony Goodholm	ABE/GED/ESOL	II
David Gravelin	Math Immersion	III
Katherine Grizzell	Political Science	II
Corey Hester	EMS	III
Abby Miller	Political Science	II
Carlos Navarrete	EMS	IIIB
Odalys O'Malley	Criminal Justice	III
Bryan Keith Robbins	History	II


**SUGGESTED MOTION:**

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



OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: AUGUST 16, 2023  
TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
FROM: FRED HAWKINS   
SUBJECT: LEASE AGREEMENT – CATTLE GRAZING

Approval is requested to enter into a lease agreement between South Florida State College and Lester and Bunny Copeland for the use of the land lying within the NE ¼ of the SW ¼ of the SE ¼, Section 30, Township 37 South, Range 25 East, Desoto County, Florida. The land will be used exclusively for cattle grazing. This lease will be for 1 year beginning on the Effective Date and terminating on December 31, 2023, and shall extend annually until termination.

**SUGGESTED MOTION:**  
**Move to approve the lease agreement with Lester and Bunny Copeland as presented.**



OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: AUGUST 16, 2023

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: MONTHLY ACCOUNTS PAYABLE/PAYROLL CHECK REGISTER

Summary information for disbursements for all funds through June 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	232	\$414,327.58	178	\$2,832,454.50	684	\$181,976.30	1094	\$3,428,758.38
June	733	\$1,188,764.30	203	\$2,315,144.45	391	\$151,638.19	1327	\$3,655,546.94
<b>Totals</b>	<b>7118</b>	<b>\$13,240,885.67</b>	<b>1976</b>	<b>\$23,195,090.76</b>	<b>5227</b>	<b>\$1,484,549.28</b>	<b>14321</b>	<b>\$37,920,525.71</b>

**Payroll:**

	2022/2023 Checks		2022/2023 Electronic		2022/2023 Totals	
	#	Amount	#	Amount	#	Amount
July	8	\$22,620.20	402	\$1,042,948.56	410	\$1,065,568.76
August	8	\$13,718.10	364	\$967,516.98	372	\$981,235.08
September	10	\$11,878.77	401	\$1,070,187.84	411	\$1,082,066.61
October	9	\$10,208.06	424	\$1,051,828.22	433	\$1,062,036.28
November	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	7	\$16,994.16	455	\$1,169,677.89	462	\$1,186,672.05
June	8	\$12,780.98	401	\$1,098,382.40	409	\$1,111,163.38
<b>Totals</b>	<b>102</b>	<b>\$185,373.29</b>	<b>5048</b>	<b>\$12,832,234.97</b>	<b>5150</b>	<b>\$13,017,608.26</b>

**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	1,094	\$3,428,758.38	\$34,264,978.77
June	4,020	\$4,639,688.75	\$32,409,564.94	1,327	\$3,655,546.94	\$37,920,525.71
<b>Totals</b>	<b>20,533</b>	<b>\$32,409,564.94</b>		<b>14,321</b>	<b>\$37,920,525.71</b>	

**Payroll:**


	2021/22			2022/23		
	# Payments	Monthly Total	Cumulative Total	# Payments	Monthly Total	Cumulative Total
July	479	\$970,699.26	\$970,699.26	410	\$1,065,568.76	\$1,065,568.76
August	355	\$869,879.31	\$1,840,578.57	372	\$981,235.08	\$2,046,803.84
September	382	\$905,692.96	\$2,746,271.53	411	\$1,082,066.61	\$3,128,870.45
October	417	\$971,179.42	\$3,717,450.95	433	\$1,062,036.28	\$4,190,906.73
November	431	\$1,021,167.62	\$4,738,618.57	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	462	\$1,186,672.05	\$11,906,444.88
June	409	\$1,049,096.24	\$11,676,972.03	409	\$1,111,163.38	\$13,017,608.26
<b>Totals</b>	<b>5046</b>	<b>\$11,676,972.03</b>		<b>5150</b>	<b>\$13,017,608.26</b>	

## **6.0 Planning and Policy Issues**



OFFICE OF THE PRESIDENT

Item 6.1

PRESENT TO BOARD: AUGUST 16, 2023  
TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
FROM: FRED HAWKINS   
SUBJECT: REORGANIZATION OF THE BOARD

As stipulated in the State Board of Education Rules and SFSC District Board of Trustees Policy 2.02 (attached), the Board of Trustees holds an organization meeting in which Board officers are elected and the meeting schedule is adopted. The following items of business require your consideration:

1. Election of Chair for 2023-2024
2. Election of the Vice Chair for 2023-2024
3. Election of the SFSC Foundation Liaison for 2023-2024

**SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES POLICIES**

**POLICY NO.** 2.02

**TITLE:** SOUTH FLORIDA STATE COLLEGE DISTRICT BOARD OF TRUSTEES

**LEGAL AUTHORITY:** FLORIDA CONSTITUTION  
ARTICLE 1, SECTION 9 AND ARTICLE IV, SECTION 7  
FLORIDA STATUTES: 1001.61-65, 112.313, 112.52

**OFFICE OF PRIMARY RESPONSIBILITY:** PRESIDENT'S OFFICE

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The South Florida State College (SFSC) District Board of Trustees is a body politic and corporate entity. The terms "District Board" or "Board" as used herein shall mean the SFSC District Board of Trustees, and its members.

The Board has been given the legal responsibility and authority over the institution to carry out all powers and perform all duties provided for in the Florida Statutes (FS) and the State Board of Education Rules but only when acting as a Board. No individual member or committee of the Board shall have the power to act on behalf of the Board, unless specifically and legally authorized to do so by action duly taken by the Board. In case of unusual circumstances, ad hoc committees of the Board will act on matters for which the committee is appointed, which action will be confirmed and approved at a regular Board meeting.

**A. General:**

The District Board shall consist of a certain number of members as required by appropriate governing law or rule.

The primary role of the Board is to establish policies that will allow the president to administer the College effectively and efficiently. The Board is the sole official policy-making body of the College. The Board shall be responsible for determining which programs and services are needed to serve the educational needs of the district and for determining the effectiveness and efficiency of the programs and services in meeting those needs. Additionally, the Board exercises fiduciary oversight of the institution by approving the College's annual budget and reviewing financial statements at each Board meeting.

The president and administration are responsible for operating the College under those policies through established administrative procedures and programs, and for advising the Board on such matters.



Members of the Board shall serve without compensation but shall be reimbursed for reasonable expenses incurred in connection with their service as members. Expenses of the members shall be reimbursed in accordance with policies and procedures established by the College.

To continually improve their knowledge of community colleges, Board members should commit themselves to attend conferences, seminars, and meetings that pertain to their responsibilities, duties, and powers.

Board members should maintain the highest levels of integrity in the performance of their duties. The Board shall act in unity and act on matters that represent a majority of Board members. The Board shall not be controlled by a minority of Board members or by organizations or institutions separate from it. Accordingly, all members of the Board shall avoid any conflict of interest or appearance of impropriety. Any member who has direct or indirect interest in any matter presented to the District Board shall notify the chair of the Board of that potential conflict and shall not participate in any discussion, decision, vote, or proceedings of the District Board in connection with that matter.

The Board is responsible for safeguarding the institution and its employees from outside parties or organizations who desire to influence decisions or Board policy creation that is not in the best interest of the institution. Board members should feel free to interact and discuss potential questionable matters with the College's Board attorney.

The members of the Board shall be covered under the College's indemnity insurance policies, to indemnify and protect the Trustees when damages are sought for alleged negligent or wrongful acts while acting in their capacity as members of the Board.

i. Meetings:

**Regular meetings:** Regular meetings of the Board shall be held in accordance with a schedule determined by the Board at its annual organizational meeting, or as necessary, to exercise their power and perform their duties. Notice of each regular meeting will be published in accordance with Florida Statutes.

**Organizational meetings:** The Board shall organize itself at the beginning of each fiscal year to select a chair, a vice chair, and other officers as deemed necessary, and to establish the dates, times, and location for its regular meetings.

**Special or emergency meetings:** Special or emergency meetings of the District Board may be called by the chair or by a majority of the members of the Board. Notice of special or emergency meetings will be made in accordance with Florida Statutes. No business shall be conducted or transacted in special

or emergency meetings other than that which pertains to the purpose of the special or emergency meetings as set forth in the notice.

Conduct of District Board meetings: Except as may be otherwise provided by Board policy, the conduct of the meetings shall be governed by *Roberts Rules of Order*.

A majority of the voting members of the Board shall constitute a quorum. The voting method shall be determined at the discretion of the Board chair.

Except in an emergency, as determined by the chair, the Board takes official action only on items which appear on the regular agenda. The agenda may be modified by a majority of the Board members present. The agenda may include a consent agenda with a variety of issues designed for one Board motion and vote. Upon request of any Board member, any issue may be removed from the consent agenda.

An individual or group may present an item for consideration by submitting the item in writing to the President's Office before noon, 14 days prior to a Board meeting, or at a time designated by the president. The Board chair may choose to recognize individuals or groups for public comment at such times designated on the approved agenda.

The District Board approves, disapproves, tables, or refers specific recommendations of the District Board to the president.

Complete and accurate minutes of each meeting shall be maintained in the President's Office.

Election of Board officers:

The Board officers elected by and from the Board of Trustees shall be a chairperson, a vice chairperson, and such other Board officers as may be determined by the Board. The Board officers shall be elected annually during the annual organizational meeting, or whenever a vacancy occurs, and at such other times as decided by the Board. Each Board officer shall hold office until the next annual organizational meeting or until a successor has been elected. The Board Chair is the officer who presides over the Board of Trustees.

Unless otherwise determined by the Board, the vice chairperson will assume the office of the chairperson whenever the term of the chairperson ends or a vacancy occurs, but only if the current vice chairperson is willing and able to assume the office of chairperson. Unless otherwise decided by the Board, a new vice chairperson will then be elected. To allow each Board member an opportunity to serve as a Board officer, it should be the practice to elect a vice chairperson who

has been a member of the Board for the longest period of time without serving as a chairperson.

Any officer of the Board of Trustees may be removed from office by a majority vote of the Board members present during any regular meeting in which a quorum is present, or during a special meeting called for that purpose in which a quorum is present.

D. Legal services to the Board:

The Board may appoint an attorney, who is not a member of the Board, to serve at the pleasure of the Board. The attorney shall render legal opinions, represent the Board in legal proceedings, review and prepare legal documents, and attend meetings of the Board. The attorney shall call the Board's attention to any action or proposed action which is contrary to federal, state, or local laws, or to the policies of the College, or to contracts between the College and any persons, association, corporation, or governmental entity.

E. Appointment, suspension, and removal of Board members:

Members of the District Board of Trustees of SFSC are appointed by the Governor of Florida and confirmed by the Senate in regular session in accordance with FS 1001.61 (2). The suspension and removal of a member of the District Board of Trustees of a Florida community college is governed by the procedures set forth in Article IV, Section 7 of the Florida Constitution and Title X, Chapter 112, Section 52, and Title XLVIII, Section 1001.61 (4) of the FS. Causes for suspension or removal are outlined in these provisions and due process is afforded the affected trustees as defined in the Florida Constitution Article I, Section 9.

**HISTORY: Last Reviewed 8/24/20**

**Issued by District Board of Trustees:** 8/10/84

**Reviewed:** 7/01/04/ 7/01/07, 6/27/12, 8/24/20

**Revised:** 8/20/87, 11/28/01, 12/10/08, 4/28/10, 1/29/20



OFFICE OF THE PRESIDENT

Item 6.2

PRESENT TO BOARD: AUGUST 16, 2023

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: DBOT POLICY 5.16 PROPOSED REVISIONS

Revisions to District Board of Trustees Policy 5.16 *Holiday, Overtime Pay, Compensatory Time, Call-In Pay, and the Minimum Wage* is presented for your approval. These revisions include two updates. This revision adds Memorial Day as a SFSC holiday. Memorial Day is considered a Federal Holiday, it is a holiday on the official college calendar for the 2023-24 year, and SFSC has routinely taken that Monday as a holiday. Further edits reduce the period of time compensatory time can be carried over between pay periods from four months to one pay cycle before it is paid out as overtime pay. This change provides for better tracking of compensatory time and ensure its use or payment.

Both the current and revised policies are provided to illustrate the recommended changes.

**SUGGESTED MOTION:**  
**Move to table approval of revision to current DBOT Policy 5.16 as presented.**

**SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES POLICIES**

**POLICY NO. 5.16**

**TITLE:** HOLIDAY, OVERTIME PAY, COMPENSATORY TIME, CALL-IN PAY,  
AND THE MINIMUM WAGE

**LEGAL AUTHORITY:** FLORIDA STATUTE 1001.64  
DETERMINED BY DISTRICT BOARD OF TRUSTEES

**OFFICE OF PRIMARY RESPONSIBILITY:** VICE PRESIDENT FOR  
ADMINISTRATIVE SERVICES/  
HUMAN RESOURCES

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The president is authorized to provide guidelines for the receipt of holiday pay, overtime pay, and a minimum wage rate per hour.

- A. The following recognized holidays are provided for employees of South Florida State College:
1. New Year's Day
  2. Martin Luther King Birthday
  3. Memorial Day
  4. Independence Day
  5. Labor Day
  6. Thanksgiving Day
  7. Christmas Day
  8. Such other days as specified in the College calendar approved annually by the Board of Trustees.
- B. Overtime pay, calculated at one and one-half times an employee's hourly rate for hours actually worked beyond 40 hours per week, shall be granted to non-exempt employees upon authorization of the president.
1. The hourly rate shall be determined by dividing the employee's annual salary by 2,080 hours.

2. In those instances in which compensatory time is earned, it shall be scheduled to be taken within the next pay cycle from the date it was earned and at a time approved by the immediate supervisor. If not used by the next pay date, it will be paid out as overtime pay.
- C. If a full-time, regular employee is out one or more days during a work week (even if due to a covered sick day(s) or annual leave) and he or she works in excess of his or her normal working hours, he or she will be reimbursed for extra hours on a straight time basis only.

Eligible employees who work overtime may choose to be paid for it or to receive compensatory time off. Employee selecting to take compensatory time off shall be eligible for such compensatory time at the rate of one and one-half times the hours worked. The supervisor may authorize overtime pay or compensatory time, whichever is in the best interest of the College.

Compensatory time off shall be taken within the next pay cycle following the date it was earned and at a time approved by the supervisor. Supervisors will be responsible for tracking each employee's compensatory time.

- D. Call-in pay: An employee, eligible for overtime or compensatory time, who has completed work and left the College premises, and who is later called in and reports to work before the start of the next regularly scheduled shift, shall be eligible for call-in pay and guaranteed three hours of work or pay even if the actual working time is less than three hours.
1. The employee will be compensated at a straight-time rate (i.e., not at an overtime rate).
  2. The employee must complete a timesheet and indicate the day when call-in pay was earned. The timesheet must be approved by the immediate supervisor.
  3. An employee called into work earlier than normal, who remains to complete a shift, shall not be eligible for call-in pay.
  4. Multiple call-ins between regularly scheduled shifts will all count as one call-in until the individual works more than the guaranteed three hours of work or pay.
- E. The College shall endeavor to pay the minimum wage, subject to financial considerations, as established by the Fair Labor Standards Act.

**HISTORY: Last Revised xx/xx/xx**

**Issued by District Board of Trustees:** 8/10/84

**Reviewed:** 7/1/04, 7/1/07, 7/22/09, 6/27/12, 11/12/19

**Revised:** 8/21/88, 9/26/01, xx/xx/xx

**SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES POLICIES**

**POLICY NO. 5.16**

**TITLE:** HOLIDAY, OVERTIME PAY, COMPENSATORY TIME, CALL-IN PAY,  
AND THE MINIMUM WAGE

**LEGAL AUTHORITY:** FLORIDA STATUTE 1001.64  
DETERMINED BY DISTRICT BOARD OF TRUSTEES

**OFFICE OF PRIMARY RESPONSIBILITY:** VICE PRESIDENT FOR  
ADMINISTRATIVE SERVICES/  
HUMAN RESOURCES

---

The president is authorized to provide guidelines for the receipt of holiday pay, overtime pay, and a minimum wage rate per hour.

- A. The following recognized holidays are provided for employees of South Florida State College:
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  3. Memorial Day
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  6. Thanksgiving Day
  7. Christmas Day
  8. Such other days as specified in the College calendar approved annually by the Board of Trustees.
- B. Overtime pay, calculated at one and one-half times an employee's hourly rate for hours actually worked beyond 40 hours per week, shall be granted to ~~career and non-exempt professional~~ employees upon authorization of the president.
1. The hourly rate shall be determined by dividing the employee's annual salary by 2,080 hours.

2. In those instances in which compensatory time is earned, it shall be scheduled to be taken within ~~four months following the~~ the next pay cycle from the date it was earned and at a time approved by the immediate supervisor. If not used by the next pay date, it will be paid out as overtime pay.
- C. If a full-time, regular employee is out one or more days during a work week (even if due to a covered sick day(s) or annual leave) and he or she works in excess of his or her normal working hours, he or she will be reimbursed for extra hours on a straight time basis only.
- Eligible employees who work overtime may choose to be paid for it or to receive compensatory time off. Employee selecting to take compensatory time off shall be eligible for such compensatory time at the rate of one and one-half times the hours worked. The supervisor will may authorize overtime pay or compensatory time, whichever is in the best interest of the College. Compensatory time off shall be taken within ~~four months~~ the next pay cycle following the date it was earned and at a time approved by the supervisor. Supervisors will be responsible for tracking each employee's compensatory time. ~~If compensatory time is not able to be used due to no fault of the employee, such as turnover or projects, during the time frame noted above the individual will be paid out for their time or the time to use may be extended up to two additional months.~~
- D. Call-in pay: An employee, eligible for overtime or compensatory time, who has completed work and left the College premises, and who is later called in and reports to work before the start of the next regularly scheduled shift, shall be eligible for call-in pay and guaranteed three hours of work or pay even if the actual working time is less than three hours.
1. The employee will be compensated at a straight-time rate (i.e., not at an overtime rate).
  2. The employee must complete a timesheet and indicate the day when call-in pay was earned. The timesheet must be approved by the immediate supervisor.
  3. An employee called into work earlier than normal, who remains to complete a shift, shall not be eligible for call-in pay.
  4. Multiple call-ins between regularly scheduled shifts will all count as one call-in until the individual works more than the guaranteed three hours of work or pay.
- E. The College shall endeavor to pay the minimum wage, subject to financial considerations, as established by the Fair Labor Standards Act.

**HISTORY:** Last ~~Reviewed-Revised 11/12/19xx/xx/xx~~




**Issued by District Board of Trustees:** 8/10/84  
**Reviewed:** 7/1/04, 7/1/07, 7/22/09, 6/27/12, 11/12/19  
**Revised:** 8/21/88, 9/26/01, xx/xx/xx



OFFICE OF THE PRESIDENT

Item 6.3

PRESENT TO BOARD: AUGUST 16, 2023  
TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
FROM: FRED HAWKINS   
SUBJECT: APPROVAL OF NEW DBOT POLICY 2.22

New District Board of Trustees Policy 2.22, *Public Records* is presented for your adoption. This Policy defines public records, identifies confidential and/or exempt records, and clarifies the relationship of public records to personally owned devices in accordance with Florida Statute 119.07. The adoption of this policy will allow SFSC administration to establish a procedure for maintaining and responding to requests for public records, while also protecting those records that are exempt from Florida’s public records laws and/or protected from public disclosure by state or federal law.

**SUGGESTED MOTION:**  
**Move to table adoption of DBOT Policy 2.22 as presented.**

**OUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES POLICIES**

**POLICY NO. 2.22**

**TITLE:** PUBLIC RECORDS

**LEGAL AUTHORITY:** FLORIDA STATUTE 119.07

**OFFICE OF PRIMARY RESPONSIBILITY:** VICE PRESIDENT FOR  
ADMINISTRATIVE SERVICES

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The College president is the records custodian over all College records. The president may designate co-records custodians at his or her discretion.

Public Records are: All documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by the College which are used to perpetuate, communicate, or formalize knowledge.

Public records in South Florida State College's custody shall be open for inspection by any person, at a reasonable time and under reasonable conditions, and South Florida State College and its respective custodians of public records, shall furnish copies of public records upon payment of a charge, where authorized by law, for the cost of duplication and/or labor.

Common confidential records and/or public record exemptions include but are not limited to student educational records, medical/psychological records and other personally identifiable medical information, limited access records, including but not limited to academic evaluations, faculty performance evaluations, performance scores, and promotion or tenure, social security numbers, certain personnel, benefit and payroll records, certain safety and security and information technology procedures, audits and plans, records of the College's direct-support organizations, trade secrets, bank account, credit/debit card information and/or other financial information, and deferred compensation and retirement account activities. Documents that are confidential and exempt from public records law will not be produced.

Ownership of the device, machine, or account in which a record is created is irrelevant to whether the record is a public record. For example, if an employee communicates regarding official business through a personal email account, those messages will be public records, assuming the messages otherwise meet the definition of public records. Certain documents, even when created in the course of conducting official business, do not perpetuate or formalize knowledge and, therefore, are not public records. For example, transitory messages, which

generally include such things as voicemail or phone messages, self-sticking notes, and email messages with short-lived or no administrative value. Notes or drafts created by an employee for their personal use are not public records, even when created for work purposes, as long as these personal notes or drafts are neither shared with anyone nor intended as final evidence of the matter to be recorded.

**HISTORY: Adopted:** xx/xx/xx

**Issued by District Board of Trustees:** x/xx/xx

**Reviewed:**

**Revised:**

## **7.0 Academic and Student Matters**

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



OFFICE OF THE PRESIDENT

Item 8.1

PRESENT TO BOARD: AUGUST 16, 2023

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: DESOTO CAMPUS EASEMENT

In September 2022 the Board approved an easement through a portion of the College’s DeSoto Campus property for the purpose of construction of a sanitary sewer line for a 56-unit elderly rental development, Arcadia Landings, located off E. Gibson Street adjacent to campus. More recently, we have been approached by Florida Power and Light requesting an easement to “lay cable and conduit within the easement area and to operate the same for communications purposes, the right of ingress and egress to the easement area at all times, the right to trim and cut and keep trimmed and cut all dead, weak, leaning or dangerous trees or limbs outside of the easement area.” The easement area is a space approximately ten (10) feet wide and lying 5 feet on each side of and continuous with the centerline.

**SUGGESTED MOTION:**  
**Move to approve granting of an easement to Florida Power and Light for the purpose of running power lines to Arcadia Landings as presented.**

Work Request No. 12355802

Sec. 30, Twp 37 S, Rge 25 E

Parcel I.D. \_\_\_\_\_  
(Maintained by County Appraiser)

# EASEMENT (BUSINESS)

This Instrument Prepared By

Name: Jane Wolford  
Co. Name: Florida Power and Light Co.  
Address: 2245 Murphy Ct  
North Port, FL, 34289

The undersigned, in consideration of the payment of \$1.00 and other good and valuable consideration, the adequacy and receipt of which is hereby acknowledged, grant and give to Florida Power & Light Company, its affiliates, licensees, agents, successors, and assigns ("FPL"), a non-exclusive easement forever for the construction, operation and maintenance of overhead and underground electric utility facilities (including wires, poles, guys, cables, conduits and appurtenant equipment) to be installed from time to time; with the right to reconstruct, improve, add to, enlarge, change the voltage as well as the size of, and remove such facilities or any of them within an easement described as follows:

Reserved for Circuit Court

See Exhibit "A" ("Easement Area")

Together with the right to permit any other person, firm, or corporation to attach wires to any facilities hereunder and lay cable and conduit within the Easement Area and to operate the same for communications purposes; the right of ingress and egress to the Easement Area at all times; the right to clear the land and keep it cleared of all trees, undergrowth and other obstructions within the Easement Area; the right to trim and cut and keep trimmed and cut all dead, weak, leaning or dangerous trees or limbs outside of the Easement Area, which might interfere with or fall upon the lines or systems of communications or power transmission or distribution; and further grants, to the fullest extent the undersigned has the power to grant, if at all, the rights hereinabove granted on the Easement Area heretofore described, over, along, under and across the roads, streets or highways adjoining or through said Easement Area.

IN WITNESS WHEREOF, the undersigned has signed and sealed this instrument on \_\_\_\_\_, 20\_\_.

Signed, sealed and delivered in the presence of:

\_\_\_\_\_  
(Witness' Signature)

Print Name: \_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Witness' Signature)

Print Name: \_\_\_\_\_  
(Witness)

\_\_\_\_\_  
By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Address: \_\_\_\_\_

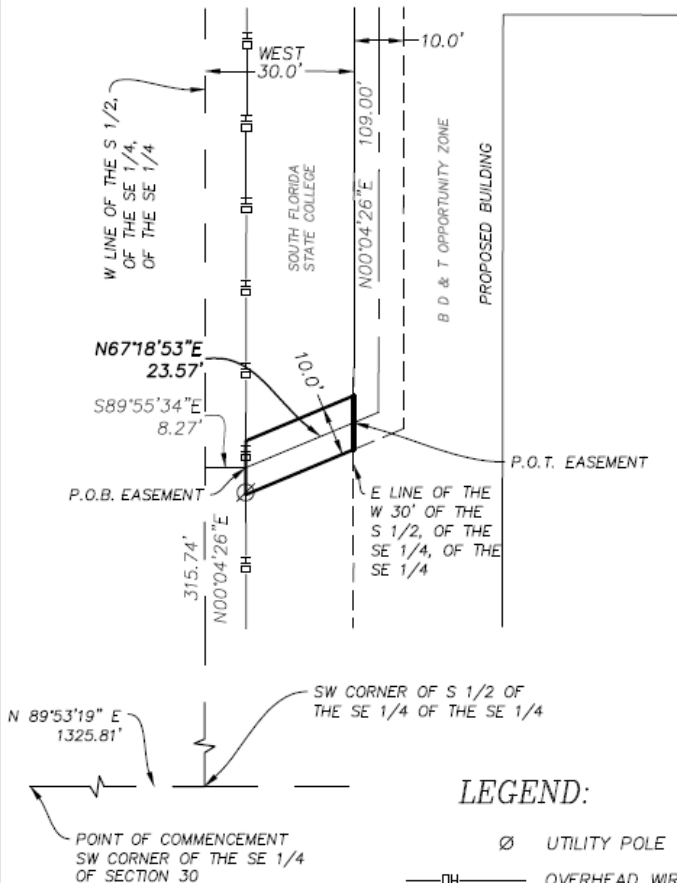
STATE OF \_\_\_\_\_ AND COUNTY OF \_\_\_\_\_. The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_, the \_\_\_\_\_ of \_\_\_\_\_ a \_\_\_\_\_, who is personally known to me or has produced \_\_\_\_\_ as identification, and who did (did not) take an oath.  
(Type of Identification)

My Commission Expires:

\_\_\_\_\_  
Notary Public, Signature

Print Name \_\_\_\_\_





**LEGEND:**

- Ø UTILITY POLE
- OH— OVERHEAD WIRE
- P.O.B. POINT OF BEGINNING
- P.O.T. POINT OF TERMINATION
- FPL FLORIDA POWER AND LIGHT

**LEGAL DESCRIPTION:**

A parcel of land in Section 30, Township 37 South, Range 25 East, DeSoto County, Florida, being 10 feet wide and lying 5 feet on each side of and continuous with the following described centerline:

Commence at Southwest corner of the Southeast 1/4 of said Section 30; thence N 89°53'19" E along the South line of said Section 30 a distance of 1325.81 feet to the Southwest corner of the South 1/2 of the Southeast 1/4 of the Southeast 1/4 of said Section 30; thence N 00°04'46" E along the West line of said South 1/2 of the Southeast 1/4 of the Southeast 1/4 a distance of 315.74 feet; thence S 89°55'34" E a distance of 8.27 feet to the Point of Beginning; thence N 67°18'53" E a distance of 23.57 feet to the East line of the West 30 feet of said South 1/2 of the Southeast 1/4 of the Southeast 1/4 and the Point of Termination.

The side lines of said easement shall begin at the centerline of an existing North-South running power line and shall end at the East line of the West 30 feet of the South 1/2 of the Southeast 1/4 of the Southeast 1/4 of said Section 30.

**SURVEYOR'S NOTES:**

- 1.) North and the Bearings shown hereon are referenced to the West Zone of the Florida State Plane Coordinate System, North American Datum of 1983 (NAD 83) 2011 Adjustment. The basis of bearings is North 89°53'19" East along the south line of Section 30, Township 37 South, Range 25 East.
- 2.) The legal description shown hereon was prepared by 30 South LLC based on information and CAD design plans provided by the client and a previous survey by 30 South, LLC., project 16, Drawing Number 186. THIS IS NOT A BOUNDARY SURVEY.

**John M Clyatt**

JOHN M. CLYATT, P.S.M.  
FLORIDA REGISTRATION No. 4092

Digitally signed by John M Clyatt

30 SOUTH, LLC.  
FLORIDA REGISTRATION No. LB 8474



1 INCH = 30 FEET  
GRAPHIC & INTENDED DISPLAY SCALE



30 SOUTH, LLC.  
425 SOUTH FIRST AVENUE  
BARTON, FLORIDA 33836  
PHONE (863)-800-3530  
LICENSED BUSINESS No. LB 8474

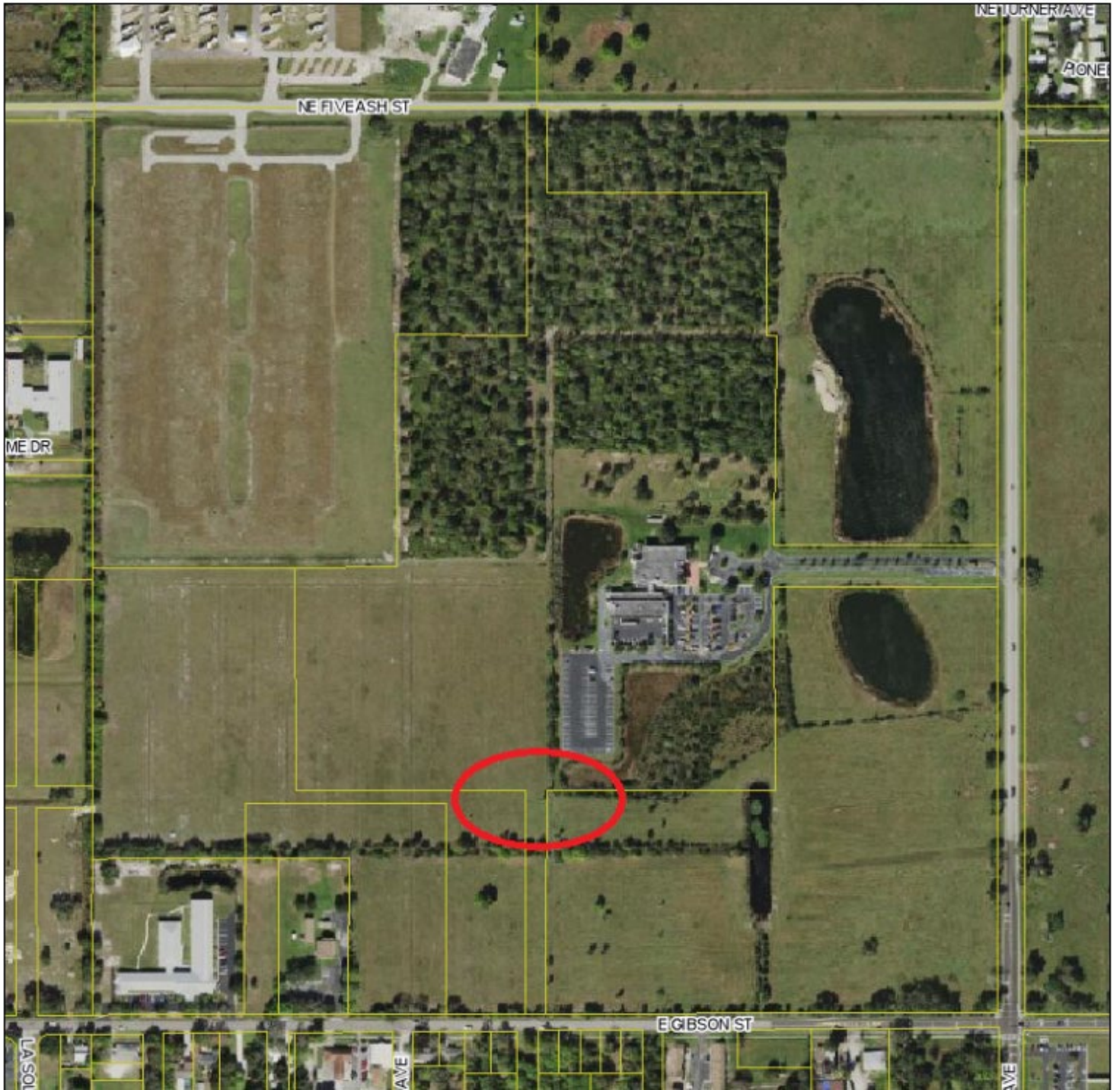


DESCRIPTION SKETCH  
FOR UTILITY EASEMENT  
LOCATED IN SECTION 30, TOWNSHIP 37 S,  
RANGE 25 E, DESOTO COUNTY, FL.

NOT VALID WITHOUT THE ORIGINAL SIGNATURE AND THE RAISED SEAL OR THE ELECTRONIC AND COMPUTER GENERATED SEAL OF A LICENSED SURVEYOR AND MAPPER

Project No.:	16-1	Date	Approved	REVISION
Horiz. Scale:	1" = 30'	F.I.	5/17/23	First Issue
DWG. Name:	16-1 FPL2		EMP	
Drawn By:	NQP			
Field Bk / Pg.:	N/A			
Drawing No.:	288			

PLOTTED: Thursday, May 18, 2023



***9.0 Reports***



OFFICE OF THE PRESIDENT

Item 9.1

PRESENT TO BOARD: AUGUST 16, 2023

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

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 June 2023.

**SOUTH FLORIDA STATE COLLEGE  
FINANCIAL SUMMARY  
FISCAL YEAR 2022-23  
As of June 30, 2023 (preliminary)**

	Budgeted Annual Revenue	Recorded Year To Date	% Recorded of Annual	Recorded Prior Year To Date	% Recorded Prior Year
Student Fees	\$ 4,956,703	\$ 5,054,401	102%	\$ 4,814,705	98%
State Funding	22,272,306	22,268,036	100%	\$ 20,597,286	100%
Other Revenue	2,152,519	1,983,377	92%	1,441,120	73%
Total Revenue	<b>\$ 29,381,528</b>	<b>\$ 29,305,815</b>	<b>100%</b>	<b>\$ 26,853,112</b>	<b>98%</b>

	Budgeted Annual Expenditures	Expenditures Year To Date	% Expended of Annual	Expenditures Prior Year To Date	% Expended Prior Year
Salaries	\$ 22,719,912	\$ 20,245,505	89%	\$ 17,010,594	84%
Current Expense	8,267,098	8,639,269	105%	6,727,887	97%
Capital Outlay	885,627	662,443	75%	183,549	16%
Total Expenditures	<b>\$ 31,872,637</b>	<b>\$ 29,547,217</b>	<b>93%</b>	<b>\$ 23,922,030</b>	<b>84%</b>

<b>South Florida State College Fund Balance Summary Projection 2022-23 Fiscal Year (preliminary)</b>	
Fund Balance Carryforward from Fiscal Year 2021-22	
Unallocated Fund Balance	\$ 6,168,590
Reserve for Encumbrances	500,098
Total Fund Balance Available for FY 2022-23	\$ 6,668,688
Plus	
Actual Revenue to Date	\$ 29,305,815
Projected Additional Revenue	\$ -
Total Revenue	\$ 29,305,815
Total Projected Funds Available	
\$ 35,974,503	
Minus	
Actual Expenditures to Date	\$ 29,547,217
Projected Additional Expenditures	\$ -
Total Projected Expenditures	\$ 29,547,217
Total Projected Fund Balance Available for FY 2022-23	
\$ 6,427,285	
Less: Encumbrances and Board Designations	
\$ 250,000	
Total Projected Fund Balance Unallocated for FY 2022-23	
\$ 6,177,285	
Projected Unallocated Fund Balance Percentage:	
17.17%	

South Florida State College  
Budget to Actual  
Fiscal Year 2022-23 and Fiscal Year 2021-22  
As of June 30, 2023 (preliminary)

	Recorded				Recorded		
	Budget FY 22-23	06/30/2023	% Recorded		Budget FY 21-22	06/30/2022	% Recorded
<b>Revenue:</b>							
Tuition	\$ 3,420,780	\$ 3,543,336	104%	\$ 3,546,347	\$ 3,352,934	95%	
Student Fees	1,535,923	1,511,065	98%	1,361,793	1,461,771	107%	
State Support - FSCPF	18,810,711	18,806,441	100%	17,785,528	17,797,528	100%	
State Support - Lottery	3,461,595	3,461,595	100%	2,799,758	2,799,758	100%	
Other Revenue	2,152,519	1,983,377	92%	1,969,207	1,441,120	73%	
<b>Total Revenue</b>	<b>\$ 29,381,528</b>	<b>\$ 29,305,815</b>	<b>100%</b>	<b>\$ 27,462,633</b>	<b>\$ 26,853,112</b>	<b>98%</b>	
<b>Expenses:</b>							
	Expended				Recorded		
	Budget FY 22-23	06/30/2023	% Expend		Budget FY 21-22	06/30/2022	% Expend
<b>Personnel Expenses:</b>							
Salary Expense	\$ 16,854,660	\$ 15,077,713	89%	\$ 14,650,404	\$ 13,892,134	95%	
Fringe Benefits	5,865,252	5,167,791	88%	5,608,621	3,118,460	56%	
<b>Sub Total</b>	<b>\$ 22,719,912</b>	<b>\$ 20,245,505</b>	<b>89%</b>	<b>\$ 20,259,025</b>	<b>\$ 17,010,594</b>	<b>84%</b>	
<b>Other Expenses:</b>							
Travel	\$ 273,600	\$ 215,162	79%	\$ 274,749	\$ 153,113	56%	
Postage & Telephone	183,287	246,146	134%	128,183	83,738	65%	
Printing	38,510	14,127	37%	18,612	45,584	245%	
Repairs & Maintenance	1,668,199	1,807,218	108%	1,437,238	1,467,725	102%	
Rental & Insurance	702,000	1,041,386	148%	703,339	1,291,258	184%	
Utilities	1,776,758	1,828,437	103%	1,654,766	1,536,552	93%	
Services	1,180,567	1,074,898	91%	962,871	749,102	78%	
Supplies & Subscriptions	2,257,427	2,307,648	102%	1,364,897	1,324,100	97%	
Other Expenses	186,750	104,246	56%	399,280	76,715	19%	
<b>Sub Total:</b>	<b>\$ 8,267,098</b>	<b>\$ 8,639,269</b>	<b>105%</b>	<b>\$ 6,943,936</b>	<b>\$ 6,727,887</b>	<b>97%</b>	
<b>Capital Outlay:</b>	<b>\$ 885,627</b>	<b>\$ 662,443</b>	<b>75%</b>	<b>\$ 1,157,652</b>	<b>\$ 183,549</b>	<b>16%</b>	
<b>Total Expenses</b>	<b>\$ 31,872,637</b>	<b>\$ 29,547,217</b>	<b>93%</b>	<b>\$ 28,360,613</b>	<b>\$ 23,922,030</b>	<b>84%</b>	
<b>Revenue Over (Under) Expenses</b>	<b>\$ (2,491,109)</b>	<b>\$ (241,402)</b>		<b>\$ (897,980)</b>	<b>\$ 2,931,082</b>		

**Additional Information:**

1. Tuition and fee revenues are generally collected in the following manner: 43% Fall (Aug. - Oct.), 42% Spring (Nov. - Jan.), 15% Summer (April - May).
2. State Support (FSCPF & Lottery) is distributed evenly over 12 months.
3. Other Revenues vary throughout the year.
4. Salaries: Full-time regular employees are paid equally over 12 months. Part-time instructors are paid based on class load.
5. Current expenses remain constant from month-to-month.
6. Capital expenses vary throughout the year but do not have a significant impact on total expenses.

**RESTRICTED, AUXILIARY AND PLANT FUNDS**  
**STATEMENT OF REVENUES, EXPENDITURES, AND OTHER CHANGES**  
**As of June 30, 2023 (preliminary)**

	<b>Current Fund</b>				<b>Unexpended</b>	
	<b>Restricted</b>	<b>Auxiliary Fund</b>	<b>Loan Fund</b>	<b>Scholarships</b>	<b>Plant</b>	
<b><u>REVENUE</u></b>						
Student Fees	\$ 297,270	\$ -	\$ -	\$ 262,612	\$ 337,086	
Local Support	200,000	-	-	-	-	
State Support	177,331	-	-	589,062	6,653,831	
Federal Support	-	-	-	6,096,818	-	
Gifts & Contracts	7,246,586	-	-	-	-	
Sales	-	2,062,960	-	-	-	
Insurance Proceeds	-	-	-	-	7,268,523	
Other Revenue	138,900	54,993	2,641	(1,272)	116,550	
<b>TOTAL REVENUE</b>	<b>\$ 8,060,087</b>	<b>\$ 2,117,953</b>	<b>\$ 2,641</b>	<b>\$ 6,947,220</b>	<b>\$ 14,375,989</b>	
<b><u>EXPENDITURES</u></b>						
<b><u>Personnel Expenditures</u></b>						
Full Time	\$ 1,192,342	\$ 254,848	\$ -	\$ -	\$ 517	
Part Time	376,218	145,867	-	128	8,924	
Fringe Benefits	510,942	146,294	-	25	4,071	
<b>Subtotal</b>	<b>\$ 2,079,503</b>	<b>\$ 547,009</b>	<b>\$ -</b>	<b>\$ 153</b>	<b>\$ 13,512</b>	
<b><u>Other Expenses</u></b>						
Travel	\$ 97,981	\$ 44,452	\$ -	\$ 2,219	\$ -	
Postage & Telephone	1,611	6,579	-	-	-	
Printing	6,752	5,004	-	-	-	
Repairs & Maintenance	884,659	11,204	-	-	4,619,754	
Rental & Insurance	10,078	18,657	-	-	4,175	
Utilities	366	3,983	-	-	-	
Services	1,053,100	909,366	-	-	24,454	
Materials & Supplies	1,432,336	235,437	-	-	127,781	
Cost of Goods Sold	-	369,097	-	-	-	
Scholarships & Waivers	165,173	-	-	6,908,047	-	
Transfers to Other Funds	-	280,000	-	-	-	
Other Expenses	274,236	3,018	-	12,259	-	
<b>Subtotal</b>	<b>\$ 3,926,292</b>	<b>\$ 1,886,797</b>	<b>\$ -</b>	<b>\$ 6,922,525</b>	<b>\$ 4,776,164</b>	
<b><u>Capital Outlay</u></b>						
Furniture & Equipment	\$ 2,072,074	\$ 7,777	\$ -	\$ -	\$ 124,208	
Renovating & Remodeling	33,149	-	-	-	2,913,022	
<b>Subtotal</b>	<b>\$ 2,105,224</b>	<b>\$ 7,777</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,037,229</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ 8,111,018</b>	<b>\$ 2,441,583</b>	<b>\$ -</b>	<b>\$ 6,922,678</b>	<b>\$ 7,826,905</b>	
<b>NET INCREASE (DECREASE) IN FUND BALANCE</b>	<b>\$ (50,931)</b>	<b>\$ (323,630)</b>	<b>\$ 2,641</b>	<b>\$ 24,542</b>	<b>\$ 6,549,084</b>	

**SOUTH FLORIDA STATE COLLEGE**  
**BALANCE SHEET - ALL FUNDS**  
As of June 30, 2023 (preliminary)

	Current Fund		Loan Fund	Scholarships	Unexpended		Totals
	Restricted	Auxiliary Fund			Plant	Invested in Plant	
<b><u>ASSETS</u></b>							
Cash/Cash Equivalents	\$ (804,520)	\$ 421,631	\$ 1,174	\$ 209,325	\$ 2,953,898	\$ -	\$ 2,781,508
Accounts Receivable, Net	\$ 1,790,645	\$ -		\$ 7,942	\$ 6,617,799		\$ 8,416,386
Investments		\$ 1,245,365	\$ 67,845		\$ 2,993,639		\$ 4,306,849
Capital Lease, Net							\$ -
Land						\$ 2,477,518	\$ 2,477,518
Buildings, Net						\$ 43,269,624	\$ 43,269,624
Other, Structures & Improvements, Net						\$ 66,942	\$ 66,942
Furniture & Equipment, Net						\$ 3,410,709	\$ 3,410,709
Data Software - Perpetual Licenses						\$ 579,029	\$ 579,029
Artwork						\$ 567,877	\$ 567,877
Construction in Progress							\$ -
Other		\$ 58,388					\$ 58,388
<b>TOTAL ASSETS</b>	<b>\$ 986,125</b>	<b>\$ 1,725,384</b>	<b>\$ 69,019</b>	<b>\$ 217,267</b>	<b>\$ 12,565,336</b>	<b>\$ 50,371,699</b>	<b>\$ 65,934,830</b>
<b><u>LIABILITIES AND FUND BALANCE</u></b>							
<b><u>Liabilities</u></b>							
Accounts Payable	\$ 765,280	\$ 28,499	\$ -	\$ -	\$ 169,505	\$ -	\$ 963,285
Compensated Leave Payable							\$ -
Retainage Payable							\$ -
Unearned Revenue		\$ 95,004					\$ 95,004
Salaries & Benefits Payable							\$ -
<b>Total Liabilities</b>	<b>\$ 765,280</b>	<b>\$ 123,503</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 169,505</b>	<b>\$ -</b>	<b>\$ 1,058,289</b>
<b><u>Fund Balance:</u></b>							
Fund Balance (estimated)	\$ 250,776	\$ 1,925,481	\$ 66,378	\$ 192,725	\$ 5,846,746	\$ -	\$ 8,282,106
Investment in Plant						\$ 50,388,135	\$ 50,388,134
Change in Fund Balance (YTD)	\$ (50,931)	\$ (323,600)	\$ 2,641	\$ 24,542	\$ 6,549,084	\$ (16,436)	\$ 6,185,301
<b>Total Fund Balance</b>	<b>\$ 199,845</b>	<b>\$ 1,601,881</b>	<b>\$ 69,019</b>	<b>\$ 217,267</b>	<b>\$ 12,395,830</b>	<b>\$ 50,371,699</b>	<b>\$ 64,855,541</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$ 965,125</b>	<b>\$ 1,725,384</b>	<b>\$ 69,019</b>	<b>\$ 217,267</b>	<b>\$ 12,565,336</b>	<b>\$ 50,371,699</b>	<b>\$ 65,913,830</b>





OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: AUGUST 16, 2023

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: RESOURCE DEVELOPMENT 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 June 2023 meeting of the College District Board of Trustees. The included dates are June 1, 2023 through July 31, 2023. The total amount reported is \$61,983.00.

**II. Resource Development Update**

- a. Student Housing DSO
- b. Estate donation
- c. Grants Department Change
- d. Florida Council Resource Development

**South Florida State College Foundation**  
**Gift Summary Report 06/01/2023 - 07/31/2023**

<b>Fund ID</b>	<b>Fund Description</b>	<b>Gift Count</b>	<b>Cash</b>	<b>Pledges</b>	<b>Stocks/Other</b>	<b>Total</b>
1000	Unrestricted	25	\$50,292.00	\$0.00	\$0.00	\$50,292.00
5011	SFSC General Scholarship	11	\$190.00	\$0.00	\$0.00	\$190.00
5025	General Nursing Scholarship	2	\$1.50	\$0.00	\$0.00	\$1.50
5029	Zenon C.R. Hansen Memorial	1	\$6,000.00	\$0.00	\$0.00	\$6,000.00
5031	SFSC Community Fund	3	\$20.50	\$0.00	\$0.00	\$20.50
5032	SFSC Library Donations	4	\$64.00	\$0.00	\$0.00	\$64.00
5045	Athletic Booster Club	8	\$70.00	\$0.00	\$0.00	\$70.00
5095	Dental Programs	2	\$50.00	\$0.00	\$0.00	\$50.00
5110	Highlands County Bar Association Scholarship	2	\$5,025.00	\$0.00	\$0.00	\$5,025.00
5158	TSIC Scholarships	10	\$130.00	\$0.00	\$0.00	\$130.00
6005	Partnership Project	6	\$140.00	\$0.00	\$0.00	\$140.00
<b>Grand Totals:</b>		<b>74</b>	<b>\$61,983.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$61,983.00</b>
	<b>74 Gift(s) listed</b>					
	<b>33 Donor(s) listed</b>					

# Grant Awards

**Grant** Presenting the Performing Arts in Rural Florida

**Amount Awarded** \$31,010

**Department** Cultural Programs

**Description** Funds are provided to support performance costs at the Alan Jay Wildstein Center for the Performing Arts.