



**SFSC  
District Board of Trustees  
Regular Meeting  
September 20, 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: SEPTEMBER 20, 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 September 20, 2023 be adopted.

**SUGGESTED MOTION:**

**Move to adopt the agenda of the regular meeting of September 20, 2023 as presented.**

**REGULAR MEETING AGENDA  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
HIGHLANDS CAMPUS  
SEPTEMBER 20, 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 – August 16, 2023
  - 1.3 Review of Master Calendar
- 2.0 Communications, Introductions, and Recognition
  - 2.1 New Employee Introductions
  - 2.2 Employee Retirement Acknowledgement
- 3.0 Public Comment
- 4.0 Presentations
- 5.0 Consent Agenda Action Items
  - 5.1 Personnel Actions
  - 5.2 Agreements and Contracts
    - 5.2.1 Dual Enrollment Agreement – Arcadia Christian Academy
  - 5.3 Operating Actions
    - 5.3.1 Monthly Accounts Payable & Payroll Check Register
    - 5.3.2 Property Deletion
- 6.0 Planning and Policy Issues
  - 6.1 Policy 5.16 Holiday, Overtime Pay, Compensatory Time, Call-In Pay, and the Minimum Wage
  - 6.2 Policy 2.22 Public Records
  - 6.3 Institutional Accreditation
- 7.0 Academic and Student Matters
- 8.0 Other Action Items
  - 8.1 Carryforward Balance Spending Plan
  - 8.2 Textbook And Instructional Materials Affordability
- 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: SEPTEMBER 20, 2023

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: MINUTES – REGULAR MEETING – AUGUST 16, 2023

It is recommended that the minutes of the regular meeting held August 16, 2023 be approved as presented.

**SUGGESTED MOTION:**

**Move to approve the minutes of the August 16, 2023 regular meeting as presented.**

**MEETING MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
AUGUST 16, 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  
Mr. Fred Hawkins, President/Secretary  
Mrs. Pamela T. Karlson, College Attorney

<b>Staff Present:</b>	Ms. Sarah Alfaro	Ms. Hirell Bell	Dr. Mark Bukowski
	Dr. Kathleen Cappel	Mr. Peter Elliott	Mr. Edgar Eugenio-Badillo
	Dr. Brent Ferns	Ms. Cindy Garren	Ms. Michele Hall
	Dr. Michele Heston	Mr. Don Kesterson	Mrs. Melissa Kuehnle
	Mr. Brian LaFleur	Mr. Keith Loweke	Ms. Taylor Massey
	Mr. Jeff Miller	Ms. Megan Togno	Ms. Jennifer Tollison
	Dr. Chris van der Kaay	Mrs. Teresa Vorous	Mrs. June Weyrauch
	Ms. Josie Wilson		

**Excused:** Mrs. Jamie Bateman Mrs. Ashley Bennett Dr. James Hawker

The regular meeting of the District Board of Trustees was called to order at 1:00 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 Mrs. Cullens, to adopt the agenda of the regular meeting as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

**1.2 Approval of Minutes**

**1.2.1 Regular Meeting Minutes**

**Mrs. Cullens made a motion, seconded by Mr. Backer, to approve the minutes of the regular meeting held June 21, 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.**

**1.3 Review of Master Calendar**

Mr. Atchley discussed the proposed 2023-2024 South Florida State College District Board Trustees Meeting Schedule with the Board. The Board reviewed the dates with their schedules for any conflicts. The Master Calendar was reviewed. No changes were recommended by the Board.

*(EXHIBIT "A")*

**Mr. Backer made a motion, seconded by Mr. Cullens, to approve the South Florida State College District Board of Trustees Meeting Schedule for the 2023-2024 academic 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.**

**2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS**

**2.1 New Employee Introduction**

The following new employees were introduced:

Employee	Position	Supervisor	Hired
Megan Togno	Assistant Registrar, Customer Service and Records	Michele Hall	05/10/23
Hirell Bell	Staff Assistant I, Human Resources	Don Kesterson	05/15/23
Sarah Alfaro	Case Manager, Farmworker Career Development Program	Brent Ferns	05/16/23
Josie Wilson	Staff Assistant I – Lake Placid	Jennifer Tollison	05/17/23
Edgar Eugenio-Badillo	Case Data Specialist, Farmworker Career Development Program	Brent Ferns	05/30/23
Brian LaFleur	Grounds Maintenance	Jefferey Miller	05/31/23

**2.2 Employee Retirement Acknowledgements**

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

**Mr. Backer made a motion, seconded by Mrs. Cullens, to recognize the retirement of Santiago Caro 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, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

**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 faculty; full-time professional staff; full-time career staff; resignations; and adjunct faculty for the 2022-23, academic year as needed as presented.

*(EXHIBIT "B")*

**5.2 Agreements and Contracts**

**5.2.1** Approved the lease agreement with Lester and Bunny Copeland as presented.

*(EXHIBIT "C")*

**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 June 2023.

*(EXHIBIT "D")*

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

**6.0 PLANNING AND POLICY ISSUES**

**6.1 Reorganization of the Board**

Following the District Board of Trustees Policy 2.02, **Mrs. Karlson, Board Attorney called for nominations to serve as the 2023-2024 District Board of Trustees Chair. Mr. Backer moved and Mr. Bryan seconded the nomination of Mr. Atchley to remain as Chair for 2023-24. Mrs. Karlson asked if there were any other nominations. There being none, Mrs. Karlson then called for a vote.** Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. Mr. Atchley abstained. **Motion carried by unanimous vote.**

**Mrs. Karlson called for nominations to serve as the 2023-2024 District Board of Trustees Vice Chair. In following District Board of Trustees Policy 2.02, Mrs. Rider moved and Mrs. Cullens seconded the nomination of Mr. Backer to remain Vice Chair for 2023-24. Mrs. Karlson asked if there were any other nominations. There being none, Mrs. Karlson then called for a vote.** Those voting in favor of the motion were Mr. Atchley, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. Mr. Backer abstained. **Motion carried by unanimous vote.**

**Mrs. Karlson called for nominations to serve as the 2023-2024 SFSC Foundation Liaison. Mrs. Rider stated if no others wanted to serve, she would serve as the SFSC Foundation Liaison. Mr. Bryan moved and Mrs. Cullens seconded the nomination of Mrs. Rider. Mrs. Karlson asked if there were any other nominations. There being none, Mrs. Karlson then called for a vote.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, and Dr. Kirschner. Mrs. Rider abstained. **Motion carried by unanimous vote.**

Mr. Atchley stated that the college had a great year and this year will be even better. He stated he hopes Convocation sets the tone for this academic year.

**6.2 Policy 5.16 Proposed Revisions**

Mr. Elliott presented for discussion proposed changes to Policy 5.16 Holiday, Overtime Pay, Compensatory Time, Call-In Pay, and the Minimum Wage.

*(EXHIBIT "E")*

**Mrs. Cullens made a motion, seconded by Mr. Backer, to table approval of revisions to current DBOT Policy 5.16 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**



**6.3 Approval of New DBOT Policy 2.22**

Mr. Elliott stated that the Board requested that Mrs. Karlson and himself create a policy for public records. Mr. Elliott presented for discussion the proposed new Policy 2.22 Public Records.

*(EXHIBIT "F")*

**Mrs. Cullens made a motion, seconded by Mr. Backer, to table adoption of DBOT Policy 2.22 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**

**7.0 ACADEMIC AND STUDENT MATTERS**

None

**8.0 PURCHASING AND OTHER ACTION ITEMS**

**8.1 DeSoto Campus Easement**

Mr. Elliott reported that 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. Mr. Elliott stated that Florida Power and Light is requesting an easement. He gave a brief description of the request. Mrs. Karlson has reviewed the easement request. Mr. Backer stated that the easement is in the woods and would not affect the campus.

*(EXHIBIT "G")*

**Mrs. Rider made a motion, seconded by Mr. Backer, to approve granting of an easement to Florida Power and Light for the purpose of running power lines to Arcadia Landings as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, and Mrs. Rider. **Motion carried by unanimous vote.**

**9.0 REPORTS**

**9.1 Financial Report**

Mr. Elliott reported on updated summary views and reports of revenue and expenditure summary compared to budgeted funds within the Operating Budget through June 2023. He expanded on information provided to the Board and operations of the college.

Mr. Atchley stated that he appreciates the added details.

*(EXHIBIT "H")*

**9.2 Resource Development Report**

Dr. Heston reported on behalf of Mrs. Bateman that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$61,983.00** from June 1 through June 31, 2023. Dr. Heston gave a brief update on the local bill through legislation to build and own new dorms. She reported that the Foundation received an estate from the late Dr. Charles McLochlin for unrestricted funds. Dr. Heston announced the grants department has been reorganized and now reports to Mrs. Bateman. She also reported that Mrs. June Weyrauch is the new Coordinator, Grant Development and Federal Relations.

Dr. Heston reported that Cultural Programs was awarded a grant in the amount of \$31, 010 to provide support for performance costs at the Alan Jay Wildstein Center for the Performing Arts. Dr. Heston stated that Mrs. Bateman will serve an additional year as the FCRD Chair.

Mr. Atchley stated that Ms. Taylor Massey will be replacing Mrs. Weyrauch with assisting Mrs. Bennett during DBOT meetings.

### **9.3 President's Report**

President Hawkins stated that everyone at the college has been helpful in his transition and the three vice presidents are amazing. That we live in a great community.

President Hawkins reported on the following items:

1. Announced that he closed on his house in Sebring on Monday, August 14.
2. Recapped Convocation and thanked those trustees that were able to attend. He stated that the goal was to have high energy and make it fun and hopes it set the tone for the academic year. He thanked all those involved with planning Convocation.
6. Panther Athletics: President Hawkins reported the college and Who We Play For (WWPF) will provide heart screenings for all student-athletes with parent permission at the Highlands Campus on Friday, August 18. He gave a brief background on WWPF.
7. Shared that he has had dorm discussions with both Senator Grall and Representative Tuck. President Hawkins gave brief overview of the appropriations bill. He stated that Council of President meetings have begun.
8. Enrollment Update: President Hawkins reported that SFSC is one of three Florida College institutions that had enrollment increases. Mrs. Cullens asked for an enrollment recap. Dr. Chris van der Kaay reported total fundable summer FTE is up 12.27% and fall FTE is up approximately 7% but students are still registering. He also reported that the cumulative summer/fall FTE is up 7% compared to last year. Mrs. Cullens thanked Dr. van der Kaay.

### **9.5 Board Attorney's Report**

Mrs. Karlson reported that she has been working on the easement agreement and policy.

Mr. Atchley stated that he is extremely excited that Mrs. Karlson will be the board attorney for another year. Mrs. Karlson thanked the Board for renewing her contract and the opportunity to serve another year.

### **9.6 Board Members' Reports**

Dr. Kirschner congratulated both Mr. Atchley and Mr. Backer on their positions as Chair and Vice Chair. He welcomed President Hawkins.

Mrs. Rider thanked the Board for nominating her to serve as the Foundation Liaison.

Mrs. Cullens welcomed President Hawkins and stated it is a pleasure and honor to work with him. She thanked Mr. Atchley and Mr. Backer for continuing their positions. Mrs. Cullens thanked Mrs. Karlson for serving as board attorney. Mrs. Cullens thanked everyone at the college for their continued good work.

Mr. Bryan requested an enrollment breakdown and reasons why enrollment is up from Dr. van der Kaay.

**AUGUST 16, 2023**

**Page 6**

Mr. Backer stated that he is looking forward to another wonderful year with the leadership of Mr. Atchley as Board Chair. He welcomed President Hawkins and looks forward to a great year. Mr. Backer stated that the college faculty and staff have been outstanding and that Board are also here to serve the students.

**9.7 Board Chair Report**

Mr. Atchley agreed with Mr. Backer that the Board is here to support the college and SFSC students. He stated he is excited that President Hawkins has joined the SFSC family and looks forward to another amazing year. Mr. Atchley stated that Convocation has set the stage for the new academic year.

**10.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 1:54 p.m.



OFFICE OF THE PRESIDENT

**Item 1.3**

PRESENT TO BOARD: SEPTEMBER 20, 2023

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

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

SEPTEMBER 2023	OCTOBER 2023	NOVEMBER 2023
20 Board Meeting, 1 PM Highlands Campus	<b>9-12 ACCT Leadership Congress Las Vegas, NV</b>  18 Board Meeting, 1 PM Highlands Campus	No Board Meeting
DECEMBER 2023	JANUARY 2024	FEBRUARY 2024
6 Planning Workshop, 10 AM Board Meeting, 1 PM Highlands Campus  14 Fall Commencement  18-Jan 2 Winter Break	17 Board Meeting, 1 PM Highlands Campus	No Board Meeting
MARCH 2024	APRIL 2024	MAY 2024
9-17 Spring Break  20 Board Meeting, 1 PM Highlands Campus	17 Board Meeting, 1 PM Highlands Campus	7 Spring Commencement  15 Budget Workshop, 11 AM Board Meeting, 1 PM Highlands Campus
JUNE 2024	JULY 2024	AUGUST 2024
19 Board Meeting, 1 PM Highlands Campus	17 Board Meeting, 1 PM Highlands Campus	14 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: SEPTEMBER 20, 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>
Tammy Jordan-Thelen	Staff Assistant II, Health Sciences	Kathleen Cappo	06/05/23



OFFICE OF THE PRESIDENT

Item 2.2

PRESENT TO BOARD: SEPTEMBER 20, 2023

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: EMPLOYEE RETIREMENT ACKNOWLEDGEMENT

Employee	Position	Dates of Service
Wilnoeann (Wynnie) Jaurigue	Staff Assistant II, Corporate and Community Education	03/06/2000-09/29/2023

**SUGGESTED MOTION:**

**Move to recognize the retirement of Wilnoeann (Wynnie) Jaurigue for her 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: SEPTEMBER 20, 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>22</b>
<b>5.2</b>	<b>Agreements and Contracts</b>	<b>23</b>
	5.2.1 Dual Enrollment Agreement – Arcadia Christian Academy	
<b>5.3</b>	<b>Operating Actions</b>	<b>24</b>
	5.3.1 Monthly Accounts Payable & Payroll Check Register	
	5.3.2 Property Deletion	



OFFICE OF THE PRESIDENT

**Item 5.1**

PRESENT TO BOARD: SEPTEMBER 20, 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>
Alexander Aguilar	Instructor, Adult Education	09/05/23
<b>II. APPOINTMENTS, FULL-TIME PROFESSIONAL STAFF:</b>		
<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Ardell Ceva Sutton Jr.	CDL Specialist	08/28/23
<b>III. APPOINTMENTS, FULL-TIME CAREER STAFF:</b>		
<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Sierra Campbell	Staff Assistant I, Testing/Assessment Center	09/05/23
Frank Anderson Jr.	Lead General Maintenance, Hotel Jacaranda	09/07/23
Samuel Miranda	General Maintenance	09/25/23
<b>IV. ADJUNCT FACULTY, 2022-23, ACADEMIC YEAR AS NEEDED:</b>		
<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Michael Derry	Economics	II
Ralene Graham	Practical Nursing/ADN	III
Ben Juliano	Softskills 5G	III
Andrew Livingston	ABE/GED/ESOL	III
Margaret Macbeth	English	II
Rocco Mazza	ABE/GED/ESOL	II
Alice Simandl	Criminal Justice	II

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



OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: SEPTEMBER 20, 2023

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: DUAL ENROLLMENT AGREEMENT – ARCADA CHRISTIAN ACADEMY

Approval is requested to enter into a dual enrollment agreement between Arcadia Christian Academy and South Florida State College for the purpose of providing dual enrollment opportunities to DeSoto County. This agreement will renew annually.

**SUGGESTED MOTION:**

**Move to approve the agreement between Arcadia Christian Academy and South Florida State College as presented.**



OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: SEPTEMBER 20, 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 August 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:**

	2023/2024 Checks		2023/2024 Electronic		2023/2024 P-Card		2023/2024 Totals	
	#	Amount	#	Amount	#	Amount	#	Amount
July	532	\$1,577,711.89	145	\$1,616,947.74	305	\$72,785.06	982	\$3,267,444.69
August	275	\$2,576,667.94	146	\$2,706,371.82	335	\$85,599.92	756	\$5,368,639.68
September								
October								
November								
December								
January								
February								
March								
April								
May								
June								
<b>Totals</b>	<b>807</b>	<b>\$4,154,379.83</b>	<b>291</b>	<b>\$4,323,319.56</b>	<b>640</b>	<b>\$158,384.98</b>	<b>1738</b>	<b>\$8,636,084.37</b>

**Payroll:**

	2023/2024 Checks		2023/2024 Electronic		2023/2024 Totals	
	#	Amount	#	Amount	#	Amount
July	7	\$24,489.82	404	\$1,150,504.19	411	\$1,174,994.01
August	6	\$12,441.91	376	\$1,129,712.45	382	\$1,142,154.36
September						
October						
November						
December						
January						
February						
March						
April						
May						
June						
<b>Totals</b>	<b>13</b>	<b>\$36,931.73</b>	<b>780</b>	<b>\$2,280,216.64</b>	<b>793</b>	<b>\$2,317,148.37</b>

**Accounts Payable:**

	2022/23			2023/24		
	# Payments	Monthly Total	Cumulative Total	# Payments	Monthly Total	Cumulative Total
July	632	\$2,023,352.22	\$2,023,352.22	982	\$3,267,444.69	\$3,267,444.69
August	602	\$1,965,291.69	\$3,988,643.91	756	\$5,368,639.68	\$8,636,084.37
September	1,875	\$3,862,364.77	\$7,851,008.68			
October	1,275	\$1,843,696.19	\$9,694,704.87			
November	1,533	\$2,163,113.37	\$11,857,818.24			
December	814	\$2,166,981.41	\$14,024,799.65			
January	654	\$2,226,541.50	\$16,251,341.15			
February	2,540	\$9,409,860.31	\$25,661,201.46			
March	1,113	\$2,561,666.48	\$28,222,867.94			
April	862	\$2,613,352.45	\$30,836,220.39			
May	1,094	\$3,428,758.38	\$34,264,978.77			
June	1,327	\$3,655,546.94	\$37,920,525.71			
<b>Totals</b>	<b>14,321</b>	<b>\$37,920,525.71</b>		<b>1,738</b>	<b>\$8,636,084.37</b>	

**Payroll:**

	2022/23			2023/24		
	# Payments	Monthly Total	Cumulative Total	# Payments	Monthly Total	Cumulative Total
July	410	\$1,065,568.76	\$1,065,568.76	411	\$1,174,994.01	\$1,174,994.01
August	372	\$981,235.08	\$2,046,803.84	382	\$1,142,154.36	\$2,317,148.37
September	411	\$1,082,066.61	\$3,128,870.45			
October	433	\$1,062,036.28	\$4,190,906.73			
November	446	\$1,084,124.90	\$5,275,031.63			
December	459	\$1,133,598.55	\$6,408,630.18			
January	392	\$1,003,592.10	\$7,412,222.28			
February	445	\$1,072,642.31	\$8,484,864.59			
March	450	\$1,129,927.15	\$9,614,791.74			
April	461	\$1,104,981.09	\$10,719,772.83			
May	462	\$1,186,672.05	\$11,906,444.88			
June	409	\$1,111,163.38	\$13,017,608.26			
<b>Totals</b>	<b>5150</b>	<b>\$13,017,608.26</b>		<b>793</b>	<b>\$2,317,148.37</b>	



OFFICE OF THE PRESIDENT

**Item 5.3.2**

PRESENT TO BOARD: SEPTEMBER 20, 2023

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS

SUBJECT: PROPERTY DELETION

Approval is requested to delete the equipment items listed below. There are no capitalized items (over \$5,000); therefore, there is no financial impact. These items are beyond repair and/or obsolete and will be held in storage until disposal.

South Florida State College				
Disposal Items				
September 2023				
Tag #	Date Purchased	Description	Cost	Condition Code
9977	11/30/1995	Radio Communications System	\$2,020.00	Poor
9984	11/28/1995	Communications System: Radio Shack	\$1,594.99	Poor
14239	7/2/2006	Vital Signs Monitor	\$3,500.00	Poor
14240	7/2/2006	Vital Signs Monitor	\$3,500.00	Poor
14241	7/2/2006	Vital Signs Monitor	\$3,500.00	Poor
16210	8/24/2009	Ice O Matic Ice Machine	\$1,304.88	Poor
			Total:	\$15,419.87


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

## **6.0 Planning and Policy Issues**



OFFICE OF THE PRESIDENT

Item 6.1

PRESENT TO BOARD: SEPTEMBER 20, 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 approve the 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

---

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  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 the next pay cycle~~ months 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~~




**PROPOSED**

**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 6.2**

PRESENT TO BOARD: SEPTEMBER 20, 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 approve the new DBOT Policy 2.22 as presented.**

**SOUTH 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:**



OFFICE OF THE PRESIDENT

Item 6.3

PRESENT TO BOARD: SEPTEMBER 20, 2023

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: INSTITUTIONAL ACCREDITATION

Approval is requested to correspond with the U.S. Department of Education Office of Postsecondary Education to begin the process of exploring accreditation with the Higher Learning Commission. This request is due to regulatory and statutory changes as well as the State of Florida's expectation that public postsecondary institutions seek additional accreditation options.

**SUGGESTED MOTION:**

**Move to approve the correspondence with the U.S. Department of Education Office of Postsecondary Education to begin the process of exploring accreditation with the Higher Learning Commission as presented.**

## **7.0 Academic and Student Matters**

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



OFFICE OF THE PRESIDENT

Item 8.1

PRESENT TO BOARD: SEPTEMBER 20, 2023

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: CARRY FORWARD BALANCE SPENDING PLAN FOR THE 2022-23  
FISCAL YEAR

Section 1013.841(2)(b), Florida Statutes requires that “Each Florida College System institution with a final FTE less than 15,000 for the prior year that retains a state operating fund carry forward balance in excess of the 5 percent minimum shall submit a spending plan for its excess carry forward balance. The spending plan shall include all excess carry forward funds from state operating funds. The spending plan shall be submitted to the Florida College System institution’s board of trustees for approval by September 30, 2020, and each September 30 thereafter. The State Board of Education shall review and publish each Florida College System institution’s carry forward spending plan by November 15, 2020, and each November 15 thereafter.” This requirement was waived for the 2019-20 fiscal year due to the a COVID-19 Pandemic State of Emergency.

The attached report details the College’s ending General Fund fund balance for the 2022-23 fiscal year and the amount required to be included in the College’s spending plan. The College’s spending plan includes reserves for nonrecurring operational expenditures, contingency reserves for recovery from state declared disaster emergencies, funds allocated for collegewide repairs and maintenance projects in lieu of PECO Maintenance funds, and a reserve sufficient to ensure that the college maintains 30 days operating cash on hand to allow for prudent cash and investment management.

**SUGGESTED MOTION:**  
**Move to approve the Carry Forward Balance Spending Plan for the 2022-23 fiscal year as presented.**



South Florida State College  
 2021-22 Florida College System Carryforward Spending Plan  
 Pursuant to 1013.841, Florida Statutes  
 July 1, 2023

Line Item #	Carryforward Spending Plan Category	Specific Expenditure/Project Title	Carryforward Amount Budgeted for Expenditure During FY21	Project Timeline			Comments/Explanations
				Total # Years of Expenditure per Project	Current Expenditure Year #	Estimated Completion Date (Fiscal Year)	
Examples							
1.	(e) Nonrecurring expenditures for operations	Line program equipment needs. Bucket truck/Digger derrick	500,000				
2.	(g) Commitment to contingency reserve related to state declared emergency	Reserve for recovery from hurricanes and other natural disasters 0.5% of Total Insured Value	941,000				
3.	(e) Nonrecurring expenditures for operations	Accreditation changes	200,000				
4.	(f) Approved by state board or GAA	Clinical Immersion Lab	1,079,698	2	2	2024	Clinical Immersion Lab Phase 2 approved in Ch. 2022-156 Laws of Florida
5.	Collegewide repairs and maintenance projects	Collegewide repairs and maintenance projects	1,100,000	3	2	2024	General fund expenditures for collegewide maintenance projects previously funded via PECO Maintenance Funds
6.	Operating Cash Management	Reserve to maintain 30 days operating cash on hand	1,342,155				Reserve to maintain 30 days operating cash on hand
<b>Total as of July 1, 2023:</b>			<b>\$ 5,162,853</b>				



OFFICE OF THE PRESIDENT

Item 8.2

PRESENT TO BOARD: SEPTEMBER 20, 2023

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: TEXTBOOK AND INSTRUCTIONAL MATERIALS AFFORDABILITY

1004.085, F.S. (Textbook and Instructional Materials Affordability) was amended during the 2016 Legislative Session to require posting of the local cost and identifying information of at least 95% of all textbooks and instructional materials required and recommended for each scheduled class at least 45 days prior to the start of each upcoming term. Follett, our bookstore partner, has worked closely with our faculty and staff to ensure compliance with this requirement.

Additionally, the amendment requires each college to review variances in the cost of textbooks and instructional materials required for each course by course section and the percentage of textbooks and instructional materials that remain in use for more than one term (can be used or resold by the student) and to share the results with academic department chairs and program staff for review. The goal is to reduce the cost of required textbooks and instructional materials per course section.

The following was determined during the examination of textbooks and instructional materials for all general education courses offered during FY 2023:

- Each department chair is integrally involved in the textbook and instructional materials adoption process for each course.
- Of 3,856 course sections, 3,716 were adopted before the deadline, equating to 96.4% overall compliance. Fall 2022 had a compliance percentage of 96.6%, Spring 2023 had a compliance percentage of 96.1%, and Summer 2023 had a compliance percentage of 96.5%.
- South Florida State College (SFSC) adheres to internal Procedure No. 4041, which dictates use of adopted textbooks and instructional materials for a period of at least three years or until the edition changes, whichever occurs first.

- SFSC utilizes four cost recognized cost reducing efforts, as follows:
  - Open Educational Resources
  - Textbook Affordability Committees
  - Textbook Rentals
  - Offer Programs with no Textbook Costs
- SFSC considers the following factors when selecting materials:
  - Purchasing digital textbooks in bulk
  - Expanding the use of open-access material
  - Providing rental options for textbooks and related materials
  - Increasing the availability and use of affordable digital textbooks and learning objects
  - Developing mechanisms to assist in buying, renting, selling, and sharing textbooks
  - The length of time that textbooks and instructional materials remain in use.
- The SFSC Foundation has provided Innovation Grant funding to faculty members for review of OER materials that may be utilized in the classroom for a greater cost-savings to students.
- SFSC utilized open educational resources for 4.78% of all FY23 course sections which required instructional materials.

**SUGGESTED MOTION:**

**Move to approve the report of Textbook and Instructional Materials Affordability as required by 1004.85, F.S., as presented.**

***9.0 Reports***



OFFICE OF THE PRESIDENT

Item 9.1

PRESENT TO BOARD: SEPTEMBER 20, 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 August 2023.

SOUTH FLORIDA STATE COLLEGE  
FINANCIAL SUMMARY  
FISCAL YEAR 2023-24  
As of August 30, 2023

	Budgeted Annual Revenue	Recorded Year To Date	% Recorded of Annual	Recorded Prior Year To Date	% Recorded Prior Year
Student Fees	\$ 5,202,500	\$ 2,245,095	43%	\$ 2,153,467	43%
State Funding	29,396,902	4,359,462	15%	2,972,536	13%
Other Revenue	2,036,850	473,247	23%	589,576	27%
<b>Total Revenue</b>	<b>\$ 36,636,252</b>	<b>\$ 7,077,804</b>	<b>19%</b>	<b>\$ 5,715,578</b>	<b>19%</b>

	Budgeted Annual Expenditures	Expenditures Year To Date	% Expended of Annual	Expenditures Prior Year To Date	% Expended Prior Year
Salaries	\$ 24,663,972	\$ 3,159,610	13%	\$ 2,801,921	12%
Current Expense	10,158,252	1,266,285	12%	1,431,391	17%
Capital Outlay	2,528,789	4,925	0%	256,704	29%
<b>Total Expenditures</b>	<b>\$ 37,351,013</b>	<b>\$ 4,430,819</b>	<b>12%</b>	<b>\$ 4,490,016</b>	<b>14%</b>

South Florida State College Fund Balance Summary Projection 2023-24 Fiscal Year	
Fund Balance Carryforward from Fiscal Year 2022-23	
Unallocated Fund Balance	\$ 6,151,788
Reserve for Encumbrances	98,912
<b>Total Fund Balance Available for FY 2023-24</b>	<b>\$ 6,250,699</b>
Plus	
Actual Revenue to Date	\$ 7,077,804
Projected Additional Revenue	\$ 29,558,448
<b>Total Revenue</b>	<b>\$ 36,636,252</b>
<b>Total Projected Funds Available</b>	<b>\$ 42,886,951</b>
Minus	
Actual Expenditures to Date	\$ 4,430,819
Projected Additional Expenditures	\$ 32,920,194
<b>Total Projected Expenditures</b>	<b>\$ 37,351,013</b>
<b>Total Projected Fund Balance Available for FY 2023-24</b>	<b>\$ 5,535,938</b>
Less: Encumbrances and Board Designations	\$ -
<b>Total Projected Fund Balance Unallocated for FY 2023-24</b>	<b>\$ 5,535,938</b>
Projected Unallocated Fund Balance Percentage:	12.91%

South Florida State College  
Budget to Actual  
Fiscal Year 2023-24 and Fiscal Year 2022-23  
As of August 30, 2023

	Budget FY 23-24			Budget FY 22-23		
	Budget FY 23-24	Recorded 08/30/2023	% Recorded	Budget FY 22-23	Recorded 08/30/2022	% Recorded
<b>Revenue:</b>						
Tuition	\$ 4,445,977	\$ 1,865,101	42%	\$ 4,187,275	\$ 1,793,402	43%
Student Fees	756,523	379,994	50%	769,428	360,065	47%
State Support - FCSPP	25,463,068	4,359,462	17%	18,810,711	2,972,536	16%
State Support - Lottery	3,933,834	-	0%	3,461,595	-	0%
Other Revenue	2,036,850	473,247	23%	2,152,519	589,576	27%
<b>Total Revenue</b>	<b>\$ 36,636,252</b>	<b>\$ 7,077,804</b>	<b>19%</b>	<b>\$ 29,381,528</b>	<b>\$ 5,715,578</b>	<b>19%</b>
<b>Expenses:</b>						
<b>Personnel Expenses:</b>						
Salary Expense	\$ 17,893,586	\$ 2,289,605	13%	\$ 16,854,660	\$ 2,065,387	12%
Fringe Benefits	6,770,386	870,005	13%	5,863,252	736,533	13%
<b>Sub Total</b>	<b>\$ 24,663,972</b>	<b>\$ 3,159,610</b>	<b>13%</b>	<b>\$ 22,717,912</b>	<b>\$ 2,801,921</b>	<b>12%</b>
<b>Other Expenses:</b>						
Travel	\$ 298,337	\$ 24,864	8%	\$ 547,200	\$ 6,853	1%
Postage & Telephone	304,013	53,970	18%	183,287	36,663	20%
Printing	38,974	1,808	5%	38,510	1,262	3%
Repairs & Maintenance	2,959,224	345,205	12%	1,668,199	326,799	20%
Rental & Insurance	854,405	33,123	4%	702,000	77,351	11%
Utilities	1,812,601	282,849	16%	1,776,758	252,753	14%
Services	1,573,242	178,320	11%	1,180,567	252,221	21%
Supplies & Subscriptions	1,876,884	215,068	11%	2,299,527	352,520	15%
Other Expenses	440,572	131,078	30%	144,650	124,970	86%
<b>Sub Total:</b>	<b>\$ 10,158,252</b>	<b>\$ 1,266,285</b>	<b>12%</b>	<b>\$ 8,540,698</b>	<b>\$ 1,431,391</b>	<b>17%</b>
<b>Capital Outlay:</b>	<b>\$ 2,528,789</b>	<b>\$ 4,925</b>	<b>0%</b>	<b>\$ 885,627</b>	<b>\$ 256,704</b>	<b>29%</b>
<b>Total Expenses</b>	<b>\$ 37,351,013</b>	<b>\$ 4,430,819</b>	<b>12%</b>	<b>\$ 32,146,237</b>	<b>\$ 4,490,016</b>	<b>14%</b>
<b>Revenue Over (Under) Expenses</b>	<b>\$ (714,761)</b>	<b>\$ 2,646,985</b>		<b>\$ (2,764,709)</b>	<b>\$ 1,225,563</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 August 30, 2023

	Current Fund			Unexpended Plant	
	Restricted	Auxiliary Fund	Loan Fund	Scholarships	Plant
<b><u>REVENUE</u></b>					
Student Fees	\$ 143,432	\$ -	\$ -	\$ 126,487	\$ 163,856
Local Support	-	-	-	-	-
State Support	187,352	-	-	116,914	400,000
Federal Support	-	-	-	394,483	-
Gifts & Contracts	1,048,832	-	-	-	-
Sales	-	179,715	-	-	-
Insurance Proceeds	-	-	-	-	1,154,920
Other Revenue	34,725	7,830	311	-	13,713
<b>TOTAL REVENUE</b>	<b>\$ 1,414,340</b>	<b>\$ 187,544</b>	<b>\$ 311</b>	<b>\$ 637,884</b>	<b>\$ 1,732,489</b>
<b><u>EXPENDITURES</u></b>					
<b><u>Personnel Expenditures</u></b>					
Salary Expense	\$ 350,621	\$ 73,106	\$ -	\$ -	\$ -
Fringe Benefits	92,582	32,727	-	-	-
<b>Subtotal</b>	<b>\$ 443,203</b>	<b>\$ 105,833</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>Other Expenses</u></b>					
Travel	\$ 8,036	\$ 1,198	\$ -	\$ 153	\$ -
Postage & Telephone	6,394	1,897	-	-	-
Printing	125	-	-	-	300
Repairs & Maintenance	118,701	1,800	-	-	1,628,326
Rental & Insurance	9,276	101	-	-	89,950
Utilities	71	183	-	-	-
Services	814,959	74,006	-	-	12,150
Materials & Supplies	103,840	7,520	-	-	21,056
Cost of Goods Sold	-	25,177	-	-	-
Scholarships & Waivers	28,307	-	-	408,112	-
Transfers to Other Funds	-	-	-	-	-
Other Expenses	6,261	-	-	675	-
<b>Subtotal</b>	<b>\$ 1,095,969</b>	<b>\$ 111,883</b>	<b>\$ -</b>	<b>\$ 408,940</b>	<b>\$ 1,751,783</b>
<b><u>Capital Outlay</u></b>					
Furniture & Equipment	\$ 661,031	\$ 1,344	\$ -	\$ -	\$ -
Renovating & Remodeling	-	-	-	-	694,257
<b>Subtotal</b>	<b>\$ 661,031</b>	<b>\$ 1,344</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 694,257</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,200,203</b>	<b>\$ 219,060</b>	<b>\$ -</b>	<b>\$ 408,940</b>	<b>\$ 2,446,040</b>
<b>NET INCREASE (DECREASE) IN FUND BALANCE</b>	<b>\$ (785,863)</b>	<b>\$ (31,516)</b>	<b>\$ 311</b>	<b>\$ 228,945</b>	<b>\$ (713,550)</b>




SOUTH FLORIDA STATE COLLEGE  
BALANCE SHEET - ALL FUNDS  
As of August 30, 2023

	Current Fund		Loan Fund	Scholarships	Unexpended		Totals
	Restricted	Auxiliary Fund			Plant	Invested in Plant	
<b><u>ASSETS</u></b>							
Cash/Cash Equivalents	\$ (1,133,845)	\$ 437,209	\$ 1,174	\$ 395,801	\$ 3,287,994	\$ -	\$ 2,988,332
Accounts Receivable, Net	\$ 701,066	\$ 5,675		\$ -	\$ 5,430,978		\$ 6,137,719
Investments		\$ 1,126,070	\$ 68,156		\$ 3,007,352		\$ 4,201,578
Capital Lease, Net							\$ -
Land						\$ 2,477,518	\$ 2,477,518
Buildings, Net						\$ 41,482,053	\$ 41,482,053
Other, Structures & Improvements, Net						\$ 9,600	\$ 9,600
Furniture & Equipment, Net						\$ 2,698,643	\$ 2,698,643
Data Software - Perpetual Licenses						\$ 579,029	\$ 579,029
Artwork						\$ 567,876	\$ 567,876
Construction in Progress							\$ -
Other		\$ 44,216					\$ 44,216
<b>TOTAL ASSETS</b>	<b>\$ (432,779)</b>	<b>\$ 1,613,170</b>	<b>\$ 69,330</b>	<b>\$ 395,801</b>	<b>\$ 11,726,324</b>	<b>\$ 47,814,720</b>	<b>\$ 61,186,565</b>
<b><u>LIABILITIES AND FUND BALANCE</u></b>							
<b><u>Liabilities</u></b>							
Accounts Payable	\$ 21,556	\$ 17,752	\$ -	\$ -	\$ 1,802	\$ -	\$ 41,111
Compensated Leave Payable							\$ -
Retainage Payable							\$ -
Unearned Revenue		\$ 8,405		\$ 1,937			\$ 10,342
Salaries & Benefits Payable							\$ -
<b>Total Liabilities</b>	<b>\$ 21,556</b>	<b>\$ 26,157</b>	<b>\$ -</b>	<b>\$ 1,937</b>	<b>\$ 1,802</b>	<b>\$ -</b>	<b>\$ 51,453</b>
<b><u>Fund Balance:</u></b>							
Fund Balance	\$ 252,632	\$ 1,612,390	\$ 69,019	\$ 165,159	\$ 12,395,830	\$ -	\$ 14,495,030
Investment in Plant						\$ 47,814,720	\$ 47,814,719
Change in Fund Balance (YTD)	\$ (706,968)	\$ (25,377)	\$ 311	\$ 228,705	\$ (671,308)	\$ -	\$ (1,174,637)
<b>Total Fund Balance</b>	<b>\$ (454,335)</b>	<b>\$ 1,587,013</b>	<b>\$ 69,330</b>	<b>\$ 393,864</b>	<b>\$ 11,724,522</b>	<b>\$ 47,814,720</b>	<b>\$ 61,135,112</b>
<b>TOTAL LIABILITIES AND FUND BALANCE</b>	<b>\$ (432,779)</b>	<b>\$ 1,613,170</b>	<b>\$ 69,330</b>	<b>\$ 395,801</b>	<b>\$ 11,726,324</b>	<b>\$ 47,814,720</b>	<b>\$ 61,186,565</b>



OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: SEPTEMBER 20, 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 August 2023 meeting of the College District Board of Trustees. The included dates are August 1, 2023 through August 31, 2023. The total amount reported is **\$12,716.50**.
  
- II. **Resource Development Update**
  - a. Scholarship Increase
  - b. Grants Department
  - c. Florida Council Resource Development

**South Florida State College Foundation**  
**Gift Summary Report 08/01/2023 - 08/31/2023**

<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	20	\$206.00	\$0.00	\$0.00	\$206.00
5011	SFSC General Scholarship	10	\$137.50	\$0.00	\$0.00	\$137.50
5025	General Nursing Scholarship	1	\$0.50	\$0.00	\$0.00	\$0.50
5031	SFSC Community Fund	2	\$10.50	\$0.00	\$0.00	\$10.50
5032	SFSC Library Donations	2	\$32.00	\$0.00	\$0.00	\$32.00
5045	Athletic Booster Club	4	\$35.00	\$0.00	\$0.00	\$35.00
5095	Dental Programs	1	\$50.00	\$0.00	\$0.00	\$50.00
5098	Arcadia Center	2	\$30.00	\$0.00	\$0.00	\$30.00
5110	Highlands County Bar Association Scholarship	7	\$12,050.00	\$0.00	\$0.00	\$12,050.00
5158	TSIC Scholarships	6	\$70.00	\$0.00	\$0.00	\$70.00
6005	Partnership Project	3	\$70.00	\$0.00	\$0.00	\$70.00
6006	Alumni Association Fund	1	\$10.00	\$0.00	\$0.00	\$10.00
6010	STEM Endowment	2	\$15.00	\$0.00	\$0.00	\$15.00
<b>Grand Totals:</b>		<b>61</b>	<b>\$12,716.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12,716.50</b>

**61 Gift(s) listed**

**51 Donor(s) listed**

# Grant Awards

**Grant** Grants in Aid of Research for Undergraduate Students at Florida's Minority-Serving & Primary Undergraduate Institutions

**Amount Awarded** \$2,000

**Department** Arts & Sciences

**Description** Funding was awarded to provide supplies, small equipment, and reagents for undergraduate research projects for FY24 on angiogenesis, effects of melatonin in cancer, colorectal cancer and oral microbiome.

**Grant** Get There Faster- ELI Ice-House Curriculum

**Amount Awarded** \$38,293

**Department** Panther Youth Partners (PYP)

**Description** Funding was awarded to send 30 PYP participants to a six-week program to equip students for success in college and life, including lessons on choice, opportunities, action, knowledge, resourcefulness, reliability, community and persistence.

**Grant** FDLE Trust Fund SFSC

**Amount Awarded** \$37,520

**Department** Criminal Justice Programs

**Description** Funding was awarded to pay for the training of law enforcement officers in advanced and specialized areas. It also allows for approved administration travel and the purchase of approved training equipment.

**Grant** National Endowment for the Arts

**Amount Awarded** \$10,000

**Department** Cultural Programs

**Description** Funding was awarded to support artist fees for performing arts programs in rural Florida. At SFSC these funds are specified for the Kaleidoscope Series and Young People's Theatre.

**Grant** Walmart Foundation, Inc.  
**Amount Awarded** \$1,500

**Department** Adult Education/ESOL in Hardee

**Description** Funding was awarded from Walmart Wauchula to support adult education and student retention. Funds will be used to supplement current federal dollars received for Adult Education.

**Grant** Prepping Institutions, Programs, Employers, and Learners through Incentives for nursing Education (PIPELINE)

**Amount Awarded** \$1,470,106

**Department** College-wide

**Description** Funding was awarded from the 2023 General Appropriations Act rewarding performance and excellence among public postsecondary nursing education programs. The expenditure of these funds are not limited to nursing programs.