

**PLANNING/BUDGET WORKSHOP MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
MAY 15, 2024**

Members Present: Mrs. Terry Atchley, Chair
Mr. Tim Backer, Vice Chair
Mr. Devon Donaldson
Mr. John Eason
Dr. Louis Kirschner
Mrs. Kris Y. Rider
Mrs. Pamela T. Karlson, College Attorney
Mr. Fred Hawkins, President/Secretary

Excused: Mr. Derren Bryan

Staff Present:	Mrs. Jamie Bateman	Mrs. Ashley Bennett	Dr. Mark Bukowski
	Dr. Kathleen Cappo	Mr. Peter Elliott	Dr. James Hawker
	Mr. Don Kesterson	Mrs. Melissa Kuehnle	Mrs. Michelle Leidel
	Mr. John Lackey	Mr. Keith Loweke	Dr. Chris van der Kaay
	Mrs. Teresa Vorous	Mrs. June Weyrauch	Mrs. Amie Kelly
	Ms. Carleigh Okwali		

Excused: Dr. Michele Heston Ms. Cindy Garren

Others Present: Mrs. Barbara Kirschner

CALL TO ORDER

At 11:02 a.m., the Planning/Budget Workshop of the District Board of Trustees was called to order on the Highlands Campus by Board Chair, Mr. Terry Atchley.

Mr. Atchley welcomed everyone to the Planning/Budget Workshop. Dr. van der Kaay introduced himself to the newly appointed trustees and gave a brief overview of his job responsibilities.

STRATEGIC PLANNING

Dr. van der Kaay gave a brief overview to the Board of the Planning Workshop. He presented the college's five-year Strategic Plan 2024-2028 – Destination 2028 for the Board's review.

Mr. Atchley thanked Dr. van der Kaay for all his hard work and his presentation. He stated that he greatly appreciates all the work and being able to contribute input and meet one-on-one this year. President Hawkins added that if the new trustees wanted to meet individually to discuss the Strategic Plan, to please let us know. He stated the Strategic Plan 2024-2028 – Destination 2028 would be recommended for Board approval during the regular Board meeting following the workshop.

2024-2025 Budget Proposal

- a. Mr. Atchley thanked Mr. Peter Elliott and his team for their work on the budget this year. Mr. Elliott began the workshop with an overview of the 2024-2025 Budget. He highlighted House Bill 5001 – General Appropriations Act (GAA) and several bills of interest.
- b. Mr. Elliott discussed current and non-current fund definitions and gave a brief overview.
- c. Mr. Elliott discussed Enrollment Projections – the FTE Trend Information. He stated that enrollment is projecting flat and he gave a brief overview. Mr. Elliott highlighted the student fees and stated for the twelfth consecutive year there is no proposed increases in tuition.
- d. Mr. Elliott gave an overall summary of revenue and expense comparison for FY24 and proposed FY25.
- e. Mr. Elliott gave an overall summary of the budget and projected fund balances for both FY24 and FY25. He stated that a spending plan will need to be made and he will bring it back to the DBOT at the September meeting. As this plan will need to be submitted to the Florida State Board of Education.
- f. Mr. Elliott presented and discussed the FY25 General Fund Budget Summary. He recapped the salary adjustment plan from last year to implement requirements of Amendment 2 and establish a minimum wage rate of \$15.00 per hour. Mr. Elliott stated that we accomplished that last year.
- g. Mr. Elliott discussed the Unexpended Plant Fund Budget.
- h. Mr. Elliott recapped what the DBOT will be asked to approve at the June 19 DBOT meeting as follows:
 - * Reaffirmation of the existing tuition and fee rates at the same level as FY24
 - * An amended College Salary Schedule
 - * Reflecting positions added, deleted, or amended as of June 1, 2024
 - * One-time, non-recurring, pay adjustment for all FT/PT employees in regularly established positions to be approved at a future meeting.
 - * General Fund (Fund 1) budget
 - * Authorizing revenues and expenditures for college operations
 - * Unexpended Plant Fund (Fund 7) budget
 - * Authorizing revenues and expenditures for college capital outlay projects

COMMENTS

Mr. Atchley asked if the benefits expenses in the General Fund (Fund 1) included the state health plan and Dr. Kirschner asked about the sustainability of health insurance as is. Mr. Elliott addressed both their questions pertaining to the state health plan and gave a brief overview of what we know to date.

Dr. Kirschner asked if the HVAC project cost would be covered by PECO funds. Mr. Elliott stated a portion and gave an overview of cost funding.

Mr. Atchley thanked Mr. Elliott and team for all they do to prepare the budget and for the presentation.

There being no further discussion, the Budget Workshop adjourned at 12:12 p.m.