



**SFSC
District Board of Trustees
Regular Meeting
August 14 2024**

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

**Terry Atchley, Chair
Tim Backer, Vice Chair
Derren Bryan
Devon Donaldson
John Eason
Louis Kirschner
Fred Hawkins, President/Secretary**

1.0 *Call to Order and Preliminary Matters*



OFFICE OF THE PRESIDENT

Item 1.1

PRESENT TO BOARD: AUGUST 14, 2024

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 14, 2024 be adopted.

SUGGESTED MOTION:

Move to adopt the agenda of the regular meeting of August 14, 2024 as presented.

**REGULAR MEETING AGENDA
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
HIGHLANDS CAMPUS
AUGUST 14, 2024
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 19, 2024
 - 1.3 Adoption of the 2024-2025 Meeting Schedule and Review of Master Calendar
- 2.0 Communications, Introductions, and Recognition
 - 2.1 New Employee Introductions
- 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 Affiliation Agreement – Family Dental Center of Sebring
 - 5.2.2 Affiliation Agreement – Asharie J. Campbell, DDS
 - 5.3 Operating Actions
 - 5.3.1 Monthly Accounts Payable & Payroll Check Register
 - 5.3.2 Property Disposals – July 2024
- 6.0 Planning and Policy Issues
 - 6.1 Policy 9.01 Artificial Intelligence Ethics and Integration
 - 6.2 Reorganization of the Board
- 7.0 Academic and Student Matters
 - 7.1 Curriculum Proposals
- 8.0 Other Action Items
- 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 14, 2024

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: MINUTES – REGULAR MEETING – JUNE 19, 2024

It is recommended that the minutes of the regular meeting held June 19, 2024 be approved as presented.

SUGGESTED MOTION:

Move to approve the minutes of the June 19, 2024 regular meeting as presented.

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
JUNE 19, 2024**

Members Present: Mr. Terry Atchley, Chair
Mr. Tim Backer, Vice Chair
Mr. Derren Bryan
Mr. Devon Donaldson
Mr. John Eason
Dr. Louis H. Kirschner
Mr. Fred Hawkins, President/Secretary
Mr. Scott Cole, College Attorney

Staff Present:	Mrs. Jamie Bateman	Mrs. Ashley Bennett	Dr. Mark Bukowski
	Mr. Peter Elliott	Ms. Cindy Garren	Ms. Michele Hall
	Dr. Michele Heston	Mr. Don Kesterson	Mrs. Melissa Kuehnle
	Mrs. Michelle Leidel	Ms. Taylor Massey	Dr. Chris van der Kaay
	Mrs. Teresa Vorous	Mrs. June Weyrauch	Mrs. Anastasia Fuchser
	Mr. Keith Loweke	Mr. John Lackey	Mrs. Kelly Fairfield-Dec
	Ms. Christina Dohmann	Mrs. Emily Dabolt	Mrs. Asena Mott
	Mr. Joseph Serrano	Dr. John McLaughlin	

Excused: Dr. Kathleen Cappo Dr. James Hawker

Others Present: Mrs. Barbara Kirschner Rev. Dustin Woods Exec. Pastor John Bender
Mrs. Chelsea Allcorn

The regular meeting of the District Board of Trustees was called to order at 1:01 p.m. on the Highlands Campus of South Florida State College by Board Chair, Mr. Terry Atchley.

1.0 PRELIMINARY MATTERS

1.1 Adoption of Agenda

Mr. Eason made a motion, seconded by Mr. Backer, to adopt the agenda with the additions of items 5.2.14 and 5.2.15 of the regular meeting as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mr. Donaldson, Mr. Eason, and Dr. Kirschner. **Motion carried by unanimous vote.**

1.2 Approval of Minutes

1.2.1 Planning/Budget Workshop Minutes

Mr. Donaldson made a motion, seconded by Mr. Backer, to approve the minutes of the planning/budget workshop held May 15, 2024 as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mr. Donaldson, Mr. Eason, and Dr. Kirschner. **Motion carried by unanimous vote.**

1.2.2 Regular Meeting Minutes

Mr. Backer made a motion, seconded by Mr. Eason, to approve the minutes of the regular meeting held May 15, 2024 as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mr. Donaldson, Mr. Eason, and Dr. Kirschner. **Motion carried by unanimous vote.**

1.3 Review of Master Calendar

The Master Calendar was reviewed. No recommendations.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS

None

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION

None

5.0 CONSENT AGENDA ACTION ITEMS

5.0 Personnel Actions

Approved a list of full-time professional staff; full-time faculty; retirements; resignations; adjunct faculty for the 2023-24, academic year as needed; and adjunct faculty, 2024-25, academic years as needed as presented.

(EXHIBIT "A")

5.2 Agreements and Contracts

5.2.1 Contracts for Private Attorney Services 2024-2025 and Appointment of College Attorney

Approved the contracts for private attorney services 2024-2025 and appointment of college attorney as presented.

(EXHIBIT "B")

5.2.2 Dual Enrollment Agreement – School Board of Highlands County

Approved the agreement between School Board of Highlands County and South Florida State College as presented.

(EXHIBIT "C")

5.2.3 Dual Enrollment Agreement – Hardee County School Board

Approved the agreement between Hardee County School Board and South Florida State College as presented.

(EXHIBIT "D")

5.2.4 Dual Enrollment Agreement – DeSoto County School Board

Approved the agreement between DeSoto County School Board and South Florida State College as presented.

(EXHIBIT "E")

5.2.5 Dual Enrollment Agreement – Polk County School Board

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

(EXHIBIT "F")

5.2.6 Dual Enrollment Agreement – Parkview Prep Academy

Approved the agreement between Parkview Prep Academy and South Florida State College as presented.

(EXHIBIT "G")

5.2.7 Dual Enrollment Agreement – Heartland Christian School

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

(EXHIBIT "H")

5.2.8 Dual Enrollment Agreement – Grace Christian School

Approved the agreement between Grace Christian School and South Florida State College as presented.

(EXHIBIT "I")

5.2.9 Dual Enrollment Agreement – Home Education Students and Parents

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

(EXHIBIT "J")

5.2.10 Affiliation Agreement – Lakeside Neurologic

Approved the agreement between Lakeside Neurologic and South Florida State College as presented.

(EXHIBIT "K")

5.2.11 Agreement – Disaster and Non-Disaster Restoration of Operational Services

Approved the agreement with Belfor USA Group, Inc., ATI Disaster Recovery Services, and/or DKI Solutions, LLC, to provide disaster recovery services to the college, if needed through June 1, 2025.

(EXHIBIT "L")

5.2.12 Lease Agreement – Florida Center for Addictions and Dual Disorders

Approved the renewal of the lease for The Center for Addictions and Dual Disorders as presented.

(EXHIBIT "M")

5.2.13 Lease Agreement – Hotel Jacaranda

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

(EXHIBIT "N")

5.2.14 Dual Enrollment Agreement – Arcadia Christian Academy

Approved the agreement between Arcadia Christian Academy and South Florida State College as presented.

(EXHIBIT "O")

5.2.15 Dual Enrollment Agreement – Faith Community Christian

Approved the agreement between Faith Community Christian and South Florida State College as presented.

(EXHIBIT "P")

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 2024.

(EXHIBIT "Q")

5.3.2 Property Disposals – June 2024

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

(EXHIBIT "R")

Mr. Eason made a motion, seconded by Mr. Donaldson, to approve the Consent Agenda, Items 5.1 through 5.3.2 as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mr. Donaldson, Mr. Eason, and Dr. Kirschner. **Motion carried by unanimous vote.**

6.0 PLANNING AND POLICY ISSUES

None

7.0 ACADEMIC AND STUDENT MATTERS

None

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 Current Unrestricted Fund Budget

Mr. Elliott presented a request to accept the Current Unrestricted Fund Budget that was discussed at the May 15, 2024 Budget Workshop. He reported that the Governor did sign the budget and gave a brief overview of what was approved and vetoed. Mr. Elliott gave a brief description of the Current Unrestricted Fund Budget to the Board. President Hawkins stated that the team will start having budget meetings next week and will update the Board as they proceed in planning. He thanked Mr. Elliott and team for their continued good work in budget planning. Dr. Kirschner questioned the portion of the state health plan that was vetoed. Mr. Elliott gave a brief explanation of the appropriation line that was vetoed.

(EXHIBIT "S")

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

8.2 FY2024-25 Salary Schedule

Mr. Elliott asked for a motion to approve the FY2024-25 Salary Schedule that was presented and discussed at the May 15, 2024 Budget Workshop.

(EXHIBIT "T")

Mr. Backer made a motion, seconded by Mr. Eason, to approve the amended Salary Schedule as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mr. Donaldson, Mr. Eason, and Dr. Kirschner. **Motion carried by unanimous vote.**

8.3 Capital Outlay Budget

Mr. Elliott presented a request to accept the Capital Outlay Budget. Mr. Elliott gave brief recap of the Capital Outlay Budget that was presented at the May 15, 2024 Budget Workshop, this does not include the dental clinic renovation appropriation, budget amendment at a later date.

(EXHIBIT "U")

Mr. Backer made a motion, seconded by Mr. Donaldson, to approve the Capital Outlay Budget as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mr. Donaldson, Mr. Eason, and Dr. Kirschner. **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 "V")

Mr. Eason made a motion, seconded by Mr. Backer, 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, Mr. Donaldson, Mr. Eason, and Dr. Kirschner. **Motion carried by unanimous vote.**

8.5 Recertification of Direct Support Organization (DSO)

Mrs. Bateman presented a request to accept the 2023 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 2024-25 fiscal year.

(EXHIBIT "W")

Mr. Donaldson made a motion, seconded by Mr. Backer, to accept the 2023 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 2024-25 fiscal year. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mr. Donaldson, Mr. Eason, and Dr. Kirschner. **Motion carried by unanimous vote.**

8.6 Approval of Presidential Contract

Mr. Atchley stated the contract was distributed to the Board for their review. Mr. Atchley highlighted keys areas were adjusted. He stated that President Hawkins has met the relocation requirement. Mr. Atchley reported that there was one typo discovered right before the board meeting started in section 2 (f) Housing Allowance, changing "monthly" housing allowance to "annual" housing allowance.

Mr. Eason made a motion, seconded by Mr. Donaldson, to approve the presidential contract with the correction to section 2 (f), changing "monthly" to "annual" as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Backer, Mr. Bryan, Mr. Donaldson, Mr. Eason, and Dr. Kirschner. **Motion carried by unanimous vote.**

(EXHIBIT "X")

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 2024.

(EXHIBIT "Y")

9.2 Resource Development Report

Mrs. Bateman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$103,165.84** from May 1 through May 31, 2024.

Mrs. Bateman reported on the following items:

1. Thanked the Board for approving the DSO re-authorization for the 2024-25 fiscal year.
 2. Foundation Board Members: Mrs. Bateman announced the new executive board members as follows:
 - President – Dr. Darrell Jensen
 - Vice President – Mrs. Cheryl Brown
 - Treasurer – Mr. Don Elwell
 - Secretary – Dr. George MousaShe also recognized the outgoing board members.
 3. Grants Development: Mrs. Bateman reported on the grants awarded and declined for the fiscal year.
 4. Highlighted the Gatsby Getaway event celebrating 100-year anniversary of the Hotel Jacaranda and 40-year anniversary of the Foundation being established. She shared that Dr. Cornelius was recognized as the 2024 Legacy Award recipient.
 5. Mosaic Tour: She highlighted the lunch-n-learn with Mosaic and thanked Mr. Backer for attending.
 6. Announced Sebring Soap Company as a new tenant at the Hotel Jacaranda and shared their ribbon cutting.
 7. Panther Partner Tour in DeSoto: Mrs. Bateman shared that she was had the opportunity to tour Dr. Dean Hautamaki and Mr. Kurt Malcolm on the DeSoto Campus. She stated both are interested in supporting the trades programs in DeSoto.
- Bennett, Ashley's Zoom Meeting

9.3 President's Report

President Hawkins reported on the following items:

1. Gatsby Getaway: President Hawkins stated what a great event and gave kudos to Mrs. Bateman and her team for all their work.
2. Lake Placid Center: President Hawkins gave a brief overview of the property and the discussions with Grace Bible Church on the purchase on a portion of the property. Mr. Elliott welcomed and introduced Rev. Dustin Woods and team to the Board. He stated that a potential contract would be presented at the August DBOT meeting for approval.
3. Drafting Program: President Hawkins asked Dr. Heston to report on this program. Dr. Heston stated that the Board had a flyer at their spots highlighting the program and asked them to share with the community. She gave a brief overview of the course addition.
4. Commissioner's Summit Event: President Hawkins reported the he along with Dr. Heston and Mr. Atchley attended the Commissioner's Summit even in Miami, May 30-31. He highlighted topics of the sessions and gave a brief overview of the current accreditation process.
5. Council of Presidents Update: President Hawkins reported that COP has set the priorities for the coming year. He stated the he will keep the Board informed as meetings reconvene.
6. Thanked the SFSC lobbyist team for their work on the Dental Clinic renovation appropriation.

9.5 Board Attorney's Report

Mr. Atchley welcomed and introduced Mr. Scott Cole.

Mr. Cole thanked the Board and he appreciates being here. He stated no report.

9.6 Board Members' Reports

Mr. Backer stated no report.

Dr. Kirschner stated no report

Mr. Eason stated no report

Mr. Donaldson stated no report.

Mr. Bryan stated no report.

9.7 Board Chair Report

Mr. Atchley reminded the Board that there will be no July DBOT meeting and the next meeting will be August 14. He stated that Convocation is August 12 and hopes everyone will be able to attend.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 1:52 p.m.



OFFICE OF THE PRESIDENT

Item 1.3

PRESENT TO BOARD: AUGUST 14, 2024

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 2024-2025 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 2024-2025 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:

Wednesday, September 25, 2024	Board Meeting – 1:00 pm	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, October 23, 2024	Board Meeting – 1:00 pm	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, December 4, 2024	Board Meeting – 1:00 pm	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, January 22, 2025	Board Meeting – 1:00 pm	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, March 26, 2025	Board Meeting – 1:00 pm	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, April 23, 2025	Board Meeting – 1:00 pm	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, May 28, 2025	Planning/Budget Workshop – 11:00 am	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, May 28, 2025	Board Meeting – 1:00 pm	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, June 25, 2025	Board Meeting – 1:00 pm	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, July 23, 2025	Board Meeting – 1:00 pm	Highlands Campus, 600 W. College Dr., Avon Park, FL
Wednesday, August 27, 2025	Board Meeting – 1:00 pm	Highlands Campus, 600 W. College Dr., Avon Park, FL

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 2024	SEPTEMBER 2024	OCTOBER 2024
<p>12 Convocation, Highlands Campus</p> <p>14 Board Meeting, 1 PM Highlands Campus</p>	<p>TBD Board Meeting, 1 PM Highlands Campus</p>	<p>TBD Board Meeting, 1 PM Highlands Campus</p>
NOVEMBER 2024	DECEMBER 2024	JANUARY 2025
<p>No Board Meeting</p>	<p>2 Jacaranda Jubilee, 6:3 PM Hotel Jacaranda</p> <p>3 Giving Tuesday</p> <p>5 Christmas Luncheon, 11:30 AM Highlands Campus</p> <p>TBD Board Meeting, 1 PM Highlands Campus</p> <p>12 Fall Commencement</p>	<p>16-18 Foundation Hole-in-One Golf Shootout, SNL</p> <p>TBD Board Meeting, 1 PM Highlands Campus</p>
FEBRUARY 2025	MARCH 2025	APRIL 2025
<p>TBD Board Meeting, 1 PM Highlands Campus</p>	<p>TBD Board Meeting, 1 PM Highlands Campus</p>	<p>TBD Board Meeting, 1 PM Highlands Campus</p>
MAY 2025	JUNE 2025	JULY 2025
<p>TBD Board Meeting, 1 PM Highlands Campus</p> <p>8 Spring Commencement</p>	<p>TBD Board Meeting, 1 PM Highlands Campus</p>	<p>TBD Board Meeting, 1 PM Highlands Campus</p>

New Addition

Tentative *

2.0 Communications, Introductions, and Recognitions



OFFICE OF THE PRESIDENT

Item 2.1

PRESENT TO BOARD: AUGUST 14, 2024

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: NEW EMPLOYEE INTRODUCTIONS

Employee	Position	Supervisor	Hired
Aidimar Mendoza	Coordinator, Human Resources Operations	Don Kesterson	04/01/2024

3.0 *Public Comment*

4.0 *Presentations*

5.0 Consent Agenda Action Items



OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: AUGUST 14, 2024
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.

CONSENT AGENDA ACTION ITEMS		Page
5.1	Personnel Actions	23
5.2	Agreements and Contracts	25
	5.2.1 Affiliation Agreement – Family Dental Center of Sebring	
	5.2.2 Affiliation Agreement – Asharie J. Campbell, DDS	
5.3	Operating Actions	27
	5.3.1 Monthly Accounts Payable & Payroll Check Register	
	5.3.2 Property Disposals – July 2024	



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: AUGUST 14, 2024

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:

I. APPOINTMENTS, FULL-TIME PROFESSIONAL STAFF:		
<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Dina Capuano	Coordinator, OCIS (Lake Placid)	07/08/24
Irene Cerna	Coordinator, OCIS (DeSoto)	07/08/24
Marcia Conliffe	Interim Director, Financial Aid	08/01/24
Decwon Cowell	TSIC College Success Coach (DeSoto)	08/01/24
II. APPOINTMENTS, FULL-TIME FACULTY:		
<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Arthur Torrerlin	Instructor, Economics	08/09/24
III. RESIGNATIONS:		
<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Jennifer Tollison	Officer Manager, Lake Placid	7/2/2024
Jazmin Marie Rosario	Advisor, PATHways	7/3/2024
George Livingston	NSF Swerve Grant Specialist	7/31/2024
Anthony Pacheco	Coordinator, Clinical Experience and Nursing Lab	7/31/2024
Vickie Penley	Program Specialist, PYP	7/31/2024
IV. Retirements		
<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Teresa Crawford	Director, DeSoto Campus	1/10/2025

VI. ADJUNCT FACULTY, 2024-25, ACADEMIC YEAR AS NEEDED:		
<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Richard Brehm	Truck Driving Academy	IV
Debra Callender	Surgical Services	I
Cindy Forkowitz	ABE/GED/ESOL	II
Joyce Goodspeed	Cosmetology	III
Scott Groth	Truck Driving Academy	IV
Isabel Leon	ABE/GED/ESOL	III
Angela Leslie	Nursing	II
Jayla McCree	Practical Nursing (clinicals)	IIIB
Luz Ortegon	ABE/GED/ESOL	III
Deanna Reed	Surgical Services	II
Julie Valdivia	Nursing	II
Cheryl Valentin Burt	ABE/GED/ESOL	II

SUGGESTED MOTION:

Move to approve the personnel recommendations as presented.



OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: AUGUST 14, 2024

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: AFFILIATION AGREEMENT – FAMILY DENTAL CENTER OF SEBRING

Approval is requested to enter into the agreement between Family Dental Center of Sebring and South Florida State College to make the dental office facility available to the College's Dental Education programs.

The agreement makes the clinical facility available to students, including hands-on training in a dental office, to give students real- world experience.

SUGGESTED MOTION:

Move to approve the agreement between Family Dental Center of Sebring and South Florida State College as presented.



OFFICE OF THE PRESIDENT

Item 5.2.2

PRESENT TO BOARD: AUGUST 14, 2024

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: AFFILIATION AGREEMENT – ASHARIE J. CAMPBELL, DDS

Approval is requested to **enter** into the agreement between Asharie Campbell, DDS and South Florida State College to make the dental office facility available to the College’s Dental Education programs.

The agreement makes the clinical facility available to students, including hands-on training in a dental office, to give students real- world experience.

SUGGESTED MOTION:
Move to approve the agreement Asharie Campbell, DDS and South Florida State College as presented.



OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: AUGUST 14, 2024

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:

	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	1419	\$2,791,186.73	164	\$2,491,673.97	428	\$90,713.78	2011	\$5,373,574.48
October	820	\$2,489,630.51	229	\$2,088,083.93	606	\$158,351.72	1655	\$4,736,066.16
November	467	\$869,712.09	192	\$1,275,088.61	506	\$100,503.22	1165	\$2,245,303.92
December	255	\$445,580.75	144	\$2,156,659.03	361	\$103,234.55	760	\$2,705,474.33
January	285	\$934,059.00	164	\$1,479,730.72	242	\$54,315.31	691	\$2,468,105.03
February	1600	\$2,533,011.63	206	\$1,839,234.46	556	\$146,821.97	2362	\$4,519,068.06
March	447	\$768,316.92	206	\$2,012,428.07	328	\$105,178.21	981	\$2,885,923.20
April	381	\$756,187.93	207	\$1,608,440.06	655	\$167,337.12	1243	\$2,531,965.11
May	256	\$534,872.54	234	\$1,592,111.25	433	\$101,340.20	923	\$2,228,323.99
June	967	\$1,176,405.80	177	\$2,087,864.36	427	\$131,539.58	1571	\$3,395,809.74
Totals	7704	\$17,453,343.73	2214	\$22,954,634.02	5182	\$1,317,720.64	15100	\$41,725,698.39

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	6	\$11,945.63	423	\$1,217,590.96	429	\$1,229,536.59
October	7	\$9,897.08	462	\$1,277,637.61	469	\$1,287,534.69
November	8	\$10,094.06	480	\$1,279,548.12	488	\$1,289,642.18
December	6	\$14,310.47	473	\$1,726,584.58	479	\$1,740,895.05
January	6	\$9,592.97	399	\$1,134,987.59	405	\$1,144,580.56
February	7	\$12,509.69	460	\$1,244,173.78	467	\$1,256,683.47
March	10	\$12,605.95	480	\$1,274,122.19	490	\$1,286,728.14
April	5	\$7,870.70	484	\$1,278,104.68	489	\$1,285,975.38
May	4	\$10,894.53	486	\$1,386,212.74	490	\$1,397,107.27
June	4	\$10,114.22	424	\$1,257,633.57	428	\$1,267,747.79
Totals	76	\$146,767.03	5351	\$15,356,812.46	5427	\$15,503,579.49

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	2,011	\$5,373,574.48	\$14,009,658.85
October	1,275	\$1,843,696.19	\$9,694,704.87	1,655	\$4,736,066.16	\$18,745,725.01
November	1,533	\$2,163,113.37	\$11,857,818.24	1,165	\$2,245,303.92	\$20,991,028.93
December	814	\$2,166,981.41	\$14,024,799.65	760	\$2,705,474.33	\$23,696,503.26
January	654	\$2,226,541.50	\$16,251,341.15	691	\$2,468,105.03	\$26,164,608.29
February	2,540	\$9,409,860.31	\$25,661,201.46	2,362	\$4,519,068.06	\$30,683,676.35
March	1,113	\$2,561,666.48	\$28,222,867.94	981	\$2,885,923.20	\$33,569,599.55
April	862	\$2,613,352.45	\$30,836,220.39	1,243	\$2,531,965.11	\$36,101,564.66
May	1,094	\$3,428,758.38	\$34,264,978.77	923	\$2,228,323.99	\$38,329,888.65
June	1,327	\$3,655,546.94	\$37,920,525.71	1,571	\$3,395,809.74	\$41,725,698.39
Totals	14,321	\$37,920,525.71		15,100	\$41,725,698.39	

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	429	\$1,229,536.59	\$3,546,684.96
October	433	\$1,062,036.28	\$4,190,906.73	469	\$1,287,534.69	\$4,834,219.65
November	446	\$1,084,124.90	\$5,275,031.63	488	\$1,289,642.18	\$6,123,861.83
December	459	\$1,133,598.55	\$6,408,630.18	479	\$1,740,895.05	\$7,864,756.88
January	392	\$1,003,592.10	\$7,412,222.28	405	\$1,144,580.56	\$9,009,337.44
February	445	\$1,072,642.31	\$8,484,864.59	467	\$1,256,683.47	\$10,266,020.91
March	450	\$1,129,927.15	\$9,614,791.74	490	\$1,286,728.14	\$11,552,749.05
April	461	\$1,104,981.09	\$10,719,772.83	489	\$1,285,975.38	\$12,838,724.43
May	462	\$1,186,672.05	\$11,906,444.88	490	\$1,397,107.27	\$14,235,831.70
June	409	\$1,111,163.38	\$13,017,608.26	428	\$1,267,747.79	\$15,503,579.49
Totals	5150	\$13,017,608.26		5427	\$15,503,579.49	



OFFICE OF THE PRESIDENT

Item 5.3.2

PRESENT TO BOARD: AUGUST 14, 2024
TO: SOUTH FLORIDA STATE COLLEGE DISTRICT BOARD OF TRUSTEES
FROM: FRED HAWKINS
SUBJECT: PROPERTY DISPOSALS – JULY 2024

Authorization is requested to delete the equipment items listed below. The capitalized item (over \$5,000) has been fully depreciated, therefore, there is no financial impact. These items are beyond repair and/or obsolete and will be held in storage until disposal. Any equipment with possible residual value will be auctioned or traded if feasible.

Table with 5 columns: Tag #, Date Purchased, Description, Cost, Condition Code. Lists various equipment items like golf carts, camera, and printer with their purchase dates and costs.

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: AUGUST 14, 2024

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: NEW DBOT POLICY 9.01

New District Board of Trustees Policy 9.01, *Artificial Intelligence Ethics and Integration* is presented for your review on first reading.

SUGGESTED MOTION:
Move to table the approval of the new DBOT Policy 9.01 as presented.

New

SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES POLICIES

POLICY NO. 9.01

TITLE: ARTIFICIAL INTELLIGENCE ETHICS AND INTEGRATION

LEGAL AUTHORITY: FLORIDA STATUTE 1001.64, 1001.65

OFFICE OF PRIMARY RESPONSIBILITY: PRESIDENT'S OFFICE

South Florida State College (SFSC) is committed to the responsible and ethical development and use of Artificial Intelligence (AI) within its educational, administrative, and operational areas. This policy outlines the College's approach to harnessing AI technology that aligns with its institutional values, ensuring the well-being and privacy of the community while fostering innovation.

The guidelines herein apply to all college constituents engaged in AI-related activities, including faculty, staff, students, and external collaborators.

SFSC advocates for the ethical use of AI, prioritizing respect for individual dignity, rights, and privacy. AI initiatives must actively work to prevent bias, ensuring all projects are undertaken with transparency regarding their objectives, capabilities, and limitations to maintain accountability.

Intellectual contributions generated through AI activities are protected under SFSC's Intellectual Property Policy 1.16. Integrating AI technologies into the College's curriculum aims to enhance educational outcomes and equip students for the evolving technological landscape.

To support faculty and staff in navigating the complexities of AI, SFSC is dedicated to providing continuous professional development opportunities. Adherence to data privacy and security regulations is paramount in all AI applications.

Integrating AI technology into SFSC's academic programs and college operations shall be conducted with integrity, supporting the institution's pedagogical needs and administrative functions. The President's Office is responsible for implementing this policy, ensuring appropriate and ethical applications of AI that align with the College's mission.

This policy is subject to periodic review to remain current with technological progress and ethical standards.

HISTORY: Last Reviewed XX/XX/XX

Issued by District Board of Trustees: XX/XX/XX

Reviewed: XX/XX/XX

Revised: XX/XX/XX



OFFICE OF THE PRESIDENT

Item 6.2

PRESENT TO BOARD: AUGUST 14, 2024
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 2024-2025
- 2. Election of the Vice Chair for 2024-2025
- 3. Election of the SFSC Foundation Liaison for 2024-2025

**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

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

7.0 Academic and Student Matters



OFFICE OF THE PRESIDENT

Item 7.1

PRESENT TO BOARD: AUGUST 14, 2024

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: CURRICULUM PROPOSALS

Approval is requested for the following curriculum proposals:

I. PROGRAM REVISIONS

Request approval to modify the Medical Assisting (HCI Track) program's course structure to strengthen the skill set and knowledge of the medical assisting students, combine several MEA courses to benefit students by giving them additional hours to understand anatomy and the disease process, replace and remove other MEA/OTA courses to allow the 3-year program students to benefit from a second medical terminology course to enhance their medical language and provide experience using the Electronic Health Records. Plus, add and increase lab hours to give students additional classroom lab time for online coursework. No program length change. Program revisions effective Fall 2024 (202510).

➤ **Medical Assisting (HCI Track) CC #3500**

- Add **OTA 0930L Office Practices Lab II** (48 contact hours)
- Increase **OTA 0422L Office Practices Lab I** contact hours from 24 to 96
- Combine **MEA 0234 Pathophysiology and Disease** with **MEA 0231C Anatomy and Physiology**, Increase contact hours from 110 to 144, Change title to Pathophysiology with Anatomy and Physiology, Move from second fall term to first spring term
- Combine **MEA 0255C Medical Lab Procedures I** with **MEA 0521C Phlebotomist**, **MEA 0540C EKG Adie**, and **MEA 0952 Medical Assisting Seminar** and Increase contact hours from 124 to 204
- Change **MEA 0242 Introduction to Pharmacology** as a combine lecture/lab course (MEA 0242C) and prerequisite from MEA 0200C to MEA 0234, and Move from second spring term to second fall term

- Replace **MEA 0334L Occupational Medical Insurance and Billing Lab** with **MEA 0310C Occupational Medical Office Procedures with Simulation**
- Replace **OTA 0490 Occupational Personal Business Skills** with **MEA 0239 Occupational Medical Terminology II**
- Move **MEA 0310 Occupational Medical Office Procedures** and **OTA 0101 Occupational Introductory Keyboarding** from first spring term to first fall term
- Move **MEA 0230 Occupational Medical Terminology I** from first fall term to second fall term

Request approval to revise the Network Systems Technology program’s course structure to allow students to gain experience in developing software in virtualized environments per the needs of the SWERVE grant. No change in the length of the program. Program revision effective Fall 2024 (202510).

➤ **Network Systems Technology AS #1740**

- Replace **CET 2930C Selected Topics in Computer Networking** 3 credit hours with (New) **CET 2XXX Virtualization Capstone** 3 credit hours and Move to second summer term
- Move **CIS 2352C Ethical Hacking I** from the second summer to the first summer term

II. COURSE ADDITIONS

Request approval to offer two new honors courses in Bio-Art. These honors courses will be offered as elective interdisciplinary courses and have no prerequisites. The Bio-Art courses will integrate skills from Biology, Art, Engineering, and Entrepreneurship to create artwork using genetically engineered bacteria. New courses effective Fall 2024 (202510).

- **IDH 2XXX Interdisciplinary Honors BioArt I** (3 credit hours)
- **IDH 2XXX Interdisciplinary Honors BioArt II** (3 credit hours)

III. COURSE REVISIONS

Request approval to modify both the Mathematical Thinking and Mathematics in Context courses. Students enrolling in MGF 1130 and MGF 1131 can satisfy the prerequisite with either MAT 1100 Mathematical Literacy for College Students (existing prerequisite) or MAT 1033 Intermediate Algebra. Adding MAT 1033 as a prerequisite option provides more flexibility based on a student’s past and current educational pathway. Plus, requesting Mathematics in Context be designated as a General Education (GE) requirement course to align with DOE’s mathematical thinking in context pathway. Course revisions effective Fall 2024 (202510).

- **MGF 1130 Mathematical Thinking** add to prerequisite “or MAT 1033 Intermediate Algebra”
- **MGF 1131 Mathematics in Context** add to prerequisite “or MAT 1033 Intermediate Algebra” and designate as a GE requirement course

Request approval to modify the Institutional General Education courses. The Florida Department of Education has mandated the review of Institutional General Education courses to comply with the content, principles, and standards as stated in F.S. 1007.25. All Institutional General Education

courses under Communication, Humanities, Mathematics, Natural Sciences, Social Sciences, and Computer Technologies have been reviewed according to the above F.S. and only 16 courses needed updating to meet the state requirement. Plus, updating major learning outcomes, where needed. Course revisions effective Fall 2024 (202510). NOTE: Courses with an asterisk (*) were updated to meet F.S. requirement.

➤ **Communications/Humanities**

- AML 2010 American Literature I (description modified) *
- AML 2010 American Literature I - Honors (description modified) *
- AML 2020 American Literature II (description modified) *
- AML 2020 American Literature II - Honors (description modified) *
- ARH 2050 Art History I (description modified) *
- ARH 2051 Art History II (description modified) *
- ENC 1102 Freshman English II
- ENC 1102 Freshman English II - Honors
- ENL 2012 British Literature I
- ENL 2012 British Literature I - Honors
- ENL 2022 British Literature II
- ENL 2022 British Literature II - Honors
- HUM 2210 Humanities Survey I (description modified) *
- HUM 2210 Humanities Survey I - Honors (description modified) *
- HUM 2230 Humanities Survey II (description modified) *
- HUM 2230 Humanities Survey II - Honors (description modified) *
- IDH 1921 Symposium I-VI - Honors
- IDH 2001 Seminar I-Honors
- IDH 2002 Seminar II-Honors
- IDH 2003 Seminar III-Honors
- IDH 2004 Seminar IV-Honors
- IDH 2005 Seminar V-Honors
- IDH 2006 Seminar VI-Honors
- LIT 2110 World Literature I
- LIT 2110 World Literature I - Honors
- LIT 2120 World Literature II
- LIT 2120 World Literature II - Honors
- PHI 2635 Biomedical Ethics (description modified) *
- REL 2300 Comparative Religion (description modified) *

➤ **Social and Behavioral Sciences**

- DEP 1004 Human Development (description modified) *
- ECO 1000 Survey of Economic
- ECO 2023 Microeconomics
- INR 2002 International Relations (description and outcomes modified) *
- SPC 2608 Fund. of Speech Communication
- SPC 2608 Fund. of Speech Communication- Honors
- SYG 2000 General Sociology

- SYG 2000 General Sociology - Honors
- WOH 2040 World History in 20th Century

➤ **Natural Sciences**

- AST 1002L Descriptive Astronomy Lab
- BOT 1010C Botany
- BSC 1009C Introduction to Biology
- BSC 1011C General Biology II
- BSC 1011C General Biology II - Honors
- BSC 1080 Overview of Anatomy and Physiology
- BSC 1086C Human Anatomy & Physiology II
- BSC 1086C Human Anatomy & Physiology II - Honors
- BSC 1420C Introduction to Biotechnology
- BSC 2932 Selected Topics in Biology
- CHM 1020L Introducing General Chemistry Lab
- CHM 2045L General Chemistry I Lab
- CHM 2045L General Chemistry I Lab - Honors
- CHM 2046 General Chemistry II
- CHM 2046 General Chemistry II - Honors
- CHM 2046L General Chemistry II Lab
- CHM 2046L General Chemistry II Lab - Honors
- CHM 2210 Organic Chemistry I
- CHM 2210 Organic Chemistry I - Honors
- CHM 2210L Organic Chemistry I Lab
- CHM 2210L Organic Chemistry I Lab - Honors
- CHM 2211 Organic Chemistry II
- CHM 2211 Organic Chemistry II - Honors
- CHM 2211L Organic Chemistry II Lab
- CHM 2211L Organic Chemistry II Lab - Honors
- MCB 2010C Microbiology (description modified) *
- MCB 2010C Microbiology - Honors (description modified) *
- PCB 2033 Introduction to Ecology - Environment
- PHY 2049C General Physics with Calculus II
- PHY 2049C General Physics with Calculus II - Honors
- PHY 2054C General Physics II
- PHY 2054C General Physics II - Honors
- PSC 1121 Physical Science

➤ **Mathematics**

- MAC 1114 Plane Trigonometry
- MAC 1140 Precalculus Algebra
- MAC 1147 Precalculus Algebra-Trigonometry
- MAC 2233 Calculus for Business and Social Sciences
- MAC 2312 Calculus II
- MAC 2313 Calculus III

- MAP 2302 Differential Equations
- MGF 1106 Liberal Arts Mathematics I
- MGF 1107 Liberal Arts Mathematics II
- MGF 1131 Mathematics in Context

➤ **Computer Technologies**

- CGS 1100C Intro to Microcomputer Using Windows

SUGGESTED MOTION:

Move to approve the curriculum proposals as presented.

8.0 Purchasing and Other Action Items

9.0 Reports



OFFICE OF THE PRESIDENT

Item 9.1

PRESENT TO BOARD: AUGUST 14, 2024

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 2024.

**SOUTH FLORIDA STATE COLLEGE
FINANCIAL SUMMARY
FISCAL YEAR 2023-24
As of June 30, 2024 (preliminary)**

	Budgeted Annual Revenue	Recorded Year To Date	% Recorded of Annual	Recorded Prior Year To Date	% Recorded Prior Year
Student Fees	\$ 5,202,500	\$ 5,490,630	106%	\$ 5,054,401	102%
State Funding	29,398,002	29,459,087	100%	\$ 22,268,036	100%
Other Revenue	2,035,750	2,080,521	102%	1,983,377	92%
Total Revenue	\$ 36,636,252	\$ 37,030,237	101%	\$ 29,305,814	100%

	Budgeted Annual Expenditures	Expenditures Year To Date	% Expended of Annual	Expenditures Prior Year To Date	% Expended Prior Year
Salaries	\$ 25,237,066	\$ 24,248,144	96%	\$ 20,245,504	89%
Current Expense	9,203,917	8,290,468	90%	8,639,268	105%
Capital Outlay	2,592,548	1,201,601	46%	662,443	75%
Total Expenditures	\$ 37,033,531	\$ 33,740,213	91%	\$ 29,547,215	93%

South Florida State College Fund Balance Summary Projection 2023-24 Fiscal Year (preliminary)	
Fund Balance Carryforward from Fiscal Year 2022-23	
Unallocated Fund Balance	\$ 6,151,788
Reserve for Encumbrances	98,912
Total Fund Balance Available for FY 2023-24	<u>\$ 6,250,700</u>
Plus	
Actual Revenue to Date	\$ 37,033,531
Projected Additional Revenue	\$ -
Total Revenue	<u>\$ 37,033,531</u>
Total Projected Funds Available	
	<u>\$ 43,284,231</u>
Minus	
Actual Expenditures to Date	\$ 33,740,213
Projected Additional Expenditures	\$ -
Total Projected Expenditures	<u>\$ 33,740,213</u>
Total Projected Fund Balance Available for FY 2024-25	\$ 9,544,018
Less: Encumbrances	<u>\$ 250,000</u>
Total Projected Fund Balance Unallocated for FY 2024-25	\$ 9,294,018
Projected Unallocated Fund Balance Percentage:	21.47%

South Florida State College
Budget to Actual
Fiscal Year 2023-24 and Fiscal Year 2022-23
As of June 30, 2024 (preliminary)

	Budget FY 23-24	Recorded 06/30/2024	% Recorded	Budget FY 22-23	Recorded 06/30/2023	% Recorded
Revenue:						
Tuition	\$ 4,445,977	\$ 4,601,390	103%	\$ 3,420,780	\$ 3,543,336	104%
Student Fees	756,523	889,240	118%	1,535,923	1,511,065	98%
State Support - FCSFP	25,464,168	25,525,253	100%	18,810,711	18,806,441	100%
State Support - Lottery	3,933,834	3,933,834	100%	3,461,595	3,461,595	100%
Other Revenue	2,035,750	2,080,521	102%	2,152,519	1,983,377	92%
Total Revenue	\$ 36,636,252	\$ 37,030,237	101%	\$ 29,381,528	\$ 29,305,814	100%
Expenses:						
	Budget FY 23-24	Expended 06/30/2024	% Expend	Budget FY 22-23	Recorded 06/30/2023	% Expend
Personnel Expenses:						
Salary Expense	\$ 18,423,216	\$ 17,966,534	98%	\$ 16,854,660	\$ 15,077,713	89%
Fringe Benefits	6,813,850	6,281,610	92%	5,865,252	5,167,791	88%
Sub Total	\$ 25,237,066	\$ 24,248,144	96%	\$ 22,719,912	\$ 20,245,504	89%
Other Expenses:						
Travel	\$ 313,337	\$ 254,502	81%	\$ 273,600	\$ 215,162	79%
Postage & Telephone	304,013	261,687	86%	183,287	246,146	134%
Printing	38,974	16,813	43%	38,510	14,127	37%
Repairs & Maintenance	1,838,999	2,205,895	120%	1,668,199	1,807,218	108%
Rental & Insurance	860,405	526,795	61%	702,000	1,041,386	148%
Utilities	1,828,515	1,850,598	101%	1,776,758	1,828,437	103%
Services	1,818,448	1,117,533	61%	1,180,567	1,074,898	91%
Supplies & Subscriptions	2,013,434	2,003,621	100%	2,257,427	2,307,648	102%
Other Expenses	187,792	53,022	28%	186,750	104,246	56%
Sub Total:	\$ 9,203,917	\$ 8,290,468	90%	\$ 8,267,098	\$ 8,639,268	105%
Capital Outlay:	\$ 2,592,548	\$ 1,201,601	46%	\$ 885,627	\$ 662,443	75%
Total Expenses	\$ 37,033,531	\$ 33,740,213	91%	\$ 31,872,637	\$ 29,547,215	93%
Revenue Over (Under) Expenses	\$ (397,279)	\$ 3,290,024		\$ (2,491,109)	\$ (241,401)	

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 (FSCFP & 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, 2024 (preliminary)

	Current Fund			Unexpended Plant	
	Restricted	Auxiliary Fund	Loan Fund	Scholarships	Plant
<u>REVENUE</u>					
Student Fees	\$ 313,625	\$ -	\$ -	\$ 283,276	\$ 358,414
Local Support	200,000	-	-	-	-
State Support	398,848	-	-	617,035	522,622
Federal Support	-	-	-	6,858,314	-
Gifts & Contracts	7,181,578	-	-	-	35,000
Sales	-	1,962,202	-	-	-
Insurance Proceeds	-	-	-	-	1,934,314
Other Revenue	486	66,779	3,870	35	188,071
TOTAL REVENUE	\$ 8,094,537	\$ 2,028,981	\$ 3,870	\$ 7,758,660	\$ 3,038,421
<u>EXPENDITURES</u>					
<u>Personnel Expenditures</u>					
Salary	\$ 1,745,282	\$ 468,215	\$ -	\$ -	\$ -
Fringe Benefits	597,745	163,733	-	25	-
Subtotal	\$ 2,343,027	\$ 631,948	\$ -	\$ 25	\$ -
<u>Other Expenses</u>					
Travel	\$ 113,784	\$ 29,937	\$ -	\$ -	\$ -
Postage & Telephone	742	8,589	-	-	-
Printing	2,408	1,570	-	-	499
Repairs & Maintenance	96,954	72,139	-	-	2,458,405
Rental & Insurance	10,078	13,322	-	-	146,782
Utilities	1,075	2,778	-	-	-
Services	1,326,272	1,017,299	-	-	44,386
Materials & Supplies	720,585	139,561	-	-	51,780
Cost of Goods Sold	-	466,845	-	-	-
Scholarships & Waivers	235,399	-	-	7,806,838	-
Transfers to Other Funds	-	166,669	-	-	-
Other Expenses	2,188,681	7,737	-	14,677	79
Subtotal	\$ 4,695,978	\$ 1,926,446	\$ -	\$ 7,821,515	\$ 2,701,931
<u>Capital Outlay</u>					
Capital Software	\$ -	\$ -	\$ -	\$ -	\$ 184,296
Furniture & Equipment	1,159,319	37,233	-	-	-
Renovating & Remodeling	25,089	\$ 22,646.00	\$ -	\$ -	1,993,022
Subtotal	\$ 1,184,408	\$ 59,879	\$ -	\$ -	\$ 2,177,318
TOTAL EXPENDITURES	\$ 8,223,414	\$ 2,618,273	\$ -	\$ 7,821,540	\$ 4,879,249
NET INCREASE (DECREASE) IN FUND BALANCE	\$ (128,877)	\$ (589,292)	\$ 3,870	\$ (62,880)	\$ (1,840,828)

SOUTH FLORIDA STATE COLLEGE
BALANCE SHEET - ALL FUNDS
As of June 30, 2024 (preliminary)

	Current Fund				Scholarships	Unexpended Plant	Invested in Plant	Totals
	Restricted	Auxiliary Fund	Loan Fund					
<u>ASSETS</u>								
Cash/Cash Equivalents	\$ (1,373,424)	\$ (124,807)	\$ 1,174	\$ 121,884	\$ 3,096,420	\$ -	\$ 1,721,247	
Accounts Receivable, Net	\$ 1,989,579	\$ 20		\$ 12,958	\$ 4,320,674		\$ 6,323,231	
Investments		\$ 1,184,873	\$ 71,715		\$ 3,164,395		\$ 4,420,983	
Capital Lease, Net							\$ -	
Land						\$ 2,477,518	\$ 2,477,518	
Buildings, Net						\$ 39,719,030	\$ 39,719,030	
Other, Structures & Improvements, Net						\$ 9,600	\$ 9,600	
Furniture & Equipment, Net						\$ 3,141,989	\$ 3,141,989	
Data Software - Perpetual Licenses							\$ -	
Artwork						\$ 567,877	\$ 567,877	
Construction in Progress						\$ 2,308,651	\$ 2,308,651	
Other		\$ 34,422					\$ 34,422	
TOTAL ASSETS	\$ 616,155	\$ 1,094,508	\$ 72,889	\$ 134,842	\$ 10,581,489	\$ 48,224,665	\$ 60,724,548	
<u>LIABILITIES AND FUND BALANCE</u>								
<u>Liabilities</u>								
Accounts Payable	\$ 74,103	\$ 48,939	\$ -	\$ -	\$ 26,408	\$ -	\$ 149,450	
Compensated Leave Payable							\$ -	
Retainage Payable							\$ -	
Unearned Revenue	\$ 418,297	\$ 22,471		\$ 32,563			\$ 473,331	
Salaries & Benefits Payable							\$ -	
Total Liabilities	\$ 492,400	\$ 71,410	\$ -	\$ 32,563	\$ 26,408	\$ -	\$ 622,781	
<u>Fund Balance:</u>								
Fund Balance (estimated)	\$ 252,632	\$ 1,612,390	\$ 69,019	\$ 165,159	\$ 12,395,909	\$ -	\$ 14,495,109	
Investment in Plant						\$ 50,913,354	\$ 50,913,353	
Change in Fund Balance (YTD)	\$ (128,877)	\$ (589,292)	\$ 3,870	\$ (62,880)	\$ (1,840,828)	\$ (2,688,689)	\$ (5,306,696)	
Total Fund Balance	\$ 123,755	\$ 1,023,098	\$ 72,889	\$ 102,279	\$ 10,555,081	\$ 48,224,665	\$ 60,101,766	
TOTAL LIABILITIES AND FUND BALANCE	\$ 616,155	\$ 1,094,508	\$ 72,889	\$ 134,842	\$ 10,581,489	\$ 48,224,665	\$ 60,724,547	



OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: AUGUST 14, 2024

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 2024 meeting of the College District Board of Trustees. The included dates are June 1, 2024 through July 31, 2024. The total amount reported is **\$10,841.56**.

II. Resource Development Update

a. Foundation Feasibility Study

South Florida State College Foundation, Inc.
Gift Summary Report 06/01/2024 - 07/31/2024

Fund ID	Fund Description	Gift Count	Cash	Pledges	Stocks/Other	Total
1000	Unrestricted	47	\$502.00	\$0.00	\$0.00	\$502.00
2000	Jacaranda Restoration Fund	1	\$174.80	\$0.00	\$0.00	\$174.80
5011	SFSC General Scholarship	30	\$389.00	\$0.00	\$0.00	\$389.00
5025	General Nursing Scholarship	3	\$4,024.76	\$0.00	\$0.00	\$4,024.76
5031	SFSC Community Fund	4	\$21.00	\$0.00	\$0.00	\$21.00
5032	SFSC Library Donations	2	\$60.00	\$0.00	\$0.00	\$60.00
5045	Athletic Booster Club	8	\$70.00	\$0.00	\$0.00	\$70.00
5098	Arcadia Center	4	\$60.00	\$0.00	\$0.00	\$60.00
5110	Highlands County Bar Association Scholarship	5	\$200.00	\$0.00	\$0.00	\$200.00
5118	Rotary Club of Highlands County Scott Fettinger Scholarship	1	\$5,000.00	\$0.00	\$0.00	\$5,000.00
5158	TSIC Scholarships	14	\$150.00	\$0.00	\$0.00	\$150.00
6005	Partnership Project	6	\$140.00	\$0.00	\$0.00	\$140.00
6006	Alumni Association Fund	2	\$20.00	\$0.00	\$0.00	\$20.00
6010	STEM Endowment	4	\$30.00	\$0.00	\$0.00	\$30.00
Grand Totals:		131	\$10,841.56	\$0.00	\$0.00	\$10,841.56

131 Gift(s) listed

58 Donor(s) listed

Grant Awards

Grantor Highlands County Board of County Commissioners- Highlands County Hospital District Board

Grant Title Pro Bono Dental Services for Highlands County Youth, Teens, and Disabled Adults

Amount Awarded \$10,930

Department Dental Education

Description Funds will be used to purchase a traveling dental chair and supplies to expand upon current pro bono preventative dental services such as cleanings, sealants, and fluorides to youth, teens, and disabled adults in Highlands County.

Grantor Florida Department of Education

Grant Title Consolidated Adult General Education (Highlands/Hardee) FY25

Amount Awarded \$541,694

Department Adult Education

Description Funds will be used to continue offering Adult Basic Education (ABE) and General Education Development (GED) courses in Hardee and Highlands counties and for other needs.

Grantor Florida Department of Education

Grant Title Consolidated Integrated English Literacy and Civics Education (Highlands/Hardee) FY25 (ESOL)

Amount Awarded \$173,881

Department Adult Education

Description Funds will be used to continue offering English for Speakers of Other Languages (ESOL) courses in Hardee and Highlands counties and for other needs.

Grantor Florida Endowment for the Sciences of the Florida Academy of Sciences

Grant Title Grants-In-Aid of Undergraduate Research (GIAUR) at Florida's Minority-Serving and Primarily Undergraduate Institutions

Amount Awarded \$2,000

Department Biology Department

Description Funds will be used for equipment, supplies, and research travel funds for undergraduate students participating in faculty-mentored research activities in the 2024–2025 academic year.

