



**SFSC  
District Board of Trustees  
Regular Meeting  
October 23, 2024**

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

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**Terry Atchley, Chair  
John Eason, Vice Chair  
Derren Bryan  
Devon Donaldson  
Denise Grimsley  
Alison Hancock  
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: OCTOBER 23, 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 October 23, 2024 be adopted.

**SUGGESTED MOTION:**

**Move to adopt the agenda of the regular meeting of October 23, 2024 as presented.**

**REGULAR MEETING AGENDA  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
HIGHLANDS CAMPUS  
OCTOBER 23, 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 – September 25, 2024
  - 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
  - 4.1 Wildstein Center for the Performing Arts Study Presentation
- 5.0 Consent Agenda Action Items
  - 5.1 Personnel Actions
  - 5.2 Agreements and Contracts
    - 5.2.1 Affiliation Agreement – Ridge Area ARC
  - 5.3 Operating Actions
    - 5.3.1 Monthly Accounts Payable & Payroll Check Register
    - 5.3.2 Property Disposal – October 2024
- 6.0 Planning and Policy Issues
- 7.0 Academic and Student Matters
  - 7.1 Curriculum Proposals
  - 7.2 General Education Review
  - 7.3 2025-2026 College Calendar
- 8.0 Other Action Items
  - 8.1 State Fiscal Recovery Funds – Mechanical Infrastructure Phase II
  - 8.2 Lake Placid Center Buildings 200-500
- 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: OCTOBER 23, 2024

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: MINUTES – REGULAR MEETING – SEPTEMBER 25, 2024

It is recommended that the minutes of the regular meeting held September 25, 2024 be approved as presented.

**SUGGESTED MOTION:**

**Move to approve the minutes of the September 25, 2024 regular meeting as presented.**

**MEETING MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
SEPTEMBER 25, 2024**

**Members Present:** Mr. Terry Atchley, Chair  
Mr. John Eason, Vice Chair  
Mr. Derren Bryan  
Mr. Devon Donaldson  
Mr. Fred Hawkins, President/Secretary  
Mr. Scott Cole, College Attorney

**Excused:** Ms. Denise Grimsley Ms. Alison Hancock

**Staff Present:** Mrs. Jamie Bateman Mrs. Ashley Bennett Dr. Mark Bukowski  
Dr. Kathleen Cappel Mr. Peter Elliott Mrs. Michelle Leidel  
Ms. Cindy Garren Dr. James Hawker Dr. Michele Heston  
Mr. Don Kesterson Mrs. Melissa Kuehnle Mrs. Teresa Vorous  
Mrs. Amie Kelly Mrs. Asena Mott Mrs. Asena Mott  
Ms. Christina Dohmann Mr. Keith Loweke Mrs. Anastasia Fuchser  
Mr. Go Ramnarain Ms. Carleigh Okwali Mr. John Lackey  
Ms. Michelle Hall Ms. Emily Hendges Ms. Dina Capuano  
Mrs. Sureka Personette Mrs. Kim Cloud Ms. Maria Perez Ferrer  
Ms. Irene Cerna Mr. John Rosenberger Ms. Edith Andrade

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

**1.0 PRELIMINARY MATTERS**

**1.1 Adoption of Agenda**

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

**1.2 Approval of Minutes**

**1.2.1 Regular Meeting Minutes**

**Mr. Eason made a motion, seconded by Mr. Donaldson, to approve the minutes of the regular meeting held August 14, 2024 as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Bryan, Mr. Donaldson, and Mr. Eason. **Motion carried by unanimous vote.**

**1.3 Review of Master Calendar**

The Master Calendar was reviewed. No changes were recommended by the Board.

**2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITIONS**

**2.1 New Employee Introduction**

The following new employees were introduced:

| Employee                 | Position   | Supervisor      | Hired    |
|--------------------------|--|-----------------|----------|
| John Rosenberger         | Temporary Instructor,<br>Networking Technology               | Michelle Leidel | 03/01/24 |
| Edith Andrade            | Coordinator, Farmworker Program                              | Michelle Leidel | 04/22/24 |
| Carleigh Okwali          | Director, Center for Innovative<br>Teaching                  | Michele Heston  | 05/01/24 |
| Christina Blakey-Dohmann | Executive Assistant, VP Academic<br>Affairs/Student Services | Michele Heston  | 05/28/24 |
| Emily Hendges            | Admissions Specialist  | Michelle Hall   | 05/06/24 |
| Maria Perez Ferrer       | Custodian  | Go Ramnarain    | 05/16/24 |

**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; retirements; and adjunct faculty for the 2023-24, academic year as needed as presented.

*(EXHIBIT "A")*

**5.2 Agreements and Contracts**

**5.2.1 Affiliation Agreement – Vivo Healthcare Sebring**

Approved the agreement between Vivo Healthcare Sebring and South Florida State College as presented.

*(EXHIBIT "B")*

**5.2.2 Training Provider Agreement – CareerSource Polk**

Approved the agreement between CareerSource Polk and South Florida State College 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 August 2024.

*(EXHIBIT "D")*

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

**6.0 PLANNING AND POLICY ISSUES**

**6.1 Policy 9.01 Artificial Intelligence Ethics and Integration**

Mr. Elliott presented for Board approval Policy 9.01. He gave a brief overview of the new policy. Mr. Donaldson asked the development/implementation of policies and procedures. Mr. Elliott gave a brief overview of the policy and procedure implementation process.

*(EXHIBIT "E")*

**Mr. Donaldson made a motion, seconded by Mr. Eason, to approve the new DBOT Policy 9.01 as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Bryan, Mr. Donaldson, and Mr. Eason. **Motion carried by unanimous vote.**

**7.0 ACADEMIC AND STUDENT MATTERS**

None

**8.0 PURCHASING AND OTHER ACTION ITEMS**

**8.1 Carry Forward Balance Spending Plan for the 2022-23 Fiscal Year**

Mr. Elliott presented the Carry Forward Balance Spending Plan per 1013.841(2)(b), F.S. He stated the attached report details the College's ending General Fund fund balance for the 2023-24 fiscal year and the amount required to be included in the College's spending plan.

*(EXHIBIT "F")*

**Mr. Eason made a motion, seconded by Mr. Donaldson, to approve the Carry Forward Balance Spending Plan for the 2023-24 fiscal year as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Bryan, Mr. Donaldson, and Mr. Eason. **Motion carried by unanimous vote.**

**8.2 Textbook and Instructional Materials Affordability**

Mr. Elliott presented the Textbook and Instructional Materials Affordability report to the Board. He stated that 1004.85, 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. He stated Follett, our bookstore partner, has worked closely with our faculty and staff to ensure compliance with this requirement. Mr. Elliott reported of 4,078 course sections, 3,912 were adopted before the deadline, equating to 96% overall compliance. Fall 2023 had a compliance percentage of 96%, Spring 2024 had a compliance percentage of 96%, and Summer 2024 had a compliance percentage of 97%.

*(EXHIBIT "G")*

**Mr. Donaldson made a motion, seconded by Mr. Eason, to approve the report of Textbook and Instructional Materials Affordability as required by 1004.85, F.S., as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Bryan, Mr. Donaldson, and Mr. Eason. **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 August 2024.

(EXHIBIT "H")

9.2 Resource Development Report

Mrs. Batman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$65,774.89** from August 1 through August 31, 2024.

Mrs. Bateman reported on the following items:

1. McLochlin Naming Opportunity: Mrs. Bateman reported that Dr. Charles McLochlin donated his estate to SFSC Foundation with the intentions that the estate would go to assist students with any need they may have. Mrs. Bateman shared with his donation of over \$300,000, the Foundation would like to honor Dr. McLochlin and his family with a naming opportunity. Mrs. Bateman stated with the recommendation of the Foundation Board, we ask for the Board’s consideration of naming the Mechatronics classroom the “Dr. Charles McLochlin Mechatronics” classroom. She stated with the approval, the Foundation office will proceed with the arrangements and prepare a proper ribbon cutting and small event to include his family. **Mr. Donaldson made a motion, seconded by Mr. Eason, to approve the Foundation to move forward with the naming rights for the mechatronics classroom as presented.** Those voting in favor of the motion were Mr. Atchley, Mr. Bryan, Mr. Donaldson, and Mr. Eason. **Motion carried by unanimous vote.**
2. Announced new Foundation Board members as follows:
  - Julie Barber
  - Rick Bateman
  - Parker Hall
  - Lisa Jarrett
3. Grant Update: Mrs. Bateman reported on the following grant awards:
 

|   |            |
|---|------------|
| • Panther Youth Partners FY24/25  | \$ 610,007 |
| • 2024-2025 Strengthening Career and Technical Education for the 21 <sup>st</sup> Century (Perkins V) Grant Rural         | \$ 99,519  |
| • 2024-2025 Strengthening Career and Technical Education for the 21 <sup>st</sup> Century (Perkins V) Grant Postsecondary | \$ 281,042 |
4. Announced the Foundation received a grant for \$150,000 from the Jacarlene Foundation to be used for trades students. Also, the Selby Foundation, received \$10,000, with a local match for a total of \$20,000 to be used for students in DeSoto county.

9.3 President’s Report

President Hawkins reported on the following items:

1. Shared that any federal grants received by the college will require DBOT members to disclose and sign a conflict-of-interest form. President Hawkins gave a brief overview. He stated that Mrs. Bennett will work with the college attorney on developing a conflict-of-interest form for DBOT members.

2. Hotel Jacaranda Update: President Hawkins stated that the college and Foundation attorneys are working together on a transfer of land agreement. Mr. Cole, college attorney stated that his firm is very familiar with and working on several public private partnership agreements (P3). He gave a brief overview of this type of agreement and it was his recommendation to explore this agreement option.
3. Announced he will be scheduling one on ones with DBOT and vice presidents to discuss several items prior to the October 23 DBOT meeting.
6. Shared that he attended the first Coffee with the President forum with the students and the next one will be in October.
7. Shared the college is monitoring Hurricane Helene.
8. Council of Presidents Update: President Hawkins stated the COP had a meeting on September 12-13 and discussed the State healthcare program and up-coming legislative meetings in Tallahassee. He stated that he will keep the Board updated.

**9.5 Board Attorney's Report**

Mr. Cole stated no report.

**9.6 Board Members' Reports**

Mr. Eason stated no report.

Mr. Bryan stated no report.

Mr. Donaldson stated no report.

**9.7 Board Chair Report**

Mr. Atchley highlighted the importance of the up-coming Fall Commencement on December 12. He thanked everyone who was able to attend the DBOT meeting and for everyone to stay safe during the storm.

**10.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 1:51 p.m.



OFFICE OF THE PRESIDENT

**Item 1.3**

PRESENT TO BOARD: OCTOBER 23, 2024

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

| OCTOBER 2024  | NOVEMBER 2024   | DECEMBER 2024   |
|---|---|---|
| <p>23 Board Meeting, 1 PM<br/>Highlands Campus</p>  | <p>No Board Meeting</p> <p>7-8 Council of Presidents &amp; College Trustees at AFC Annual Meeting Orlando, FL</p>                           | <p>2 Jacaranda Jubilee, 6:30 PM<br/>Hotel Jacaranda</p> <p>3 Giving Tuesday</p> <p>4 Board Meeting, 1 PM<br/>Highlands Campus</p> <p>5 Christmas Luncheon, 11:30 AM<br/>Hotel Jacaranda</p> <p>12 Fall Commencement</p> |
| JANUARY 2025  | FEBRUARY 2025   | MARCH 2025  |
| <p>16-18 Foundation Hole-in-One Golf Shootout, SNL</p> <p>22 Board Meeting, 1 PM<br/>Highlands Campus</p> | <p>No Board Meeting</p> <p>3-4 <b>Florida Colleges Legislative Fly-In and Reception, Tallahassee, FL</b></p>                                | <p>26 Board Meeting, 1 PM<br/>Highlands Campus</p>  |
| APRIL 2025  | MAY 2025  | JUNE 2025   |
| <p>23 Board Meeting, 1 PM<br/>Highlands Campus</p>  | <p>28 Planning/Budget Workshop, 11 AM<br/>Highlands Campus</p> <p>Board Meeting, 1 PM<br/>Highlands Campus</p> <p>8 Spring Commencement</p> | <p>25 Board Meeting, 1 PM<br/>Highlands Campus</p>  |
| JULY 2025   | AUGUST 2025   | SEPTEMBER 2025  |
| <p>23 Board Meeting, 1 PM<br/>Highlands Campus</p>  | <p>27 Board Meeting, 1 PM<br/>Highlands Campus</p>  | <p>TBD Board Meeting, 1 PM<br/>Highlands Campus</p>   |

**New Addition**

Tentative \*

***2.0 Communications, Introductions, and Recognitions***



OFFICE OF THE PRESIDENT

**Item 2.1**

PRESENT TO BOARD: OCTOBER 23, 2024

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: NEW EMPLOYEE INTRODUCTIONS

| Employee        | Position   | Supervisor      | Hired    |
|-----------------|--|-----------------|----------|
| Dina Capuano    | Coordinator, Off-Campus Instructional Sites, Lake Placid | Asena Mott      | 07/08/24 |
| Irene Cerna     | Coordinator, Off-Campus Instructional Sites, DeSoto      | Asena Mott      | 07/08/24 |
| Marcia Conliffe | Director, Financial Aid                                  | Mark Bukowski   | 07/15/24 |
| Margaret Brewer | Instructor, Accounting/Business                          | Jennifer Groves | 08/09/24 |
| Laura O’Riorden | Instructor, Biology                                      | Daniel Sanches  | 08/09/24 |



OFFICE OF THE PRESIDENT

Item 2.2

PRESENT TO BOARD: OCTOBER 23, 2024

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: EMPLOYEE RETIREMENT ACKNOWLEDGEMENTS

| Employee                 | Position                     | Dates of Service         |
|--------------------------|------------------------------|--------------------------|
| Piedad Sarmiento-Noriega | Curriculum Support Assistant | 08/06/2012 – 11/06/20214 |

**SUGGESTED MOTION:**

**Move to recognize the retirement of Piedad Sarmiento-Noriega for their many years of service to South Florida State College.**

**3.0 *Public Comment***

## **4.0 *Presentations***



OFFICE OF THE PRESIDENT

Item 4.1

PRESENT TO BOARD: OCTOBER 23, 2024

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: WILDSTEIN CENTER FOR THE PERFORMING ARTS STUDY  
PRESENTATION

Ms. Cindy Garren will present to the board an audience development and programming report that was conducted by Webb Management.

**5.0 Consent Agenda Action Items**



OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: OCTOBER 23, 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.**

|            | <b>CONSENT AGENDA ACTION ITEMS</b>                                 | <b>Page</b> |
|------------|--|-------------|
| <b>5.1</b> | <b>Personnel Actions</b>   | <b>21</b>   |
|            |  |             |
| <b>5.2</b> | <b>Agreements and Contracts</b>                                    | <b>23</b>   |
|            | <b>5.2.1 Affiliation Agreement – Ridge Area ARC</b>                |             |
|            |  |             |
| <b>5.3</b> | <b>Operating Actions</b>   | <b>24</b>   |
|            | <b>5.3.1 Monthly Accounts Payable &amp; Payroll Check Register</b> |             |
|            | <b>5.3.2 Property Disposal – October 2024</b>                      |             |



OFFICE OF THE PRESIDENT

**Item 5.1**

PRESENT TO BOARD: OCTOBER 23, 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:

| <b>I. APPOINTMENTS, FULL-TIME CAREER STAFF:</b>        |  |                       |
|--|--|-----------------------|
| <u>Name</u>  | <u>Position</u>  | <u>Effective Date</u> |
|  |  |                       |
|  |  |                       |
| <b>II. APPOINTMENTS, FULL-TIME PROFESSIONAL STAFF:</b> |  |                       |
| <u>Name</u>  | <u>Position</u>  | <u>Effective Date</u> |
|  |  |                       |
|  |  |                       |
| <b>III. APPOINTMENTS, FULL-TIME FACULTY:</b>           |  |                       |
| <u>Name</u>  | <u>Position</u>  | <u>Effective Date</u> |
|  |  |                       |
|  |  |                       |
| <b>IV. RESIGNATIONS:</b>                               |  |                       |
| Kevin Richardson                                       | Lead Evening Maintenance                               | 10/07/24              |
| Mary Hutzelman   | Coordinator, Student Accounting and Financial Services | 10/11/24              |
| Katrina Blandin  | Student Advisor, Hardee Campus                         | 10/18/24              |
| Curtis Heyda   | TLC Specialist: Math Lab                               | 10/17/24              |
| Marsha Cowles  | Office Manager, DeSoto Campus                          | 01/10/25              |
|  |  |                       |
| <b>V. Retirements</b>                                  |  |                       |
| <u>Name</u>  | <u>Position</u>  | <u>Effective Date</u> |
| Elizabeth Williams Broen                               | Professor, History                                     | 12/31/24              |
| Shawn Haralson   | Records Specialist, Criminal Justice Programs (FT)     | 01/03/25              |
| Teresa Crawford  | Director, Hardee Campus (FT)                           | 01/10/25              |

| <b>V. ADJUNCT FACULTY, 2023-24, ACADEMIC YEAR AS NEEDED:</b> |                           |             |
|--|---------------------------|-------------|
| <u>Name</u>  | <u>Teaching Area</u>      | <u>Rank</u> |
| Jessica Bryant   | Fire Science              | III         |
| Meriem Diouri  | Mathematics               | I           |
| Everardo Garcia  | ABE/GED/ESOL              | III         |
| LaTosha Phillips   | Dental Education          | II          |
| Tya Walton   | Developmental Mathematics | II          |
| Jason Ward   | Fire Science/EMS          | IIIB        |

**SUGGESTED MOTION:**

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



OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: OCTOBER 23, 2024  
TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
FROM: FRED HAWKINS   
SUBJECT: AFFILIATION AGREEMENT – RIDGE AREA ARC

Approval is requested to **renew** the agreement between Ridge Area ARC and South Florida State College. This affiliation agreement is to include Dental, Certified Nursing Assistant (CAN), and Nursing programs, the former agreement was for Nursing students only and was executed on June 15, 2013. This agreement will continue to provide South Florida State College’s Health Science students with a clinical learning experience at Ridge Area ARC. The current updated agreement shall be effective September 6, 2024, and will continue to remain in effect annually unless terminated or changed per terms.

**SUGGESTED MOTION:**  
**Move to approve the agreement between Ridge Area ARC and South Florida State College as presented.**



OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: OCTOBER 23, 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 September 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:**

|               | 2024/2025 Checks |                       | 2024/2025 Electronic |                       | 2024/2025 P-Card |                     | 2024/2025 Totals |                       |
|---------------|------------------|-----------------------|----------------------|-----------------------|------------------|---------------------|------------------|-----------------------|
|               | #                | Amount                | #                    | Amount                | #                | Amount              | #                | Amount                |
| July          | 536              | \$767,771.63          | 165                  | \$2,118,238.53        | 209              | \$60,098.01         | 910              | \$2,946,108.17        |
| August        | 249              | \$564,231.65          | 222                  | \$1,531,179.04        | 300              | \$73,655.95         | 771              | \$2,169,066.64        |
| September     | 1420             | \$2,629,512.55        | 174                  | \$1,308,966.04        | 449              | \$100,084.40        | 2043             | \$4,038,562.99        |
| October       |                  | \$0.00                |                      | \$0.00                |                  | \$0.00              | 0                | \$0.00                |
| November      |                  | \$0.00                |                      | \$0.00                |                  | \$0.00              | 0                | \$0.00                |
| December      |                  | \$0.00                |                      | \$0.00                |                  | \$0.00              | 0                | \$0.00                |
| January       |                  | \$0.00                |                      | \$0.00                |                  | \$0.00              | 0                | \$0.00                |
| February      |                  | \$0.00                |                      | \$0.00                |                  | \$0.00              | 0                | \$0.00                |
| March         |                  | \$0.00                |                      | \$0.00                |                  | \$0.00              | 0                | \$0.00                |
| April         |                  | \$0.00                |                      | \$0.00                |                  | \$0.00              | 0                | \$0.00                |
| May           |                  | \$0.00                |                      | \$0.00                |                  | \$0.00              | 0                | \$0.00                |
| June          |                  | \$0.00                |                      | \$0.00                |                  | \$0.00              | 0                | \$0.00                |
| <b>Totals</b> | <b>2205</b>      | <b>\$3,961,515.83</b> | <b>561</b>           | <b>\$4,958,383.61</b> | <b>958</b>       | <b>\$233,838.36</b> | <b>3724</b>      | <b>\$9,153,737.80</b> |

**Payroll:**

|               | 2024/2025 Checks |                    | 2024/2025 Electronic |                       | 2024/2025 Totals |                       |
|---------------|------------------|--------------------|----------------------|-----------------------|------------------|-----------------------|
|               | #                | Amount             | #                    | Amount                | #                | Amount                |
| July          | 4                | \$14,447.35        | 289                  | \$1,240,704.47        | 293              | \$1,255,151.82        |
| August        | 4                | \$10,885.52        | 385                  | \$1,139,736.70        | 389              | \$1,150,622.22        |
| September     | 2                | \$6,931.97         | 430                  | \$1,194,234.68        | 432              | \$1,201,166.65        |
| October       |                  | \$0.00             |                      | \$0.00                | 0                | \$0.00                |
| November      |                  | \$0.00             |                      | \$0.00                | 0                | \$0.00                |
| December      |                  | \$0.00             |                      | \$0.00                | 0                | \$0.00                |
| January       |                  | \$0.00             |                      | \$0.00                | 0                | \$0.00                |
| February      |                  | \$0.00             |                      | \$0.00                | 0                | \$0.00                |
| March         |                  | \$0.00             |                      | \$0.00                | 0                | \$0.00                |
| April         |                  | \$0.00             |                      | \$0.00                | 0                | \$0.00                |
| May           |                  | \$0.00             |                      | \$0.00                | 0                | \$0.00                |
| June          |                  | \$0.00             |                      | \$0.00                | 0                | \$0.00                |
| <b>Totals</b> | <b>10</b>        | <b>\$32,264.84</b> | <b>1104</b>          | <b>\$3,574,675.85</b> | <b>1114</b>      | <b>\$3,606,940.69</b> |

**Accounts Payable:**

|               | 2023/24       |                        |                  | 2024/25      |                       |                  |
|---------------|---------------|------------------------|------------------|--------------|-----------------------|------------------|
|               | # Payments    | Monthly Total          | Cumulative Total | # Payments   | Monthly Total         | Cumulative Total |
| July          | 982           | \$3,267,444.69         | \$3,267,444.69   | 910          | \$2,946,108.17        | \$2,946,108.17   |
| August        | 756           | \$5,368,639.68         | \$8,636,084.37   | 771          | \$2,169,066.64        | \$5,115,174.81   |
| September     | 2,011         | \$5,373,574.48         | \$14,009,658.85  | 2,043        | \$4,038,562.99        | \$9,153,737.80   |
| October       | 1,655         | \$4,736,066.16         | \$18,745,725.01  | -            | \$0.00                | \$9,153,737.80   |
| November      | 1,165         | \$2,245,303.92         | \$20,991,028.93  | -            | \$0.00                | \$9,153,737.80   |
| December      | 760           | \$2,705,474.33         | \$23,696,503.26  | -            | \$0.00                | \$9,153,737.80   |
| January       | 691           | \$2,468,105.03         | \$26,164,608.29  | -            | \$0.00                | \$9,153,737.80   |
| February      | 2,362         | \$4,519,068.06         | \$30,683,676.35  | -            | \$0.00                | \$9,153,737.80   |
| March         | 981           | \$2,885,923.20         | \$33,569,599.55  | -            | \$0.00                | \$9,153,737.80   |
| April         | 1,243         | \$2,531,965.11         | \$36,101,564.66  | -            | \$0.00                | \$9,153,737.80   |
| May           | 923           | \$2,228,323.99         | \$38,329,888.65  | -            | \$0.00                | \$9,153,737.80   |
| June          | 1,571         | \$3,395,809.74         | \$41,725,698.39  | -            | \$0.00                | \$9,153,737.80   |
| <b>Totals</b> | <b>15,100</b> | <b>\$41,725,698.39</b> |                  | <b>3,724</b> | <b>\$9,153,737.80</b> |                  |

**Payroll:**

|               | 2023/24     |                        |                  | 2023/24     |                       |                  |
|---------------|-------------|------------------------|------------------|-------------|-----------------------|------------------|
|               | # Payments  | Monthly Total          | Cumulative Total | # Payments  | Monthly Total         | Cumulative Total |
| July          | 411         | \$1,174,994.01         | \$1,174,994.01   | 293         | \$1,255,151.82        | \$1,255,151.82   |
| August        | 382         | \$1,142,154.36         | \$2,317,148.37   | 389         | \$1,150,622.22        | \$2,405,774.04   |
| September     | 429         | \$1,229,536.59         | \$3,546,684.96   | 432         | \$1,201,166.65        | \$3,606,940.69   |
| October       | 469         | \$1,287,534.69         | \$4,834,219.65   |             | \$0.00                | \$3,606,940.69   |
| November      | 488         | \$1,289,642.18         | \$6,123,861.83   |             | \$0.00                | \$3,606,940.69   |
| December      | 479         | \$1,740,895.05         | \$7,864,756.88   |             | \$0.00                | \$3,606,940.69   |
| January       | 405         | \$1,144,580.56         | \$9,009,337.44   |             | \$0.00                | \$3,606,940.69   |
| February      | 467         | \$1,256,683.47         | \$10,266,020.91  |             | \$0.00                | \$3,606,940.69   |
| March         | 490         | \$1,286,728.14         | \$11,552,749.05  |             | \$0.00                | \$3,606,940.69   |
| April         | 489         | \$1,285,975.38         | \$12,838,724.43  |             | \$0.00                | \$3,606,940.69   |
| May           | 490         | \$1,397,107.27         | \$14,235,831.70  |             | \$0.00                | \$3,606,940.69   |
| June          | 428         | \$1,267,747.79         | \$15,503,579.49  |             | \$0.00                | \$3,606,940.69   |
| <b>Totals</b> | <b>5427</b> | <b>\$15,503,579.49</b> |                  | <b>1114</b> | <b>\$3,606,940.69</b> |                  |



OFFICE OF THE PRESIDENT

Item 5.3.2

PRESENT TO BOARD: OCTOBER 23, 2024
TO: SOUTH FLORIDA STATE COLLEGE DISTRICT BOARD OF TRUSTEES
FROM: FRED HAWKINS [Signature]
SUBJECT: PROPERTY DISPOSAL – OCTOBER 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. Rows include Auto/Truck Framing Machine, 10,000 Lb Lift, HD Truck Anchoring Set, and Nursing Skills Manikin.

Total: \$35,554.00

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

## **6.0 Planning and Policy Issues**

## **7.0 Academic and Student Matters**



OFFICE OF THE PRESIDENT

Item 7.1

PRESENT TO BOARD: OCTOBER 23, 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 revise the Administrative Office Specialist Career Certificate program’s course structure. Students who have completed the Medical Administrative Specialist Career Certificate have already taken the OTA 0943 Office Internship/Externship course. Students who then enroll in the Administrative Office Specialist CC need to have a separate internship to differentiate between both programs. No change in the length of the program. Program revision effective Spring 2025 (202520).

➤ **Administrative Office Specialist CC #3430**

- Replace OTA 0943 Occupational Office Internship/Externship (48 cont. hrs.) with OTA 0941 Secretarial Office Internship (48 cont. hrs.).
- Change OTA 0941 Secretarial Office Internship contact hours from 90 to 48.

Request approval to modify the Radiography program’s Application Requirements, Admission Procedures, and Selection Criteria/Process sections. The revisions to these sections are necessary to enhance the quality of the Radiography program through improved retention and pass rates, and to ensure the industry is populated with professionals who have strong soft skills. Plus, update the program costs with the most current prices. No program length change. Program revisions effective Fall 2025 (202610).

➤ **Radiography AS #1650**

● **Application Requirements**

- Add in Item II. "...and a minimum cumulative prerequisite GPA of 2.75 or higher" after "C or higher".
- Replace Item III. "A Completed Radiography Program online application." with "Completion of the online SFSC Admissions Application, select Radiography major/program."
- Add Item IV. "Official high school transcript/GED transcript."
- Add Item V. "Official transcript from each postsecondary institution attended."
- Add Item VI. "Completed Verification of Work Experience, if applicable."
- Add Item VII. "Certifications-Current or Non-current, if applicable (Verified)."
- Add Item VIII. "Military Service, if applicable. Please provide a copy of the most current Military ID card or a DD 214 (Verified)."
- Add Item IX. "Resident of Highlands, Hardee, or DeSoto County, Minimum of 1 year (Verified)."
- Add NOTE "You are responsible for ensuring your records are complete in the Admissions, Registration, and Records Office. No application will be considered unless it is complete. Transcripts will need to be requested to be submitted to South Florida State College from the National Student Clearinghouse website."

● **Admission Procedures**

- Change Admission Procedures to Acceptance Procedures and remove subsection "Submit the following to apply to the program."

● **Selection Criteria and Process**

- Replace Selection Criteria and Process with Radiography Applicant Ranking System:
  - Prerequisite and General Education Courses Cumulative GPA
  - Relevant Medical Work Experience
  - Certifications and/or Degrees
  - Military Veterans
  - Residents of the Tri-County Area
  - Repeat Applicants

**SUGGESTED MOTION:**

**Move to approve the curriculum proposals as presented.**



OFFICE OF THE PRESIDENT

Item 7.2

PRESENT TO BOARD: OCTOBER 23, 2024

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: STATE-MANDATED GENERAL EDUCATION REVIEW

Approval is requested to amend the General Education course list following review by the Florida Department of Education to comply with the content, principles, and standards as stated in F.S. 1007.25 and 1007.55.

**SUGGESTED MOTION:**  
**Move to approve the amended General Education list.**



OFFICE OF THE PRESIDENT

Item 7.3

PRESENT TO BOARD: OCTOBER 23, 2024  
TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
FROM: FRED HAWKINS   
SUBJECT: 2025 – 2026 PROPOSED COLLEGE CALENDAR

Attached is the proposed 2025 – 2026 College Calendar. The proposed calendar has been reviewed by departments directly involved in providing student services, the Faculty Council, and the President’s Council. The calendar has been coordinated to coincide as closely as possible with local school districts and meets the State required dates for beginning terms.

**SUGGESTED MOTION:**  
**Move to approve the 2025 – 2026 College Calendar as presented.**

# DRAFT 2025-2026 COLLEGE CALENDAR FALL CLASSES START 8-13-2025 DRAFT

Classes for community education, workforce training, and selected certificate programs are ongoing. Adult Education classes are open-entry and are offered year-round. Please check our website at [www.southflorida.edu](http://www.southflorida.edu) or with a counselor/advisor for the most current offerings. Dual enrollment students check with a high school counselor for beginning and ending dates.

| South Florida State College   | Academic Dates and Deadlines  |  |  |
|---|---|--|--|
|   | Fall 2025   | Spring 2026  | Summer 2026  |
| Priority Date for SFSC Foundation Scholarships  | July 15, 2025   | Nov. 15, 2025  | April 1, 2025  |
| Faculty Return  | Aug. 8, 2025  | Jan. 5, 2026   | -  |
| Last Day to Apply for Graduation  | Oct. 24, 2025   | March 20, 2026   | -  |
| Last day to Purchase Cap and Gown   | Oct. 31, 2025   | March 27, 2026   | -  |
| Commencement / Graduation   | Dec. 11, 2025   | May 12, 2026   | -  |
| <b>Full Term</b>  | <b>Aug. 13 - Dec. 3, 2025 (16 week)</b>   | <b>Jan. 9 - May 4, 2026 (16 week)</b>                                  | <b>May 13 - Aug. 3, 2026 (12 week)</b>                         |
| Priority Registration for Students with over 40 hours to Include Priority Registration for veterans/dependents using the GI Bill                            | March 31, 2025  | Oct. 6, 2025   | Oct. 6, 2025   |
| Begin Registration for Students with over 20 hours  | April 3, 2025   | Oct. 8, 2025   | Oct. 8, 2025   |
| Begin Open Registration   | April 7, 2025   | Oct. 13, 2025  | Oct. 13, 2025  |
| Fee Payment Deadline  | Aug. 7, 2026  | Jan. 8, 2026   | May 6, 2026  |
| Classes Begin   | Aug. 13, 2025   | Jan. 9, 2026   | May 13, 2026   |
| Registration Ends (Last Day to Add a Class)   | Aug. 15, 2025   | Jan. 13, 2026  | May 15, 2026   |
| Deadline to Drop Classes with Refund or Change Audit Status. Last date for instructors to report N8 (No-Show)   | Aug. 20, 2025   | Jan. 16, 2026  | May 20, 2026   |
| <b>MANDATORY ATTENDANCE</b>   | <b>Aug. 13-20, 2025</b>   | <b>Jan. 8-16, 2026</b>   | <b>May 13-20, 2026</b>   |
| Deadline to Withdraw with a Grade of W. Last date for instructors to report for NA (Non-Attendance)   | Oct. 17, 2025   | March 23, 2026   | July 1, 2026   |
| Last Day of Classes   | Dec. 3, 2025  | May 4, 2026  | Aug. 3, 2026   |
| Exam Week   | Dec. 4-10, 2025   | May 6-11, 2026   | -  |
| Faculty - Grades Due to Registrar's Office  | BY NOON<br>Dec. 11, 2025  | May 12, 2026   | Aug. 4, 2026   |
| <b>First Flex Term</b>  | <b>Aug. 13 - Oct. 6, 2025 (8 week)</b>  | <b>Jan. 9 - March 4, 2026 (8 week)</b>                                 | <b>May 13 - June 24, 2026 (6 week)</b>                         |
| Priority Registration for Students with over 40 hours to Include Priority Registration for veterans/dependents using the GI Bill                            | March 31, 2025  | Oct. 6, 2025   | Oct. 6, 2025   |
| Begin Registration for Students with over 20 hours  | April 3, 2025   | Oct. 8, 2025   | Oct. 8, 2025   |
| Begin Open Registration   | April 7, 2025   | Oct. 13, 2025  | Oct. 13, 2025  |
| Fee Payment Deadline  | Aug. 7, 2026  | Jan. 8, 2026   | May 6, 2026  |
| Classes Begin   | Aug. 13, 2025   | Jan. 9, 2026   | May 13, 2026   |
| Registration Ends (Last Day to Add a Class)   | Aug. 15, 2025   | Jan. 13, 2026  | May 15, 2026   |
| Deadline to Drop Classes with Refund or Change Audit Status. Last date for instructors to report N8 (No-Show)   | Aug. 20, 2025   | Jan. 16, 2026  | May 20, 2026   |
| <b>MANDATORY ATTENDANCE</b>   | <b>Aug. 13-20, 2025</b>   | <b>Jan. 8-16, 2026</b>   | <b>May 13-20, 2026</b>   |
| Deadline to Withdraw with a Grade of W. Last date for instructors to report NA (Non-Attendance)   | Sept. 16, 2025  | Feb. 10, 2026  | June 8, 2026   |
| Last Day of Classes   | Oct. 6, 2025  | March 4, 2026  | June 24, 2026  |
| Faculty - Grades Due to Registrar's Office  | BY NOON<br>Oct. 7, 2025   | March 5, 2026  | June 25, 2026  |
| <b>Second Flex Term</b>   | <b>Sept. 9 - Dec. 3, 2025 (13 week)</b>   | <b>Feb. 5 - May 4, 2026 (13 week)</b>                                  | <b>June 25 - Aug. 3, 2026 (6 week)</b>                         |
| Priority Registration for Students with over 40 hours to Include Priority Registration for veterans/dependents using the GI Bill                            | Aug. 7, 2025  | Nov. 17, 2025  | Oct. 6, 2025   |
| Begin Registration for Students with over 20 hours  | Aug. 11, 2025   | Nov. 19, 2025  | Oct. 8, 2025   |
| Begin Open Registration   | Aug. 13, 2025   | Dec. 1, 2025   | Oct. 13, 2025  |
| Fee Payment Deadline  | Aug. 28, 2026   | Jan. 22, 2026  | May 6, 2026  |
| Classes Begin   | Sept. 9, 2025   | Feb. 5, 2026   | June 25, 2026  |
| Registration Ends (Last Day to Add a Class)   | Sept. 11, 2025  | Feb. 9, 2026   | June 29, 2026  |
| Deadline to Drop Classes with Refund or Change Audit Status. Last date for instructors to report N8 (No-Show)   | Sept. 16, 2025  | Feb. 12, 2026  | July 2, 2026   |
| <b>MANDATORY ATTENDANCE</b>   | <b>Sept. 8-16, 2025</b>   | <b>Feb. 6-12, 2026</b>   | <b>June 26 - July 2, 2026</b>                                  |
| Deadline to Withdraw with a Grade of W. Last date for instructors to report NA (Non-Attendance)   | Oct. 27, 2025   | April 1, 2026  | July 20, 2026  |
| Last Day of Classes   | Dec. 3, 2025  | May 4, 2026  | Aug. 3, 2026   |
| Faculty - Grades Due to Registrar's Office  | BY NOON<br>Dec. 11, 2025  | May 12, 2026   | Aug. 4, 2026   |
| <b>Third Flex Term</b>  | <b>Oct. 7 - Dec. 3, 2025 (8 week)</b>   | <b>March 5 - May 4, 2026 (8 week)</b>                                  |  |
| Priority Registration for Students with over 40 hours to Include Priority Registration for veterans/dependents using the GI Bill                            | March 31, 2025  | Oct. 6, 2025   | -  |
| Begin Registration for Students with over 20 hours  | April 3, 2025   | Oct. 8, 2025   | -  |
| Begin Open Registration   | April 7, 2025   | Oct. 13, 2025  | -  |
| Fee Payment Deadline  | Aug. 7, 2026  | Jan. 8, 2026   | -  |
| Classes Begin   | Oct. 7, 2025  | March 5, 2026  | -  |
| Registration Ends (Last Day to Add a Class)   | Oct. 9, 2025  | March 9, 2026  | -  |
| Deadline to Drop Classes with Refund or Change Audit Status. Last date for instructors to report N8 (No-Show)   | Oct. 14, 2025   | March 12, 2026   | -  |
| <b>MANDATORY ATTENDANCE</b>   | <b>Oct. 8-14, 2025</b>  | <b>March 6-12, 2026</b>  | -  |
| Deadline to Withdraw with a Grade of W. Last date for instructors to report NA (Non-Attendance)   | Nov. 7, 2025  | April 13, 2026   | -  |
| Last Day of Classes   | Dec. 3, 2025  | May 4, 2026  | -  |
| Faculty - Grades Due to Registrar's Office  | BY NOON<br>Dec. 11, 2025  | May 12, 2026   | -  |
| <b>Limited Services Available</b>   |   |  |  |
| Convocation   | Aug. 11, 2025   | -  | -  |
| Professional Development Day  | -   | Feb. 20, 2026  | -  |
| <b>Energy Saving Fridays</b>  |   | <b>No Classes - College Closed</b>                                     |  |
| No Classes on Fridays in Summer (May 29, June 5, 12, 19, 26, July 3, 10, 17, 24, and 31, 2026) Exceptions: Community Ed., Workforce Training, and Adult Ed. | Labor Day - Sept. 1, 2025<br>Thanksgiving - Nov. 22-30, 2025<br>Winter Break - Dec. 13, 2025-Jan. 4, 2026 | Martin Luther King - Jan. 19, 2026<br>Spring Break - March 14-22, 2026 | Memorial Day - May 25, 2026<br>Independence Day - July 4, 2026 |

\* Fees due on day of registration after deadline date  
 \*\* ends at 11:59 p.m.

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



OFFICE OF THE PRESIDENT

Item 8.1

PRESENT TO BOARD: OCTOBER 23, 2024

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: STATE FISCAL RECOVERY FUNDS – MECHANICAL INFRASTRUCTURE  
PHASE II

In Fiscal Year 2022, the College received an appropriation in the amount of \$3.3 million of Federal State Fiscal Recovery Funds (SFRF) for Renovation - College-Wide Mechanical Infrastructure – Phase II. This project is intended to address ongoing issues with the College’s Heating, Ventilation, and Air Conditioning (HVAC) systems. Over the past 18 months, College Facilities staff have worked with the College’s HVAC vendor, Trane, U.S. Inc., to develop a comprehensive renovation plan that would enable the College to completely rehabilitate the HVAC infrastructure on the Highlands Campus. The College and Trane are in the final stages of completing the Investment Grade Audit of the project in anticipation of entering into a Guaranteed Energy Savings Project (GESP). The attached proposal recommends the purchase of two chillers and associated cooling towers, several air handler units, and replacement underground piping to the west side of campus from funds that the College has on hand for this purpose. These purchases are primarily for items with lead times of 14-34 weeks and are items that have a negative impact on the GESP savings. By purchasing these items directly and not as part of the GESP, the College will save on the state sales tax on the purchase.

This request is to authorize the expenditure \$4,061,833.83 from the FY2022 SFRF Appropriation and local capital funds for Renovation - College-Wide Mechanical Infrastructure Phase II pursuant to the attached proposal from Trane U.S. Inc dated October 1, 2024.

**SUGGESTED MOTION:**  
**Move to authorize the expenditure of SFRF and local capital funds for Renovation-College-Wide Mechanical Infrastructure Phase II in the amount of \$4,061,833.63 with Trane U.S. Inc. pursuant to their proposal dated October 1, 2024.**



OFFICE OF THE PRESIDENT

Item 8.2

PRESENT TO BOARD: OCTOBER 23, 2024  
TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
FROM: FRED HAWKINS   
SUBJECT: LAKE PLACID CENTER BUILDINGS 200-500

Over the course of the past 18 months, the College has been engaged in a dialog with Grace Bible Church (GBC) of Highlands County regarding their interest in purchasing a portion of the College’s campus in Lake Placid. In particular, GBC is interested in buildings 200 – 500 with the express interest in renovating the Gymnasium (building 400) into a meeting space for their use. The College has assessed its space needs in the Lake Placid community and determined that its need can be met within the footprint of building 100.

GBC has proposed a sale price of \$200,000 with a 120-day inspection period. In addition, the College has requested separate operating agreements between the College and GBC regarding the cross utilization of parking facilities, cooperative use of any signage or monument sign on the property, and an agreement on the use and maintenance of the lift station on the property.

Based on the recommendation of staff I recommend that the Board Chair and the President to execute a purchase and sale agreement with Grace Bible Church of Highlands County.

**SUGGESTED MOTION:**  
**Move to authorize the Board Chair and President to execute a purchase and sale agreement with Grace Bible Church of Highlands County along with such other documents as may be necessary to close the transaction.**

**9.0 Reports**



OFFICE OF THE PRESIDENT

Item 9.1

PRESENT TO BOARD: OCTOBER 23, 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 September 2024.

**SOUTH FLORIDA STATE COLLEGE  
FINANCIAL SUMMARY  
Fiscal year 2024-25 to Fiscal year 2023-24  
September 2024**

|               | <b>Budgeted Annual<br/>Revenue</b> | <b>Recorded Year<br/>To Date</b> | <b>% Recorded of<br/>Annual</b> | <b>Recorded Prior<br/>Year To Date</b> | <b>% Recorded<br/>Prior Year</b> |
|---------------|------------------------------------|----------------------------------|---------------------------------|--|----------------------------------|
| Student Fees  | \$ 5,533,065                       | \$ 2,695,704                     | 49%                             | \$ 2,449,311                           | 47%                              |
| State Funding | 28,085,234                         | 5,702,964                        | 20%                             | \$ 5,905,593                           | 20%                              |
| Other Revenue | 1,942,449                          | 1,105,935                        | 57%                             | 1,060,410                              | 52%                              |
| Total Revenue | \$ 35,560,748                      | \$ 9,504,603                     | 27%                             | \$ 9,415,314                           | 26%                              |

|                    | <b>Budgeted Annual<br/>Expenditures</b> | <b>Expenditures<br/>Year To Date</b> | <b>% Expended of<br/>Annual</b> | <b>Expenditures<br/>Prior Year To Date</b> | <b>% Expended<br/>Prior Year</b> |
|--------------------|---|--------------------------------------|---------------------------------|--|----------------------------------|
| Salaries           | \$ 25,132,407                           | \$ 5,183,006                         | 21%                             | \$ 5,076,066                               | 21%                              |
| Current Expense    | 10,892,602                              | 3,015,561                            | 28%                             | 2,007,272                                  | 22%                              |
| Capital Outlay     | 120,969                                 | 46,468                               | 38%                             | 52,793                                     | 2%                               |
| Total Expenditures | \$ 36,145,978                           | \$ 8,245,035                         | 23%                             | \$ 7,136,131                               | 20%                              |

| <b>South Florida State College<br/>Fund Balance Summary Projection<br/>2024-25 Fiscal year</b> |                      |
|--|----------------------|
| Fund Balance Carryforward from Fiscal Year 2023-24   |                      |
| Unallocated Fund Balance   | \$ 6,418,042         |
| Reserve for Encumbrances   | -                    |
| Total Fund Balance Available for FY 2024-25  | <u>\$ 6,418,042</u>  |
| Plus   |                      |
| Actual Revenue to Date   | \$ 9,504,603         |
| Projected Additional Revenue   | \$ 26,056,145        |
| Total Revenue  | <u>\$ 35,560,748</u> |
| Total Projected Funds Available  | <u>\$ 41,978,790</u> |
| Minus  |                      |
| Actual Expenditures to Date  | \$ 8,245,035         |
| Projected Additional Expenditures  | \$ 27,315,713        |
| Total Projected Expenditures   | <u>\$ 35,560,748</u> |
| Total Projected Fund Balance Available for FY 2025-26  | \$ 6,418,042         |
| Less: Encumbrances   | <u>\$ 123,000</u>    |
| Total Projected Fund Balance Unallocated for FY 2025-26  | \$ 6,295,042         |
| Projected Unallocated Fund Balance Percentage:   | 15.00%               |

**South Florida State College**  
**Budget to Actual**  
**Fiscal Year 2024-25 and Fiscal Year 2023-24**  
**September 2024**

|                         | Recorded             |                     |            | %                    |                     |            |
|-------------------------|----------------------|---------------------|------------|----------------------|---------------------|------------|
|                         | Budget FY 24-25      | 09/30/24            | Recorded   | Budget FY 23-24      | Recorded            | Recorded   |
| <b>Revenue:</b>         |                      |                     |            |                      |                     |            |
| Tuition                 | \$ 4,327,809         | \$ 2,186,749        | 51%        | \$ 4,445,977         | \$ 1,936,200        | 44%        |
| Student Fees            | 1,205,256            | 508,955             | 42%        | 756,523              | 513,111             | 68%        |
| State Support - FCSPP   | 24,365,885           | 5,702,964           | 23%        | 25,463,068           | 5,905,593           | 23%        |
| State Support - Lottery | 3,719,349            | -                   | 0%         | 3,933,834            | -                   | 0%         |
| Other Revenue           | 1,942,449            | 1,105,935           | 57%        | 2,035,000            | 1,060,410           | 52%        |
| <b>Total Revenue</b>    | <b>\$ 35,560,748</b> | <b>\$ 9,504,603</b> | <b>27%</b> | <b>\$ 36,634,402</b> | <b>\$ 9,415,314</b> | <b>26%</b> |

|                                      | Expended             |                     |            | %                    |                     |            |
|--------------------------------------|----------------------|---------------------|------------|----------------------|---------------------|------------|
|                                      | Budget FY 24-25      | 09/30/24            | % Expend   | Budget FY 23-24      | Expended            | % Expend   |
| <b>Expenses:</b>                     |                      |                     |            |                      |                     |            |
| <b>Personnel Expenses:</b>           |                      |                     |            |                      |                     |            |
| Salary Expense                       | \$ 18,333,054        | \$ 3,740,006        | 20%        | \$ 17,944,106        | \$ 3,704,508        | 21%        |
| Fringe Benefits                      | 6,799,353            | 1,443,000           | 21%        | 6,770,386            | 1,371,558           | 20%        |
| <b>Sub Total</b>                     | <b>\$ 25,132,407</b> | <b>\$ 5,183,006</b> | <b>21%</b> | <b>\$ 24,714,492</b> | <b>\$ 5,076,066</b> | <b>21%</b> |
| <b>Other Expenses:</b>               |                      |                     |            |                      |                     |            |
| Travel                               | 377,245              | \$ 22,982           | 6%         | \$ 298,337           | \$ 31,084           | 10%        |
| Postage & Telephone                  | 278,644              | 78,027              | 28%        | 304,013              | 76,321              | 25%        |
| Printing                             | 32,386               | 3,895               | 12%        | 38,974               | 3,509               | 9%         |
| Repairs & Maintenance                | 2,310,144            | 932,962             | 40%        | 1,886,099            | 539,363             | 29%        |
| Rental & Insurance                   | 837,741              | 606,066             | 72%        | 854,405              | 48,940              | 6%         |
| Utilities                            | 1,928,749            | 445,189             | 23%        | 1,828,515            | 447,374             | 24%        |
| Services                             | 1,255,948            | 335,357             | 27%        | 1,557,328            | 264,604             | 17%        |
| Supplies & Subscriptions             | 1,673,675            | 433,967             | 26%        | 1,859,763            | 358,857             | 19%        |
| Transfers                            | 1,975,000            | -                   | 0%         | 0                    | 0                   | 0%         |
| Other Expenses                       | 223,070              | 157,116             | 70%        | 395,572              | 237,220             | 60%        |
| <b>Sub Total:</b>                    | <b>\$ 10,892,602</b> | <b>\$ 3,015,561</b> | <b>28%</b> | <b>\$ 9,023,006</b>  | <b>\$ 2,007,272</b> | <b>22%</b> |
| <b>Capital Outlay:</b>               | <b>\$ 120,969</b>    | <b>\$ 46,468</b>    | <b>38%</b> | <b>\$ 2,525,118</b>  | <b>\$ 52,793</b>    | <b>2%</b>  |
| <b>Total Expenses</b>                | <b>\$ 36,145,978</b> | <b>\$ 8,245,035</b> | <b>23%</b> | <b>\$ 36,262,616</b> | <b>\$ 7,136,131</b> | <b>20%</b> |
| <b>Revenue Over (Under) Expenses</b> | <b>\$ (585,230)</b>  | <b>\$ 1,259,568</b> |            | <b>\$ 371,786</b>    | <b>\$ 2,279,183</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**  
**September 2024**

|  | Current Fund        |                   |               | Scholarships        | Unexpended Plant  |
|--|---------------------|-------------------|---------------|---------------------|-------------------|
|  | Restricted          | Auxiliary Fund    | Loan Fund     |                     |                   |
| <b><u>REVENUE</u></b>                          |                     |                   |               |                     |                   |
| Student Fees                                   | \$ 150,300          |                   |               | \$ 143,853          | \$ 176,806        |
| Local Support                                  | 100,000             |                   |               |                     |                   |
| State Support                                  | 84,677              |                   |               | 128,675             | 4,246             |
| Federal Support                                | 596,511             |                   |               | 4,678,398           | 102,751           |
| Gifts & Contracts                              | 143,581             | 14,181            |               |                     |                   |
| Sales  |                     | 295,622           |               |                     |                   |
| Insurance Proceeds                             |                     |                   |               |                     |                   |
| Other Revenue                                  | (1,625)             | 21,170            | 670           |                     | 29,561            |
| <b>TOTAL REVENUE</b>                           | <b>\$ 1,073,444</b> | <b>\$ 330,973</b> | <b>\$ 670</b> | <b>\$ 4,950,926</b> | <b>\$ 313,364</b> |
| <b><u>EXPENDITURES</u></b>                     |                     |                   |               |                     |                   |
| <b><u>Personnel Expenditures</u></b>           |                     |                   |               |                     |                   |
| Salary   | \$ 363,368          | \$ 89,518         |               |                     | \$ -              |
| Fringe Benefits                                | 144,564             | 45,682            |               |                     | -                 |
| <b>Subtotal</b>                                | <b>\$ 507,932</b>   | <b>\$ 135,200</b> | <b>\$ -</b>   | <b>\$ -</b>         | <b>\$ -</b>       |
| <b><u>Other Expenses</u></b>                   |                     |                   |               |                     |                   |
| Travel   | \$ 22,519           | \$ -              |               |                     |                   |
| Postage & Telephone                            | 287                 | 1,951             |               |                     |                   |
| Printing                                       | 302                 |                   |               |                     |                   |
| Repairs & Maintenance                          | -                   | 11,360            |               |                     | 43,500            |
| Rental & Insurance                             | 9,575               | 293               |               |                     |                   |
| Utilities                                      |                     | 845               |               |                     |                   |
| Services                                       | 90,247              | 84,018            |               |                     |                   |
| Materials & Supplies                           | 43,153              | 91,109            |               |                     | 9,721             |
| Scholarships & Waivers                         | 5,966               |                   |               | 4,391,125           |                   |
| Transfers to Other Funds                       | 60,560              |                   |               |                     |                   |
| Other Expenses                                 | 14,190              |                   |               |                     |                   |
| <b>Subtotal</b>                                | <b>\$ 246,799</b>   | <b>\$ 189,576</b> | <b>\$ -</b>   | <b>\$ 4,391,125</b> | <b>\$ 53,221</b>  |
| <b><u>Capital Outlay</u></b>                   |                     |                   |               |                     |                   |
| Capital Software                               | \$ -                |                   |               |                     |                   |
| Furniture & Equipment                          | 376,383             |                   |               |                     | 3,450             |
| Renovating & Remodeling                        |                     |                   |               |                     | 198,453           |
| <b>Subtotal</b>                                | <b>\$ 376,383</b>   | <b>\$ -</b>       | <b>\$ -</b>   | <b>\$ -</b>         | <b>\$ 201,903</b> |
| <b>TOTAL EXPENDITURES</b>                      | <b>\$ 1,131,114</b> | <b>\$ 324,776</b> | <b>\$ -</b>   | <b>\$ 4,391,125</b> | <b>\$ 255,124</b> |
| <b>NET INCREASE (DECREASE) IN FUND BALANCE</b> | <b>\$ (57,670)</b>  | <b>\$ 6,197</b>   | <b>\$ 670</b> | <b>\$ 559,801</b>   | <b>\$ 58,240</b>  |

**SOUTH FLORIDA STATE COLLEGE  
BALANCE SHEET - ALL FUNDS  
As of September 30, 2024**

|  | Current Fund     |                     | Loan Fund        | Scholarships      | Unexpended Plant     | Invested in Plant    | Totals               |
|--|------------------|---------------------|------------------|-------------------|----------------------|----------------------|----------------------|
|  | Restricted       | Auxiliary Fund      |                  |                   |                      |                      |                      |
| <b><u>ASSETS</u></b>                       |                  |                     |                  |                   |                      |                      |                      |
| Cash/Cash Equivalents                      | \$ (309,236)     | \$ (120,114)        | \$ 1,174         | \$ (342,454)      | \$ 3,183,869         |                      | \$ 2,413,239         |
| Accounts Receivable, Net                   | \$ 397,688       | \$ 3,100            |                  | \$ 1,006,471      | \$ 4,235,419         |                      | \$ 5,642,678         |
| Investments                                |                  | \$ 1,195,941        | \$ 72,385        |                   | \$ 3,193,956         |                      | \$ 4,462,282         |
| Capital Lease, Net                         |                  |                     |                  |                   |                      |                      | \$ -                 |
| Land                                       |                  |                     |                  |                   |                      | \$ 2,477,518         | \$ 2,477,518         |
| Buildings, Net                             |                  |                     |                  |                   |                      | \$ 39,719,030        | \$ 39,719,030        |
| Perpetual Data Licenses                    |                  |                     |                  |                   |                      | \$ 579,029           | \$ 579,029           |
| Furniture & Equipment, Net                 |                  |                     |                  |                   |                      | \$ 3,320,429         | \$ 3,320,429         |
| Data Software - SBITA Lease Agreement      |                  |                     |                  |                   |                      | \$ 1,573,675         | \$ 1,573,675         |
| Artwork                                    |                  |                     |                  |                   |                      | \$ 567,876           | \$ 567,876           |
| Construction in Progress                   |                  |                     |                  |                   |                      |                      | \$ -                 |
| Other                                      |                  | \$ -                |                  |                   |                      |                      | \$ -                 |
| <b>TOTAL ASSETS</b>                        | <b>\$ 88,452</b> | <b>\$ 1,078,927</b> | <b>\$ 73,559</b> | <b>\$ 664,017</b> | <b>\$ 10,613,244</b> | <b>\$ 48,237,557</b> | <b>\$ 60,755,756</b> |
| <b><u>LIABILITIES AND FUND BALANCE</u></b> |                  |                     |                  |                   |                      |                      |                      |
| <b><u>Liabilities</u></b>                  |                  |                     |                  |                   |                      |                      |                      |
| Accounts Payable                           | \$ 22,367        | \$ 43,870           | \$ -             |                   | \$ -                 | \$ -                 | \$ 66,237            |
| Compensated Leave Payable                  |                  |                     |                  |                   |                      |                      | \$ -                 |
| Retainage Payable                          |                  |                     |                  |                   |                      |                      | \$ -                 |
| Unearned Revenue                           |                  | \$ 5,763            |                  | \$ 1,937          |                      |                      | \$ 7,700             |
| Salaries & Benefits Payable                |                  |                     |                  |                   |                      |                      | \$ -                 |
| <b>Total Liabilities</b>                   | <b>\$ 22,367</b> | <b>\$ 49,633</b>    | <b>\$ -</b>      | <b>\$ 1,937</b>   | <b>\$ -</b>          | <b>\$ -</b>          | <b>\$ 73,937</b>     |
| <b><u>Fund Balance:</u></b>                |                  |                     |                  |                   |                      |                      |                      |
| Fund Balance                               | \$ 123,755       | \$ 1,023,097        | \$ 72,889        | \$ 102,279        | \$ 10,555,002        | \$ -                 | \$ 11,877,022        |
| Investment in Plant                        |                  |                     |                  | \$ -              |                      | \$ 48,237,557        | \$ 48,237,557        |
| Change in Fund Balance (YTD)               | \$ (57,670)      | \$ 6,197            | \$ 670           | \$ 559,801        | \$ 58,240            | \$ -                 | \$ 567,238           |
| <b>Total Fund Balance</b>                  | <b>\$ 66,085</b> | <b>\$ 1,029,294</b> | <b>\$ 73,559</b> | <b>\$ 662,080</b> | <b>\$ 10,613,242</b> | <b>\$ 48,237,557</b> | <b>\$ 60,681,817</b> |
| <b>TOTAL LIABILITIES AND FUND BALANCE</b>  | <b>\$ 88,452</b> | <b>\$ 1,078,927</b> | <b>\$ 73,559</b> | <b>\$ 664,017</b> | <b>\$ 10,613,242</b> | <b>\$ 48,237,557</b> | <b>\$ 60,755,754</b> |



OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: OCTOBER 23, 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 September 2024 meeting of the College District Board of Trustees. The included dates are September 1, 2024 through September 30, 2024. The total amount reported is **\$42,094.03**.
  
- II. **Resource Development Update**
  - a. Grant Awards

**South Florida State College Foundation, Inc.**  
**Gift Summary Report 09/01/2024 - 09/30/2024**

| <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  | 30                | \$17,603.50        | \$0.00         | \$0.00              | \$17,603.50        |
| 5011                 | SFSC General Scholarship                              | 17                | \$4,749.50         | \$0.00         | \$0.00              | \$4,749.50         |
| 5025                 | General Nursing Scholarship                           | 3                 | \$14,075.53        | \$0.00         | \$0.00              | \$14,075.53        |
| 5031                 | SFSC Community Fund                                   | 2                 | \$10.50            | \$0.00         | \$0.00              | \$10.50            |
| 5032                 | SFSC Library Donations                                | 1                 | \$30.00            | \$0.00         | \$0.00              | \$30.00            |
| 5045                 | Athletic Booster Club                                 | 4                 | \$35.00            | \$0.00         | \$0.00              | \$35.00            |
| 5098                 | Arcadia Center  | 2                 | \$35.00            | \$0.00         | \$0.00              | \$35.00            |
| 5110                 | Highlands County Bar Association Scholarship          | 2                 | \$75.00            | \$0.00         | \$0.00              | \$75.00            |
| 5128                 | Helios Education Foundation First Generation Scholars | 1                 | \$5,275.00         | \$0.00         | \$0.00              | \$5,275.00         |
| 5143                 | Nursing Programs                                      | 1                 | \$25.00            | \$0.00         | \$0.00              | \$25.00            |
| 5158                 | TSIC Scholarships                                     | 7                 | \$75.00            | \$0.00         | \$0.00              | \$75.00            |
| 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  | 3                 | \$25.00            | \$0.00         | \$0.00              | \$25.00            |
| <b>Grand Totals:</b> |   | <b>77</b>         | <b>\$42,094.03</b> | <b>\$0.00</b>  | <b>\$0.00</b>       | <b>\$42,094.03</b> |

**77 Gift(s) listed**

**65 Donor(s) listed**

# Grant Awards

|                        |   |
|------------------------|---|
| <b>Grant Title</b>     | Highlands County Human Health Services Grant 2024   |
| <b>Grantor</b>         | Highlands County Health Facilities Authority  |
| <b>Amount Awarded</b>  | \$5,000   |
| <b>SFSC Department</b> | Dental Hygiene  |
| <b>Description</b>     | Funds will be used to purchase an air polisher set that includes the unit, cart, and handpiece for SFSC's Dental Hygiene Clinic education and patient services. |