



**SFSC
District Board of Trustees
Regular Meeting
December 4, 2024**

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

**Terry Atchley, Chair
John Eason, Vice Chair
Derren Bryan
Devon Donaldson
Denise Grimsley
Alison Hancock
Fred Hawkins, President/Secretary**

1.0 *Call to Order and Preliminary Matters*



OFFICE OF THE PRESIDENT

Item 1.1

PRESENT TO BOARD: DECEMBER 4, 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 December 4, 2024 be adopted.

SUGGESTED MOTION:

**Move to adopt the agenda of the regular meeting of
December 4, 2024 as presented.**

**REGULAR MEETING AGENDA
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
HIGHLANDS CAMPUS
DECEMBER 4, 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 – October 23, 2024
 - 1.3 Review of Master Calendar
- 2.0 Communications, Introductions, and Recognition
 - 2.1 New Employee Introductions
 - 2.2 Employee Retirement Acknowledgements
- 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 – Bone & Joint Surgical Suites, LLC
 - 5.2.2 Affiliation Agreement – Boys and Girls Club of Highlands County
 - 5.2.3 Affiliation Agreement – Citrus Dental – Dr. Tina Thomas
 - 5.2.4 Affiliation Agreement – Smiletastic Family Dentistry
 - 5.2.5 Affiliation Agreement – Florida Joint & Spine Institute, PA
 - 5.3 Operating Actions
 - 5.3.1 Monthly Accounts Payable & Payroll Check Register
 - 5.3.2 Property Disposal – December 2024
- 6.0 Planning and Policy Issues
- 7.0 Academic and Student Matters
- 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: DECEMBER 4, 2024

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: MINUTES – REGULAR MEETING – OCTOBER 23, 2024

It is recommended that the minutes of the regular meeting held October 23, 2024 be approved as presented.

SUGGESTED MOTION:

Move to approve the minutes of the October 23, 2024 regular meeting as presented.

**MEETING MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
OCTOBER 23, 2024**

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

Excused: Ms. Alison Hancock

Staff Present:	Mrs. Jamie Bateman	Mrs. Ashley Bennett	Dr. Mark Bukowski
	Dr. Kathleen Cappo	Mr. Peter Elliott	Ms. Cindy Garren
	Dr. James Hawker	Dr. Michele Heston	Mr. Don Kesterson
	Mrs. Melissa Kuehnle	Mrs. Teresa Vorous	Mrs. Teresa Vorous
	Ms. Taylor Massey	Mrs. Asena Mott	Ms. Christina Dohmann
	Ms. Christina Dohmann	Mr. Keith Loweke	Ms. Irene Cerna
	Mrs. Anastasia Fuscher	Mrs. Emily Dabolt	Ms. Carleigh Okwali
	Mr. John Lackey	Ms. Michelle Hall	Mrs. Angie Hjort
	Mrs. Sureka Personette	Mrs. Kim Cloud	Ms. Dina Capuano
	Ms. Melissa Prusinski	Mr. Joseph Serrano	Ms. Pieada Sarmiento-Noriega

Excused: Mrs. Michelle Leidel

Others Present:	Mr. Marc Valero, Highlands News-Sun	Rev. Dustin Woods
	Exec. Pastor John Bender	Mrs. Chelsea Allcorn
	Mr. Tim Backer	Mrs. Pat Backer

The regular meeting of the District Board of Trustees was called to order at 1:00 p.m. on the Highlands Campus of South Florida State College by Board Chair, Mr. Terry Atchley.

1.0 PRELIMINARY MATTERS

1.1 Adoption of Agenda

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

1.2 Approval of Minutes

1.2.1 Regular Meeting Minutes

Mr. Donaldson made a motion, seconded by Ms. Grimsley, to approve the minutes of the regular meeting held September 25, 2024 as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Bryan, Mr. Donaldson, Mr. Eason, and Ms. Grimsley. **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
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

Mr. Atchley recognized Ms. Irene Cerna for her dedication and working at the DeSoto Campus during Hurricane Milton as the campus was used as a shelter during the storm.

2.2 Employee Retirement Acknowledgement

Employee	Position	Dates of Service
Piedad Sarmiento-Noriega	Curriculum Support Assistant	08/06/12-11/06/24

Mr. Eason made a motion, seconded by Ms. Grimsley, to recognize the retirement of Piedad Sarmiento-Noriega for her many years of service to South Florida State College. Those voting in favor of the motion were Mr. Atchley, Mr. Bryan, Mr. Donaldson, Mr. Eason, and Ms. Grimsley. **Motion carried by unanimous vote.**

Mr. Atchley recognized Mr. Tim Backer for his many years of service as a District Board of Trustee. President Hawkins recognized Dr. Louis Kirschner for his many years of service as a District Board of Trustee. Unfortunately, Dr. Kirschner was unable to attend the Board meeting but President Hawkins read a message that he had sent.

3.0 PUBLIC COMMENT

None

4.0 PRESENTATION**4.1 Wildstein Center for the Performing Arts Study Presentation**

Ms. Cindy Garren gave a brief presentation to the Board on a study conducted by Webb Management. She asked Mrs. Bennett to email the Board the full report for their review.

Mr. Atchley thanked Ms. Garren and her team for all their efforts and the presentation. Mr. Atchley informed the Board a copy of Policy 1.07 Alcohol and Drug-Free Campus and Workplace has been provided for their review. The Board reviewed the current Policy 1.07 and discussed. Mr. Atchley asked for a motion for the college to move forward with a review and amendments to the current Policy 1.07 to align with the needs at the Wildstein Center based on the study that was conducted. **Mr. Eason made a motion, seconded by Ms. Grimsley, to approve the college to move forward with a review of the current Policy 1.07, compare to other institutes, and amend Policy 1.07 to align with the needs of the Wildstein Center.** Those voting in favor of the motion were Mr. Atchley, Mr. Bryan, Mr. Donaldson, Mr. Eason, and Ms. Grimsley. **Motion carried by unanimous vote.**

5.0 CONSENT AGENDA ACTION ITEMS

5.0 Personnel Actions

Approved a list 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 – Ridge Area ARC

Approved the agreement between Ridge Area ARC and South Florida State College as presented.

(EXHIBIT "B")

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 September 2024.

(EXHIBIT "C")

5.3.2 Property Disposal – October 2024

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

(EXHIBIT "D")

Mr. Bryan 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. Bryan, Mr. Donaldson, Mr. Eason, and Ms. Grimsley. **Motion carried by unanimous vote.**

6.0 PLANNING AND POLICY ISSUES

None

7.0 ACADEMIC AND STUDENT MATTERS

7.1 Curriculum Proposals

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

(EXHIBIT "E")

Mr. Donaldson made a motion, seconded by Mr. Eason, to approve the curriculum proposals as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Bryan, Mr. Donaldson, Mr. Eason, and Ms. Grimsley. **Motion carried by unanimous vote.**

Dr. Heston reported the year-to-date enrollment is up 5.02%. She also announced and recognized Dr. Kathleen Cappel as she will be serving on the Florida Center for Nursing Advisory Board.

7.1 State-Mandated General Education Review

Dr. Heston presented the request to amend the General Education course list following the Florida Department of Education to comply with the content, principles, and standards as stated in F.S. 1007.25 and 1007.55 to the Board.

(EXHIBIT "F")

Mr. Donaldson made a motion, seconded by Ms. Grimsley, to approve the amended General Education list as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Bryan, Mr. Donaldson, Mr. Eason, and Ms. Grimsley. **Motion carried by unanimous vote.**

President Hawkins commended Dr. Heston and team for their work on the general education requirements. He stated the college was the first to receive a letter from the State.

7.3 2025-2026 Proposed College Calendar

Dr. Heston presented the proposed 2025-2026 College Calendar. She informed the Board the proposed calendar has been reviewed by departments directly involved in providing student services, the Faculty Council, and the President's Council. Dr. Heston stated the calendar has been coordinated to coincide as closely as possible with local school districts and meets the State required dates for beginning terms.

(EXHIBIT "G")

Ms. Grimsley made a motion, seconded by Mr. Donaldson, to approve the 2025-2026 College Calendar as presented. Those voting in favor of the motion were Mr. Atchley, Mr. Bryan, Mr. Donaldson, Mr. Eason, and Ms. Grimsley. **Motion carried by unanimous vote.**

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 State Fiscal Recovery Funds – Mechanical Infrastructure Phase II

Mr. Elliott reported 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. Mr. Elliott asked the Board to consider approving the expenditure of \$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.

(EXHIBIT "H")

Ms. Grimsley made a motion, seconded by Mr. Donaldson, to approve the expenditure of SFRF an 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. Those voting in favor of the motion were Mr. Atchley, Mr. Bryan, Mr. Donaldson, Mr. Eason, and Ms. Grimsley. **Motion carried by unanimous vote.**

8.2 Lake Placid Center Buildings 200-500

Mr. Elliott reported the College has been engaged in a dialogue with Grace Bible Church (GBC) of Highlands County regarding their interest in purchasing a portion of the College's campus in Lake Placid. He stated, 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. Mr. Elliott requested permission from the Board to move forward with the purchase and sale agreement with GBC.

Representatives of the Lake Placid E-Learning Center voiced their concerns pertaining to the sale of Lake Placid Center Buildings 200-500 as they currently utilize some of the classrooms.

(EXHIBIT "I")

Mr. Donaldson made a motion, seconded by Ms. Grimsley, to approve 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. Those voting in favor of the motion were Mr. Atchley, Mr. Bryan, Mr. Donaldson, Mr. Eason, and Ms. Grimsley. **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 September 2024.

(EXHIBIT "J")

9.2 Resource Development Report

Mrs. Batman reported that the South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$42,094.03** from September 1 through September 30, 2024.

Mrs. Bateman reported on the following items:

1. Grant Update: Mrs. Bateman reported on the following grant awards:
 - Highlands County Health Facilities Authority \$ 5,000

9.3 President's Report

President Hawkins reported on the following items:

1. Recapped Hurricane Milton college preparations. President Hawkins thanked the team for all their efforts. He commended the maintenance and grounds crew for their quick turn-a-round on getting the campuses back to normal.

2. Highlighted the Mosaic training event that was held October 2-4. He thanked Mr. Steve Ashworth, Mrs. Tina Gottus, and team for all their work for this event.
3. Highlighted the first SFSC Gives Back event at the Habitat for Humanity located in downtown Sebring.
6. Recapped one-on-one meeting with the Board pertaining to Strategic Planning and focusing more on enrollment. President Hawkins thanked the Board for their time.

9.5 Board Attorney's Report

Mr. Cole stated no report.

9.6 Board Members' Reports

Mr. Eason stated no report.

Mr. Donaldson stated no report.

Mr. Bryan thanked President Hawkins and staff for the one-on-one meetings. He also thanked President Hawkins for honoring Mr. Backer for his years of service as a trustee.

Ms. Grimsley stated no report.

9.7 Board Chair Report

Mr. Atchley commented about the transformation of the college. He appreciates everyone and their continued work at the college and their efforts.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 2:21 p.m.



OFFICE OF THE PRESIDENT

Item 1.3

PRESENT TO BOARD: DECEMBER 4, 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

DECEMBER 2024		JANUARY 2025		FEBRUARY 2025	
2	Jacaranda Jubilee, 6:30 PM Hotel Jacaranda	16-18	Foundation Hole-in-One Golf Shootout, SNL	No Board Meeting	
3	Giving Tuesday	22	Board Meeting, 1 PM Highlands Campus	3-4 Florida Colleges Legislative Fly- In and Reception, Tallahassee, FL	
4	Board Meeting, 1 PM Highlands Campus				
5	Christmas Luncheon, 11:30 AM Hotel Jacaranda				
10	Employee Holiday Luncheon, 11:30 AM, Kelly's Bistro				
12	Fall Commencement				
MARCH 2025		APRIL 2025		MAY 2025	
26	Board Meeting, 1 PM Highlands Campus	23	Board Meeting, 1 PM Highlands Campus	28	Planning/Budget Workshop, 11 AM Highlands Campus
					Board Meeting, 1 PM Highlands Campus
				8	Spring Commencement
JUNE 2025		JULY 2025		AUGUST 2025	
25	Board Meeting, 1 PM Highlands Campus	23	Board Meeting, 1 PM Highlands Campus	27	Board Meeting, 1 PM Highlands Campus
SEPTEMBER 2025		OCTOBER 2025		NOVEMBER 2025	
TBD	Board Meeting, 1 PM Highlands Campus	TBD	Board Meeting, 1 PM Highlands Campus	TBD	Board Meeting, 1 PM Highlands Campus

New Addition

Tentative *

2.0 Communications, Introductions, and Recognitions



OFFICE OF THE PRESIDENT

Item 2.1

PRESENT TO BOARD: DECEMBER 4, 2024

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: NEW EMPLOYEE INTRODUCTIONS

Employee	Position	Supervisor	Hired
Melinda Haygood	Director, Surgical Services	Dr. Kathleen Cappel	9/9/2024
Decquon Cowell	TSIC College Success	Ben Carter	8/1/2024
Juan Hernandez	Instructor, Network Technology	Michelle DeVane	8/9/2024
Micah Montague	Instructor, Speech	Michelle DeVane	8/1/2024
Arthur Tomerlin	Instructor, Economics	Michelle DeVane	8/9/2024
Terry Conrad	Instructor, Computer Science	Michelle Leidel	8/9/2024
Abimael Abad Castillo	Ground Maintenance	Govindah Ramnarain	8/26/2024



OFFICE OF THE PRESIDENT

Item 2.2

PRESENT TO BOARD: DECEMBER 4, 2024

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: EMPLOYEE RETIREMENT ACKNOWLEDGEMENT

Employee	Position	Dates of Service
Dr. Teresa M. Crawford	Director, Hardee Campus	07/07/21-01/10/25
Katrina Blandin	Student Advisor, Hardee Campus	02/17/05-10/18/24

SUGGESTED MOTION:

Move to recognize the retirements of Dr. Teresa Crawford and Katrina Blandin for their many years of service to South Florida State College.

3.0 Public Comment

4.0 *Presentations*

5.0 Consent Agenda Action Items



OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: DECEMBER 4, 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	22
5.2	Agreements and Contracts	24
	5.2.1 Affiliation Agreement – Bone & Joint Surgical Suites, LLC	
	5.2.2 Affiliation Agreement – Boys and Girls Club of Highlands County	
	5.2.3 Affiliation Agreement – Citrus Dental – Dr. Tina Thomas	
	5.2.4 Affiliation Agreement – Smiletastic Family Dentistry	
	5.2.5 Affiliation Agreement – Florida Joint & Spine Institute, PA	
5.3	Operating Actions	29
	5.3.1 Monthly Accounts Payable & Payroll Check Register	
	5.3.2 Property Disposal – December 2024	



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: DECEMBER 4, 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 CAREER STAFF:		
<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Cade Barry	Cashier I	11/01/24
II. APPOINTMENTS, FULL-TIME PROFESSIONAL STAFF:		
<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Amanda Dorsey	Coordinator, Student Accounting and Financial Services	11/18/24
Julio Nieves	Coordinator, Criminal Justice Programs	11/18/24
III. APPOINTMENTS, FULL-TIME FACULTY:		
<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
IV. RESIGNATIONS:		
Curtis Heyda	TLC Specialist: Math Lab (FT)	10/17/24
Janine Ganaban	Instructor, Radiology	12/11/24
Marsha Cowles	Office Manager	01/10/25
Arlene Gillis	Staff Assistant II, Hardee Campus	01/10/25

V.	Retirements		
	<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
	Katrina Blandin	Student Advisor, Hardee Campus	10/18/24
	Beth Broen	Professor, History	12/12/24
VI.	ADJUNCT FACULTY, 2024-25, ACADEMIC YEAR AS NEEDED:		
	<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
	Irma Arce	ABE/GED/ESOL	II
	Micah Duke	Surgical Services	IV

SUGGESTED MOTION:

Move to approve the personnel recommendations as presented.



OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: DECEMBER 4, 2024

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: AFFILIATION AGREEMENT – BONE & JOINT SURGICAL SUITES, LLC

Approval is requested to enter into a **new** agreement between Bone & Joint Surgical Suites, LLC and South Florida State College.

This new affiliation agreement for the Health Sciences' Radiography and Surgical Services programs will provide SFSC's Health Science students with a clinical learning experience at the named agency. This current updated agreement shall be effective from 11/07/2024 and shall continue in effect from year to year unless the Agreement is terminated or changed per stated terms.

SUGGESTED MOTION:

Move to approve the agreement between Bone & Joint Surgical Suites, LLC and South Florida State College as presented.



OFFICE OF THE PRESIDENT

Item 5.2.2

PRESENT TO BOARD: DECEMBER 4, 2024

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: AFFILIATION AGREEMENT – BOYS AND GIRLS CLUB OF HIGHLANDS
COUNTY

Approval is requested to enter into a **new** agreement between Boys and Girls Club of Highlands County and South Florida State College.

This new affiliation agreement for the Health Sciences' Dental and Nursing programs will provide SFSC's Health Science students with a clinical learning experience at the named agency. This current updated agreement shall be effective from 10/23/2024 and shall continue in effect from year to year unless the Agreement is terminated or changed per stated terms.

SUGGESTED MOTION:

Move to approve the agreement between Boys and Girls Club of Highlands and South Florida State College as presented.



OFFICE OF THE PRESIDENT

Item 5.2.3

PRESENT TO BOARD: DECEMBER 4, 2024

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: AFFILIATION AGREEMENT – CITRUS DENTAL – DR. TINA THOMAS

Approval is requested to enter into a **new** agreement between Citrus Dental – Dr. Tina Thomas and South Florida State College.

This new affiliation agreement for the Health Sciences' Dental and Health Services Management programs will provide SFSC's Health Science students with a clinical as well as externship learning experience at the named agency. This current updated agreement shall be effective from 11/08/2024 and shall continue in effect from year to year unless the Agreement is terminated or changed per stated terms.

SUGGESTED MOTION:

Move to approve the agreement between Citrus Dental – Dr. Tina Thomas and South Florida State College as presented.



OFFICE OF THE PRESIDENT

Item 5.2.4

PRESENT TO BOARD: DECEMBER 4, 2024

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: AFFILIATION AGREEMENT – SMILETASTIC FAMILY DENTISTRY

Approval is requested to enter into a **new** agreement between Smiletastic Family Dentistry and South Florida State College.

This new affiliation agreement for the Dental program will provide SFSC's Health Science students with a clinical learning experience at the named agency. This current updated agreement shall be effective from 10/22/2024 and shall continue in effect from year to year unless the Agreement is terminated or changed per stated terms.

SUGGESTED MOTION:

Move to approve the agreement between Smiletastic Family Dentistry and South Florida State College as presented.



OFFICE OF THE PRESIDENT

Item 5.2.5

PRESENT TO BOARD: DECEMBER 4, 2024

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: AFFILIATION AGREEMENT – FLORIDA JOINT & SPINE INSTITUTE, PA

Approval is requested to enter into a **new** agreement between Florida Joint & Spine Institute, PA and South Florida State College.

This new affiliation agreement for the Health Sciences' Radiography and Surgical Services programs will provide SFSC's Health Science students with a clinical learning experience at the named agency. This current updated agreement shall be effective from 10/23/2024 and shall continue in effect from year to year unless the Agreement is terminated or changed per stated terms.

SUGGESTED MOTION:

Move to approve the agreement between Florida Joint & Spine Institute, PA and South Florida State College as presented.



OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: DECEMBER 4, 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 October 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	1064	\$1,272,813.02	197	\$1,574,328.57	563	\$154,116.55	1824	\$3,001,258.14
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
Totals	3269	\$5,234,328.85	758	\$6,532,712.18	1521	\$387,954.91	5548	\$12,154,995.94

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	7	\$13,041.45	465	\$1,240,078.48	472	\$1,253,119.93
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
Totals	17	\$45,306.29	1569	\$4,814,754.33	1586	\$4,860,060.62

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		1,824	\$3,001,258.14	\$12,154,995.94
November	1,165	\$2,245,303.92	\$20,991,028.93		-	\$0.00	\$12,154,995.94
December	760	\$2,705,474.33	\$23,696,503.26		-	\$0.00	\$12,154,995.94
January	691	\$2,468,105.03	\$26,164,608.29		-	\$0.00	\$12,154,995.94
February	2,362	\$4,519,068.06	\$30,683,676.35		-	\$0.00	\$12,154,995.94
March	981	\$2,885,923.20	\$33,569,599.55		-	\$0.00	\$12,154,995.94
April	1,243	\$2,531,965.11	\$36,101,564.66		-	\$0.00	\$12,154,995.94
May	923	\$2,228,323.99	\$38,329,888.65		-	\$0.00	\$12,154,995.94
June	1,571	\$3,395,809.74	\$41,725,698.39		-	\$0.00	\$12,154,995.94
Totals	15,100	\$41,725,698.39			5,548	\$12,154,995.94	

Payroll:

	2023/24				2024/25		
	# 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		472	\$1,253,119.93	\$4,860,060.62
November	488	\$1,289,642.18	\$6,123,861.83			\$0.00	\$4,860,060.62
December	479	\$1,740,895.05	\$7,864,756.88			\$0.00	\$4,860,060.62
January	405	\$1,144,580.56	\$9,009,337.44			\$0.00	\$4,860,060.62
February	467	\$1,256,683.47	\$10,266,020.91			\$0.00	\$4,860,060.62
March	490	\$1,286,728.14	\$11,552,749.05			\$0.00	\$4,860,060.62
April	489	\$1,285,975.38	\$12,838,724.43			\$0.00	\$4,860,060.62
May	490	\$1,397,107.27	\$14,235,831.70			\$0.00	\$4,860,060.62
June	428	\$1,267,747.79	\$15,503,579.49			\$0.00	\$4,860,060.62
Totals	5427	\$15,503,579.49			1586	\$4,860,060.62	



OFFICE OF THE PRESIDENT

Item 5.3.2

PRESENT TO BOARD: DECEMBER 4, 2024

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: PROPERTY DISPOSAL – DECEMBER 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.

<u>Tag #</u>	<u>Date Purchased</u>	<u>Description</u>	<u>Cost</u>	<u>Condition Code</u>
13768	4/7/2004	LCD Projector	\$ 2,288.80	Fair
17297	4/5/2017	Podium	\$ 6,363.12	Poor
17301	4/5/2017	Podium	\$ 6,363.12	Poor

Total: \$15,015.04

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

8.0 Purchasing and Other Action Items

9.0 Reports



OFFICE OF THE PRESIDENT

Item 9.1

PRESENT TO BOARD: DECEMBER 4, 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 October 2024.

SOUTH FLORIDA STATE COLLEGE
FINANCIAL SUMMARY
Fiscal year 2024-25 to Fiscal year 2023-24
10/31/2024

	Budgeted Annual Revenue	Recorded Year To Date	% Recorded of Annual	Recorded Prior Year To Date	% Recorded Prior Year
Student Fees	\$ 5,533,065	\$ 3,580,365	65%	\$ 3,259,125	63%
State Funding	28,085,234	8,162,855	29%	\$ 8,444,897	29%
Other Revenue	1,942,449	985,871	51%	825,711	41%
Total Revenue	\$ 35,560,748	\$ 12,729,091	36%	\$ 12,529,733	34%

	Budgeted Annual Expenditures	Expenditures Year To Date	% Expended of Annual	Expenditures Prior Year To Date	% Expended Prior Year
Salaries	\$ 25,132,407	\$ 7,127,953	28%	\$ 7,016,353	28%
Current Expense	10,937,602	3,446,305	32%	2,621,536	29%
Capital Outlay	120,969	60,616	50%	56,292	2%
Total Expenditures	\$ 36,190,978	\$ 10,634,874	29%	\$ 9,694,181	27%

South Florida State College Fund Balance Summary Projection 2024-25 Fiscal year		
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	\$	6,418,042
Plus		
Actual Revenue to Date	\$	12,729,091
Projected Additional Revenue	\$	22,831,657
Total Revenue	\$	35,560,748
Total Projected Funds Available	\$	41,978,790
Minus		
Actual Expenditures to Date	\$	10,634,874
Projected Additional Expenditures	\$	24,925,874
Total Projected Expenditures	\$	35,560,748
Total Projected Fund Balance Available for FY 2025-26	\$	6,418,042
Less: Encumbrances	\$	123,000
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 2023-24 and Fiscal Year 2022-23
10/31/2024

	Recorded				Recorded		
	Budget FY 24-25	10/31/2024	%		Budget FY 23-24	10/31/2023	%
Revenue:							
Tuition	\$ 4,327,809	\$ 2,695,132	62%		\$ 4,445,977	\$ 2,648,553	60%
Student Fees	1,205,256	885,233	73%		756,523	610,572	81%
State Support - FCSPF	24,365,885	7,749,594	32%		25,463,068	8,007,804	31%
State Support - Lottery	3,719,349	413,261	11%		3,933,834	437,093	11%
Other Revenue	1,942,449	985,871	51%		2,035,000	825,711	41%
Total Revenue	\$ 35,560,748	\$ 12,729,091	36%		\$ 36,634,402	\$ 12,529,733	34%
	Expended				Expended		
	Budget FY 24-25	10/31/2024	% Expend		Budget FY 23-24	10/31/2023	% Expend
Expenses:							
Personnel Expenses:							
Salary Expense	\$ 18,333,054	\$ 5,167,776	28%		\$ 17,944,106	\$ 5,139,636	29%
Fringe Benefits	6,799,353	1,960,177	29%		6,770,386	1,876,717	28%
Sub Total	\$ 25,132,407	\$ 7,127,953	28%		\$ 24,714,492	\$ 7,016,353	28%
Other Expenses:							
Travel	377,245	48,451	13%		298,337	73,057	24%
Postage & Telephone	278,644	97,852	35%		304,013	94,283	31%
Printing	32,386	6,814	21%		38,974	5,857	15%
Repairs & Maintenance	2,310,144	1,057,199	46%		1,886,099	730,340	39%
Rental & Insurance	837,741	627,947	75%		854,405	69,315	8%
Utilities	1,928,749	601,253	31%		1,828,515	621,844	34%
Services	1,255,948	412,388	33%		1,557,328	462,447	30%
Supplies & Subscriptions	1,678,975	574,451	34%		1,859,763	545,422	29%
Transfers	1,975,000		0%		0		0%
Other Expenses	262,770	19,950	8%		395,572	18,971	5%
Sub Total:	\$ 10,937,602	\$ 3,446,305	32%		\$ 9,023,006	\$ 2,621,536	29%
Capital Outlay:	\$ 120,969	\$ 60,616	50%		\$ 2,604,789	\$ 56,292	2%
Total Expenses	\$ 36,190,978	\$ 10,634,874	29%		\$ 36,342,287	\$ 9,694,181	27%
Revenue Over (Under) Expenses	\$ (630,230)	\$ 2,094,217			\$ 292,115	\$ 2,835,552	

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
10/31/2024

	Current Fund					Unexpended
	Restricted	Auxiliary Fund	Loan Fund	Scholarships	Plant	
<u>REVENUE</u>						
Student Fees	\$ 180,283	\$ -	\$ -	\$ 192,604	\$ 223,041	
Local Support	200,000	-	-	-	-	
State Support	84,677	-	-	308,378	4,246	
Federal Support	976,049	-	-	4,039,497	102,751	
Gifts & Contracts	75,825	25,011	-	-	-	
Sales	-	547,882	-	-	-	
Insurance Proceeds	-	-	-	-	-	
Other Revenue	(1,303)	63,729	987	-	43,553	
TOTAL REVENUE	\$ 1,515,531	\$ 636,622	\$ 987	\$ 4,540,479	\$ 373,591	
<u>EXPENDITURES</u>						
<u>Personnel Expenditures</u>						
Salary	\$ 501,596	\$ 125,743	\$ -	\$ -	\$ -	
Fringe Benefits	189,131	59,405	-	-	-	
Subtotal	\$ 690,727	\$ 185,148	\$ -	\$ -	\$ -	
<u>Other Expenses</u>						
Travel	\$ 26,837	\$ 1,850	\$ -	\$ -	\$ -	
Postage & Telephone	438	2,637	-	-	-	
Printing	302	-	-	-	-	
Repairs & Maintenance	-	19,250	-	-	55,490	
Rental & Insurance	9,841	436	-	-	-	
Utilities	-	1,184	-	-	-	
Services	114,691	137,664	-	-	-	
Materials & Supplies	60,484	146,560	-	-	3,690	
Scholarships & Waivers	6,966	-	-	4,916,829	-	
Transfers to Other Funds	-	-	-	-	-	
Other Expenses	88,780	-	-	-	-	
Subtotal	\$ 308,339	\$ 309,581	\$ -	\$ 4,916,829	\$ 59,180	
<u>Capital Outlay</u>						
Furniture & Equipment	\$ 579,386	\$ -	\$ -	\$ -	\$ -	
Renovating & Remodeling	-	-	-	-	364,526	
Subtotal	\$ 579,386	\$ -	\$ -	\$ -	\$ 364,526	
TOTAL EXPENDITURES	\$ 1,578,452	\$ 494,729	\$ -	\$ 4,916,829	\$ 423,706	
NET INCREASE (DECREASE) IN FUND BALANCE	\$ (62,921)	\$ 141,893	\$ 987	\$ (376,350)	\$ (50,115)	

SOUTH FLORIDA STATE COLLEGE
BALANCE SHEET - ALL FUNDS
As of October 31, 2024

	Current Fund Restricted	Auxiliary Fund	Loan Fund	Scholarships	Unexpended Plant	Invested in Plant	Totals
<u>ASSETS</u>							
Cash/Cash Equivalents	\$ (286,857)	\$ 16,003	\$ 1,174	\$ (271,018)	\$ 3,071,780		\$ 2,531,082
Accounts Receivable, Net	\$ 352,538	\$ 10,500		\$ -	\$ 4,235,419		\$ 4,598,457
Investments		\$ 1,201,179	\$ 72,702		\$ 3,207,948		\$ 4,481,829
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							\$ -
TOTAL ASSETS	\$ 65,681	\$ 1,227,682	\$ 73,876	\$ (271,018)	\$ 10,515,147	\$ 48,237,557	\$ 59,848,925
<u>LIABILITIES AND FUND BALANCE</u>							
<u>Liabilities</u>							
Accounts Payable	\$ 4,847	\$ 56,589	\$ -	\$ 3,053	\$ 10,260	\$ -	\$ 74,749
Compensated Leave Payable							\$ -
Retainage Payable							\$ -
Unearned Revenue		\$ 6,103					\$ 6,103
Salaries & Benefits Payable							\$ -
Total Liabilities	\$ 4,847	\$ 62,692	\$ -	\$ 3,053	\$ 10,260	\$ -	\$ 80,852
<u>Fund Balance:</u>							
Fund Balance (estimated)	\$ 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)	\$ (62,921)	\$ 141,893	\$ 987	\$ (376,350)	\$ (50,115)	\$ -	\$ (346,506)
Total Fund Balance	\$ 60,834	\$ 1,164,990	\$ 73,876	\$ (274,071)	\$ 10,504,887	\$ 48,237,557	\$ 59,768,073
TOTAL LIABILITIES AND FUND BALANCE	\$ 65,681	\$ 1,227,682	\$ 73,876	\$ (271,018)	\$ 10,515,147	\$ 48,237,557	\$ 59,848,925



OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: DECEMBER 4, 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 October 2024 meeting of the College District Board of Trustees. The included dates are October 1, 2024 through October 31, 2024. The total amount reported is **\$39,804.00**.

II. **Resource Development Update**

- a. Grant Awards
- b. Foundation Events

South Florida State College Foundation, Inc.

Gift Summary Report 10/01/2024 - 10/31/2024

Fund ID	Fund Description	Gift Count	Cash	Pledges	Stocks/Other	Total
1000	Unrestricted	31	\$30,003.50	\$0.00	\$0.00	\$30,003.50
2000	Jacaranda Restoration Fund	1	\$625.00	\$0.00	\$0.00	\$625.00
3021	Highlands Health Services Grant	1	\$5,000.00	\$0.00	\$0.00	\$5,000.00
5011	SFSC General Scholarship	16	\$259.50	\$0.00	\$0.00	\$259.50
5025	General Nursing Scholarship	1	\$0.50	\$0.00	\$0.00	\$0.50
5031	SFSC Community Fund	2	\$10.50	\$0.00	\$0.00	\$10.50
5032	SFSC Library Donations	1	\$30.00	\$0.00	\$0.00	\$30.00
5045	Athletic Booster Club	4	\$35.00	\$0.00	\$0.00	\$35.00
5058	Take Stock In Children - Ops	1	\$3,500.00	\$0.00	\$0.00	\$3,500.00
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
5143	Nursing Programs	2	\$50.00	\$0.00	\$0.00	\$50.00
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
Grand Totals:		78	\$39,804.00	\$0.00	\$0.00	\$39,804.00
78 Gift(s) listed						
68 Donor(s) listed						

Grant Awards

Grant Title	2024-25 National Farmworker Jobs Program, Farmworker Career Development Program
Grantor	FL Dept of Education as subrecipient of U.S. Dept of Labor
Amount Awarded	\$280,116
SFSC Department	Applied Sciences and Technologies
Description	Funds will be used to provide 122 migrant and seasonal farmworkers and their families comprehensive career and training services, job placement, and educational support.
Grant Title	Selwyn Birchwood Master Class and Concert
Grantor	South Arts Express Grant
Amount Awarded	\$1,750
SFSC Department	Cultural Programs
Description	Funds will be used to support the performance by Selwyn Birchwood, a master blues guitarist, who will conduct a master guitar class for adults and high school students (ages 16 and up) and provide a free concert.
Grant Title	Linking Secondary Metabolite Expression and Genotype in Ziziphus Celata as a Guide to Optimize Genetic Diversity in Population Augmentation Following Sandhill Restoration
Grantor	Florida Department of Agriculture and Consumer Services
Amount Awarded	\$12,000
SFSC Department	Natural Sciences
Description	Funding will support student-focused research by concentrating on critical sandhill habitat, propagating endangered plant genotypes, and enhancing the genetic diversity of Florida Ziziphus celata. This is a partnership with Bok Tower Gardens.