



**SFSC
District Board of Trustees
Regular Meeting
January 23, 2013**

**DeSoto Campus
6:00 p.m.**

**Tami Cullens, Chair
Tim Backer
Derren Bryan
Louis Kirschner
Ken Lambert
Lana C. Puckorius
Kris Y. Rider
Joe Wright, Vice Chair**

Norman L. Stephens, Jr., President/Secretary

1.0 *Call to Order and Preliminary Matters*



OFFICE OF THE PRESIDENT

Item 1.1

PRESENT TO BOARD: JANUARY 23, 2013

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: NORMAN L. STEPHENS, JR. 

SUBJECT: ADOPTION OF AGENDA

It is recommended that the agenda of the regular meeting of January 23, 2013 be adopted.

SUGGESTED MOTION:

Move to adopt the agenda of the regular meeting of January 23, 2013 as presented.

**AGENDA
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
DESOTO CAMPUS
JANUARY 23, 2013
6:00 P.M.**

- 1.0 Call to Order and Preliminary Matters
 - 1.1 Adoption of Agenda
 - 1.2 Approval of Minutes
 - 1.2.1 Planning Workshop – December 5, 2012
 - 1.2.2 Regular Meeting – December 5, 2012
 - 1.3 Review of Agenda Master Calendar
- 2.0 Communications, Introductions, and Recognition
- 3.0 Public Comment
- 4.0 Presentation
- 5.0 Consent Agenda Action Items
 - 5.1 Personnel Actions
 - 5.2 Agreements and Contracts
 - 5.2.1 Service Contract – Highlands Independent Bank
 - 5.2.2 Articulation Agreement – Troy University
 - 5.3 Grant Applications
 - 5.3.1 Agriculture in the Classroom, K-12 \$150,000
 - 5.3.2 SFSC Cultural Programs – 2013 Marketing \$1,000
 - 5.4 Operating Actions
 - 5.4.1 Monthly Accounts Payable & Payroll Check Register
 - 5.4.2 Property Deletion & Disposal
- 6.0 Planning and Policy Issues
 - 6.1 Policy Implementation
 - 6.1.1 Policy 2.05: Signing Authority
 - 6.1.2 New Policy 2.08: Check and Electronic Fund Transfers
 - 6.1.3 Policy 4.09: Cash Collection and Book Depositories
- 7.0 Academic and Student Matters
 - 7.1 Curriculum Proposals
 - 7.2 Fee Proposals
- 8.0 Purchasing and Other Action Items
 - 8.1 President's Annual Performance Review
 - 8.2 Reroofing Bid
- 9.0 Reports
 - 9.1 Facilities Report
 - 9.2 Resource Development Report
 - 9.3 Financial Report
 - 9.4 President's Report
 - 9.5 Board Attorney Report
 - 9.6 Board Member Reports
 - 9.7 Board Chair Report
- 10.0 Adjournment



OFFICE OF THE PRESIDENT

Item 1.2.1

PRESENT TO BOARD: JANUARY 23, 2013

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: NORMAN L. STEPHENS, JR. 

SUBJECT: MINUTES – PLANNING WORKSHOP – DECEMBER 5, 2012

It is recommended that the minutes of the planning workshop held December 5, 2012, as presented and recorded in the Supplemental Minute Book, be approved.

SUGGESTED MOTION:

Move to approve the minutes of the December 5, 2012 planning workshop as presented.

**PLANNING WORKSHOP MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
DECEMBER 5, 2012**

Members Present: Mr. Tim Backer
Mr. Derren Bryan
Mrs. Tami Cullens, Chair
Dr. Louis H. Kirschner
Mr. Ken Lambert
Mrs. Lana C. Puckorius
Mrs. Kris Y. Rider
Mr. Joe Wright, Vice Chair
Dr. Norman L. Stephens, Jr., President/Secretary

Members Absent:

Staff Present:	Ms. Annie Alexander-Harvey	Mr. Doug Andrews
	Mr. Don Appelquist	Dr. Kimberly Batty-Herbert
	Mr. Kevin Brown	Mrs. Tammy Bush
	Mrs. Anita Kovacs	Mrs. Deborah Latter
	Mr. Glenn Little	Mrs. Lindsay Lynch
	Dr. Mike McLeod	Dr. Leana Revell
	Dr. Chris van der Kaay	Mrs. Becky Sroda
	Ms. Jane Hancock	Dr. Michele Heston
	Mr. Steve Ashworth	Deborah Milliken
	Mr. Junior Gray	

Guest: Mr. Wendell Williams

At 3:30 p.m. Mr. Wendell Williams distributed checks to Florida Blue Scholarship recipients who were introduced by Mrs. Becky Sroda, Dr. Michele Heston, Mr. Steve Ashworth, Dr. Deborah Milliken, and Mr. Junior Gray.

CALL TO ORDER

At 4:00 p.m., the Planning Workshop of the District Board of Trustees was called to order at the Highlands Campus by Board Chair, Mrs. Tami Cullens.

New Employee Introductions

Employee	Position	Supervisor	Hired
Stephanie Cox	Admissions and Records Data Specialist	Deborah Fuschetti	10/01/12
Trevor Long	End-User Support Analyst	Clifford Hangley	10/16/12
Tina Cardenas	Lead Instructor, Supervision and Management	Cindy Kinser	09/17/12
Lora Roulette	Community Relations Specialist	Deborah Latter	10/08/12

Section 1 PRESIDENTIAL SEARCH PROCESS

The Board reviewed a draft of the SFSC Presidential Profile and Minimum Qualifications. Recommended changes were made to be considered at the regular Board meeting which will take place after the workshop. A tentative timeline of the SFSC Presidential Search Screening Process was also reviewed.

Section 2 ASSESSMENT OF INSTITUTIONAL EFFECTIVENESS

The Board reviewed and discussed the Strategic Plan Review and Approval Process; Assessment, Planning, and Budgeting Calendar; and the Core Indicators of Effectiveness.

Dr. Stephens distributed and discussed the findings of the National Community College Benchmark Project Institutional Strengths Report for South Florida State College.

Section 3 PLANNING FOR 2013-2014 AND BEYOND

The Board reviewed and discussed the Mission and Strategic Plan Review and Update; Projects and Initiatives for 2013-2014; Preliminary Funding and Budget Consideration; and Legislative Issues for 2013.

Section 4 BOARD ROUNDTABLE DISCUSSION

There being no further discussion, the Planning Workshop adjourned at 6:18 p.m.



OFFICE OF THE PRESIDENT

Item 1.2.2

PRESENT TO BOARD: JANUARY 23, 2013

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: NORMAN L. STEPHENS, JR. 

SUBJECT: MINUTES – REGULAR MEETING – DECEMBER 5, 2012

It is recommended that the minutes of the regular meeting held December 5, 2012 as presented and recorded in the Supplemental Minute Book, be approved.

SUGGESTED MOTION:

Move to approve the minutes of the December 5, 2012 regular meeting as presented.

**MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
DECEMBER 5, 2012**

Members Present: Mr. Tim Backer
Mr. Derren Bryan
Mrs. Tami Cullens, Chair
Dr. Louis H. Kirschner
Mr. Ken Lambert
Mrs. Lana C. Puckorius
Mrs. Kris Y. Rider
Mr. Joe Wright, Vice Chair
Dr. Norman L. Stephens, Jr., President/Secretary
Mr. Andrew Jackson, College Attorney

Members Absent:

Staff Present:	Ms. Annie Alexander-Harvey	Mr. Doug Andrews	Mr. Don Appelquist
	Dr. Kimberly Batty-Herbert	Mr. Kevin Brown	Mrs. Tammy Bush
	Mrs. Susie Hale	Mrs. Anita Kovacs	Mrs. Deborah Latter
	Mr. Glenn Little	Mrs. Lindsay Lynch	Dr. Mike McLeod
	Dr. Leana Revell	Dr. Chris van der Kaay	Ms. Jane Hancock
	Dr. Robert Flores	Ms. Cheryl Arpasi	Mr. Go Ramnarain

Others Present: Mrs. Ida Jackson, Mrs. Barbara Kirschner

CALL TO ORDER

At 6:49 p.m., the regular meeting of the District Board of Trustees was called to order at the Highlands Campus by Board Chair, Mrs. Tami Cullens.

1.0 PRELIMINARY MATTERS

1.1 Adoption of Agenda

Mr. Wright made a motion, seconded by Mrs. Puckorius, to adopt the agenda of the regular meeting held December 5, 2012 as recommended. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

1.2 Approval of Minutes

1.2.1 Regular Meeting Minutes

Mrs. Puckorius made a motion, seconded by Mr. Wright, to approve the minutes of the regular meeting held October 24, 2012. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

1.2.2 Special Meeting Minutes

Mr. Lambert made a motion, seconded by Mrs. Puckorius, to approve the minutes of the special meeting held November 13, 2012. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens,

Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

1.3 Review of Agenda Master Calendar

The Agenda Master Calendar was reviewed.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITION

2.1 New Employee Introductions

The following new employees were acknowledged as having been introduced at the Annual DBOT Planning Workshop held prior to the Board meeting:

Employee	Position	Supervisor	Hired
Stephanie Cox	Admissions and Records Data Specialist	Deborah Fuschetti	10/01/12
Trevor Long	End-User Support Analyst	Clifford Hangley	10/16/12
Tina Cardenas	Lead Instructor, Supervision and Management	Cindy Kinser	09/17/12
Lora Roulette	Community Relations Specialist	Deborah Latter	10/08/12

Dr. Stephens announced that the Facilities Commission won the Commission of the Year at this year's AFC Convention held October 30th – November 1st. Dr. Robert Flores gave a report on the commission.

Dr. Stephens also reported that SFSC received five Communications and Marketing Commission Awards of Excellence for informational and promotional material; the college's AFC chapter received a membership award for having 50 percent or more of its employees as members, an award for having the greatest percent increase in members and was designated a Region IV Platinum Chapter based on points it earned for such factors as membership, participation in state and regional commissions, education and social activities, and fundraising. Cathy Lewis, administrative assistance, Arts and Sciences, received a Region IV Unsung Hero Award for volunteering her time to SFSC's AFC chapter. Kimberly Batty-Herbert, dean, Arts and Sciences, received a Region IV Lifesaver award for going beyond her duties as SFSC's AFC chair by serving as treasurer to the Region IV director.

Dr. Stephens stated that Mr. Don Appelquist received the Campus Impact Award 2012 Fundraising Professional of the Year awarded by the Council for Resource Development to SFSC in recognition of support for Resource Development.

3.0 PUBLIC COMMENT

4.0 PRESENTATION

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

Approved a list of appointments, full-time faculty; resignations; retirements; and adjunct faculty for the 2012-2013 academic year as needed. **(EXHIBIT "A")**

5.2 Agreement and Contracts

5.2.1 Approved entry into a new affiliation agreement with Dr. Barbara Platte of Lake Placid for the purpose of providing supervised learning experiences in the care of dental patients. **(EXHIBIT "B")**

5.2.2 Approved entry into a new affiliation agreement with Dr. Joel Schroeder of Lake Placid for the purpose of providing supervised learning experiences in the care of dental patients. **(EXHIBIT "C")**

5.3 Grant Applications

5.3.1 MOFAC Reconfiguration and Expansion Planning Grant

Nat'l Endowment for the Humanities (NEH) \$40,000
(EXHIBIT "D")

5.4 Operational Actions

5.4.1 Monthly Accounts Payable/Payroll Check Register

Approved the monthly accounts payable/monthly payroll check register and summary through October 2012. **(EXHIBIT "E")**

5.4.2 Property Deletion and Disposal

Approved the deletion and disposal of items presented from property records in the amount of **\$41,502.23**. **(EXHIBIT "F")**

5.4.3 Approved Customer List

Approved the addition of Verizon Wireless Pre-Paid Tuition Program to the college's customer billing list. **(EXHIBIT "G")**

Mr. Bryan made a motion, seconded by Mr. Lambert, to approve the Consent Agenda, Items 5.1 through 5.4.3 as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

6.0 PLANNING AND POLICY ISSUES

6.1 2013-2017 SFSC Strategic Plan

Consideration of the proposed 2013-2017 SFSC Strategic Plan was presented.
(EXHIBIT "H")

Mr. Bryan made a motion, seconded by Mr. Backer, to approve the proposed 2013-2017 SFSC Strategic Plan as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

6.2 Policy Development

6.2.1 Policy 2.05 Signing Authority

Dr. Stephens presented for discussion purposed changes to Policy 2.05 Signing Authority. **(EXHIBIT "I")**

Mr. Wright made a motion, seconded by Mr. Bryan, to table consideration of the proposed changes to Policy 2.05 Signing Authority until the January 23 Board meeting. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

6.2.2 Policy 2.08 Check and Electronic Funds Transfer Procedure

Dr. Stephens presented for discussion the development of Policy 2.08 Check and Electronic Funds Transfer Procedure. *(EXHIBIT "J")*

Mr. Lambert made a motion, seconded by Mrs. Puckorius, to table consideration of the development of Policy 2.08 Check and Electronic Funds Transfer Procedure until the January 23 Board meeting. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

6.2.3 Policy 4.09 Cash Collection and Book Depositories

Dr. Stephens presented for discussion purposed changes to Policy 4.09 Cash Collection and Book Depositories. *(EXHIBIT "K")*

Mrs. Puckorius made a motion, seconded by Mr. Wright, to table consideration of the proposed changes to Policy 4.09 Cash Collection and Book Depositories until the January 23 Board meeting. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

7.0 ACADEMIC AND STUDENT MATTERS

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 2013-2014 Academic Calendar

Consideration of the proposed 2013-2014 Academic Calendar was presented. *(EXHIBIT "L")*

Mr. Backer made a motion, seconded by Mrs. Puckorius, to approve the 2013-2014 Academic Calendar as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

8.2 Presidential Profile and Minimum Qualifications

A document including the minimum qualifications, application materials, and presidential profile was presented for discussion and consideration. *(EXHIBIT "M")*

Mr. Lambert made a motion, seconded by Mr. Wright, to approve the minimum qualifications, application materials, and presidential profile document with additional changes. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

9.0 REPORTS

9.1 Facilities

9.2 Resource Development

9.2.1 Donations and Pledges

The South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$234,459.02** from October 11, 2012 through November 14, 2012. Mr. Appelquist reported that included in this amount was the donation of a piece of property Mr. Joe L. Davis made to the Foundation.

9.3 Financial Report

Financial graphs and a summary report through the month of September 2012 were presented as information items. **(EXHIBIT "N")**

9.4 President's Report

1. Dr. Stephens reminded the Trustees of the SFSC Holiday Luncheon taking place on December 14.
2. Dr. Stephens stated that he would present Mr. Joe L. Davis a President's Award for Volunteer of the Year at the December 14 Employee Holiday Luncheon.
3. Dr. Stephens reminded the Trustees of his upcoming review. He emailed the necessary documents and instructions to them.
4. Dr. Stephens reported that he would be out of the state from December 15 through December 30.

9.5 Board Attorney's Report

At Dr. Stephens' request, Mr. Jackson presented and discussed for adoption the Resolution Regarding Prayers, Invocations, and Benedictions in Conjunction with Events and Meetings at South Florida State College. Mr. Jackson stated that he had reviewed the resolution and recommended it to the Board for their consideration. He further stated that the Board Chair should always make it clear that participating in any prayer said before a Board meeting is a voluntary offering and is not endorsed by the District Board of Trustees. **(EXHIBIT "O")**

Mrs. Puckorius made a motion, seconded by Mrs. Rider, to approve the adoption of the Resolution Regarding Prayers, Invocations, and Benedictions in Conjunction with Events and Meetings at South Florida State College as presented. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

9.6 Board Members' Reports

Mr. Bryan – no report

Dr. Kirschner – no report

Mr. Backer thanked the Trustees for their work in today's meetings

Mr. Wright asked that a copy of the College Master Plan be given to the Trustees.

Mrs. Puckorius stated that she had recently been appointed to the ACCT Finance and Audit Committee.

Mr. Lambert thanked the Trustees for attending the SFSC Presidential Search Screening Committee workshop today.

Mrs. Rider stated that all of today's meeting provided good information.

9.7 Board Chair Report

Mrs. Cullens thanked the Trustees for attending today's meetings.

9.7.1 Appointment of Vice Chair for the Presidential Search Screening Committee

Mrs. Cullens requested the Board appoint Mrs. Jan Shoop to serve as Vice Chair of the Presidential Search Screening Committee.

Mrs. Rider made a motion, seconded by Mr. Lambert, to approve the appointment of Mrs. Jan Shoop to serve as Vice Chair of the Presidential Search Screening Committee. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

9.7.2 Appointment of Member to the Presidential Search Screening Committee

Mrs. Cullens requested the Board appoint Mrs. Suzanne Demers to serve as a member of the Presidential Search Screening Committee.

Mr. Wright made a motion, seconded by Mr. Backer, to approve the appointment of Mrs. Suzanne Demers to serve as a member of the Presidential Search Screening Committee. Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 7:50 p.m.



OFFICE OF THE PRESIDENT

Item 1.3

PRESENT TO BOARD: JANUARY 23, 2013

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: NORMAN L. STEPHENS, JR. 

SUBJECT: REVIEW OF AGENDA MASTER CALENDAR

Information Item:

The Annual 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 Agenda Master Calendar

JANUARY 2013	FEBRUARY 2013	MARCH 2013
<p>23 Board Meeting, 6 PM DeSoto Campus</p> <p>25 <i>Dr. Stephens' Day</i> at the Ballpark on the Highlands Campus - lunch and ceremony, Noon</p>	<p>5-6 Trustees Legislative Conference, Tallahassee</p> <p>11-14 ACCT National Legislative Summit, Washington, DC</p> <p>27 Board Meeting, 5 PM Highlands Campus</p>	<p>27 Board Meeting, 6 PM Hardee Campus</p>
APRIL 2013	MAY 2013	JUNE 2013
<p>24 Board Meeting, 6 PM Highlands Campus</p>	<p>6 SFSC Graduation</p> <p>22 Budget Workshop, 4 PM Followed by Board Meeting, 6 PM Highlands Campus</p>	<p>26 Board Meeting, 6 PM Lake Placid Center</p>
JULY 2013	AUGUST 2013	SEPTEMBER 2013
<p>24 Board Meeting, 6 PM DeSoto Campus</p>	<p>28 *Board Meeting, 6 PM Highlands Campus</p>	<p>25 *Board Meeting, 6 PM Hardee Campus</p>
OCTOBER 2013	NOVEMBER 2013	DECEMBER 2013
<p>23 *Board Meeting, 6 PM Lake Placid Center</p>		<p>11 *Planning Workshop, 4 PM Followed by Board Meeting, 6 PM Highlands Campus</p>

*Tentative

2.0 Communications, Introductions, and Recognitions

3.0 Public Comment

4.0 *Presentations*

5.0 Consent Agenda Action Items



OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: JANUARY 23, 2013

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: NORMAN L. STEPHENS, JR. 

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 Applications 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	Agreement and Contracts	
	5.2.1 Service Contract – Highlands Independent Bank	23
	5.2.2 Articulation Agreement – Troy University	24
5.3	Grant Applications	
	5.3.1 Agriculture in the Classroom, K-12 \$150,000	25
	5.3.2 SFSC Cultural Programs – 2013 Marketing \$1,000	26
5.4	Operating Actions	
	5.4.1 Monthly Accounts Payable & Payroll Check Register	27
	5.4.2 Property Deletion and Disposal	29



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: JANUARY 23, 2013

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: NORMAN L. STEPHENS, JR. 

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>
Carden, Denise	Maintenance Clerk	01/09/13
Garcia, Michael*	Reference Assistant	01/02/13

*Transferred from part-time

II. APPOINTMENTS, FULL-TIME PROFESSIONAL STAFF:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Pantoja, Jannice	Institutional Planning and Assessment Specialist	01/02/13

III. RESIGNATIONS/TERMINATIONS:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Lane, L.C.	Proctor, Testing/Assessment Center	01/31/13

IV. RETIREMENTS:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
DeJonge, Jerry	Director, Public Service Programs	02/28/13
Livingston, Susan	Librarian	05/06/13

V. ADJUNCT FACULTY, 2012-13 ACADEMIC YEAR AS NEEDED:

<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Brooks, Joseph	Criminal Justice	IV
Gray, Yolanda	ABE/GED/ESOL	III
McCarthy, Betty	Art	IV
Scott, Edward	English	I
Valentin, Selena	Early Childhood Education	II

SUGGESTED MOTION:

Move to approve the personnel recommendations as presented.



OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: JANUARY 23, 2013

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: NORMAN L. STEPHENS, JR. 

SUBJECT: SERVICE CONTRACT – HIGHLANDS INDEPENDENT BANK

South Florida State College's current agreement with Highlands Independent Bank for Banking and Merchant Services expires March 31, 2013. The agreement was awarded in 2008 for 5 years with the availability of two one-year extensions. Highlands Independent Bank has agreed to renew the contract for one additional year. The basic terms for the banking agreement provide the College with no banking fees, the fed's fund rate minus 15 points and the College utilizes Elavon through Highlands Independent Bank for Merchant Services. The only fees associated with the Merchant Services are the interchange rates that are the cost of the credit card processors.

A quick review of recent banking Requests for Proposals (RFPs) indicates that this interest rate is consistent with what other Colleges are receiving. What other Colleges are not receiving is the absence of banking fees. This saves SFSC at least \$20,000 annually.

SUGGESTED MOTION:

Move to approve the renewal of a service contract with Highlands Independent Bank for one additional year.



OFFICE OF THE PRESIDENT

Item 5.2.2

PRESENT TO BOARD: JANUARY 23, 2013

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: NORMAN L. STEPHENS, JR. 

SUBJECT: ARTICULATION AGREEMENT – TROY UNIVERSITY

Approval is requested to authorize of a new articulation agreement between South Florida State College and Troy University for the purpose of facilitating student transfer and degree attainment.

This agreement will be reviewed for renewal every three years or sooner, if requested by either party.

SUGGESTED MOTION:

Move to authorize a new articulation agreement with Troy University to facilitate student transfer and degree attainment.



OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: JANUARY 23, 2013

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: NORMAN L. STEPHENS, JR. 

SUBJECT: GRANT APPLICATION – AGRICULTURE IN THE CLASSROOM, K-12

Approval is requested for submission and acceptance, if funded, of the following described grant proposal:

Title: Agriculture in the Classroom, K-12
Agency: United States Department of Agriculture
Amount: \$150,000.00
Description: If funded this proposal will allow SFSC to create a partnership with Hardee County Schools to support their joint agriculture and science biotechnology curriculum. Funds will be used to provide support for both faculty and students in the HHS biotechnology program.

SUGGESTED MOTION:

Move to approve the submission and acceptance, if funded, of the described grant proposal.



OFFICE OF THE PRESIDENT

Item 5.3.2

PRESENT TO BOARD: JANUARY 23, 2013

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: NORMAN L. STEPHENS, JR. 

SUBJECT: GRANT APPLICATION – SFSC CULTURAL PROGRAMS – 2013 MARKETING

Approval is requested for submission and acceptance, if funded, of the following described grant proposal:

Title: SFSC Cultural Programs – 2013 Marketing
Agency: Highlands County Tourist Development Council
Amount: \$1,000.00
Description: This grant will support advertising for the following cultural programs: *Women of Ireland* on February 18, 2013; *Popovich Comedy Pet Theatre* on February 27, 2013; and *T.A.P. the Show* on March 7, 2013

SUGGESTED MOTION:

Move to approve the submission and acceptance, if funded, of the described grant proposal.



OFFICE OF THE PRESIDENT

Item 5.4.1

PRESENT TO BOARD: JANUARY 23, 2013

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: NORMAN L. STEPHENS, JR. 

SUBJECT: MONTHLY ACCOUNTS PAYABLE/PAYROLL WARRANT SUMMARY

Attached for your review are the graphs and a summary of revenues and expenditures for the current unrestricted fund of the College through November 2012.

The law requires that warrants be approved and made available for review. Detailed information on all disbursements for November and December 2012 is summarized below and is available at any time in the College Business Office.

SUGGESTED MOTION:

Move to approve the monthly accounts payable/monthly payroll check register as presented.

Accounts Payable:							
	2012/2013 Checks		2012/2013 Electronic Payments		2012/2013 P-Card		2012/2013 Totals
	No.	Amount	No.	Amount	No.	Amount	Amount
July	423	\$443,239.69	103	\$482,889.49	171	\$65,495.76	\$991,624.94
Aug	283	735,501.69	237	510,106.92	338	162,190.59	\$1,407,799.20
Sept	337	308,610.83	247	453,562.11	495	167,583.07	\$929,756.01
Oct	1840	1,852,033.70	376	795,677.87	570	205,399.36	\$2,853,110.93
Nov	394	338,510.14	283	389,129.28	614	166,860.26	\$894,499.68
Dec	265	281,442.37	197	594,680.01	557	172,558.36	\$1,048,680.74
Jan							\$0.00
Feb							\$0.00
March							\$0.00
April							\$0.00
May							\$0.00
June							\$0.00
Totals	3542	\$3,959,338.42	1443	\$3,226,045.68	2745	\$940,087.40	\$8,125,471.50
Payroll:							
	2012/2013 Checks		2012/2013 Electronic Payments				2012/2013 Totals
	No.	Amount	No.	Amount			Amount
July	38	\$48,213.74	489	\$826,003.42			\$874,217.16
Aug	31	41,242.51	388	808,659.83			\$849,902.34
Sept	23	34,785.27	385	795,297.76			\$830,083.03
Oct	27	35,475.18	427	853,935.63			\$889,410.81
Nov	27	35,323.35	456	866,273.38			\$901,596.73
Dec	37	51,674.67	464	896,297.27			\$947,971.94
Jan							0.00
Feb							0.00
March							0.00
April							0.00
May							0.00
June							0.00
Totals	183	\$246,714.72	2609	\$5,046,467.29			\$5,293,182.01

Accounts Payable:						
	2011/2012			2012/2013		
	# Checks	Monthly Total	Cumulative Total	# Checks	Monthly Total	Cumulative Total
July	773	\$1,173,255.06	\$ 1,173,255.06	697	\$991,624.94	\$ 991,624.94
August	931	1,127,041.94	2,300,297.00	858	1,407,799.20	\$ 2,399,424.14
September	2,490	2,950,002.12	5,250,299.12	1,079	929,756.01	\$ 3,329,180.15
October	1,335	1,078,307.88	6,328,607.00	2,786	2,853,110.93	\$ 6,182,291.08
November	1,263	1,001,779.38	7,330,386.38	1,291	894,499.68	\$ 7,076,790.76
December	960	1,183,794.99	8,514,181.37	1,019	1,048,680.74	\$ 8,125,471.50
January	951	980,640.15	9,494,821.52			
February	2,601	2,841,561.56	12,336,383.08			
March	1,115	1,133,165.55	13,469,548.63			
April	1,091	847,255.67	14,316,804.30			
May	1,114	1,220,252.44	15,537,056.74			
June	1,249	1,204,580.41	16,741,637.15			
Totals	15,873	\$16,741,637.15		7,730	\$8,125,471.50	
Payroll:						
	2011/2012			2012/2013		
	# Payments	Monthly Total	Cumulative Total	# Payments	Monthly Total	Cumulative Total
July	533	\$870,003.03	\$870,003.03	527	\$874,217.16	\$874,217.16
August	444	859,872.19	1,729,875.22	419	849,902.34	1,724,119.50
September	461	833,912.70	2,563,787.92	408	830,083.03	2,554,202.53
October	493	869,529.05	3,433,316.97	454	889,410.81	3,443,613.34
November	518	873,578.43	4,306,895.40	483	901,596.73	4,345,210.07
December	516	927,854.65	5,234,750.05	501	947,971.94	5,293,182.01
January	515	879,647.65	6,114,397.70			
February	488	867,437.60	6,981,835.30			
March	486	860,849.11	7,842,684.41			
April	513	905,826.05	8,748,510.46			
May	512	908,552.96	9,657,063.42			
June	406	874,167.53	\$ 10,531,230.95			
Totals	5885	\$10,531,230.95		2792	\$5,293,182.01	



OFFICE OF THE PRESIDENT

Item 5.4.2

PRESENT TO BOARD: JANUARY 23, 2013

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: NORMAN L. STEPHENS, JR. *N. Stephens*

SUBJECT: PROPERTY DELETION AND DISPOSAL

Authorization is requested to delete items on the attached list of equipment totaling **\$70,643.41** from SFSC property records. These items have either been salvaged, are beyond repair, or are obsolete. The items will be held in storage until their disposal.

SUGGESTED MOTION:

Move to authorize deletion of items presented on attached list from property records.

**South Florida State College
Disposal Items
Jan-13**

Tag #	Date Purchased	Description	Cost	Condition Code
10396	11/26/1996	Telemechanique Programmable Logic Controller	\$ 10,340.00	Poor
11328	6/30/1998	Allen Bradley SLC 5/03 CPU Programmable Controller	\$ 1,653.58	Poor
11329	6/30/1998	Allen Bradley SLC 5/03 CPU Programmable Controller	\$ 1,653.58	Poor
12444	7/25/2000	Airway Management Trainer (in Annie-type case)	\$ 1,155.00	Poor
14066	8/9/2005	Spectra Logic Server	\$ 39,493.47	Poor
14085	1/30/2006	Alignment Rack	\$ 15,000.00	Poor
14595	3/29/2007	Optiplex 745 Minitower Computer	\$ 1,347.78	Poor
TOTAL			\$ 70,643.41	

6.0 Planning and Policy Issues



OFFICE OF THE PRESIDENT

Item 6.1.1

PRESENT TO BOARD: JANUARY 23, 2013

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: NORMAN L. STEPHENS, JR. *N. Stephens*

SUBJECT: POLICY IMPLEMENTATION: POLICY 2.05 SIGNING AUTHORITY

Florida Statute 1010.11 requires that “. . . each district board of trustees shall adopt written policies prescribing the accounting and control procedures under which any funds under their control are allowed to be moved by electronic transaction for any purpose”. When this statute was implemented, we amended DBOT Policy 2.05, Signing Authority, to provide for the President to adopt written procedures for the electronic transfer of funds and implemented a detailed procedure to ensure compliance. Recent operational audits at other colleges have focused on this statute, and several colleges have recently received official findings of non-compliance for not having detailed policies in place regarding the electronic transfer of funds.

It is further recommended that DBOT Policy 2.05 be amended to remove the reference to electronic transfer of funds. In order to accomplish this, SFSC DBOT Policy 2.05 Signing Authority will need to be amended. The proposed amendment is offered for consideration.

SUGGESTED MOTION:

Move to approve changes to Policy 2.05 Signing Authority as presented.

**SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES POLICIES**

POLICY NO. 2.05

TITLE: SIGNING AUTHORITY

LEGAL AUTHORITY: FLORIDA STATUTE 1001.64
STATE BOARD OF EDUCATION RULES: 6A-14.0261, 6A-14.075

OFFICE OF PRIMARY RESPONSIBILITY: PRESIDENT'S OFFICE

The District Board of Trustees shall constitute the contracting agent of the college. The Board shall approve all inter-governmental agreements, as well as all contracts in excess of that authorized to be approved by the president by appropriate statute and rule. The Board authorizes the use of facsimile signatures on checks, personnel contracts, and when permissible, other college documents.

The Board authorizes signatory authority on college banking accounts to the Board chair and the president, and such signatory authority will remain in effect until changed following the election of a new Board chair or appointment of the president. The Board may authorize temporary signatory authority to the vice chair of the Board or another Board member as necessary for operational efficiencies.

~~The Board authorizes the president to establish and maintain procedures related to electronic disbursement of funds.~~

The president may negotiate and sign contractual agreements with outside agents in accordance with applicable statutes and rules.

The president may delegate the authority to negotiate contracts and to provide signatory authority as established by procurement guidelines stipulated in college administrative procedures.

The president may delegate to appropriate administrators the responsibility to maintain in safekeeping the facsimile signatures of those authorized by the Board to sign checks, personnel contracts, and when permissible, other college documents.

Also see: District Board of Trustees Policy 4.04, *Purchasing Contracts*

HISTORY: Last Revised: ~~6/27/12~~ x/xx/xx

Issued by District Board of Trustees: 8/10/84

Reviewed: 7/01/04, 7/01/07

Revised: 11/28/01, 12/10/08, 6/27/12, xx/xx/xx



OFFICE OF THE PRESIDENT

Item 6.1.2

PRESENT TO BOARD: JANUARY 23, 2013

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: NORMAN L. STEPHENS, JR. 

SUBJECT: POLICY IMPLEMENTATION: NEW POLICY 2.08 CHECK AND ELECTRONIC
FUNDS TRANSFER PROCEDURE

Approval is recommended to establish a new Policy 2.08 Check and Electronic Funds Transfer Procedure, which provides detailed provisions related to the electronic transfer of funds for payments.

In order to accomplish this, SFSC DBOT Policy 2.08 Check and Electronic Funds Transfer Procedure will need to be established. The proposed new policy is offered for consideration.

SUGGESTED MOTION:

Move to approve new Policy 2.08 Check and Electronic Funds Transfer Procedure as presented.

**SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES POLICIES**

POLICY NO. 2.08

TITLE: CHECK AND ELECTRONIC FUNDS TRANSFER PROCEDURE

LEGAL AUTHORITY: FLORIDA STATUTE 1010.11
STATE BOARD OF EDUCATION RULE 6A-14.075

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR
ADMINISTRATIVE SERVICES

Disbursement of college funds by checks and through electronic transfer shall be as follows:

A. Use of Facsimile Signatures on Checks and Automatic Clearing House (ACH) Remittance Advices

1. The Board authorizes check signers per policy 2.05, Signing Authority. Authorized check signers must use a facsimile signature in lieu of a manual signature to sign checks.
2. Banking agreements must be signed with a manual signature.
3. The authorized check signers must file manual signatures with the Department of State and certify those signatures under oath.
4. The actual facsimile signatures will be maintained on the college network and will be used only in conjunction with the check software to affix the facsimile signature to a check.
5. Facsimile signatures and routing information will not be printed on ACH/direct deposit remittances to prevent fraudulent use.

B. Electronic Funds Transfer (EFT)

1. EFT's initiated by the college must be authorized under a current banking services agreement. Master banking agreements must be manually signed by the president and the Board chair. Secondary agreements may be manually signed by the president or his designee. Every account being debited/credited must be pre-authorized under a Deposit Express agreement, repetitive wire transfer agreement, an ACH agreement or other named agreement.
2. The president is authorized to establish EFT agreements related to the provider of the college's primary bank account including, but not limited to, related zero balance accounts, the Electronic Payments and Remittance System (EPARS) banking account, the Florida PRIME account and the Special Purpose Investment Account (SPIA). The president is authorized to open bank accounts without EFT-initiating ability in the name of the college to act as depository accounts. The president is authorized to

establish a Paypal account with any EFTs limited to the payment of fees by credit card or the transfer of funds collected to the college's primary bank account.

3. EFT's between college accounts are to be executed by staff who are bonded and authorized by the president.
4. EFT's representing payments processed under the Accounts Payable or Payroll systems will be executed as follows:
 - a. Payments are executed under the rules of the ACH, Electronic Data Interchange (EDI), p-card (credit card issued by the college), or direct deposit agreements.
 - b. Payments to the Internal Revenue Service, the Florida Retirement System, the state of Florida, and other governmental entities not specifically noted are to be executed under the arrangements established by the government entity collecting the moneys being paid.
5. The president is authorized to establish procedures for appropriate internal controls related to the conduct of all EFT's; electronic payments to governmental entities; authorization and cancellation of direct deposit (ACH) instructions from vendors and employees; third party payments of expenditures, advance, or reduction of cash assets not processed within the Accounts Payable or Payroll systems; and confirmation of EFT's with the financial institutions servicing the college.

C. Other forms of payment

Payments under custodial/trust agreements, State Board of Education Bond provisions, or thirdParty agreements will be governed by the provision of the applicable agreements. The president is authorized to enter into third party agreements to provide EFTs to others as necessary to maintain privacy of information related to payments and the payments themselves in a timely manner. Examples of these types of arrangements include the EPARS to facilitate the college's compliance with disbursing retirement plan payments to providers and the ExpertPay system used to provide the information and EFT remittances to the receivers of payroll garnishments within Florida.

HISTORY: Adopted x/xx/xx

Issued by District Board of Trustees: x/xx/xx

Reviewed:

Revised:



OFFICE OF THE PRESIDENT

Item 6.1.3

PRESENT TO BOARD: JANUARY 23, 2013

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: NORMAN L. STEPHENS, JR. *N. Stephens*

SUBJECT: POLICY IMPLEMENTATION: POLICY 4.09 CASH COLLECTION AND BOOK
DEPOSITORIES

Approval is recommended to amend Policy 4.09 Cash Collection and Book Depositories to provide for the electronic transfer of funds for receivables.

In order to accomplish this, SFSC DBOT Policy 4.09 Cash Collection and Book Depositories will need to be amended. The proposed amendments are offered for consideration.

SUGGESTED MOTION:

Move to approve changes to Policy 4.09 Cash Collection and Book Depositories as presented.

**SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES POLICIES**

POLICY NO. 4.09

TITLE: CASH COLLECTION ~~AND BOOK DEPOSITORIES~~

LEGAL AUTHORITY: FLORIDA STATUTE 1010.02
STATE BOARD OF EDUCATION RULE 6A-14.075

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR
ADMINISTRATIVE SERVICES

A record of all funds received by the college will be kept to identify the payer, the amount, and the purpose. Such funds will be promptly deposited intact in a qualified public depository. Funds received from federal sources will be accounted for separately, but may be deposited in a bank account with other college funds except when the terms of such receipt require a separate depository account. Checking accounts for demand deposits for disbursement from funds will be maintained as necessary to conduct the college's business. The president is authorized to enter into banking agreements.

At any campus, center, or other facility operated by the college, all funds will be collected, turned in, and accounted for in accordance with procedures established by the ~~college~~ president. The procedures may provide for electronic means of depositing funds into college bank accounts.

HISTORY: Last ~~Reviewed~~ Revised: 6/27/12 x/xx/xx

Issued by District Board of Trustees: 8/10/84

Reviewed: 7/1/04, 7/1/07, 7/22/09, 6/27/12

Revised: 11/28/01, x/xx/xx

7.0 Academic and Student Matters



OFFICE OF THE PRESIDENT

Item 7.1

PRESENT TO BOARD: JANUARY 23, 2013

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: NORMAN L. STEPHENS, JR. *N. Stephens*

SUBJECT: CURRICULUM PROPOSALS

Consideration of the following curriculum proposals is requested:

PROGRAM MODIFICATIONS

Modify program's length and courses. The Department of Education requires all occupational programs to strictly adhere to new curriculum framework length, effective Fall 2013 (201410).

Automotive Service Technology #3220 - OC

- Change program length from 2100 to 1800 contact hours
Combine AER 0010 Introduction to Automotive Service Technology and AER 0595 Brake Systems courses to AER 0XXX Introduction to Automotive Technology and Braking System (new course)
- Combine AER 0390 Manual Drive Transmissions and AER 0299 Automatic Transmission and Transaxles courses to AER 0XXX Manual and Automatic Transmissions (new course)
- Move AER 0697 Engine Performance from Second Year, Second Term to First Year, First Term
- Move AER 0691 Electrical Systems from Second Year, First Term to First Year, Second Term
- Move AER 0190 Engine Diagnostic Repair and Rebuilding from Second Year, Second Term to Second Year, First Term
- Add AER 0949 Co-op Work Experience in Automotive Services to Second Year, Second Term

COURSE DELETIONS

Delete the following courses which have been combined into two new courses, effective Fall 2013 (201410):

- AER 0010 Introduction to Automotive Service Technology
- AER 0595 Brake Systems

- AER 0390 Manual Drive Transmissions
- AER 0299 Automatic Transmission and Transaxles

COURSE MODIFICATIONS

Modify courses to maintain consistency with the accredited educational program in Radiography clinical hours, effective Spring 2013 (201320):

- RTE1458 Principles of Radiography II (3 to 4 credit hours)
- RTE1814L Radiographic Clinical Education II (3 to 2 credit hours)
- RTE1824L Radiographic Clinical Education III (3 to 2 credit hours)
- RTE2563 Principles of Radiography III (3 to 4 credit hours)

SUGGESTED MOTION:

Move to approve the curriculum proposals as presented.



OFFICE OF THE PRESIDENT

Item 7.2

PRESENT TO BOARD: JANUARY 23, 2013

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: NORMAN L. STEPHENS, JR. *N. Stephens*

SUBJECT: FEE PROPOSALS

Consideration of the following fee proposals is requested:

Insurance fee change

The current fee for both student malpractice and accident insurance is \$25 (\$15 and \$10, respectively). However, student insurance costs have decrease to \$9.21 for malpractice and \$7.81 for accidental. A new combination insurance fee of \$17 is requested for approval (\$9 malpractice and \$8 accident).

Fee change requests

Decrease Fees – Removal of unexpendable materials and/or reduced costs.

Course Prefix#	Course Title	Current Fee	Proposed Fee	Effective Term
ACR 0060	Indoor Air Quality and System Design	\$65.00	\$13.00	Fall 2013
ACR 0102	Basic Electricity Systems and Controls	\$28.00	\$13.00	Fall 2013
ACR 0600	Heating Systems	\$29.00	\$15.00	Fall 2013
AER 0190	Engine Repair	\$30.00	\$22.00	Fall 2013
AER 0401	Steering and Suspension	\$30.00	\$22.00	Fall 2013
AER 0691	Electrical/Electronic Systems	\$30.00	\$26.00	Fall 2013
AER 0697	Engine Performance	\$30.00	\$22.00	Fall 2013
AER 0797	Automotive Heating and Air Conditioning	\$30.00	\$29.00	Fall 2013
ARR 0001	Fundamentals of Auto Body Repair	\$106.00	\$94.00	Fall 2013
ARR 0100	Painting Techniques	\$90.00	\$78.00	Fall 2013
ARR 0110	Basic Sheet Metal Repairs	\$84.00	\$72.00	Fall 2013
ARR 0120	Advanced Painting Techniques	\$97.00	\$85.00	Fall 2013
ARR 0292	Applied Techniques in Auto Body Repair	\$107.00	\$95.00	Fall 2013
ARR 0310	Panel Repair and Replacement	\$91.00	\$79.00	Fall 2013
ARR 0330	Science of Unibody Repair	\$99.00	\$70.00	Fall 2013
ART 2400C	Printmaking I	\$20.00	\$18.00	Summer 2013
ART 2401C	Printmaking II	\$20.00	\$18.00	Summer 2013
BSC 1009L	Introduction to Biology Lab	\$20.00	\$11.00	Summer 2013
BSC 1010L	General Biology I Lab	\$20.00	\$11.00	Summer 2013
BSC 1011L	General Biology II Lab	\$20.00	\$11.00	Summer 2013
BSC 1085L	Human Anatomy and Physiology I Lab	\$20.00	\$11.00	Summer 2013

Course Prefix#	Course Title	Current Fee	Proposed Fee	Effective Term
BSC 1086L	Human Anatomy and Physiology II Lab	\$20.00	\$11.00	Summer 2013
CET 1178C	PC Support A+ Core Hardware	\$24.00	\$10.00	Fall 2013
CET 1179C	PC Support-A+ OS Technologies	\$24.00	\$10.00	Fall 2013
CET 1485C	Networking Essentials	\$25.00	\$8.00	Summer 2013
CET 1588C	LAN Support - Network+	\$24.00	\$20.00	Fall 2013
CET 1600C	CISCO Networking Fundamentals	\$20.00	\$8.00	Summer 2013
CET 1610C	CISCO Router Technology	\$20.00	\$8.00	Summer 2013
CET 1615C	CISCO Advanced Router Technology	\$20.00	\$8.00	Summer 2013
CET 1620C	CISCO Project Based Learning	\$20.00	\$8.00	Summer 2013
CET 1685C	Fundamentals of Network Security	\$15.00	\$8.00	Summer 2013
CET 1686C	Intermediate Network Security	\$15.00	\$8.00	Summer 2013
CET 1854C	Fundamentals of Wireless Networking	\$25.00	\$8.00	Summer 2013
CET 2114C	Digital Electronics I	\$33.00	\$28.00	Fall 2013
CET 2123C	Introduction to Microprocessors	\$35.00	\$20.00	Fall 2013
CET 2791	Microsoft Windows Client	\$25.00	\$8.00	Summer 2013
CET 2792	Microsoft Windows Server	\$25.00	\$8.00	Summer 2013
CET 2793	Windows Network Infrastructure	\$25.00	\$8.00	Summer 2013
CET 2794	Microsoft Directory Services	\$25.00	\$8.00	Summer 2013
CET 2796	Designing Security for a Microsoft Windows Network	\$25.00	\$8.00	Summer 2013
CET 2797	Designing a Windows Network Infrastructure	\$25.00	\$8.00	Summer 2013
CET 2930C	Selected Topics in Computer Networking	\$45.00	\$8.00	Summer 2013
CGS 2820	Introduction to Web Design	\$40.00	\$6.00	Summer 2013
CHM 1025L	Introduction to General Chemistry Lab	\$20.00	\$8.00	Summer 2013
CHM 2045L	General Chemistry I Lab	\$20.00	\$8.00	Summer 2013
CHM 2046L	General Chemistry II Lab	\$20.00	\$8.00	Summer 2013
CHM 2124L	Introduction to Quantitative Chemical Analysis Lab	\$20.00	\$8.00	Summer 2013
CHM 2210L	Organic Chemistry I Lab	\$20.00	\$8.00	Summer 2013
CHM 2211L	Organic Chemistry II Lab	\$20.00	\$8.00	Summer 2013
CJK 0230	Correctional Probation Legal and Communications	\$50.00	\$30.00	Summer 2013
CJK 0240	Law Enforcement Auxiliary Introduction	\$115.00	\$45.00	Summer 2013
COP 2250	Java Programming	\$25.00	\$6.00	Summer 2013
COP 2810	Programming for the Internet	\$20.00	\$6.00	Summer 2013
CTS 0061	Occupational Intro to Digital Design Techniques	\$30.00	\$6.00	Summer 2013
CTS 2106	Fundamentals of UNIX	\$25.00	\$8.00	Summer 2013
CTS 2210	Introduction to Digital Graphics	\$30.00	\$6.00	Summer 2013
DEH 1802L	Dental Hygiene Clinic II	\$205.00	\$204.00	Spring 2014
DES 0021	Orofacial and Dental Anatomy	\$30.00	\$7.00	Fall 2013
DES 0205L	Dental Radiographic Techniques Lab	\$155.00	\$153.00	Fall 2013
DES 1020L	Orofacial Anatomy Lab	\$30.00	\$7.00	Fall 2013
EEV 0546	MS Windows Operating System (Server)	\$20.00	\$6.00	Summer 2013
EEV 0547	MS Windows Operating System (Workstation)	\$20.00	\$6.00	Summer 2013
EEV 0548	MS Windows - Directory Services	\$20.00	\$8.00	Summer 2013
EEV 0554C	LAN Service - Network+	\$24.00	\$20.00	Fall 2013
EEV 0568C	PC Service - A+ Core Hardware	\$24.00	\$10.00	Fall 2013
EEV 0569C	PC Service A+ OS Technologies	\$24.00	\$10.00	Fall 2013
EEV 0570	Network Support Services I	\$20.00	\$8.00	Summer 2013
EEV 0571	Network Support Services II	\$20.00	\$8.00	Summer 2013
EEV 0572	Network Support Services III	\$20.00	\$8.00	Summer 2013
EEV 0573	Network Support Services IV	\$20.00	\$8.00	Summer 2013
EEV 0596	Network Security Services I	\$15.00	\$8.00	Summer 2013
EEV 0597	Network Security Services II	\$15.00	\$8.00	Summer 2013
EEV 0684	Wireless Network Services I	\$25.00	\$8.00	Summer 2013
EEV 0812C	AC Circuits	\$33.00	\$28.00	Fall 2013
EEV 0813C	Solid State Devices	\$33.00	\$28.00	Fall 2013
EEV 0814C	Analog Circuits	\$33.00	\$28.00	Fall 2013

Course Prefix#	Course Title	Current Fee	Proposed Fee	Effective Term
EEV 0815C	Digital Devices	\$33.00	\$28.00	Fall 2013
EEV 0816C	Microprocessors	\$35.00	\$20.00	Fall 2013
EMS 1555L	Paramedic Trauma Management Lab	\$135.00	\$40.00	Summer 2013
EMS 1681L	Paramedic Special Considerations Lab	\$105.00	\$40.00	Fall 2013
EMS 1686L	Paramedic Special Emergencies Lab	\$95.00	\$30.00	Spring 2014
ETD 1614C	Applied Electronics Drawing	\$20.00	\$14.00	Fall 2013
ETP 0173	Trucks and Excavation Equipment	\$15.00	\$12.00	Summer 2013
ETP 0175	Underground Distribution	\$60.00	\$52.00	Fall 2013
ETP 0179	Safe Work Practices	\$50.00	\$3.00	Fall 2013
HIM 0036	Occupational Introduction Medical Transcription	\$20.00	\$8.00	Summer 2013
HIM 0038	Occupational Advanced Medical Transcription	\$10.00	\$8.00	Summer 2013
MCB 2010L	Microbiology Lab	\$20.00	\$11.00	Summer 2013
MEA 0230	Occupational Medical Terminology I	\$20.00	\$8.00	Summer 2013
MEA 0310	Occupational Medical Office Procedures	\$20.00	\$8.00	Summer 2013
MEA 0332	Occupational Coding for Medical Assisting	\$10.00	\$8.00	Summer 2013
MEA 0334	Occupational Medical Insurance and Billing	\$20.00	\$10.00	Summer 2013
MEA 0810	Occupational Medical Work Experience	\$5.00	\$4.00	Summer 2013
OCA 0301	Occupational Word Processing MS Word	\$20.00	\$10.00	Summer 2013
OST 1100C	Introduction to College Keyboarding	\$20.00	\$10.00	Summer 2013
OST 1110C	Intermediate to College Keyboarding	\$20.00	\$8.00	Summer 2013
OST 1221C	Introductory Medical Transcription	\$20.00	\$10.00	Summer 2013
OST 1713C	Word Processing - Microsoft Word	\$20.00	\$10.00	Summer 2013
OST 2256	Advanced Medical Transcription	\$20.00	\$10.00	Summer 2013
OST 2321C	Office Equipment and Procedures	\$10.00	\$8.00	Summer 2013
OST 2461	Medical Office Management	\$20.00	\$8.00	Summer 2013
OST 2463	Medical Insurance/Billing	\$20.00	\$8.00	Summer 2013
OTA 0101	Occupational Introductory Keyboarding	\$20.00	\$8.00	Summer 2013
OTA 0105	Occupational Intermediate Keyboarding	\$20.00	\$10.00	Summer 2013
PHY 1001L	Introduction to General Physics Lab	\$20.00	\$8.00	Summer 2013
PHY 2053L	General Physics I Lab	\$20.00	\$8.00	Summer 2013
PHY 2054L	General Physics II Lab	\$20.00	\$8.00	Summer 2013
PHY 2048L	General Physics with Calculus I Lab	\$20.00	\$8.00	Summer 2013
PHY 2049L	General Physics with Calculus II Lab	\$20.00	\$8.00	Summer 2013
TRA 0081	Comm Vehicle Driving-Tractor Trailer Truck Driver	\$2,895.00	\$1,050.00	Summer 2013
TRA 0260	CDL for Electrical Line Service I	\$659.00	\$381.00	Summer 2013
TRA 0261	CDL for Electrical Line Service II	\$594.00	\$125.00	Summer 2013
TRA 0262	CDL for Electrical Line Service III	\$594.00	\$125.00	Summer 2013

Increase Fees – Addition of other expendable materials and/or costs increased.

Course Prefix#	Course Title	Current Fee	Proposed Fee	Effective Term
ACR 0000	Fundamentals of Refrigeration	\$298.00	\$315.00	Fall 2013
ACR 0609	Refrigeration: Trouble Analysis	\$88.00	\$110.00	Fall 2013
ACR 0930	Selected Topics in Air Conditioning	\$13.00	\$65.00	Fall 2013
EET 1015C	Electronics I	\$25.00	\$38.00	Fall 2013
EET 1025C	Electronics II	\$25.00	\$28.00	Fall 2013
EET 1141C	Introduction to Solid State Devices	\$25.00	\$28.00	Fall 2013
EET 1142C	Electronics III	\$25.00	\$28.00	Fall 2013
EET 1605C	Electronic Fabrication Techniques	\$25.00	\$33.00	Fall 2013
EET 2325C	Electronic Communications	\$25.00	\$28.00	Fall 2013
EEV 0811C	DC Circuits	\$33.00	\$38.00	Fall 2013
ETP 0170	Pole Climbing, Ropes, and Rigging	\$50.00	\$62.00	Fall 2013
ETP 0171	Pole Line Equipment I	\$10.00	\$22.00	Fall 2013
ETP 0174	Electrical Distribution Structures	\$50.00	\$62.00	Fall 2013

Course Prefix#	Course Title	Current Fee	Proposed Fee	Effective Term
FSS 1063C	Introduction to Baking	\$25.00	\$60.00	Summer 2013
FSS 1224C	Food Preparation for Managers	\$20.00	\$60.00	Summer 2013
FSS 1248C	Garde-Manger	\$30.00	\$60.00	Summer 2013
NUR 2801C	Nursing Practicum	\$100.00	\$504.00	Summer 2013
OTA 0405	Occupational Files Management and Document Processing	\$5.00	\$8.00	Summer 2013
PGY 1801	Introduction to Digital Photography	\$40.00	\$45.00	Summer 2013
PGY 1930	Selected Topics in Photography	\$40.00	\$45.00	Summer 2013
PGY 2404C	Photography II	\$40.00	\$45.00	Summer 2013
PRN 0011	Vocational Adjustments II	\$95.00	\$500.00	Summer 2013

New Fees – Costs of disposable materials/supplies used by students in new courses.

Course Prefix#	Course Title	Proposed Fee	Effective Term
AER 0XXX	Introduction to Automotive Technology and Braking System	\$27.00	Fall 2013
AER 0XXX	Manual and Automatic Transmissions	\$26.00	Fall 2013
CJK 0290	Introduction and Legal Overview	\$503.00	Summer 2013
CJK 0350	Introduction and Legal	\$231.00	Summer 2013

Delete Fees – Costs no longer associated with courses.

Course Prefix#	Course Title	Current Fee	Proposed Fee	Effective Term
ACG 2450C	Accounting for the Microcomputer	\$10.00	Delete	Summer 2013
ACO 0511	Occupational Accounting on Microcomputers	\$10.00	Delete	Summer 2013
AER 0010	Introduction to Automotive Service Technology	\$30.00	Delete	Fall 2013
AER 0299	Automatic Transmission and Transaxles	\$30.00	Delete	Fall 2013
AER 0390	Manual Drive Transmissions	\$30.00	Delete	Fall 2013
AER 0595	Brake Systems	\$30.00	Delete	Fall 2013
BCV 0135L	Construction Lab	\$38.00	Delete	Fall 2013
BCV 0358	Masonry and Concrete	\$20.00	Delete	Fall 2013
CET 2930C	Selected Topics in Computer Networking - FU	\$30.00	Delete	Summer 2013
ETP 1100C	Safe Work Practices	\$50.00	Delete	Fall 2013
ETP 1104C	First Aid, Rescue, and CPR	\$25.00	Delete	Fall 2013
ETP 1130C	Pole Climbing, Ropes, and Rigging	\$50.00	Delete	Fall 2013
ETP 1134C	Underground Distribution	\$50.00	Delete	Fall 2013
ETP 1135C	Street and Area Lighting Systems	\$50.00	Delete	Fall 2013
ETP 1140C	Electrical Distribution Structures	\$50.00	Delete	Fall 2013
ETP 1150C	Trucks and Excavation Equipment	\$15.00	Delete	Fall 2013
ETP 2131C	Pole Line Equipment I	\$10.00	Delete	Fall 2013
ETP 2132C	Pole Line Equipment II	\$10.00	Delete	Fall 2013
ETP 2136C	Installing Overhead Conductors	\$60.00	Delete	Fall 2013
MAC 1105L	College Algebra Lab (CAI)	\$80.00	Delete	Summer 2013
MAT 0018L	Pre-Algebra Lab (CAI)	\$80.00	Delete	Summer 2013
MAT 0028L	Beginning Algebra Lab (CAI)	\$80.00	Delete	Summer 2013
MAT 1033L	Intermediate Algebra Lab (CAI)	\$80.00	Delete	Summer 2013
OCB 1000L	Introduction to Marine Biology Lab	\$2.00	Delete	Summer 2013
OCB 1103L	Marine Biology Field Study	\$675.00	Delete	Summer 2013
TDR 0101L	Drafting Lab	\$5.00	Delete	Fall 2013
TDR 0102C	Introduction to Technical Drawing	\$55.00	Delete	Fall 2013
TDR 0300C	Introduction to Computer Aided Drafting	\$5.00	Delete	Fall 2013
TDR 0350C	Advanced Concepts in Computer Aided Drafting	\$5.00	Delete	Fall 2013
TDR 0501C	Introduction to Architectural Drawing	\$5.00	Delete	Fall 2013
TDR 0504C	Architectural and Construction Drawing	\$5.00	Delete	Fall 2013
TDR 0710C	Technical Drawing for Manufacturing	\$35.00	Delete	Fall 2013

Course Prefix#	Course Title	Current Fee	Proposed Fee	Effective Term
TDR 0930	Special Problems Drafting/Design	\$5.00	Delete	Fall 2013
TRA 1250	CDL for Electrical Distribution I	\$659.00	Delete	Fall 2013
TRA 1251C	CDL for Electrical Distribution II	\$594.00	Delete	Fall 2013
TRA 1252C	CDL for Electrical Distribution III	\$594.00	Delete	Fall 2013

SUGGESTED MOTION:

Move to approve the fee proposals as presented.

8.0 Purchasing and Other Action Items



OFFICE OF THE PRESIDENT

Item 8.1

PRESENT TO BOARD: JANUARY 23, 2013

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: NORMAN L. STEPHENS, JR. 

SUBJECT: PRESIDENT'S ANNUAL PERFORMANCE REVIEW

In accordance with provisions in the employment contract of the president, the SFSC District Board of Trustees annually reviews the performance of the president in a manner consistent with applicable Florida Statutes and State Board of Education Rules. During each annual performance review, which normally occurs in January, the Board should consider the president's progress in supporting College planning and equity goals.

Your consideration is sincerely appreciated.



OFFICE OF THE PRESIDENT

Item 8.2

PRESENT TO BOARD: JANUARY 23, 2013

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: NORMAN L. STEPHENS, JR. *N. Stephens*

SUBJECT: AWARD OF BID FOR REROOFING

Attached is the tabulation for ITB 12-09 for reroofing and related work at the Highlands Campus: Buildings C-1 (Business Office), K (Cosmetology), K-1 (Security Office and Restrooms) and N (A/C – Refrigeration/Electronics Labs). Furr & Wegman Architects PA of Lakeland consulted on the project, providing specifications and drawings, and their staff worked with our Purchasing and Facilities staff to ensure a competitive bid environment and successful process. Dr. Flores and Furr & Wegman staff will continue to work with the successful bidder to ensure that the project is completed as planned.

A mandatory pre-bid meeting was held at the Highlands Campus, and seventeen roofing firm representatives attended. As indicated on the bid tabulation, eleven firms submitted formal bids. The lowest bidder, L. Cobb Construction, Inc., is principally located in Wauchula, Florida. Purchasing staff verified several references for roofing work, confirming the capacity and quality of the firm. L. Cobb Construction, Inc. has successfully completed several projects for South Florida State College, including installation of generators at the DeSoto and Hardee Campuses, site work and a metal building at the Hardee Campus, and several small maintenance projects at the Highlands campus. The architect further reviewed the firm's bid submittal and recommends the award of bid.

It is recommended that we accept the lowest and best bid of \$192,000.00 submitted by L. Cobb Construction, Inc., for the reroofing work at the Highlands Campus as designed and specified. Work is to be completed within 60 days of notice of award.

SUGGESTED MOTION:

Move to approve acceptance of the bid for \$192,000 to L. Cobb Construction, Inc., for ITB 12-09, reroofing at the Highlands Campus.

Tabulation of Bids – ITB 12-09 Reroofing Buildings C-1, K, K-1 and N at the Highlands Campus, due 1/10/2013 on/before 3:00 p.m. (EST).

Vendor	Attended Required Pre-Bid*	Base Bid	Provided Vendor Qualifications
Springer Peterson Roofing & Sheet Metal, Inc.	Yes	\$259,687.00	Yes
L. Cobb Construction, Inc.	Yes	\$192,000.00	Yes
Crowther Roofing & Sheet Metal of Florida	Yes	\$427,380.00	Yes
Allied Roofing, Inc.	Yes	\$280,734.00	Yes
Sutter Roofing Company of Florida	Yes	\$288,229.00	Yes
Southern Roofing Co.	Yes	\$291,459.00	Yes
Atlas Apex Roofing	Yes	\$291,800.00	Yes
Roof USA Florida, LLC	Yes	\$226,243.00	Yes
Hamilton Roofing, Inc.	Yes	\$219,784.00	Yes
Gulf State Industries, Inc.	Yes	\$282,000.00	Yes
RF Lusa & Sons	Yes	\$245,700.00	Yes
Service Works Roofing		NO BID	
Stewart Construction		NO BID	

*No other submittals are authorized for consideration.

Recommendation for bid award will be based upon pricing and verification that the bid packet is complete, as requested and that the pricing is based upon specifications provided.

Facilitator: Richard Peavy, SFSC

Recorder: Pam Vestal, SFSC

Witnessed: Glenn Little, SFSC

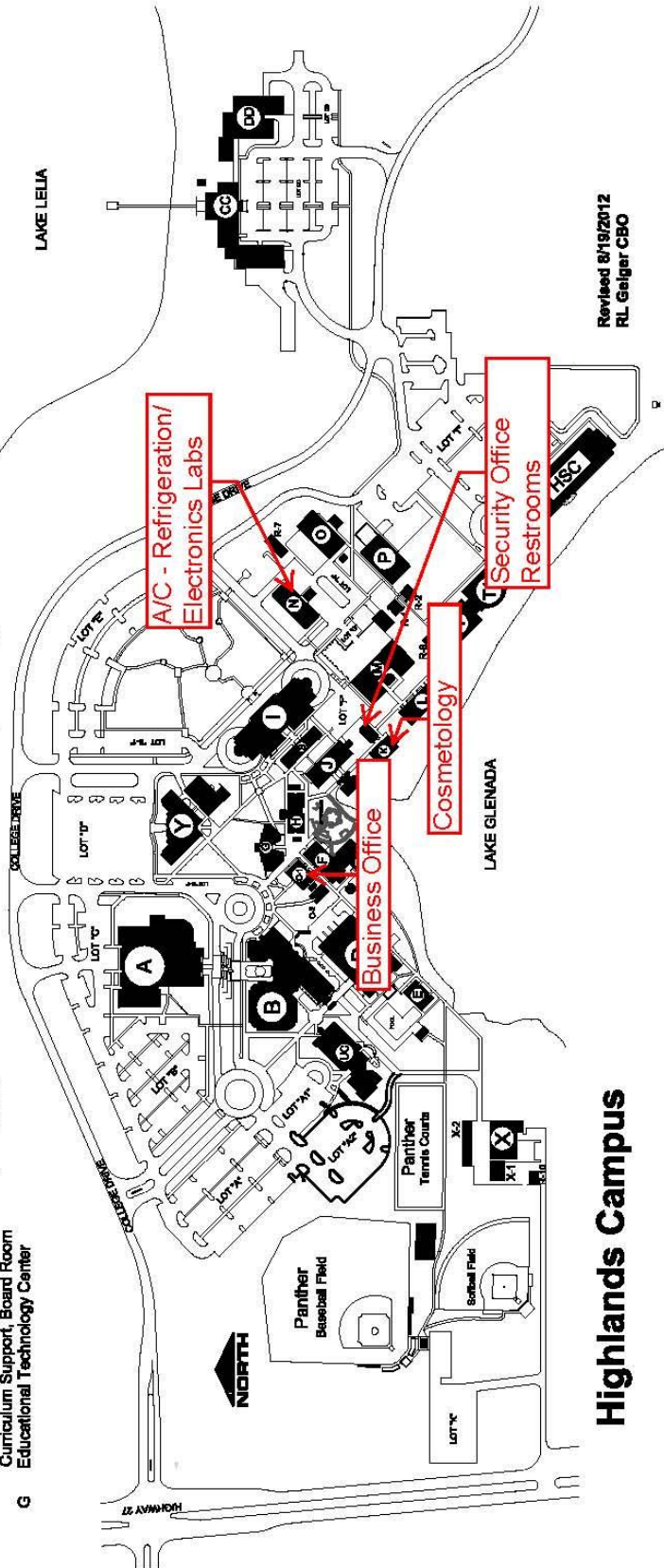
Date: January 10, 2013

Bill Jernigan

Date: January 10, 2013



- | | | |
|--|--|---|
| A Theater For The Performing Arts
Graphics Arts/Music/MOFAC | H Sachsenmaier Hall-Adult and
Community Education | R-1 Technical Dual Enrollment and
Panther Youth Partners |
| B Catherine P. Cornelius Student
Services and Classroom Complex,
Cashiers, Bookstore, Career Center,
Student Registration and Information,
Testing
Business Office | HSC Health and Science Education
Center, Nursing, Radiography,
Science Classrooms and Labs
Data Processing, Computer Science,
Human Resources, Information
Technology, CISCO Lab, Media
Systems | R-2 Florida Farmworker Job and Education,
Panther Youth Partners |
| C-1 Mail Room, Purchasing
C-2 Clnus Center, EMS
D Panther Gym, Panther Activity
Center | J Joseph E. Johnston Student Center
Cafeteria and Game Pad | S ESOL, Institutional Effectiveness
Corporate and Continuing Education,
Applied Sciences, Small Business
Development Center |
| DD Public Service Academy | K Cosmetology | T1 Dental Education Center |
| E Athletic Department | L The Career Academy at SFCC | UC SFCC University Center, Educator Preparation
Institute (EPI) |
| F Administration, Facilities Planning
and Construction, Community
Relations and Marketing,
Curriculum Support, Board Room
Educational Technology Center | M Automotive Repair | X Maintenance Department |
| G | N A/C - Refrigeration/Electronics Labs | X1 Shipping and Receiving |
| | O Auto Body Repair | X2 Maintenance and Storage |
| | P Drafting | Y Learning Resources Center (Library),
Tutoring and Learning Center, Elearning,
RSVP, Student Support Services |



Revised 8/19/2012
RL Gelger CSO

Highlands Campus

9.0 Reports



OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: JANUARY 23, 2013

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: NORMAN L. STEPHENS, JR. 

SUBJECT: RESOURCE DEVELOPMENT REPORT

I. Grant Not Funded

Title: Nursing Faculty Technology
Source: Verizon Foundation
Amount: \$7,500
Description: Funding request to provide tablet devices for nursing faculty.

II. Grants Funded

- A. Title: Hotel Jacaranda Threat Amelioration
Source: Florida Department of State
Division of Cultural Resources
Amount: \$31,385
Description: Funding to update and repair original water lines in the Hotel Jacaranda. \$10,000 will be used for engineering/planning and \$21,385 is targeted for installation of new cpvc piping.
- B. Title: SFSC Intensive Summer Academic Programs – HHS and APHS
Source: The College Board, Florida Partnership
Amount: \$12,600
Description: Funds to provide summer instruction for student at Hardee High School and Avon Park High School. The Hardee program will focus on math remediation with the Avon Park program will focus on reading remediation. An amount of \$9,000 is allocated for the remediation program. The College Board awarded an additional \$3,600 to provide all students with access to the Kaplan Test Prep program.

III. Donations and Pledges to the SFSC Foundation, Inc.

The following chart presents a summary listing of all donations and pledges made to the SFSC Foundation since the December 2012 meeting of the College District Board of Trustees. The included dates are November 14, 2012 through December 31, 2012. The total amount being reported is **\$149,450.11**.

South Florida State College Foundation, Inc Gift Summary Report 11/14/12 through 12/31/12					
Fund Description	Gift Count	Cash	Pledges	Other	Total
Unrestricted	106	\$5,402.00	\$0.00	\$2,987.26	\$8,389.26
Jacaranda Restoration Fund	2	\$12.00	\$0.00	\$0.00	\$12.00
African American-Dennard	2	\$50.00	\$0.00	\$0.00	\$50.00
SFSC General Scholarship	92	\$4,801.00	\$0.00	\$0.00	\$4,801.00
Joe Johnston/Bette McDearman Memor	2	\$40.00	\$0.00	\$0.00	\$40.00
SFSC Trustees Honor Scholarship	1	\$500.00	\$0.00	\$0.00	\$500.00
General Nursing Scholarship	5	\$20,001.00	\$92,000.00	\$0.00	\$112,001.00
SFSC Community Fund	20	\$172.00	\$0.00	\$0.00	\$172.00
SFSC Library Donations	4	\$64.00	\$0.00	\$0.00	\$64.00
In-Kind Donations	1	\$0.00	\$0.00	\$2,000.00	\$2,000.00
Athletic Booster Club	7	\$570.00	\$0.00	\$0.00	\$570.00
Phi Theta Kappa	2	\$20.00	\$0.00	\$0.00	\$20.00
Take Stock In Children - Ops	1	\$18,936.81	\$0.00	\$0.00	\$18,936.81
Dental Programs	6	\$408.00	\$0.00	\$0.00	\$408.00
MOFAC	7	\$465.00	\$0.00	\$0.00	\$465.00
Highlands County Bar Association Scholarship	1	\$250.00	\$0.00	\$0.00	\$250.00
The SFSC Artists Group	1	\$500.00	\$0.00	\$0.00	\$500.00
Theatre for the Performing Arts Capital Campaign	3	\$130.00	\$0.00	\$0.00	\$130.00
TSIC Scholarships	20	\$141.04	\$0.00	\$0.00	\$141.04
Grand Totals:		\$52,462.85	\$92,000.00	\$4,987.26	\$149,450.11
283 Gift(s) listed					
158 Donor(s) listed					



OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: JANUARY 23, 2013

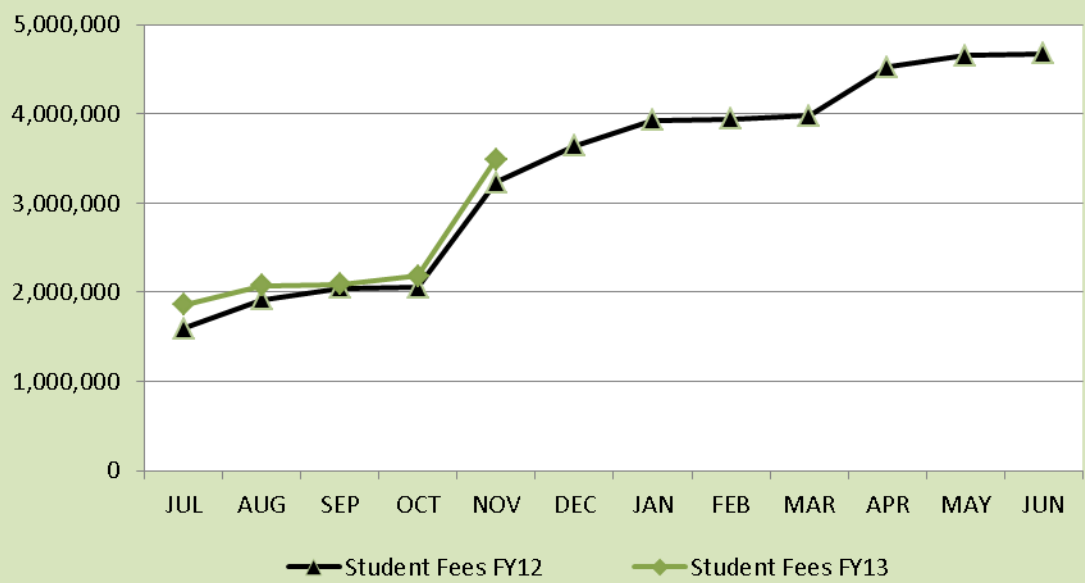
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: NORMAN L. STEPHENS, JR. 

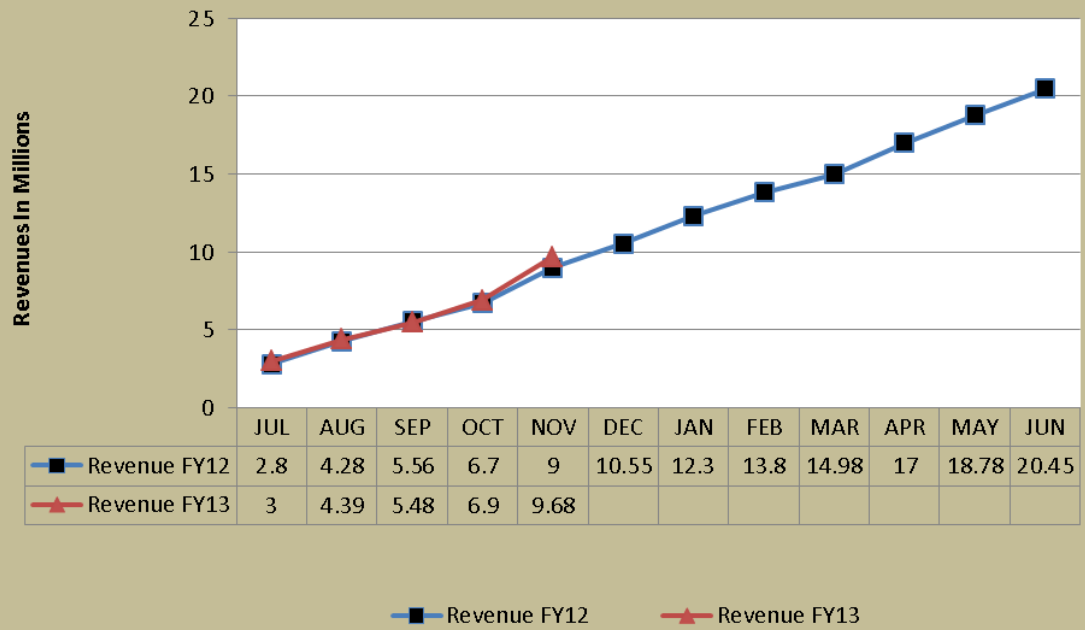
SUBJECT: FINANCIAL REPORT SUMMARY & GRAPHS – **INFORMATION ITEM**

Attached are the Revenue and Expenditures graphs through November 2012.

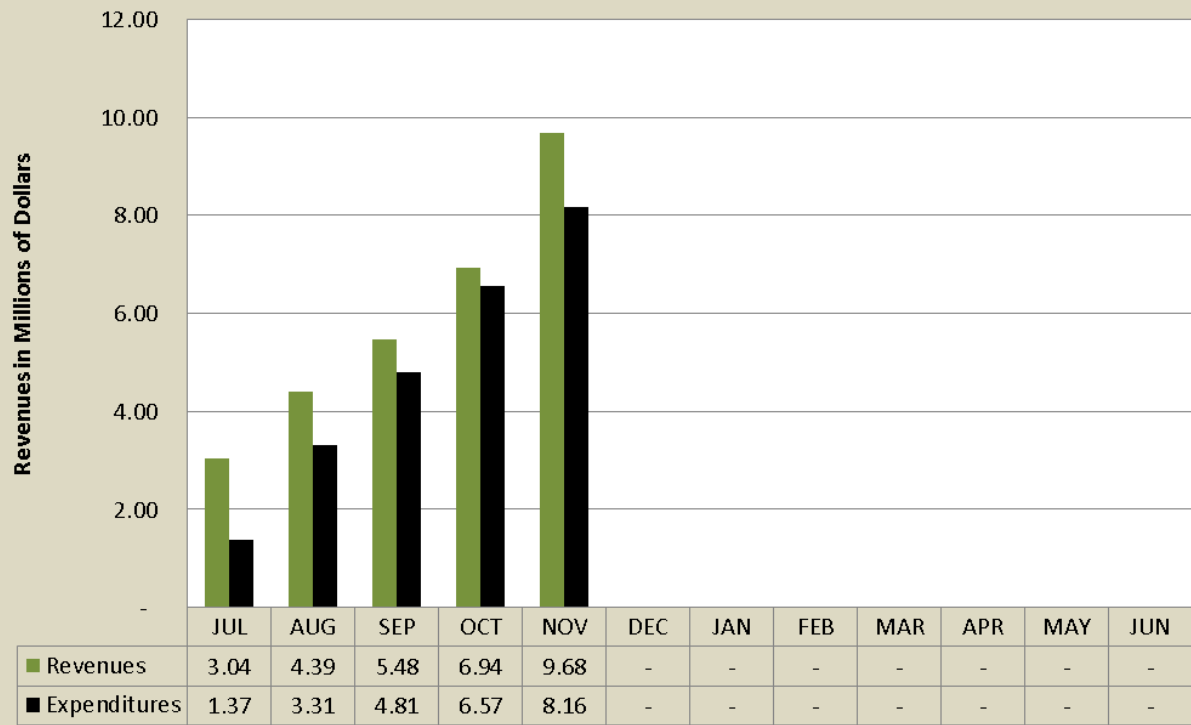
**South Florida State College
Fund 1 Student Fee Revenue, FY 12 vs FY 13**



South Florida State College Fund 1 Total Revenue, FY 12 vs FY 13



South Florida State College Fund 1 Total Revenues & Expenditures FY 13



South Florida State College					
Revenue and Expenditures					
For the Month Ended November 30, 2012					
Account Code	Account Title	Budget Amount	Amount	Difference	Percentage Collected/Spent to Date
401XX	Matriculation/Tuition Fees	\$ 4,361,612.00	\$ 3,005,761.85	\$ 1,355,850.15	68.91%
403XX	Non Resident Fees	129,210.00	97,054.98	32,155.02	75.11%
404XX	Laboratory Fees	361,250.00	254,146.10	107,103.90	70.35%
40600	Graduation Fees	17,000.00	3,697.00	13,303.00	21.75%
40700	Transcript Fee	10,225.00	4,046.00	6,179.00	39.57%
408XX	Technology Fees	194,443.00	147,230.49	47,212.51	75.72%
409XX	Other Student Fees	74,750.00	35,709.75	39,040.25	47.77%
42110	FCSPF-General Revenue	12,547,531.00	5,228,117.00	7,319,414.00	41.67%
42210	CO&DS Entitlement	2,150.00	-	2,150.00	0.00%
42610	FCSPF-Lottery	2,604,754.00	578,834.00	2,025,920.00	22.22%
42900	Indirect Cost Recovered - State	5,000.00	-	5,000.00	0.00%
43900	Indirect Costs Recovered - Federal	50,000.00	38,388.00	11,612.00	76.78%
441XX	Gifts from Individuals	11,125.00	9,907.90	1,217.10	89.06%
44300	Gifts from Business and Industries	11,650.00	5,060.00	6,590.00	43.43%
46201	Commissions-Concessions Taxable	4,000.00	-	4,000.00	0.00%
46400	Use of College Facilities	92,500.00	18,377.97	74,122.03	19.87%
46401	Rental - Tri-County Human Svcs	138,902.00	57,875.95	81,026.05	41.67%
466XX	Other Sales and Services	260,900.00	152,274.54	108,625.46	58.37%
48100	Interest and Dividends	7,500.00	4,330.18	3,169.82	57.74%
487XX	Fines and Penalties	4,900.00	1,320.01	3,579.99	26.94%
49XXX	Transfers and Other Revenue	112,225.00	40,279.50	71,945.50	35.89%
	Total Revenue	\$ 21,001,627.00	\$ 9,682,411.22	\$ 11,319,215.78	46.10%
51XXX	Management	\$ 1,828,575.00	\$ 772,322.94	\$ 1,056,252.06	42.24%
52XXX	Instruction	4,469,983.49	1,529,100.60	2,940,882.89	34.21%
53XXX	Other Professional	2,645,269.40	1,083,895.74	1,561,373.66	40.97%
54XXX	Career Staff	2,661,913.02	1,080,247.49	1,581,665.53	40.58%
56XXX	Other Personnel Services-Instructional	1,002,827.00	287,426.10	715,400.90	28.66%
57XXX	Other Professional-Tech/Clerical/Trade	132,294.00	36,125.05	96,168.95	27.31%
58000	Student Employment-Work Study	25,000.00	8,651.78	16,348.22	34.61%
58500	Employee Awards	4,500.00	240.65	4,259.35	5.35%
59XXX	Benefits	3,272,274.00	1,104,764.29	2,167,509.71	33.76%
	Total Personnel	\$ 16,042,635.91	\$ 5,902,774.64	\$ 10,139,861.27	36.79%
605XX	Travel	\$ 286,000.00	\$ 78,143.71	\$ 207,856.29	27.32%
61000	Freight and Postage	39,425.00	15,134.58	24,290.42	38.39%
61500	Telecommunications	150,000.00	41,390.76	108,609.24	27.59%
62000	Printing	74,498.00	28,638.28	45,859.72	38.44%
625XX	Repairs and Maintenance	884,327.00	443,511.24	440,815.76	50.15%
630XX	Rentals	242,304.00	73,765.14	168,538.86	30.44%
63500	Insurance	425,456.00	228,185.68	197,270.32	53.63%
640XX	Utilities	1,548,300.00	578,811.78	969,488.22	37.38%
645XX	Other Services	456,050.00	169,635.54	286,414.46	37.20%
650XX	Professional Fees	210,900.00	30,290.77	180,609.23	14.36%
655XX	Education Office/Dept Material Supp	377,778.00	184,799.24	192,978.76	48.92%
657XX	Data Software-Non Capitalized	40,919.00	30,796.40	10,122.60	75.26%
66000	Maint/Construction Material/Supp	322,049.00	102,659.61	219,389.39	31.88%
665XX	Other Materials and Supplies	205,677.00	50,281.23	155,395.77	24.45%
670XX	Subscription/Library Books	36,000.00	20,440.09	15,559.91	56.78%
67500	Purchases for Resale	58,800.00	17,622.52	41,177.48	29.97%
680XX	Scholarships and Waivers	108,871.00	40,126.09	68,744.91	36.86%
69XXX	Transfers and Other Expenses	95,000.00	16,089.38	78,910.62	16.94%
	Total Current Expenses	\$ 5,562,354.00	\$ 2,150,322.04	\$ 3,412,031.96	38.66%
706XX	Minor Equipment >1000<5000	\$ 61,012.00	\$ 24,538.77	\$ 36,473.23	40.22%
71000	Furniture and Equipment	82,671.00	82,671.39	(0.39)	100.00%
	Total Capital Outlay	\$ 143,683.00	\$ 107,210.16	\$ 36,472.84	74.62%