



**SFSC  
District Board of Trustees  
Regular Meeting  
May 22, 2013**

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

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**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**

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**1.0 *Call to Order and Preliminary Matters***



OFFICE OF THE PRESIDENT

Item 1.1

PRESENT TO BOARD: MAY 22, 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 May 22, 2013 be adopted.

**SUGGESTED MOTION:**

**Move to adopt the agenda of the regular meeting of May 22, 2013 as presented.**

**AGENDA  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
HIGHLANDS CAMPUS  
MAY 22, 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 Workshop – April 4, 2013
    - 1.2.2 Workshop – April 9, 2013
    - 1.2.3 Workshop – April 11, 2013
    - 1.2.4 Workshop – April 16, 2013
    - 1.2.5 Special Meeting – April 19, 2013
    - 1.2.6 Regular Meeting – April 24, 2013
  - 1.3 Review of Agenda Master Calendar
- 2.0 Communications, Introductions, and Recognition
  - 2.1 New Employee Introductions
- 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 Agreement – Florida Adult & Technical Distance Education Consortium
    - 5.2.2 Lease Agreements – Hotel Jacaranda, SFSC Teacherage, and the Lorida Center
    - 5.2.3 Grant Agreement – Florida Public Safety & Homeland Security Consortium
    - 5.2.4 Grant Agreement – Cyber Security Rural College Consortium
    - 5.2.5 Grant Agreement – AVID i3 Improving Student Outcomes in a Rural Context
  - 5.3 Grant Applications
    - 5.3.1 Adults with Disabilities - \$170,000
  - 5.4 Operating Actions
    - 5.4.1 Monthly Accounts Payable & Payroll Check Register
    - 5.4.2 Uncollectible Debt
    - 5.4.3 Property Deletion & Disposal
- 6.0 Planning and Policy Issues
  - 6.1 Policy Implementation
    - 6.1.1 Policy 1.10 Equal Opportunity
    - 6.1.2 Policy 5.04 Performance Review
    - 6.1.3 Policy 5.07 Employment Agreements
    - 6.1.4 Policy 5.23 Prohibition Against Discrimination
- 7.0 Academic and Student Matters
- 8.0 Purchasing and Other Action Items
  - 8.1 SFSC 2013-2014 Budget Proposal
  - 8.2 Check Signing Authority

- 8.3 Annual Facilities Inspection Summary Report
- 8.4 Recertification of Direct Support Organization
- 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: MAY 22, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: NORMAN L. STEPHENS, JR. 

SUBJECT: MINUTES – WORKSHOP – APRIL 4, 2013

It is recommended that the minutes of the workshop held April 4, 2013 as presented and recorded in the Supplemental Minute Book, be approved.

**SUGGESTED MOTION:**

**Move to approve the minutes of the April 4, 2013 workshop as presented.**

**MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
PRESIDENTIAL INTERVIEW WORKSOP  
APRIL 4, 2013**

**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  
Mrs. Pamela T. Karlson, College Attorney

**Members Absent:**

<b>Staff Present:</b>	Mr. Kevin Brown	Mrs. Tammy Bush	Mrs. Cathy Futral
	Mrs. Susie Hale	Mrs. Deborah Latter	Mr. Glenn Little
	Mrs. Colleen Rafatti	Dr. Leana Revell	

**Others Present:** Dr. Marie Gnage      Mrs. Barbara Kirschner

**1.0 CALL TO ORDER**

At 2:06 p.m., the Presidential Interview Workshop of the District Board of Trustees was called to order at the Highlands Campus by Board Chair, Mrs. Tami Cullens.

Mrs. Cullens welcomed presidential candidate, Dr. Marie Gnage. She then asked the Trustees and the college attorney to introduce themselves.

**2.0 INTERVIEW WITH DR. MARIE GNAGE**

Each Trustee asked Dr. Gnage questions. Dr. Gnage was then given an opportunity to ask the Trustees questions. Mrs. Cullens thanked Dr. Gnage for her interest in our college.

**3.0 ADJOURNMENT**

There being no further business to come before the Board, the workshop adjourned at 4:13 p.m.



OFFICE OF THE PRESIDENT

**Item 1.2.2**

PRESENT TO BOARD: MAY 22, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: NORMAN L. STEPHENS, JR. 

SUBJECT: MINUTES – WORKSHOP – APRIL 9, 2013

It is recommended that the minutes of the workshop held April 9, 2013 as presented and recorded in the Supplemental Minute Book, be approved.

**SUGGESTED MOTION:**

**Move to approve the minutes of the April 9, 2013 workshop as presented.**



**MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
PRESIDENTIAL INTERVIEW WORKSOP  
APRIL 9, 2013**

**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  
Mrs. Pamela T. Karlson, College Attorney

**Members Absent:**

<b>Staff Present:</b>	Mrs. Tammy Bush	Ms. Mollie Doctrow	Dr. Robert Flores
	Mrs. Cathy Futral	Mrs. Susie Hale	Ms. Sharon Holden
	Mr. Glenn Little	Mrs. Colleen Rafatti	Dr. Leana Revell

**Others Present:** Dr. John Holdnak      Mrs. Barbara Kirschner

**1.0 CALL TO ORDER**

At 2:07 p.m., the Presidential Interview Workshop of the District Board of Trustees was called to order at the Highlands Campus by Board Chair, Mrs. Tami Cullens.

Mrs. Cullens welcomed presidential candidate, Dr. John Holdnak. She then asked the Trustees and the college attorney to introduce themselves.

**2.0 INTERVIEW WITH DR. JOHN HOLDNAK**

Each Trustee asked Dr. Holdnak questions. Dr. Holdnak was then given an opportunity to ask the Trustees questions. Mrs. Cullens thanked Dr. Holdnak for his interest in our college.

**3.0 ADJOURNMENT**

There being no further business to come before the Board, the workshop adjourned at 5:22 p.m.



OFFICE OF THE PRESIDENT

**Item 1.2.3**

PRESENT TO BOARD: MAY 22, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: NORMAN L. STEPHENS, JR. 

SUBJECT: MINUTES – WORKSHOP – APRIL 11, 2013

It is recommended that the minutes of the workshop held April 11, 2013 as presented and recorded in the Supplemental Minute Book, be approved.

**SUGGESTED MOTION:**

**Move to approve the minutes of the April 11, 2013 workshop as presented.**

**MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
PRESIDENTIAL INTERVIEW WORKSOP  
APRIL 11, 2013**

**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  
Mrs. Pamela T. Karlson, College Attorney

**Members Absent:**

<b>Staff Present:</b>	Mrs. Tammy Bush	Ms. Mollie Doctrow	Mrs. Cathy Futral
	Mrs. Susie Hale	Ms. Sharon Holden	Mrs. Deborah Latter
	Mr. Glenn Little	Mrs. Colleen Rafatti	Dr. Leana Revell

**Others Present:** Dr. Paul Nagy                      Mrs. Barbara Kirschner

**1.0 CALL TO ORDER**

At 2:08 p.m., the Presidential Interview Workshop of the District Board of Trustees was called to order at the Highlands Campus by Board Chair, Mrs. Tami Cullens.

Mrs. Cullens welcomed presidential candidate, Dr. Paul Nagy. She then asked the Trustees and the college attorney to introduce themselves.

**2.0 INTERVIEW WITH DR. JOHN HOLDNAK**

Each Trustee asked Dr. Nagy questions. Dr. Nagy was then given an opportunity to ask the Trustees questions. Mrs. Cullens thanked Dr. Nagy for his interest in our college.

**3.0 ADJOURNMENT**

There being no further business to come before the Board, the workshop adjourned at 5:10 p.m.



OFFICE OF THE PRESIDENT

**Item 1.2.4**

PRESENT TO BOARD: MAY 22, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: NORMAN L. STEPHENS, JR. 

SUBJECT: MINUTES – WORKSHOP – APRIL 16, 2013

It is recommended that the minutes of the workshop held April 16, 2013 as presented and recorded in the Supplemental Minute Book, be approved.

**SUGGESTED MOTION:**

**Move to approve the minutes of the April 16, 2013 workshop as presented.**

**MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
PRESIDENTIAL INTERVIEW WORKSOP  
APRIL 16, 2013**

**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  
Mrs. Pamela T. Karlson, College Attorney

**Members Absent:**

<b>Staff Present:</b>	Mr. Doug Andrews	Mrs. Tammy Bush	Mrs. Susie Hale
	Mrs. Deborah Latter	Mr. Glenn Little	Dr. Mike McLeod
	Dr. Leana Revell	Dr. Chris van der Kaay	Mrs. Lorrie Smith
	Mrs. Melanie Jackson	Dr. Michele Heston	Ms. Sharon Jones
	Mrs. Colleen Rafatti	Ms. Davida Austin	Ms. Mollie Doctrow
	Mrs. Cathy Futral	Ms. Susan Livingston	Mr. Kevin Brown
	Mrs. Becky Sroda	Ms. Mary von Merveldt	

**Others Present:** Dr. Thomas Leitzel      Mrs. Barbara Kirschner

**1.0 CALL TO ORDER**

At 2:04 p.m., the Presidential Interview Workshop of the District Board of Trustees was called to order at the Highlands Campus by Board Chair, Mrs. Tami Cullens.

Mrs. Cullens welcomed presidential candidate, Dr. Thomas Leitzel. She then asked the Trustees and the college attorney to introduce themselves.

**2.0 INTERVIEW WITH DR. THOMAS LEITZEL**

Each Trustee asked Dr. Leitzel questions. Dr. Leitzel was then given an opportunity to ask the Trustees questions. Mrs. Cullens thanked Dr. Leitzel for his interest in our college.

**3.0 ADJOURNMENT**

There being no further business to come before the Board, the workshop adjourned at 4:38 p.m.



OFFICE OF THE PRESIDENT

Item 1.2.5

PRESENT TO BOARD: MAY 22, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: NORMAN L. STEPHENS, JR. 

SUBJECT: MINUTES – SPECIAL MEETING – APRIL 19, 2013

It is recommended that the minutes of the special meeting held April 19, 2013 as presented and recorded in the Supplemental Minute Book, be approved.

**SUGGESTED MOTION:**

**Move to approve the minutes of the April 19, 2013 special meeting as presented.**

**MINUTES  
SOUTH FLORIDA STATE COLLEGE  
SPECIAL DISTRICT BOARD OF TRUSTEES  
APRIL 19, 2013**

**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  
Mrs. Pamela T. Karlson, College Attorney

**Members Absent:**

<b>Staff Present:</b>	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	Dr. Mike McLeod	Dr. Leana Revell
	Dr. Chris van der Kaay	Mrs. Becky Sroda	Mrs. Colleen Rafatti
	Mr. Dick Peavy	Mrs. Stacy Sharp	Ms. Jane Hancock
	Mr. Cliff Hangley	Mrs. Beth Andrews	Mr. Lynn MacNeill
	Ms. Davida Austin	Mr. Junior Gray	Ms. Mollie Doctrow
	Mrs. Cathy Futral	Ms. Pat Boden	

**Others Present:** Mrs. Barbara Kirschner, Mr. Mark Valero, Rev. Candido Garcia, Mr. Charlie Cullens, Ms. Dora V. Smith

**1.0 CALL TO ORDER**

At 3:00 p.m., the special meeting of the District Board of Trustees was called to order at the Highlands Campus by Board Chair, Mrs. Tami Cullens.

Mrs. Cullens thanked the many individuals who helped make the candidate search successful.

**2.0 SELECTION OF COLLEGE PRESIDENT**

**Mr. Wright made a motion, seconded by Mrs. Puckorius, to offer the position of president of South Florida State College to Dr. Thomas C. Leitzel and to authorize Board Chair Tami Cullens working with Board Attorney Pam Karlson to present this offer, and if accepted, negotiate a contract for employment with Dr. Leitzel for our consideration at the next scheduled meeting of the District Board of Trustees.**

Those voting in favor of the motion were Mr. Backer, Mr. Bryan, Mrs. Cullens, Dr. Louis Kirschner, Mr. Lambert, Mrs. Puckorius, Mrs. Rider, and Mr. Wright. **Motion carried by unanimous vote.**

Each Board member was given an opportunity to state their reasons for choosing Dr. Leitzel, and other comments they wanted to make.

At 3:14 p.m. Mrs. Cullens called for a recess to phone Dr. Letizel to announce to him that he had been selected for the position and to ask if he would accept the position.

At 3:38 p.m. Mrs. Cullens called the meeting to order and announced that Dr. Leitzel accepted the position, subject to approval of the contract by him and the District Board of Trustees.

Mrs. Cullens thanked the Trustees for their time.

### **3.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 3:40 p.m.





OFFICE OF THE PRESIDENT

Item 1.2.6

PRESENT TO BOARD: MAY 22, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: NORMAN L. STEPHENS, JR. 

SUBJECT: MINUTES – REGULAR MEETING – APRIL 24, 2013

It is recommended that the minutes of the regular meeting held April 24, 2013 as presented and recorded in the Supplemental Minute Book, be approved.

**SUGGESTED MOTION:**

**Move to approve the minutes of the April 24, 2013 regular meeting as presented.**

**MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
APRIL 24, 2013**

**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  
Mrs. Pamela T. Karlson, College Attorney

**Members Absent:**

<b>Staff Present:</b>	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
	Ms. MaryAnn Little	Ms. Peggy Becerra	Mrs. Becky Sroda
	Mr. Andy Polk	Mrs. Rebecca McConniel	Mr. Michael Garcia
	Mr. Carlos Falla	Ms. Kim Crawford	

**Others Present:** Mrs. Barbara Kirschner

**CALL TO ORDER**

At 6:00 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**

**Mrs. Rider made a motion, seconded by Mr. Wright, to adopt the agenda of the regular meeting held April 24, 2013 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 Special Meeting Minutes**

**Mr. Wright made a motion, seconded by Mrs. Puckorius, to approve the minutes of the special meeting held March 19, 2013.** 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 Regular Meeting Minutes**

**Mr. Lambert made a motion, seconded by Mr. Wright, to approve the minutes of the regular meeting held March 27, 2013.** 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**

Employee	Position	Supervisor	Hired
Rebecca McConniel	Community Relations Specialist	Deborah Latter	02/25/13
Peggy Becerra	Proctor, Testing/Assessment Center	Mary Ann Little	02/01/13
Michael Garcia	Reference Assistant	Lena Phelps Introduced by Dr. Mike McLeod	01/02/13

**3.0 PUBLIC COMMENT**

**4.0 PRESENTATION**

**4.1 Student Life Presentation**

Dr. Stephens introduced Ms. Annie Alexander-Harvey who introduced Mr. Andy Polk, coordinator, Student Life. Mr. Polk and employees of the college presented students from athletics, student clubs, and the Student Government Association. **(EXHIBIT "A")**

**5.0 CONSENT AGENDA ACTION ITEMS**

**5.1 Personnel Actions**

Approved a list of appointments, full-time career service staff; full-time professional staff; resignations/terminations; retirements; reappointments, full-time professional staff, 2013-14; reappointments, full-time career staff, 2013-14; and adjunct faculty for the 2012-13 academic year as needed. **(EXHIBIT "B")**

**5.2 Agreement and Contracts**

**5.2.1** Approved entry into a new affiliation agreement with The Palms of Sebring to allow medical assisting students the opportunity to participate in a long-term care clinical setting that offers experience in both clinical and administrative duties. **(EXHIBIT "C")**

**5.2.2** Approved contracting for continued legal services with Allen, Norton, & Blue, P.A. for the 2013-2014 fiscal year under the terms and rates as presented. **(EXHIBIT "D")**

**5.3 Grant Applications**

**5.3.1 Carl D. Perkins Rural & Sparsely Populated**

FL Dept. of Education

\$91,072

**(EXHIBIT "E")**

**5.3.2 Carl D. Perkins Postsecondary Career & Technical Edu.**

FL Dept. of Education

\$173,738

**(EXHIBIT "F")**

<b>5.3.3 Nat'l Farmworker Jobs &amp; Education Program</b>	
FL Dept. of Education	\$258,392
<b>(EXHIBIT "G")</b>	
<b>5.3.4 Adult Geographic Education</b>	
FL Dept. of Education	\$238,425
<b>(EXHIBIT "H")</b>	
<b>5.3.5 Highlands EL/Civics</b>	
FL Dept. of Education	\$53,082
<b>(EXHIBIT "I")</b>	
<b>5.3.6 Hardee EL/Civics</b>	
FL Dept. of Education	\$21,654
<b>(EXHIBIT "J")</b>	
<b>5.3.7 State Touring Grant</b>	
FL Division of Cultural Affairs	\$7,600
<b>(EXHIBIT "K")</b>	
<b>5.3.8 Health Service Grant</b>	
Highlands County District Hospital Board	\$12,000
<b>(EXHIBIT "L")</b>	

**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 February 2013. **(EXHIBIT "M")**

**5.4.2 Donation**

Accepted donation of paintings for SFSC's Museum of Florida Art and Culture (MOFAC) **(EXHIBIT "N")**

**5.4.3 Property Deletion and Disposal**

Authorized the deletion and disposal of items presented from property records in the amount of **\$33,968.20**. **(EXHIBIT "O")**

**Mr. Backer made a motion, seconded by Mr. Wright, 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 Policy Implementation**

**6.1.1 Policy 1.03 Accreditation**

Consideration of proposed changes to Policy 1.03 Accreditation were presented. **(EXHIBIT "P")**

**Mr. Lambert made a motion, seconded by Mrs. Puckorius, to approve the proposed changes to Policy 1.03 Accreditation 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 1.10 Equal Opportunity**

Dr. Stephens presented for discussion purposes only, proposed changes to Policy 1.10 Equal Opportunity. **(EXHIBIT "Q")**

**Mr. Wright made a motion, seconded by Mr. Lambert, to table consideration of the proposed changes to Policy 1.10 Equal Opportunity until the May 22 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 5.04 Performance Review**

Dr. Stephens presented for discussion purposes only, proposed changes to Policy 5.04 Performance Review. **(EXHIBIT "R")**

**Dr. Kirschner made a motion, seconded by Mr. Backer, to table consideration of the proposed changes to Policy 5.04 Performance Review until the May 22 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 5.07 Employment Agreements**

Dr. Stephens presented for discussion purposes only, proposed changes to Policy 5.07 Employment Agreements. **(EXHIBIT "S")**

**Mrs. Puckorius made a motion, seconded by Mr. Wright, to table consideration of the proposed changes to Policy 5.07 Employment Agreements until the May 22 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.**

**6.2.4 Policy 5.23 Prohibition Against Discrimination**

Dr. Stephens presented for discussion purposes only, proposed changes to Policy 5.23 Prohibition Against Discrimination. **(EXHIBIT "T")**

**Mrs. Rider made a motion, seconded by Mr. Backer, to table consideration of the proposed changes to Policy 5.23 Prohibition Against Discrimination until the May 22 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**

**7.1 Curriculum Proposals**

Approved the curriculum proposal as presented. **(EXHIBIT "U")**

**Mr. Lambert made a motion, seconded by Mrs. Puckorius, to approve the curriculum proposal 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.**

**7.2 Letter of Intent for Academic Programs**

Authorized submission of a letter of intent for new academic programs as presented. **(EXHIBIT "V")**

**Mrs. Rider made a motion, seconded by Mr. Backer, to authorize submission of a letter of intent to initiate new baccalaureate and associate degrees to the Florida College System 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.**

## **8.0 PURCHASING AND OTHER ACTION ITEMS**

### **8.1 Architectural/Engineering (A/E) Firm Selection**

Approved the ranking and the authority to negotiate and enter into a contract with a ranked firm for the Fire Fighting and Fire Science Technology. **(EXHIBIT "W")**

**Dr. Kirschner made a motion, seconded by Mr. Bryan, to approve the ranking of the A/E firms as presented and authority to negotiate a contract accordingly.** 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 Equity Plan Update Report**

Accepted SFSC's Annual Equity Plan Update for 2013. **(EXHIBIT "X")**

**Mr. Wright made a motion, seconded by Mrs. Puckorius, to accept SFSC Annual Equity Plan Update for 2013, and to authorize its submission to the Florida Department of Education 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.**

### **8.3 Employment Contract for President of South Florida State College**

Approved employment contract for President of South Florida State College. **(EXHIBIT "Y")**

**Mr. Wright made a motion, seconded by Mr. Lambert, to approve the employment contract for President of South Florida State College between the District Board of Trustees and Thomas C. Leitzel, Ph.D. 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.**

## **9.0 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 **\$63,523.08** from March 9, 2013 through April 9, 2013.

### **9.3 Financial Report**

Financial graphs and a summary report through the month of February 2013 were presented as information items. **(EXHIBIT "Z")**

### **9.4 President's Report**

1. Dr. Stephens reminded the trustees of the Budget workshop and regular Board meeting on May 22<sup>nd</sup> at the Highlands Campus beginning at 4 p.m.

2. Dr. Stephens gave an update on Shepherd's Field and thanked Mr. Brown for his efforts with this.
3. Dr. Stephens discussed the Developmental Education issue.
4. Dr. Stephens reported that Ethan Hughes, who is a Boy Scout looking to become an Eagle Scout, approached the college about placing a bat house on the Highlands Campus. He will present a proposal at a future date.
5. Dr. Stephens reported that the i3 grant for TSIC has been extended for a 4<sup>th</sup> year.
6. Dr. Stephens reminded the trustees of graduation on May 6<sup>th</sup>. Currently, 256 students are expected to participate.
7. Dr. Stephens asked trustees to let Mrs. Bush know if they plan to attend the AFC Trustees Commission Conference September 12-13 in Orlando.
8. Dr. Stephens reminded the trustees of the May 9<sup>th</sup> Cultural Programs Appreciation Dinner.
9. Dr. Stephens reported that Awards Day held April 23<sup>rd</sup> was great.

#### **9.5 Board Attorney's Report**

Mrs. Karlson stated that she is happy to report that a successful contract for the incoming President of South Florida State College was approved.

#### **9.6 Board Members' Reports**

Mr. Wright stated that the presidential search process was a fabulous experience. He also stated that he appreciated Mr. Lynn MacNeill bringing honor students to Avon Park Rotary meetings to give presentations.

Mrs. Puckorius asked the trustees to approve a letter of support for her to be considered for the office of director-at-large for the ACCT Board of Directors.

**Mr. Bryan made a motion, seconded by Mr. Lambert, to approve a letter of support for Mrs. Puckorius to be considered for the office of director-at-large for the ACCT Board of Directors.** 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.**

Mr. Lambert stated that the presidential search process was an enjoyable experience.

Mrs. Rider stated that the presidential search process was a great experience.

Mr. Backer stated that he appreciated the faculty and staff of the college during the presidential search process.

Dr. Kirschner stated that the process of selecting the next president went smoothly. He also commended the dental department staff for the letter they received for the knowledgeable, dedicated students and faculty in the program.

Mr. Bryan stated that he is thankful for the relationships he developed with faculty and staff through the presidential search process. He feels that he gained a better sense of purpose with other Board members.

#### **9.7 Board Chair Report**

Mrs. Cullens asked the trustees to approve the appointment of Dr. Norman L. Stephens, Jr., as President Emeritus at South Florida State College effective July 1, 2013 and to hold that title in perpetuity. She stated that if approved, the trustees would formally present him with this honor at the May 6<sup>th</sup> graduation ceremony.

**Dr. Kirschner made a motion, seconded by Mrs. Puckorius, to approve the appointment of Dr. Norman L. Stephens, Jr., as President Emeritus at South Florida State College effective July 1, 2013 and to hold that title in perpetuity.** 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 7:37 p.m.





OFFICE OF THE PRESIDENT

Item 1.3

PRESENT TO BOARD: MAY 22, 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

<b>MAY 2013</b>	<b>JUNE 2013</b>	<b>JULY 2013</b>
<b>6 SFSC Graduation</b>  <b>22 Budget Workshop, 4 PM</b> <b>Followed by Board</b> <b>Meeting, 6 PM</b> <b>Highlands Campus</b>	<b>26 Board Meeting, 6 PM</b> <b>Highlands Campus</b>	<b>24 Board Meeting, 6 PM</b> <b>*Highlands Campus</b>
<b>AUGUST 2013</b>	<b>SEPTEMBER 2013</b>	<b>OCTOBER 2013</b>
<b>28 *Board Meeting, 6 PM</b> <b>Highlands Campus</b>	<b>12-13 First Annual AFC Trustee</b> <b>Commission</b> <b>Lake Buena Vista, FL</b>  <b>25 *Board Meeting, 6 PM</b> <b>Hardee Campus</b>	<b>2-5 ACCT Leadership</b> <b>Congress</b> <b>Seattle, WA</b>  <b>23 *Board Meeting, 6 PM</b> <b>Lake Placid Center</b>
<b>NOVEMBER 2013</b>	<b>DECEMBER 2013</b>	<b>JANUARY 2014</b>
<b>13-15 AFC Annual Convention</b> <b>Destin, FL</b>	<b>11 *Planning Workshop, 4 PM</b> <b>Followed by Board</b> <b>Meeting, 6 PM</b> <b>Highlands Campus</b>	<b>22 *Board Meeting, 6 PM</b> <b>DeSoto Campus</b>
<b>FEBRUARY 2014</b>	<b>MARCH 2014</b>	<b>APRIL 2014</b>
<b>26 *Board Meeting, 6 PM</b> <b>Lake Placid Campus</b>	<b>26 *Board Meeting, 6 PM</b> <b>DeSoto Campus</b>	<b>23 *Board Meeting, 6 PM</b> <b>Highlands Campus</b>

\*Tentative

May 2014 – Highlands Campus  
June 2014 – Hardee Campus

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



OFFICE OF THE PRESIDENT

Item 2.1

PRESENT TO BOARD: MAY 22, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: NORMAN L. STEPHENS, JR. 

SUBJECT: NEW EMPLOYEE INTRODUCTIONS

Employee	Position	Supervisor	Hired
Amanda Farmer	Proctor, Testing/Assessment Center	Mary Ann Little	04/24/13
Sara McGann	Staff Assistant II, Bioenergy Program	Kevin Brown	04/01/13
Summer Miller	Coordinator, Public Relations	Deborah Latter	04/08/13

### ***3.0 Public Comment***

## **4.0 *Presentations***

## ***5.0 Consent Agenda Action Items***



OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: MAY 22, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

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

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.**



	<b>CONSENT AGENDA ACTION ITEMS</b>	<b>Page</b>
<b>5.1</b>	<b>Personnel Actions</b>	<b>33</b>
<b>5.2</b>	<b>Agreement and Contracts</b>	
	<b>5.2.1 Service Agreement - Florida Adult &amp; Technical Distance Education Consortium</b>	<b>34</b>
	<b>5.2.2 Lease Agreements – Hotel Jacaranda, SFSC Teacherage, and the Lorida Center</b>	<b>35</b>
	<b>5.2.3 Grant Agreement – Florida Public Safety &amp; homeland Security Consortium</b>	<b>36</b>
	<b>5.3.4 Grant Agreement – Cyber Security Rural College Consortium</b>	<b>37</b>
	<b>5.3.5 Grant Agreement – AVID i3 Improving Student Outcomes in a Rural Context</b>	<b>38</b>
<b>5.3</b>	<b>Grant Applications</b>	
	<b>5.3.1 Adults with Disabilities - \$170,000</b>	<b>39</b>
<b>5.4</b>	<b>Operating Actions</b>	
	<b>5.4.1 Monthly Accounts Payable &amp; Payroll Check Register</b>	<b>40</b>
	<b>5.4.2 Uncollectible Debt</b>	<b>42</b>
	<b>5.4.3 Property Deletion &amp; Disposal</b>	<b>43</b>



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: MAY 22, 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 SERVICE STAFF:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Urmann, Sandra*	Case Data Specialist, Panther Youth Partners**	05/21/13
*Transferred from Administrative Assistant II, Student Support Services**		
**Grant-funded position		

**II. APPOINTMENTS, FULL-TIME PROFESSIONAL STAFF:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Powers, Monica	Director, Student Support Services*	06/10/13
*Grant-funded position		

**III. RESIGNATIONS/TERMINATIONS:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Rhoades, Kathryn	Resource Development Assistant*	04/30/13
*Grant-funded position		

**IV. RETIREMENTS:**

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Randall, Ronald	End User Support Analyst	07/31/13

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

<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Bates, Christopher	Criminal Justice	IV
Lenihan, Elizabeth	Business Law	I
Gornto, Patricia	Summer Bridge Program	III
Williams, Michael G.	Electronics	IV

**SUGGESTED MOTION:**

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



OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: MAY 22, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: NORMAN L. STEPHENS, JR. 

SUBJECT: SERVICE AGREEMENT – FLORIDA ADULT & TECHNICAL DISTANCE  
EDUCATION CONSORTIUM

Approval is requested to enter into a **new** service agreement with the Florida Adult and Technical Distance Education Consortium for Highlands County. The consortium will provide online courses and programs to adult education students. Entrance into this agreement will allow Highlands County GED, ESOL, Adult High School, and Adult Basic Education students to engage in online training opportunities.

**SUGGESTED MOTION:**

**Move to approve entry into a new service agreement with the Florida Adult and Technical Distance Education Consortium as presented.**



OFFICE OF THE PRESIDENT

**Item 5.2.2**

PRESENT TO BOARD: MAY 22, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: NORMAN L. STEPHENS, JR. 

SUBJECT: LEASE AGREEMENTS – HOTEL JACARANDA, SFSC TEACHERAGE, AND  
THE LORIDA CENTER

Approval is requested to **renew** the following rental agreements between South Florida State College and the SFSC Foundation, Inc. for the 2013-2014 fiscal year as follows:

Site	2012-13 Monthly Rate	2013-14 Monthly Rate	Change	Purpose of Lease
Hotel Jacaranda	\$ 5,373.00	<b>\$ 5,534.19</b>	\$ 161.19	Classroom and Lab Space
SFSC Teacherage	\$ 693.00	<b>\$ 713.79</b>	\$ 20.79	Classroom Space
Lorida Center	\$ 693.00	<b>\$ 713.79</b>	\$ 20.79	Classroom Space

The leases are being proposed for a 3% increase. The small increase will help to cover costs at the SFSC Foundation.

**SUGGESTED MOTION:**

**Move to approve the renewal of lease agreements for the Hotel Jacaranda, SFSC Teacherage, and the Lorida Center.**



OFFICE OF THE PRESIDENT

Item 5.2.3

PRESENT TO BOARD: MAY 22, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: NORMAN L. STEPHENS, JR. 

SUBJECT: GRANT AGREEMENT – FLORIDA PUBLIC SAFETY & HOMELAND SECURITY  
CONSORTIUM

Title: Florida Public Safety & Homeland Security Consortium

Source: U.S. Department of Labor

Amount: \$25,000,000.00 for the consortium

SFSC would receive a sub-grant of up to \$1,000,000.00

Description: The consortium would develop a career and education pathway for workers in the public safety sectors, which includes Law Enforcement, Firefighters, EMT/Paramedic, Public Health, Information Technology, TSA, and other public safety fields. The project would result in a wealth of education options for workers in these fields, including creation of a *Bachelor of Science Degree in Public Safety and Homeland Security*.

Participation in this state-wide consortium requires execution of a MOU that recognizes Valencia College as our lead institution and fiscal manager. Through that agreement we will be granting Valencia College to act on our behalf and to receive project funds from the DOL.

**SUGGESTED MOTION:**

**Move to authorize entering into an agreement to participate in the Florida Public Safety and Homeland Security Consortium as described above.**



OFFICE OF THE PRESIDENT

**Item 5.2.4**

PRESENT TO BOARD: MAY 22, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: NORMAN L. STEPHENS, JR. 

SUBJECT: GRANT AGREEMENT – CYBER SECURITY RURAL COLLEGE CONSORTIUM

Title: Cyber Security Rural College Consortium

Source: U.S. Department of Labor

Amount: \$25,000,000.00 for the consortium

SFSC would receive a sub-grant of up to \$1,000,000.00

Description: The Rural College Consortium will use grant funds to develop a meaningful education pathway to support the growing need for cyber security and information technology professionals. The educational program will result in stackable credentials to meet industry training needs at multiple levels and industry certification preparation.

Participation in this consortium requires execution of a MOU that recognizes the College of Central Florida as our lead institution and fiscal manager. Through that agreement we will be granting College of Central Florida to act on our behalf and to receive project funds from the DOL. This consortium will also include Brevard Community College, Edison State College, Lake Sumter Community College, North Florida Community College, and St. Johns River State College.

**SUGGESTED MOTION:**

**Move to authorize entering into an agreement to participate in the Cyber Security Rural College Consortium as described above.**



OFFICE OF THE PRESIDENT

**Item 5.2.5**

PRESENT TO BOARD: MAY 22, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: NORMAN L. STEPHENS, JR. 

SUBJECT: GRANT AGREEMENT – AVID i3 IMPROVING STUDENT OUTCOMES IN A  
RURAL CONTEXT

Title: AVID i3 Improving Student Outcomes in a Rural Context  
Source: AVID Center  
Amount: \$250,000.00 (\$50,000/yr. for 5 years)  
Description: This represents a sub-grant award through a national i3 grant to improve the academic success of rural middle and high school students. The project is a partnership between AVID Center, SFSC, School Board of Highlands County, Hardee County Schools, and the DeSoto County School District. A requirement of the grant is that SFSC enter into an independent contractor agreement with AVID Center.

**SUGGESTED MOTION:**

**Move to authorize entering into a partnership agreement with AVID i3 Improving Student Outcomes in a Rural Context as described above.**



OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: MAY 22, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: NORMAN L. STEPHENS, JR. 

SUBJECT: GRANT APPLICATION – ADULTS WITH DISABILITIES

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

Title: Adults with Disabilities  
Source: Florida Department of Education  
Amount: \$170,000.00  
Description: Funds will be used to provide work skills educational opportunities and personal enrichment experiences for disabled adults in the Ridge ARC day program, as well as support for the lifelong learning opportunities for local senior citizens the SFSC Cultural Programs Department.

**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: MAY 22, 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 March 2013.

The law requires that warrants be approved and made available for review. Detailed information on all disbursements for April 2013 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.**

<b>Accounts Payable:</b>								
	<b>2012/2013 Checks</b>		<b>2012/2013 Electronic Payments</b>		<b>2012/2013 P-Card</b>		<b>2012/2013 Totals</b>	
	No.	Amount	No.	Amount	No.	Amount	No.	Amount
July	423	\$443,239.69	103	\$482,889.49	171	\$65,495.76	697	\$991,624.94
Aug	283	735,501.69	237	510,106.92	338	162,190.59	858	\$1,407,799.20
Sept	337	308,610.83	247	453,562.11	495	167,583.07	1079	\$929,756.01
Oct	1840	1,852,033.70	376	795,677.87	570	205,399.36	2786	\$2,853,110.93
Nov	394	338,510.14	283	389,129.28	614	166,860.26	1291	\$894,499.68
Dec	265	281,442.37	197	594,680.01	557	172,558.36	1019	\$1,048,680.74
Jan	328	464,596.35	293	300,634.64	436	171,671.32	1057	\$936,902.31
Feb	1634	1,705,179.05	308	809,335.50	501	193,126.25	2443	\$2,707,640.80
March	375	503,135.80	257	470,789.60	563	184,367.76	1195	\$1,158,293.16
April	312	297,411.86	309	572,829.40	436	171,232.61	1057	\$1,041,473.87
May								\$0.00
June								\$0.00
Totals	6191	\$6,929,661.48	2610	\$5,379,634.82	4681	\$1,660,485.34	13482	\$13,969,781.64

<b>Payroll:</b>								
	<b>2012/2013 Checks</b>		<b>2012/2013 Electronic Payments</b>				<b>2012/2013 Totals</b>	
	No.	Amount	No.	Amount			No.	Amount
July	38	\$48,213.74	489	\$826,003.42			527	\$874,217.16
Aug	31	41,242.51	388	808,659.83			419	849,902.34
Sept	23	34,785.27	385	795,297.76			408	830,083.03
Oct	27	35,475.18	427	853,935.63			454	889,410.81
Nov	27	35,323.35	456	866,273.38			483	901,596.73
Dec	37	51,674.67	464	896,297.27			501	947,971.94
Jan	27	36,334.35	434	807,416.48			461	843,750.83
Feb	36	38,153.49	440	818,107.86			476	856,261.35
March	45	34,142.87	453	827,452.51			498	861,595.38
April	25	33,277.29	446	845,199.85			471	878,477.14
May								0.00
June								0.00
Totals	316	\$388,622.72	4382	\$8,344,643.99			4698	\$8,733,266.71

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		1,057	936,902.31	\$ 9,062,373.81
February	2,601	2,841,561.56	12,336,383.08		2,443	2,707,640.80	\$ 11,770,014.61
March	1,115	1,133,165.55	13,469,548.63		1,195	1,158,293.16	\$ 12,928,307.77
April	1,091	847,255.67	14,316,804.30		1,057	1,041,473.87	\$ 13,969,781.64
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			13,482	\$13,969,781.64	

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		461	843,750.83	6,136,932.84
February	488	867,437.60	6,981,835.30		476	856,261.35	6,993,194.19
March	486	860,849.11	7,842,684.41		498	861,595.38	7,854,789.57
April	513	905,826.05	8,748,510.46		471	878,477.14	8,733,266.71
May	512	908,552.96	9,657,063.42				
June	406	874,167.53	\$ 10,531,230.95				
Totals	5885	\$10,531,230.95			4698	\$8,733,266.71	



OFFICE OF THE PRESIDENT

**Item 5.4.2**

PRESENT TO BOARD: MAY 22, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: NORMAN L. STEPHENS, JR. 

SUBJECT: UNCOLLECTIBLE DEBT

Approval is requested to write off uncollectible debt totaling \$29,057.62. The breakdown of this debt is as follows:

<u>Debt Type</u>	<u>Total Amount</u>
Title IV Pell	\$ 16,107.01
Bookstore Charges	10,601.16
Micellaneous	228.00
Returned Checks	110.63
Library Fees	1,645.82
Admission Fees	340.00
Third Party Charge	25.00
<b>Total</b>	<b>\$ 29,057.62</b>

Bad debt totals for the past (3) three years:

<b>Year</b>	<b>Bad Debt Totals</b>	<b>Associated Student Revenue</b>	<b>%</b>
2012/2013	\$ 29,057.62	\$ 4,747,354.85	0.61%
2011/2012	\$ 23,320.93	\$ 4,617,057.01	0.51%
2010/2011	\$ 18,772.44	\$ 3,826,319.09	0.49%

**SUGGESTED MOTION:**

**Move to approve the write off of uncollectible debt in the amount of \$29,057.62 as listed above.**



OFFICE OF THE PRESIDENT

Item 5.4.3

PRESENT TO BOARD: MAY 22, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: NORMAN L. STEPHENS, JR. 

SUBJECT: PROPERTY DELETION AND DISPOSAL

Authorization is requested to delete items on the attached list of equipment totaling **\$6,831.00** 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  
May-13**

Tag #	Date Purchased	Description	Cost	Condition Code
15040	8/1/2007	Xerox Copier - Workcentre 7132P	\$6,831.00	Poor
<b>TOTAL</b>			<b>\$6,831.00</b>	

## **6.0 Planning and Policy Issues**



OFFICE OF THE PRESIDENT

**Item 6.1.1**

PRESENT TO BOARD: MAY 22, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: NORMAN L. STEPHENS, JR. 

SUBJECT: POLICY IMPLEMENTATION: POLICY 1.10 EQUAL OPPORTUNITY

It is recommended that DBOT Policy 1.10 Equal Opportunity be updated to include ethnicity as a prohibited discrimination, and to include language requiring the prominent display of current SFSC equity coordinators.

A proposed amendment is offered for consideration.

**SUGGESTED MOTION:**

**Move to approve changes to Policy 1.10 Equal Opportunity as presented.**

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

**PROPOSED**

**POLICY NO.** 1.10

**TITLE:** EQUAL OPPORTUNITY

**LEGAL AUTHORITY:** FLORIDA STATUTES: 1000.05, 1001.64

**OFFICE OF PRIMARY RESPONSIBILITY:** PRESIDENT'S OFFICE/  
EQUITY OFFICERS

---

South Florida State College (SFSC) will comply with the provisions of the Florida Educational Equity Act and all other applicable state and federal laws, rules, regulations, and executive orders by establishing procedures to ensure that no applicant, employee, or student is illegally or inappropriately discriminated against because of race, color, religion, gender, national origin, ethnicity, age, disability, marital status, political affiliation, sexual orientation, or genetic information in admission to, or employment in, any of its education programs or activities.

Notification of the current equity coordinator(s) and contact information will be posted and prominently displayed for applicants, students and employees.

**HISTORY: Last Revised** ~~9/26/12~~ x/xx/xx

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

**Reviewed:** 7/01/07, 7/22/09, 6/27/12

**Revised:** 4/10/86, 1/22/02, 7/01/04, 9/26/12, x/xx/xx





OFFICE OF THE PRESIDENT

Item 6.1.2

PRESENT TO BOARD: MAY 22, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: NORMAN L. STEPHENS, JR. 

SUBJECT: POLICY IMPLEMENTATION: 5.04 PERFORMANCE REVIEW

It is recommended that DBOT Policy 5.04 Performance Review be updated to be in compliance with the State Board of Education Rule 6A-14.0411 addressing employment of full-time faculty.

A proposed amendment is offered for consideration.

**SUGGESTED MOTION:**

**Move to approve changes to Policy 5.04 Performance Review as presented.**

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

**POLICY NO.** 5.04

**TITLE:** PERFORMANCE REVIEW

**LEGAL AUTHORITY:** FLORIDA STATUTES: 1001.64, 1001.65  
STATE BOARD OF EDUCATION RULES: 6A-14.0411,  
6A-14.0261, 6A-14.047

**OFFICE OF PRIMARY RESPONSIBILITY:** VICE PRESIDENT FOR ADMINISTRATIVE  
SERVICES/HUMAN RESOURCES

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All college personnel filling regularly established positions shall have their performance reviewed at least once during each fiscal year. ~~in a manner approved by the president.~~

Each official performance review of an employee shall be documented and become a part of that employee's official personnel ~~file~~ record.

The president is authorized to develop procedures for the performance review of all college personnel.

**HISTORY:** Last ~~Reviewed 6/27/12~~ Revised 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:** 8/17/89, 1/22/02, x/xx/xx



OFFICE OF THE PRESIDENT

Item 6.1.3

PRESENT TO BOARD: MAY 22, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: NORMAN L. STEPHENS, JR. 

SUBJECT: POLICY IMPLEMENTATION: 5.07 EMPLOYMENT AGREEMENTS

It is recommended that DBOT Policy 5.07 Employment Agreements be updated to be in compliance with the State Board of Education Rule 6A-14.0411 addressing employment of full-time faculty.

A proposed amendment is offered for consideration.

**SUGGESTED MOTION:**

**Move to approve changes to Policy 5.07 Employment Agreements as presented.**

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

**POLICY NO.** 5.07

**TITLE:** EMPLOYMENT AGREEMENTS

**LEGAL AUTHORITY:** FLORIDA STATUTES: 1001.02, 1001.64, 1012.83, 1012.855,  
1012.885, 1012.886  
STATE BOARD OF EDUCATION RULES: 6A-14.041,  
616A-14.0411

**OFFICE OF PRIMARY RESPONSIBILITY:** VICE PRESIDENT FOR ADMINISTRATIVE  
SERVICES/  
HUMAN RESOURCES

The Board approves all full-time employment and grants authority to the president to issue contracts and other employment agreements. The president shall establish procedures for the recommendation of individuals for employment.

Types of employment agreements:

A. Annual contracts/appointments

1. Formal Annual contracts shall be issued to full-time administrators, including the president, in accordance with Florida Statutes and State Board of Education Rules, subject to annual reappointment or contract extension.
- 1.2. Formal contracts shall be issued to full-time and faculty instructional staff not on continuing contract status and shall not exceed twelve consecutive calendar months, subject to annual reappointment.
2. Full-time Professional and career staff shall be appointed to a period not to exceed twelve calendar months within a fiscal year, subject to annual reappointment. on an annual basis.
3. A contract or employment agreement for employees on annual contract/appointment shall not create the expectancy of employment beyond the term of the contract. Non-renewal of a contract shall not entitle the person to the reasons for non-renewal or to a hearing in accordance with Florida Statutes and State Board of Education Rules. In accordance with the terms of the annual contract, no legal cause shall be required by the Board in the event the employee is not reemployed after completion of the current contract.

B. Continuing contracts for full-time faculty

Upon recommendation of the president, and based upon successful performance of duties, demonstration of professional competence, and the needs of the college, formal

continuing contracts may be granted to employees in full-time faculty positions by the Board and issued in accordance with Florida Statutes and State Board of Education Rules. Each employee issued a continuing contract shall be entitled to continue in his or her respective full-time faculty position without the necessity for annual nomination or reappointment until the individual resigns from employment; except for termination of employment; return to annual contract; upon consolidation, reduction, or elimination of a program; or restriction of the required duties of a position. to instructional personnel.

To be eligible to receive or maintain a continuing contract, full-time faculty shall meet the following minimum requirements:

1. Complete at least five (5) years of satisfactory and continuous service as a full-time faculty member. Satisfactory service in other regionally accredited institutions of higher learning may be considered, but at least three years must be at South Florida State College. The entire period shall not exceed seven (7) years at South Florida State College.~~in a regionally accredited higher education institution of which at least three (3) years of continuous service as a full-time faculty member shall be at SFSC, and the entire period shall not exceed seven (7) years at SFSC.~~
2. Meet the following annual performance review and student success criteria:
  - a. Quantifiable measured effectiveness in the performance of faculty duties as documented on annual performance and program reviews
  - ~~a. Satisfactory student success.~~
  - ~~b. Satisfactory feedback on student evaluations of instruction.~~
  - ~~c. Successful passing rates on state and national industry certification examinations when such examinations are required for employment or continuing education.~~
  - ~~d.b. Participation in~~Continuing ~~professional development; activities.~~
  - ~~e.c. Currency and competence in scope of subject matter knowledge.~~
  - ~~f.d. Satisfactory feedback from students, colleagues, and employers of former students when appropriate.~~
  - ~~e. Participation in~~Satisfactory service to the department, and college, and community.
  - f. Service in a position expected to be needed long term
  - g. Obtain and maintain educational qualifications and professional certifications required for the position~~activities.~~
  - h. Participation in community service and/or professional activities.Satisfactory student success;

The president shall ensure is authorized to work with the faculty participation in the to establishment of appropriate criteria for measuring student success. Such criteria shall be recommended to the Board of Trustees for their consideration. Any changes to such criteria shall require approval of the Board. Such criteria shall be used in the annual performance review of faculty and in the periodic review of academic and student service programs.

To provide for full-time faculty currently in continuing contract track positions, faculty who have successfully completed three (3) or more years of qualified service at SFSC may be recommended for continuing contract during the 2012-13, 2013-14, and 2014-2015 fiscal years.

The president is authorized to develop administrative procedures related to the granting and maintaining of continuing contracts for full-time faculty.

C. Contracts for instructional personnel in grant and special programs

Instructional personnel in grant and special-funded programs may be issued an annual contracts relative to the terms of the grant or special-funded program. The Board may establish full-time faculty positions that are not eligible for continuing contracts when funding for such positions is temporary or uncertain. Employees in grant or special-funded programs shall not be guaranteed further employment beyond the duration of the contract or funding source. No contracts in such positions shall exceed three (3) years.

D. Administrative leave from continuing contract

Any full-time faculty employee holding a continuing contract who accepts an offer of annual employment in a capacity other than that in which the continuing contract was awarded may be granted an administrative leave of absence for up to one year.

E. Part-time employment

Employees filling regularly established and temporary part-time positions (including adjunct instructor positions) serve at the will of the College and have no continuing employment agreement rights.

F. Appointment schedule

The ~~District~~ Board shall ~~approve~~ consider ~~contracts and employment agreements for reappointment of full-time~~ administrative, ~~instructional, faculty,~~ professional, and career personnel as follows:

1. New hires – ~~at the~~ next Board meeting.
2. Annual reappointments for existing full-time employees:
  - a. President-January Board meeting
  - b. President's Staff- February Board meeting
  - c. Other administrative staff and instructional personnel- March Board meeting
  - d. Professional and career staff- April Board meeting

~~Employees under grant or special-funded programs shall not be guaranteed further employment beyond the duration of the particular grant or special-funded program.~~

**HISTORY: Last ~~Reviewed 6/27/12~~ Revised 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:** 12/19/01, x/xx/xx



OFFICE OF THE PRESIDENT

Item 6.1.4

PRESENT TO BOARD: MAY 22, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: NORMAN L. STEPHENS, JR. 

SUBJECT: POLICY IMPLEMENTATION: 5.23 PROHIBITION AGAINST DISCRIMINATION

It is recommended that DBOT Policy 5.23 Prohibition Against Discrimination be updated to reflect changes recommended by the Florida Department of Education after review of the annual Equity Plan Report.

A proposed amendment is offered for consideration.

**SUGGESTED MOTION:**

**Move to approve changes to Policy 5.23 Prohibition Against Discrimination as presented.**

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

**POLICY NO. 5.23**

**TITLE:** PROHIBIT~~ED~~ ~~ION AGAINST~~ DISCRIMINATION

**LEGAL AUTHORITY:** TITLE VII (42 U.S.C. Sec. 2000 e-2)  
TITLE IX (20 U.S.C. 1681)  
FLORIDA STATUTE 1001.64

**OFFICE OF PRIMARY RESPONSIBILITY:** VICE PRESIDENT FOR ADMINISTRATIVE  
SERVICES/  
HUMAN RESOURCES

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South Florida State College is committed to providing an educational and work environment free from harassment and prohibited discrimination based on such factors as race, color, religion, gender, national origin, ethnicity, age, disability, marital status, political affiliation, sexual orientation, or genetic information. ~~gender, race, color, age, religion, national origin, disability, and marital status.~~

The college will not tolerate ~~illegal or improper prohibited~~ harassment or discrimination of its applicants, employees or students by employees, students, or vendors and will attempt to protect its students and employees from non-student or non-employee harassment.

Each complaint of harassment or discrimination that is reported to a college official shall be investigated thoroughly, promptly, and with an emphasis on confidentiality. Retaliation against any applicant, employee or student for making a complaint or reporting harassment will not be tolerated.

The president is authorized to create and maintain procedures for prompt corrective action up to and including termination of employment for employees or dismissal from the educational program for students consistent with due process.

Harassment or discrimination includes:

- A. Any slurs, innuendoes, or other verbal or physical conduct reflecting on an individual's race, ~~ethnic background, gender, religion, disability condition, or age~~ color, religion, gender, national origin, ethnicity, age, disability, marital status, political affiliation, sexual orientation, or genetic information which has the purpose or effect of creating an intimidating, hostile, or offensive educational or work environment; has the purpose or effect of unreasonably interfering with the individual's work or school performance or participation; or otherwise adversely affects an individual's employment or educational opportunities.



- B. The denial of, or the provision of, aid, benefits, grades, rewards, employment, faculty assistance, services, or treatment on the basis of sexual advances or requests for sexual favors.
- C. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition on an individual's employment or education; submission to or rejection of such conduct is used as a basis for educational or employment decisions affecting the individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

The president shall establish ~~a~~ procedures for ~~potential redress of~~ college personnel and students who wish to file a complaint dealing with alleged harassment and/or discrimination. The president will ensure that these procedures and any related notices include the name(s) or titles(s), complete telephone number, and mailing address of the individual(s) responsible for handling the concerns of applicants, students, or employees who feel they have been harassed or discriminated against.

~~Bad faith claims of sexual, racial, or other illegal or improper harassment:~~

Bad faith claims of ~~sexual, racial, or other~~ illegal or improper harassment are claims made when the person making the claim knows the claim is false but makes it anyway. Persons who make bad faith claims under this subsection will be subjected to disciplinary action up to and including termination of employment or dismissal from the educational program.

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

**Issued by District Board of Trustees:** 5/20/90

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

**Revised:** 12/19/01, 1/28/04, x/xx/xx

## **7.0 Academic and Student Matters**

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



OFFICE OF THE PRESIDENT

Item 8.1

PRESENT TO BOARD: MAY 22, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: NORMAN L. STEPHENS, JR. 

SUBJECT: SFSC 2013-2014 BUDGET PROPOSAL

The proposed South Florida State College Operating Budget and Capital Outlay Budget for 2013-2014 is presented for your consideration under separate cover and will be discussed at the Budget Workshop prior to the Board meeting. Approval of both budgets is requested, including revised student fee rates and a new salary schedule.

This budget was developed through a participative process with our four strategic imperatives in mind:

Imperative #1 Identify and meet the educational needs of our communities

*We proactively seek ways to understand the educational needs of our local communities and then offer programs to address those needs.*

Imperative #2 Enable all students to succeed

*We keep student learning at the forefront of everything we do and actively seek ways to help our students be successful both in the classroom and as they transition beyond our campus.*

Imperative #3 Enable all employees to succeed

*We actively support all our employees and seek ways for them to achieve personal and professional fulfillment in all that they do for the College.*

Imperative #4 Ensure Institutional Effectiveness

*We regularly review how well we are doing, analyze our results, and then use our analyses to make improvements.*

600 West College Drive, Avon Park, Florida 33825-9356 | 863-453-6661

AN EQUAL ACCESS / EQUAL OPPORTUNITY INSTITUTION | ACCREDITED BY THE SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS

Approval of the new budgets will allow us to continue our efforts to meet the expectations of our local communities by maintaining quality educational and training opportunities and services throughout our district. Your consideration of the proposed budgets is appreciated.

**SUGGESTED MOTION:**

**Move to approve the Operating Budget for 2013-2014, including the student fee rates and salary schedule, as well as the 2013-2014 Capital Outlay Budget as presented. The Operating Budget includes a two percent adjustment to the base salary of all eligible full and part-time employees.**



OFFICE OF THE PRESIDENT

Item 8.2

PRESENT TO BOARD: MAY 22, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: NORMAN L. STEPHENS, JR. 

SUBJECT: CHECK SIGNING AUTHORITY

Dr. Thomas C. Leitzel will become the president and check signer for the college effective July 1, 2013. In accordance with DBOT Policy 2.05 Signing Authority, in order to minimize the paperwork necessary during the transition between presidents, it is requested that temporary signing authority be granted to the current District Board of Trustees Vice Chair effective July 1, 2013.

**SUGGESTED MOTION:**

**Move to approve District Board of Trustees Vice Chair, Mr. Joe Wright, to serve as a signatory for banking agreements and a check signer from July 1, 2013 until the appointment of a new District Board of Trustees Chair.**



OFFICE OF THE PRESIDENT

**Item 8.3**

PRESENT TO BOARD: MAY 22, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: NORMAN L. STEPHENS, JR. 

SUBJECT: ANNUAL FACILITIES INSPECTION SUMMARY REPORT

Under separate cover for review and acceptance by our District Board of Trustees is the annual inspection of educational facilities summary report from Mr. Jeb W. Bynum with Fire Prevention Specialists, Inc. All owned and leased College facilities used for direct instruction and/or support were recently inspected in compliance with various State and Federal regulations pertaining to fire safety, sanitation, and casualty.

Of the deficiencies noted, none were of a serious nature, and all corrections/repairs have been completed.

**SUGGESTED MOTION:**

**Move to accept the Fire Safety, Sanitation, and Casualty Inspection Report for the 2012-2013 year as presented.**



OFFICE OF THE PRESIDENT

Item 8.4

PRESENT TO BOARD: MAY 22, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

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

SUBJECT: RECERTIFICATION OF DIRECT SUPPORT ORGANIZATION

In accordance with SFSC DBOT Policy 8.01, the South Florida State College Foundation, Inc., respectfully requests recertification to function on behalf of SFSC during the College's 2013-2014 Fiscal Year. Legal Authority: Florida Statute 1004.70.

SFSC DBOT Policy 8.01 states that "each direct support organization (DSO) wishing to operate under the auspices of South Florida State College must be annually certified by the SFSC District Board of Trustees as meeting the conditions set forth by the Board. Direct support organizations so certified by the Board may be permitted the use of the College's property, facilities and personnel services."

**Conditions for certification include the following:**

1. The DSO shall exist for the purpose of providing financial, scholarship, facility, equipment and other support to the College and its programs and students.
2. The DSO shall provide full, complete, and timely information on all of its activities to the SFSC District Board of Trustees as follows:
  - a. One or more members of the SFSC DBOT shall be designated by the Chair of the DBOT to serve as liaison voting members of the Board of Directors and the Executive Committee of the DSO.
  - b. The College President shall be a voting member of the Board of Directors and the Executive Committee of the DSO.
  - c. The College's Controller shall serve as ex-officio member of the Board of Directors of the DSO in the capacity of Assistant Treasurer.
  - d. The DSO shall make monthly reports to the DBOT.



- e. The Executive Director of the DSO shall report administratively to the College President.
  - f. The DSO shall submit its annual independent audit and Income Tax Form 990 to the DBOT for review and acceptance.
3. The DSO will make an annual report on its activities in the spring of each year (typically May or June) so that the DBOT may certify the DSO by July 1.

**SUGGESTED MOTION:**

**Move to approve the South Florida State College Foundation, Inc. to continue to serve the college as a direct support organization for the 2013-2014 fiscal year.**

## Summary of Yearly Accomplishments

The South Florida State College Foundation, Inc. operates on a calendar fiscal year. During 2012 the SFSC Foundation continued to meet each of the mandates specified above. Specific activities and accomplishments for the year include:

Revenue		
Number of gifts	1,593	(+3% from 2011)
Amount received	\$1,132,968	(+13% from 2011)
Investment income	\$ 740,362	
Donated services	\$ 108,169	
Rental Income	<u>\$ 236,201</u>	
Total	<b>\$2,217,700</b>	
Scholarships and grants		
Number	250	
Amount awarded	\$679,402	
Teaching Chairs awarded	2	
Take Stock in Children:		
Currently in program	172	
High School graduates	246	
Currently in college	60	
College graduates	85	
SFSC programs supported	12	
Facilities leased to SFSC	3	
Board members elected	13	
DSO support from the College	In 2012 the College provided a budget of approximately \$250,000 to the Resource Development office. One-half of that (\$125,000) was devoted to operation of the DSO.	
Value added	\$2.2 Million raised at a cost to SFSC of \$125K represents a 1,760% ROI for the College!	
Indebtedness of DSO	The SFSC Foundation has no indebtedness.	

## **9.0 Reports**



OFFICE OF THE PRESIDENT

**Item 9.2**

PRESENT TO BOARD: MAY 22, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: NORMAN L. STEPHENS, JR. 

SUBJECT: RESOURCE DEVELOPMENT REPORT

**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 April 2013 meeting of the College District Board of Trustees. The included dates are April 10, 2013 through May 7, 2013. The total amount being reported is **\$70,722.02**.

<b>South Florida State College Foundation, Inc</b> <b>Gift Summary Report 4/10/13 through 5/7/13</b>				
Fund Description	Gift			
	Count	Cash	Pledges	Total
Unrestricted	35	\$1,053.50	\$0.00	\$1,053.50
Jacaranda Restoration Fund	1	\$6.00	\$0.00	\$6.00
African American-Dennard	1	\$25.00	\$0.00	\$25.00
SFSC General Scholarship	8	\$130.00	\$0.00	\$130.00
Joe Johnston/Bette McDearman Memor	1	\$20.00	\$0.00	\$20.00
General Nursing Scholarship	2	\$400.50	\$0.00	\$400.50
SFSC Community Fund	9	\$76.00	\$0.00	\$76.00
SFSC Library Donations	2	\$32.00	\$0.00	\$32.00
Athletic Booster Club	3	\$35.00	\$0.00	\$35.00
Phi Theta Kappa	1	\$10.00	\$0.00	\$10.00
Dental Programs	2	\$120.00	\$0.00	\$120.00
MOFAC	4	\$2,007.50	\$0.00	\$2,007.50
Highlands County Bar Association Scholarship	2	\$1,250.00	\$0.00	\$1,250.00
Theatre for the Performing Arts Capital Campaign	2	\$10,000.00	\$0.00	\$10,000.00
Norman L. Stephens Endowment	95	\$52,216.00	\$3,250.00	\$55,466.00
TSIC Scholarships	10	\$90.52	\$0.00	\$90.52
<b>Grand Totals:</b>		<b>\$67,472.02</b>	<b>\$3,250.00</b>	<b>\$70,722.02</b>



OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: MAY 22, 2013

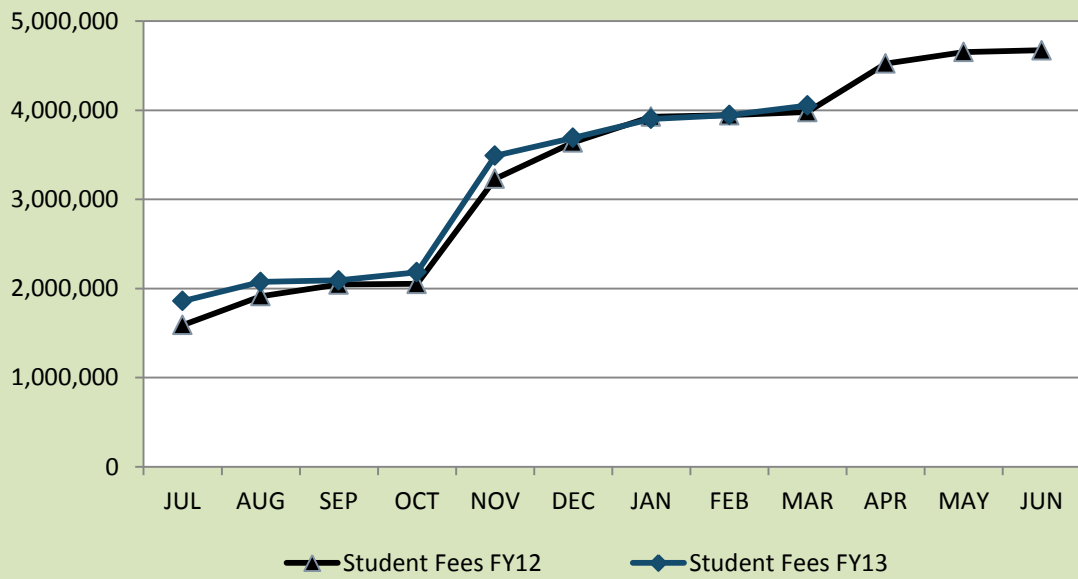
TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: NORMAN L. STEPHENS, JR. 

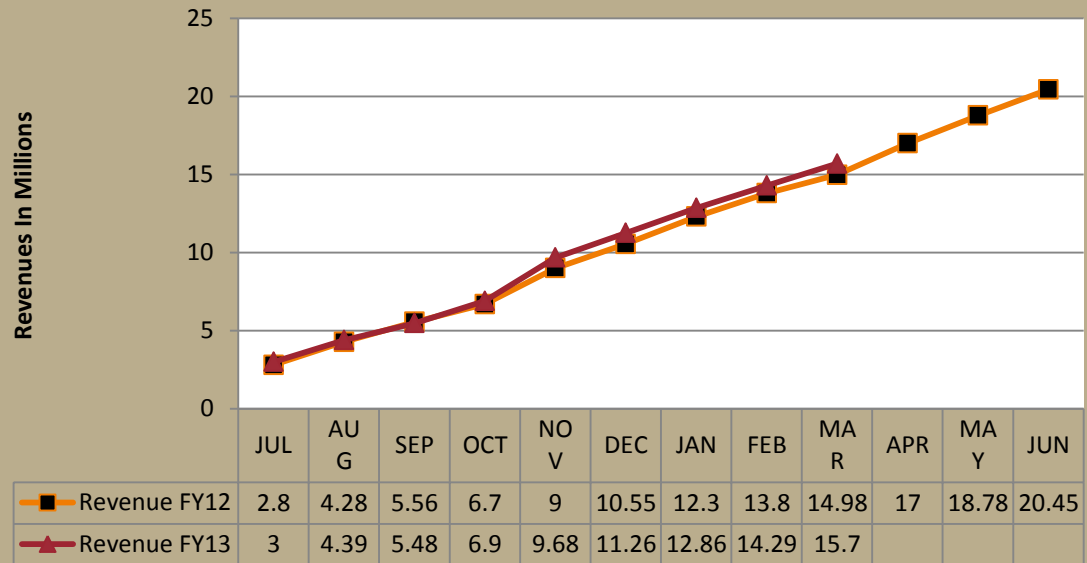
SUBJECT: FINANCIAL REPORT SUMMARY & GRAPHS – **INFORMATION ITEM**

Attached are the Revenue and Expenditures graphs through March 2013.

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



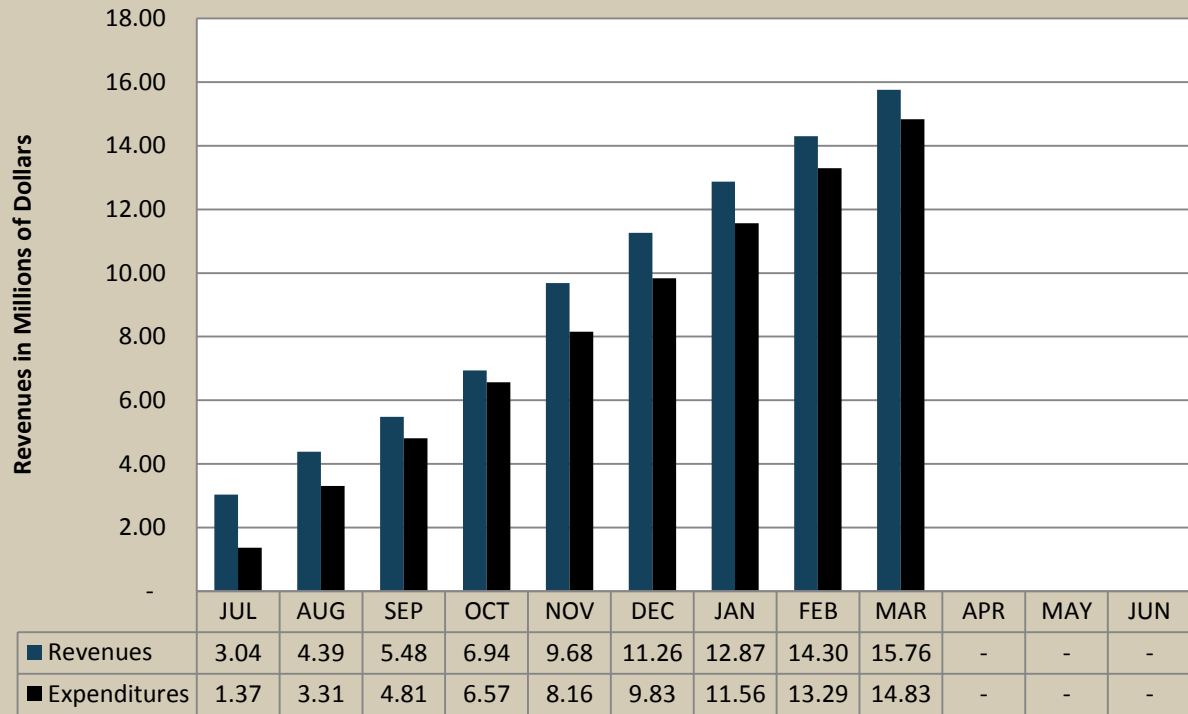
## South Florida State College Fund 1 Total Revenue, FY 12 vs FY 13



■ Revenue FY12      ▲ Revenue FY13



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



South Florida State College					
Revenue and Expenditures					
For the Month Ended March 31, 2013					
Account Code	Account Title	Budget Amount	Amount	Difference	Percentage Collected/Spent to Date
401XX	Matriculation/Tuition Fees	\$ 4,067,382.00	\$ 3,443,595.46	\$ 623,786.54	84.66%
403XX	Non Resident Fees	119,314.00	73,220.10	46,093.90	61.37%
404XX	Laboratory Fees	344,800.00	300,648.10	44,151.90	87.19%
40600	Graduation Fees	13,825.00	14,582.00	(757.00)	105.48%
40700	Transcript Fee	9,500.00	7,096.00	2,404.00	74.69%
408XX	Technology Fees	186,543.00	162,129.90	24,413.10	86.91%
409XX	Other Student Fees	66,190.00	53,608.75	12,581.25	80.99%
42110	FCSPF-General Revenue	12,547,531.00	9,700,049.00	2,847,482.00	77.31%
42210	CO&DS Entitlement	2,150.00	-	2,150.00	0.00%
42610	FCSPF-Lottery	2,604,754.00	1,447,086.00	1,157,668.00	55.56%
42900	Indirect Cost Recovered - State	3,000.00	-	3,000.00	0.00%
43900	Indirect Costs Recovered - Federal	65,000.00	58,521.18	6,478.82	90.03%
44100	Gifts from Individuals	11,125.00	10,098.90	1,026.10	90.78%
44200	Gifts from Charitable Organizations	1,000.00	1,000.00	-	100.00%
44300	Gifts from Business and Industries	6,160.00	6,110.00	50.00	99.19%
44400	Private Grants and Contracts	-	1,739.13	(1,739.13)	100.00%
46201	Commissions-Concessions Taxable	4,000.00	-	4,000.00	0.00%
46400	Use of College Facilities	77,500.00	61,354.03	16,145.97	79.17%
46401	Rental - Tri-County Human Svcs	138,902.00	104,176.71	34,725.29	75.00%
466XX	Other Sales and Services	260,840.00	222,192.25	38,647.75	85.18%
48100	Interest and Dividends	7,500.00	6,032.88	1,467.12	80.44%
487XX	Fines and Penalties	3,650.00	2,703.54	946.46	74.07%
49XXX	Transfers and Other Revenue	152,431.00	82,296.65	70,134.35	53.99%
	<b>Total Revenue</b>	<b>\$ 20,693,097.00</b>	<b>\$ 15,758,240.58</b>	<b>\$ 4,934,856.42</b>	<b>76.15%</b>
51XXX	Management	\$ 1,828,575.00	\$ 1,410,472.89	\$ 418,102.11	77.14%
52XXX	Instruction	4,441,013.99	2,997,790.40	1,443,223.59	67.50%
53XXX	Other Professional	2,674,238.90	1,997,418.32	676,820.58	74.69%
54XXX	Career Staff	2,659,932.02	1,967,083.08	692,848.94	73.95%
56XXX	Other Personnel Services-Instructional	877,827.00	594,009.50	283,817.50	67.67%
57XXX	Other Professional-Tech/Clerical/Trade	132,294.00	74,097.71	58,196.29	56.01%
580XX	Student Employment-Work Study	25,000.00	19,978.00	5,022.00	79.91%
585XX	Employee Awards	4,500.00	4,623.30	(123.30)	102.74%
59XXX	Benefits	3,485,369.00	2,132,381.53	1,352,987.47	61.18%
	<b>Total Personnel</b>	<b>\$ 16,128,749.91</b>	<b>\$ 11,197,854.73</b>	<b>\$ 4,930,895.18</b>	<b>69.43%</b>
605XX	Travel	\$ 285,270.00	\$ 161,254.56	\$ 124,015.44	56.53%
61000	Freight and Postage	37,950.00	30,195.60	7,754.40	79.57%
61500	Telecommunications	125,000.00	97,264.56	27,735.44	77.81%
62000	Printing	74,498.00	38,379.56	36,118.44	51.52%
625XX	Repairs and Maintenance	866,880.00	605,112.71	261,767.29	69.80%
630XX	Rentals	187,908.00	127,239.15	60,668.85	67.71%
63500	Insurance	344,950.00	339,965.62	4,984.38	98.56%
640XX	Utilities	1,434,300.00	1,002,393.78	431,906.22	69.89%
645XX	Other Services	476,664.00	291,165.04	185,498.96	61.08%
650XX	Professional Fees	204,400.00	116,255.06	88,144.94	56.88%
655XX	Education Office/Dept Material Supp	399,355.00	294,518.34	104,836.66	73.75%
657XX	Data Software-Non-Capitalized	40,919.00	64,871.55	(23,952.55)	158.54%
66000	Maint/Construction Material/Supp	322,049.00	186,932.80	135,116.20	58.04%
665XX	Other Materials and Supplies	209,077.00	92,076.33	117,000.67	44.04%
670XX	Subscriptions/Library Books	36,954.00	30,467.76	6,486.24	82.45%
67500	Purchases for Resale	67,000.00	35,752.38	31,247.62	53.36%
680XX	Scholarships	42,500.00	30,252.71	12,247.29	71.18%
		80,000.00	23,093.10	56,906.90	28.87%
	<b>Total Current Expenses</b>	<b>\$ 5,235,674.00</b>	<b>\$ 3,567,190.61</b>	<b>\$ 1,668,483.39</b>	<b>68.13%</b>
706XX	Minor Equipment >1000<5000	\$ 69,012.00	\$ 35,060.13	\$ 33,951.87	50.80%
71000	Furniture and Equipment	32,346.00	32,346.00	-	100.00%
	<b>Total Capital Outlay</b>	<b>\$ 101,358.00</b>	<b>\$ 67,406.13</b>	<b>\$ 33,951.87</b>	<b>66.50%</b>