



**SFSC  
District Board of Trustees  
Regular Meeting  
February 27, 2013**

**Highlands Campus  
5:00 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: FEBRUARY 27, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

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

SUBJECT: ADOPTION OF AGENDA

It is recommended that the agenda of the regular meeting of February 27, 2013 be adopted.

**SUGGESTED MOTION:**

**Move to adopt the agenda of the regular meeting of February 27, 2013 as presented.**

**AGENDA**  
**SOUTH FLORIDA STATE COLLEGE**  
**DISTRICT BOARD OF TRUSTEES**  
**HIGHLANDS CAMPUS**  
**FEBRUARY 27, 2013**  
**5:00 P.M.**

- 1.0 Call to Order and Preliminary Matters
  - 1.1 Adoption of Agenda
  - 1.2 Approval of Minutes
    - 1.2.1 Regular Meeting – January 23, 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 Contract – Nebraska Book Company
    - 5.2.2 Affiliation Agreement – Dr. Theodore Baker
    - 5.2.3 Affiliation Agreement – Dr. Max Forni
    - 5.2.4 Service Agreement – University of South Florida
  - 5.3 Grant Applications
  - 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
- 7.0 Academic and Student Matters
- 8.0 Purchasing and Other Action Items
  - 8.1 SFSC Board Attorney
  - 8.2 Architectural Firm RFQ
- 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: FEBRUARY 27, 2013  
TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
FROM: NORMAN L. STEPHENS, JR. *N. Stephens*  
SUBJECT: MINUTES – REGULAR MEETING – JANUARY 23, 2013

It is recommended that the minutes of the regular meeting held January 23, 2013 as presented and recorded in the Supplemental Minute Book, be approved.

**SUGGESTED MOTION:**

**Move to approve the minutes of the January 23, 2013 regular meeting as presented.**

**MINUTES  
SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
JANUARY 23, 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

**Members Absent:** Mr. Andrew Jackson, College Attorney

<b>Staff Present:</b>	Ms. Annie Alexander-Harvey	Mr. Doug Andrews	Mr. Don Appelquist
	Mr. Kevin Brown	Mrs. Tammy Bush	Mrs. Suzanne Demers
	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

**Others Present:** Mr. Michael Shumans    Mr. Darrell Jensen    Lt. Darin Hood  
Mr. Joseph Chestnut

**CALL TO ORDER**

At 6:03 p.m., the regular meeting of the District Board of Trustees was called to order at the DeSoto 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 January 23, 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 Planning Workshop Minutes**

**Mr. Lambert made a motion, seconded by Mrs. Puckorius, to approve the minutes of the planning workshop held December 5, 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 Regular Meeting Minutes**

**Mrs. Rider made a motion, seconded by Mr. Backer, to approve the minutes of the regular meeting held December 5, 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. Dr. Stephens reminded the Trustees of the upcoming Presidential Search Screening Committee workshops scheduled for February 19, February 26, and March 19.

**2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITION**

**3.0 PUBLIC COMMENT**

Mr. Michael Schumans, Regional Director, AMIkids, Inc.; Mr. Darrell Jensen, Board of Directors Chair, AMIkids Last Chance Ranch; Lt. Darin Hood, Board of Directors President, AMIkids Last Chance Ranch; and Mr. Joseph Chestnut, Executive Director, Last Chance Ranch presented SFSC District Board of Trustees a plaque of appreciation for the 30 years of education partnership with AMIkids. The college partnered with the program in Venus, which recently closed due to State budget cuts. Mr. Shumans expressed AMIkids, Inc.'s appreciation for SFSC employee, Norman Church, and his 28 years of service with the program.

**4.0 PRESENTATION**

**5.0 CONSENT AGENDA ACTION ITEMS**

**5.1 Personnel Actions**

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

**5.2 Agreement and Contracts**

**5.2.1** Approved the renewal of a service contract with Highlands Independent Bank for one additional year. **(EXHIBIT "B")**

**5.2.2** Approved authorization of a new articulation agreement with Troy University to facilitate student transfer and degree attainment. **(EXHIBIT "C")**

**5.3 Grant Applications**

**5.3.1 Agriculture in the Classroom, K-12**

United States Department of Agriculture \$150,000.00  
**(EXHIBIT "D")**

**5.3.2 SFSC Cultural Programs – 2013 Marketing**

Highlands County Tourist Development Council \$1,000.00  
**(EXHIBIT "E")**

**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 November 2012. **(EXHIBIT "F")**

**5.4.2 Property Deletion and Disposal**

Approved the deletion and disposal of items presented from property records in the amount of **\$70,643.41**. **(EXHIBIT "G")**

**Mr. Backer made a motion, seconded by Mr. Bryan, to approve the Consent Agenda, Items 5.1 through 5.4.2 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 2.05 Signing Authority**

Consideration of proposed changes to Policy 2.05 Signing Authority were presented. **(EXHIBIT "H")**

**Mrs. Puckorius made a motion, seconded by Mr. Wright, to approve the proposed changes to Policy 2.05 Signing Authority 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.**

#### 6.1.2 **Policy 2.08 Check and Electronic Funds Transfer Procedure**

Consideration to establish a new Policy 2.08 Check and Electronic Funds Transfer Procedure was presented. **(EXHIBIT "I")**

**Mr. Lambert made a motion, seconded by Mr. Wright, to approve the establishment of a new Policy 2.08 Check and Electronic Funds Transfer Procedure 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.**

#### 6.1.3 **Policy 4.09 Cash Collection and Book Depositories**

Consideration of purposed changes to Policy 4.09 Cash Collection and Book Depositories were presented. **(EXHIBIT "J")**

**Mr. Bryan made a motion, seconded by Mr. Backer, to approve the proposed changes to Policy 4.09 Cash Collection and Book Depositories 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.**

## 7.0 ACADEMIC AND STUDENT MATTERS

### 7.1 Curriculum Proposals

Approved the curriculum proposals as presented. **(EXHIBIT "K")**

**Mr. Backer made a motion, seconded by Mr. Wright, to approve the curriculum proposals 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 Fee Proposals

Approved the fee proposals as presented. **(EXHIBIT "L")**

**Mrs. Puckorius made a motion, seconded by Mr. Wright, to approve the fee proposals 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 President's Annual Performance Review**

**Mr. Lambert made a motion, seconded by Mr. Backer to affirm that President Stephens continues to demonstrate satisfactory performance of his duties, and furthermore, that he continues to demonstrate commitment in support of college planning and equity goals.** 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 Award of Bid for Reroofing**

**Mrs. Rider made a motion, seconded by Dr. Kirschner, to approve the acceptance of the bid for \$192,000 to L. Cobb Construction, Inc., for ITB 12-09, reroofing at the Highlands Campus.** 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. (EXHIBIT "M")**

**9.0 REPORTS**

**9.1 Facilities**

**9.2 Resource Development**

**9.2.1 (I) Grant Not Funded**

**Nursing Faculty Technology**

Verizon Foundation \$7,500

**(II) Grants Funded**

**Hotel Jacaranda Threat Amelioration**

Florida Dept. of State/Division of Cultural Resources \$31,385

**SFSC Intensive Summer Academic Programs-  
HHS and APHS**

The College Board, Florida Partnership \$12,600

**(III) Donations and Pledges**

The South Florida State College Foundation, Inc. received donations and pledges in the amount of **\$149,450.11** from November 14, 2012 through December 31, 2012.

Mr. Appelquist stated that this year's SFSC Foundation Gala will take place April 27 at the Jacaranda Hotel.

**9.3 Financial Report**

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

**9.4 President's Report**

1. Dr. Stephens reported on the college's mid-year review budget. Overall tuition revenue is down.

2. Dr. Stephens reminded the Trustees that the NLNAN Accreditation Team will be here January 29-31 for a site visit.
3. Dr. Stephens commended Dr. Revell for her work in completing the SACS level-change report for the Baccalaureate program. The report is on the college's website.
4. Dr. Stephens stated that the SFSC Annual Report is on the college's website. He commended Mrs. Latter for preparing the report and those who provided information.
5. Dr. Stephens reminded the Trustees of the two upcoming conferences. The AFC Trustees Annual Legislative Conference in Tallahassee, February 5 & 6. Also, the ACCT National Legislative Summit in Washington, DC, February 11-14.
6. Dr. Stephens reported that currently 18 applicants have applied for the College President position.

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

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

Mr. Bryan asked if the college has spoken with someone from Hardee County Sheriff's Office recently to be sure they are checking the Hardee Campus regularly. Mr. Little will follow up. Dr. Revell stated that Dean Kevin Brown and she met with our district's law enforcement agencies recently and will remain in contact with them.

Dr. Kirschner asked everyone to be aware of any upcoming legislative bills regarding school security. Mrs. Cullens suggested that the college continue to work at the local level while the State determines options.

Mr. Wright thanked Dr. Stephens for his leadership with the college's resolution regarding Prayers, Invocations, and Benedictions. He stated that recently he had given a presentation to the Avon Park Rotary Club on this topic and that it was well received. Mr. Wright also stated that he had recently attended an iPhone class through the college's Community Education department. He stated that he learned a lot and that it was a positive experience for him.

Mrs. Puckorius asked if there were suggestion boxes on the campus. Dr. Revell stated that there is one in Building B and at the other campuses. Mr. Andrews stated that there is one in the Theatre for the Performing Arts as well.

Mr. Lambert stated that government and local organizations in Hardee County are considering adopting a Prayers, Invocations, and Benedictions resolution.

Mrs. Rider stated she continues to receive good comments about the college.

Mr. Backer stated that he attended Effie Keen's memorial/life celebration held recently. He also attended the Law Enforcement Academy Graduation held January 16, along with Mrs. Puckorius and Mrs. Rider. He stated it was well attended.

### **9.7 Board Chair Report**

Mrs. Cullens stated that she is pleased with the college's partnership with district's law enforcement agencies. She is glad that the Troy State articulation agreement was approved during tonight's meeting.

## **10.0 ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 7:15 p.m.



OFFICE OF THE PRESIDENT

**Item 1.3**

PRESENT TO BOARD: FEBRUARY 27, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

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

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

FEBRUARY 2013	MARCH 2013	APRIL 2013
<p>5-6 Trustees Legislative Conference, Tallahassee</p> <p>11-14 ACCT National Legislative Summit, Washington, DC</p> <p>27 Board Meeting, <b>5 PM</b> Highlands Campus</p>	<p>19 Presidential Search Screening Committee Workshop, 12 PM, Highlands Campus, Boardroom</p> <p>27 Board Meeting, 6 PM Hardee Campus</p>	<p>24 Board Meeting, 6 PM Highlands Campus</p>
MAY 2013	JUNE 2013	JULY 2013
<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>	<p>24 Board Meeting, 6 PM DeSoto Campus</p>
AUGUST 2013	SEPTEMBER 2013	OCTOBER 2013
<p>28 *Board Meeting, 6 PM Highlands Campus</p>	<p>25 *Board Meeting, 6 PM Hardee Campus</p>	<p>2-5 ACCT Leadership Congress Seattle, WA</p> <p>23 *Board Meeting, 6 PM Lake Placid Center</p>
NOVEMBER 2013	DECEMBER 2013	JANUARY 2014
<p>13-15 AFC Annual Convention Destin, FL</p>	<p>11 *Planning Workshop, 4 PM Followed by Board Meeting, 6 PM Highlands Campus</p>	<p>22 *Board Meeting, 6 PM DeSoto Campus</p>

\*Tentative

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



OFFICE OF THE PRESIDENT

**Item 2.1**

PRESENT TO BOARD: FEBRUARY 27, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

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

SUBJECT: NEW EMPLOYEE INTRODUCTIONS

Employee	Position	Supervisor	Hired
Denise Carden	Maintenance Clerk	Cheryl Arpasi	01/09/13
Michael Garcia	Reference Assistant	Michael McLeod	01/02/13
Jannice Pantoja	Institutional Planning and Assessment Specialist	Christopher van der Kaay	01/02/13
Rodger Smith	Instructor, Psychology	Michele DeVane	01/02/13

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

## **4.0 Presentations**



**5.0 Consent Agenda Action Items**



OFFICE OF THE PRESIDENT

**Item 5.0**

PRESENT TO BOARD: FEBRUARY 27, 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>19</b>
<b>5.2</b>	<b>Agreement and Contracts</b>	
	<b>5.2.1 Service Contract – Nebraska Book Company</b>	<b>21</b>
	<b>5.2.2 Affiliation Agreement – Dr. Theodore Baker</b>	<b>22</b>
	<b>5.2.3 Affiliation Agreement – Dr. Max Forni</b>	<b>23</b>
	<b>5.2.4 Service Agreement – University of South Florida</b>	<b>24</b>
<b>5.3</b>	<b>Grant Applications</b>	
<b>5.4</b>	<b>Operating Actions</b>	
	<b>5.4.1 Monthly Accounts Payable &amp; Payroll Check Register</b>	<b>25</b>
	<b>5.4.2 Property Deletion and Disposal</b>	<b>27</b>



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: FEBRUARY 27, 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
Name Position Effective Date
Becerra, Peggy Proctor, Testing/Assessment Center 02/01/13

II. RESIGNATIONS/TERMINATIONS
Name Position Effective Date
Roulette, Lora Community Relations Specialist 01/18/13
Scott, Vivian Director, Student Support Services\* 03/22/13
Young, Jennifer Coordinator, Public Relations 02/08/13
\*Grant-funded position

III. REAPPOINTMENTS, PRESIDENT'S IMMEDIATE STAFF, 2013-14
Name
Andrews, Douglas
Appelquist, Donald
Bush, Tamasine
Latter, Deborah
Little, Glenn W.
Revell, Leana A.

IV. ADJUNCT FACULTY, 2012-13 ACADEMIC YEAR AS NEEDED:
Name Teaching Area Rank
Franks, Amy ABE/GED/ESOL II
McWaters, Jodi Dental Assisting IV
Nielander, William Law I

Peralta, Javier	EMS Programs (CWE courses)	IV
Prawl, Phyllis	English	II
Starling, Ariel	Cosmetology	IV

**SUGGESTED MOTION:**

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



OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: FEBRUARY 27, 2013  
TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
FROM: NORMAN L. STEPHENS, JR. *N. Stephens*  
SUBJECT: SERVICE CONTRACT – NEBRASKA BOOK COMPANY

Approval is requested to renew a service contract between South Florida State College and Nebraska Book Company for one year.

When the Bookstore Advisory Committee last met it was recommended that we extend the contract with Nebraska Book Company for another year. The contract renewal will maintain the same rates of commission as well as contain the same terms and conditions. The current rate of commission is a guaranteed commission of \$100,000. Additional commission is contingent upon sales. Sales exceeding \$1,000,000 to \$1,250,000 earn 10.7% and sales over \$1,250,000 earn 11.7%. The current contract provides for up to five annual renewals, subject to Board approval.

If approved this will be the third extension with Nebraska Book Company.

**SUGGESTED MOTION:**  
**Move to approve the renewal of the service contract with Nebraska Book Company for one year.**



OFFICE OF THE PRESIDENT

Item 5.2.2

PRESENT TO BOARD: FEBRUARY 27, 2013  
TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
FROM: NORMAN L. STEPHENS, JR. *N. Stephens*  
SUBJECT: AFFILIATION AGREEMENT – DR. THEODORE BAKER

Approval is requested to enter a new affiliation agreement between South Florida State College and Dr. Theodore Baker of Sebring for the purpose of providing supervised learning experiences in the care of dental patients.

This agreement will automatically renew annually unless there is a request to terminate the agreement.

**SUGGESTED MOTION:**  
**Move to approve entry into a new affiliation agreement with Dr. Theodore Baker to provide supervised learning experiences in the care of dental patients as presented.**



OFFICE OF THE PRESIDENT

Item 5.2.3

PRESENT TO BOARD: FEBRUARY 27, 2013  
TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
FROM: NORMAN L. STEPHENS, JR. *N. Stephens*  
SUBJECT: AFFILIATION AGREEMENT – DR. MAX FORNI

Approval is requested to enter into a new affiliation agreement between South Florida State College and Dr. Max Forni of Lake Wales for the purpose of providing supervised learning experiences in the care of dental patients.

This agreement will automatically renew annually unless there is a request to terminate the agreement.

**SUGGESTED MOTION:**  
**Move to approve entry into a new affiliation agreement with Dr. Max Forni to provide supervised learning experiences in the care of dental patients as presented.**





OFFICE OF THE PRESIDENT

Item 5.2.4

PRESENT TO BOARD: FEBRUARY 27, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

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

SUBJECT: SERVICE AGREEMENT – UNIVERSITY OF SOUTH FLORIDA

Approval is requested to renew an annual educational services agreement between South Florida State College and the University of South Florida to provide a Small Business Development Center (SBDC) at South Florida State College. The college (SFSC) will provide office space and classroom space for entrepreneurial training and consultation services by the USF Certified Business Analyst. The SBDC provides the training and consultation services in Highlands, Hardee and Desoto counties.

**SUGGESTED MOTION:**

**Move to approve the renewal of an annual education services agreement with the University of South Florida to provide a Small Business Development Center as presented.**



OFFICE OF THE PRESIDENT

Item 5.4.1

PRESENT TO BOARD: FEBRUARY 27, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

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

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 December 2012.

The law requires that warrants be approved and made available for review. Detailed information on all disbursements for January 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								\$0.00
March								\$0.00
April								\$0.00
May								\$0.00
June								\$0.00
<b>Totals</b>	<b>3870</b>	<b>\$4,423,934.77</b>	<b>1736</b>	<b>\$3,526,680.32</b>	<b>3181</b>	<b>\$1,111,758.72</b>	<b>8787</b>	<b>\$9,062,373.81</b>

<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	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								0.00
March								0.00
April								0.00
May								0.00
June								0.00
<b>Totals</b>	<b>210</b>	<b>\$283,049.07</b>	<b>3043</b>	<b>\$5,853,883.77</b>			<b>3253</b>	<b>\$6,136,932.84</b>

<b>Accounts Payable:</b>						
	<b>2011/2012</b>			<b>2012/2013</b>		
	# 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			
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			
<b>Totals</b>	<b>15,873</b>	<b>\$16,741,637.15</b>		<b>8,787</b>	<b>\$9,062,373.81</b>	

<b>Payroll:</b>						
	<b>2011/2012</b>			<b>2012/2013</b>		
	# 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			
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			
<b>Totals</b>	<b>5885</b>	<b>\$10,531,230.95</b>		<b>3253</b>	<b>\$6,136,932.84</b>	



OFFICE OF THE PRESIDENT

Item 5.4.2

PRESENT TO BOARD: FEBRUARY 27, 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 **\$8,005.62** 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  
Feb-13**

<b>Tag #</b>	<b>Date Purchased</b>	<b>Description</b>	<b>Cost</b>	<b>Condition Code</b>
13394	8/19/2003	Welder	\$ 1,200.00	Poor
13411	9/11/2003	Dual II AVC Station	\$ 5,116.00	Poor
14142	12/15/2005	UHF Repeater	\$ 1,689.62	Poor
			<hr/>	
			\$ 8,005.62	

## **6.0 Planning and Policy Issues**

## **7.0 Academic and Student Matters**

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





OFFICE OF THE PRESIDENT

Item 8.1

PRESENT TO BOARD: FEBRUARY 27, 2013  
TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
FROM: NORMAN L. STEPHENS, JR. *N. Stephens*  
SUBJECT: SFSC BOARD ATTORNEY

Inquiries have been sent to attorneys with offices in our service district, and announcements have been sent to each of the three county bar associations expressing the need for a Board attorney. A letter of interest and qualifications summary is requested to be provided by March 1<sup>st</sup>.

We would like to have a member of the Board to assist in the review of applicants. A recommendation for consideration by the full Board will be presented at the March meeting.

**SUGGESTED MOTION:**  
**Move to approve the appointment of a Board member to assist with the review and recommendation of a Board attorney.**



OFFICE OF THE PRESIDENT

Item 8.2

PRESENT TO BOARD: FEBRUARY 27, 2013

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: NORMAN L. STEPHENS, JR. 

SUBJECT: ARCHITECTURAL FIRM REQUEST FOR QUALIFICATIONS (RFQ)

A Request for Qualifications (RFQ) has been advertised and posted for architectural and engineering services for the Fire Fighting and Fire Science Technology remodeling and renovation project. The project specifications require the remodeling and renovation of Building P (currently used for storage and vocational programs) and the installation of pre-engineered buildings and equipment for training. The Legislature appropriated \$2,644,004 for this project. Dean Brown is working with his faculty and staff and an advisory committee to develop the curriculum. Current plans are for construction to be completed in time to enable the start of classes during the Fall Term, 2014. RFQ responses are due by March 7<sup>th</sup>.

Selection of an architectural firm requires a committee to review RFQ responses, interview the three (or more) best qualified firms, and to rank the firms for District Board of Trustees consideration. It is recommended that a Board member be appointed to assist staff in the selection process. The review committee will meet during March and perhaps early April, with the intent to make a recommendation for the ranking of architectural firms for Board consideration at the April meeting.

**SUGGESTED MOTION:**

**Move to approve the appointment of a Board member to assist college administration with the review and ranking of architectural firms for the firefighting and fire science technology remodeling and renovation project.**

## **9.0 Reports**



OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: FEBRUARY 27, 2013  
TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
FROM: NORMAN L. STEPHENS, JR. *N. Stephens*  
SUBJECT: RESOURCE DEVELOPMENT REPORT

**I. Grant Funded**

Title: AVID i3 Project - Building Rural Education Pathways  
Source: U.S. Department of Education through Advancement Via Individual Determination (AVID)  
Amount: \$250,000  
Description: This amount represents a sub-award from a larger project submitted by and approved for HEC, the Heartland Education Consortium. SFSC will have a contract with AVID for \$50,000 per year for five years to significantly expand dual enrollment opportunities in the following four high schools: Avon Park High School, Lake Placid High School, Hardee High School, and DeSoto High School. Funds are designated to cover faculty salaries to offer the courses, as well as staff travel to the high schools, faculty participation in AVID instructional strategies trainings, course materials, and faculty stipends for being part of the project. In addition to the contracted services through SFSC, the AVID i3 project will implement the AVID secondary curriculum in all four schools, which focuses on increasing the college-going rates of disadvantaged high-ability students.

**II. 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 January 2013 meeting of the College District Board of Trustees. The included dates are January 1, 2013 through February 12, 2013. The total amount being reported is **\$42,775.02.**

**South Florida State College Foundation, Inc**  
**Gift Summary Report 1/1/13 through 2/12/13**

Fund Description	Gift Count	Cash	Pledges	Total
Unrestricted	50	\$5,502.50	\$866.00	\$6,368.50
Jacaranda Restoration Fund	1	\$6.00	\$0.00	\$6.00
African American-Dennard	1	\$25.00	\$0.00	\$25.00
SFSC General Scholarship	10	\$1,164.00	\$0.00	\$1,164.00
Ben Hill Griffin Scholarship	1	\$1,000.00	\$0.00	\$1,000.00
Joe Johnston/Bette McDearman Memor	1	\$20.00	\$0.00	\$20.00
General Nursing Scholarship	1	\$0.50	\$0.00	\$0.50
Zenon C.R. Hansen Memorial	1	\$6,000.00	\$0.00	\$6,000.00
SFSC Community Fund	10	\$86.00	\$0.00	\$86.00
SFSC Library Donations	2	\$32.00	\$0.00	\$32.00
Athletic Booster Club	4	\$35.00	\$100.00	\$135.00
Phi Theta Kappa	1	\$10.00	\$0.00	\$10.00
Dental Programs	3	\$220.00	\$0.00	\$220.00
SFSC Flower Fund	2	\$15.00	\$0.00	\$15.00
DeSoto County Special Scholarship Fund	1	\$500.00	\$0.00	\$500.00
MOFAC	7	\$6,107.50	\$0.00	\$6,107.50
The SFSC Artists Group	2	\$1,000.00	\$0.00	\$1,000.00
Carol Emery Endowed Teaching Chair in Mathematics	1	\$10,000.00	\$0.00	\$10,000.00
Norman L. Stephens Endowed Scholarship Fund	3	\$10,020.00	\$0.00	\$10,020.00
TSIC Scholarships	9	\$65.52	\$0.00	\$65.52
<b>Grand Totals:</b>		<b>\$41,809.02</b>	<b>\$966.00</b>	<b>\$42,775.02</b>
111 Gift(s) listed				
100 Donor(s) listed				




OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: FEBRUARY 27, 2013

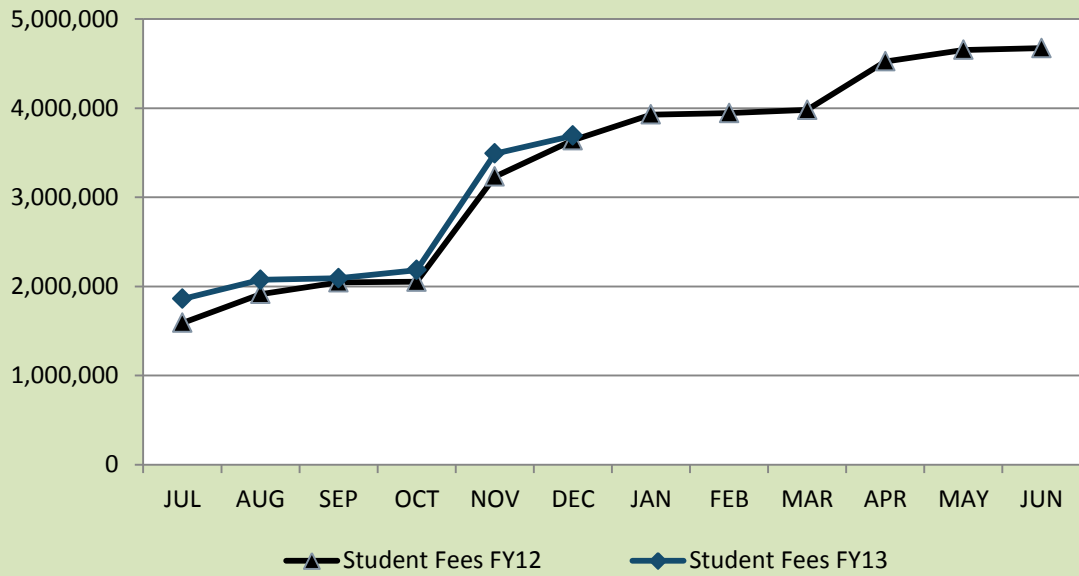
TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: NORMAN L. STEPHENS, JR. 

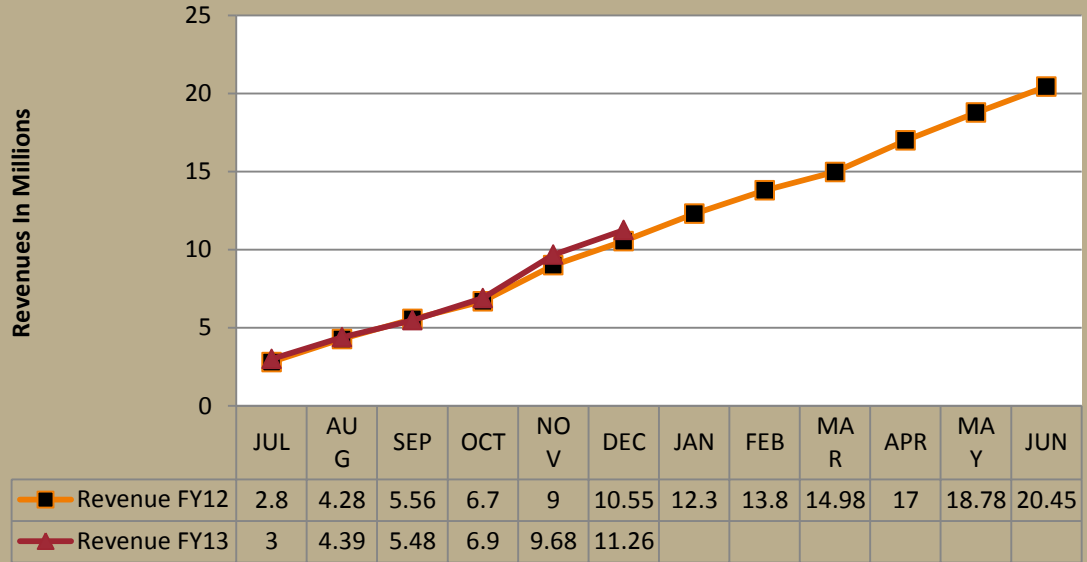
SUBJECT: FINANCIAL REPORT SUMMARY & GRAPHS – **INFORMATION ITEM**

Attached are the Revenue and Expenditures graphs through December 2012.

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



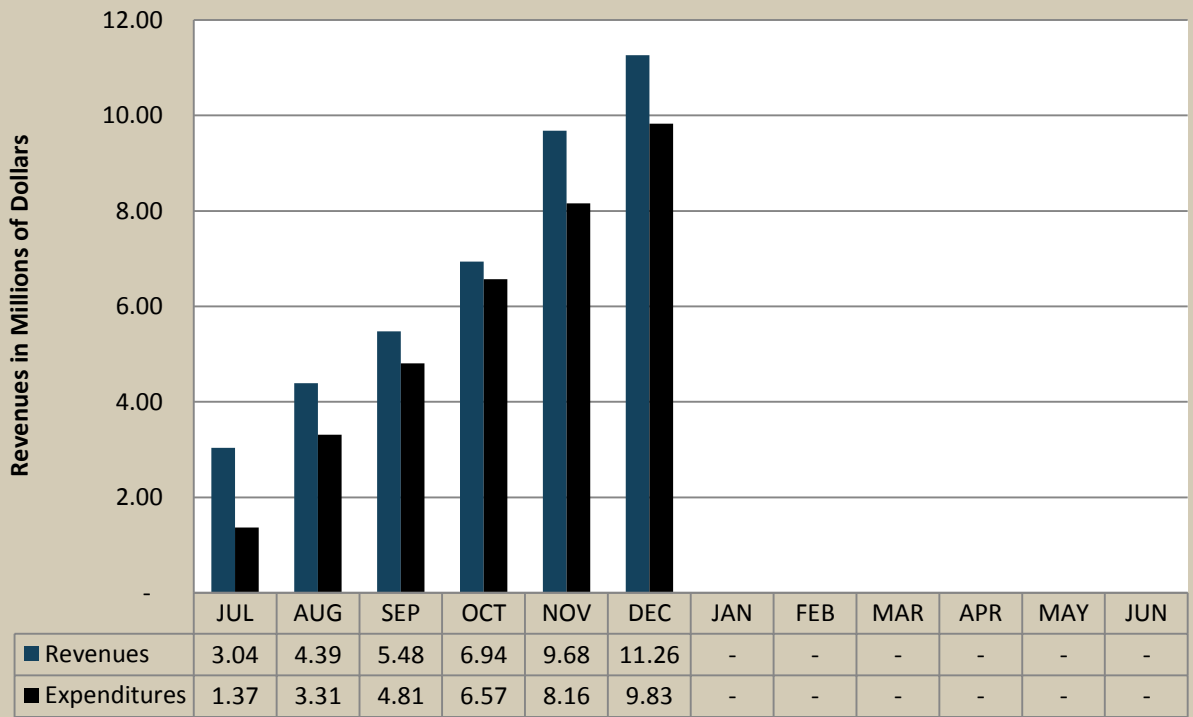
## South Florida State College Fund 1 Total Revenue, FY 12 vs FY 13



■ 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 December 31, 2012					
Account Code	Account Title	Budget Amount	Amount	Difference	Percentage Collected/Spent to Date
401XX	Matriculation/Tuition Fees	\$ 3,970,812.00	\$ 3,188,687.33	\$ 782,124.67	80.30%
403XX	Non Resident Fees	115,810.00	97,035.78	18,774.22	83.79%
404XX	Lab Fees	343,300.00	253,575.10	89,724.90	73.86%
406XX	Graduation Fees	13,825.00	4,924.00	8,901.00	35.62%
40700	Transcript Fee	9,500.00	4,636.00	4,864.00	48.80%
408XX	Technology Fees	186,543.00	157,512.99	29,030.01	84.44%
409XX	Other Student Fees	66,190.00	41,022.75	25,167.25	61.98%
42110	FCSPP-General Revenue	12,547,531.00	6,273,734.00	6,273,797.00	50.00%
42210	CO&DS Entitlement	2,150.00	-	2,150.00	0.00%
42610	FCSPP-Lottery	2,604,754.00	868,251.00	1,736,503.00	33.33%
42900	Indirect Cost Recovered - State	3,000.00	-	3,000.00	0.00%
43900	Indirect Costs Recovered - Federal	65,000.00	44,586.12	20,413.88	68.59%
441XX	Gifts from Individuals	9,925.00	9,907.90	17.10	99.83%
44300	Gifts from Business and Industries	5,610.00	5,060.00	550.00	90.20%
46400	Use of College Facilities	92,500.00	35,540.38	56,959.62	38.42%
46401	Rental - Tri-County Human Svcs	138,902.00	69,451.14	69,450.86	50.00%
466XX	Other Sales and Services	270,915.00	160,772.87	110,142.13	59.34%
48100	Interest and Dividends	7,500.00	5,357.89	2,142.11	71.44%
487XX	Fines and Penalties	3,650.00	1,681.48	1,968.52	46.07%
49XXX	Transfers and Other Revenue	140,626.00	43,008.14	97,617.86	30.58%
	<b>Total Revenue</b>	<b>\$ 20,598,043.00</b>	<b>\$ 11,264,744.87</b>	<b>\$ 9,333,298.13</b>	<b>54.69%</b>
51XXX	Management	\$ 1,828,575.00	\$ 956,610.38	\$ 871,964.62	52.31%
52XXX	Instruction	4,469,983.49	1,946,690.91	2,523,292.58	43.55%
53XXX	Other Professional	2,645,269.40	1,301,112.68	1,344,156.72	49.19%
54XXX	Career Staff	2,661,913.02	1,290,452.09	1,371,460.93	48.48%
56XXX	Other Personnel Services-Instructional	1,002,827.00	403,340.42	599,486.58	40.22%
57XXX	Other Professional-Tech/Clerical/Trade	132,294.00	41,491.84	90,802.16	31.36%
58XXX	Student Employment-Inst Work Study	25,000.00	12,431.18	12,568.82	49.72%
585XX	Employee Awards	4,500.00	4,740.65	(240.65)	105.35%
59XXX	Benefits	3,429,638.00	1,357,418.87	2,072,219.13	39.58%
	<b>Total Personnel</b>	<b>\$ 16,199,999.91</b>	<b>\$ 7,314,289.02</b>	<b>\$ 8,885,710.89</b>	<b>45.15%</b>
605XX	Travel	\$ 283,770.00	\$ 96,932.08	\$ 186,837.92	34.16%
61000	Freight and Postage	39,400.00	15,114.93	24,285.07	38.36%
61500	Telecommunications	125,000.00	55,856.62	69,143.38	44.69%
62000	Printing	74,498.00	29,412.83	45,085.17	39.48%
625XX	Repairs and Maintenance	898,587.00	490,676.69	407,910.31	54.61%
630XX	Rentals	184,575.00	82,648.27	101,926.73	44.78%
635XX	Insurance	389,950.00	228,185.68	161,764.32	58.52%
640XX	Utilities	1,469,300.00	630,487.24	838,812.76	42.91%
645XX	Other Services	467,900.00	196,871.43	271,028.57	42.08%
650XX	Professional Fees	176,400.00	37,778.13	138,621.87	21.42%
655XX	Education Office/Dept Material Supp	390,844.00	203,120.94	187,723.06	51.97%
657XX	Data Software-Non Capitalized	40,919.00	50,116.54	(9,197.54)	122.48%
66000	Maint/Construction Material/Supp	322,049.00	121,274.42	200,774.58	37.66%
665XX	Other Materials and Supplies	199,577.00	51,767.94	147,809.06	25.94%
670XX	Subscriptions/Library Books	36,000.00	28,283.31	7,716.69	78.56%
67500	Purchases for Resale	59,550.00	21,699.11	37,850.89	36.44%
680XX	Scholarships and Waivers	96,871.00	46,585.93	50,285.07	48.09%
69XXX	Transfers and Other Expenses	80,000.00	16,089.38	63,910.62	20.11%
	<b>Total Current Expenses</b>	<b>\$ 5,335,190.00</b>	<b>\$ 2,402,901.47</b>	<b>\$ 2,932,288.53</b>	<b>45.04%</b>
706XX	Minor Equipment >1000<5000	\$ 69,012.00	\$ 30,642.62	\$ 38,369.38	44.40%
71000	Furniture and Equipment	82,671.00	82,671.39	(0.39)	100.00%
	<b>Total Capital Outlay</b>	<b>\$ 151,683.00</b>	<b>\$ 113,314.01</b>	<b>\$ 38,368.99</b>	<b>74.70%</b>