



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

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

**Tim Backer
Derren Bryan
Tami Cullens, Chair
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: MARCH 27, 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 March 27, 2013 be adopted.

SUGGESTED MOTION:

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

**AGENDA
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
HARDEE CAMPUS
MARCH 27, 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 Regular Meeting – February 27, 2013
 - 1.3 Review of Agenda Master Calendar
- 2.0 Communications, Introductions, and Recognition
- 3.0 Public Comment
- 4.0 Presentation
- 5.0 Consent Agenda Action Items
 - 5.1 Personnel Actions
 - 5.2 Agreements and Contracts
 - 5.2.1 Training Agreement – Avon Park Housing Authority
 - 5.3 Grant Applications
 - 5.3.1 K-20 Campus Security Grant – Highlands Campus
 - 5.3.2 K-20 Campus Security Grant – DeSoto Campus
 - 5.3.3 Shepherd’s Field Project
 - 5.4 Operating Actions
 - 5.4.1 Monthly Accounts Payable & Payroll Check Register
 - 5.4.2 Donation of Geneisys Diagnostic Scan & Testing Equipment
- 6.0 Planning and Policy Issues
 - 6.1 Policy Development
 - 6.1.1 Policy 1.03 Accreditation
- 7.0 Academic and Student Matters
 - 7.1 Curriculum Proposals
 - 7.2 Fee Proposals
- 8.0 Purchasing and Other Action Items
- 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: MARCH 27, 2013

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

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

SUBJECT: MINUTES – REGULAR MEETING – FEBRUARY 27, 2013

It is recommended that the minutes of the regular meeting held February 27, 2013 as presented and recorded in the Supplemental Minute Book, be approved.

SUGGESTED MOTION:
Move to approve the minutes of the February 27, 2013 regular meeting as presented.

**MINUTES
SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FEBRUARY 27, 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:

Staff Present:	Ms. Annie Alexander-Harvey	Mr. Doug Andrews	Mr. Don Appelquist
	Dr. Kimberly Batty-Herbert	Mr. Kevin Brown	Mrs. Tammy Bush
	Mrs. Susie Hale	Mrs. Deborah Latter	Mr. Glenn Little
	Mrs. Lindsay Lynch	Dr. Mike McLeod	Dr. Leana Revell
	Dr. Chris van der Kaay	Mr. Keith Loweke	Mrs. Becky Sroda
	Mr. Robert Flores	Ms. Denise Carden	Ms. Cheryl Arpasi
	Ms. Jannice Pantoja	Mr. Rodger Smith	Mrs. Michele DeVane

Others Present: Mrs. Barbara Kirschner

CALL TO ORDER

At 5:06 p.m., the regular meeting of the District Board of Trustees was called to order at the Highlands Campus by Board Chair, Mrs. Tami Cullens.

1.0 PRELIMINARY MATTERS

1.1 Adoption of Agenda

Mr. Wright made a motion, seconded by Mrs. Puckorius, to adopt the agenda of the regular meeting held February 27, 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 Regular Meeting Minutes

Mr. Wright made a motion, seconded by Mrs. Puckorius, to approve the minutes of the regular meeting held January 23, 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. Dr. Stephens stated that Jerry DeJonge's retirement reception will take place tomorrow from 3-5 p.m. at the PSA and that SFSC Employee Wellness Day will be held Friday from 9 a.m. – 3 p.m. in the University Center.

2.0 COMMUNICATIONS, INTRODUCTIONS, AND RECOGNITION

2.1 New Employee Introductions

Employee	Position	Supervisor	Hired
Denise Carden	Maintenance Clerk	Cheryl Arpasi	01/09/13
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 PRESENTATION

5.0 CONSENT AGENDA ACTION ITEMS

5.1 Personnel Actions

Approved a list of appointments, full-time career staff; resignations/terminations; reappointments, President’s immediate staff, 2013-14; 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 Nebraska Book Company for one year. **(EXHIBIT "B")**

5.2.2 Approved entry into a new affiliation agreement with Dr. Theodore Baker of Sebring to provide supervised learning experiences in the care of dental patients. **(EXHIBIT "C")**

5.2.3 Approved entry into a new affiliation agreement with Dr. Max Forni of Lake Wales to provide supervised learning experiences in the care of dental patients. **(EXHIBIT "D")**

5.2.4 Approved the renewal of an annual educational services agreement with the University of South Florida to provide a Small Business Development Center (SBDC) at South Florida State College. **(EXHIBIT "E")**

5.3 Grant Applications

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 December 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 **\$8,005.62**. **(EXHIBIT "G")**

Mr. Lambert 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.**

The Board members would like to have Mr. Erik Christensen to give a presentation on eBooks.

6.0 PLANNING AND POLICY ISSUES

7.0 ACADEMIC AND STUDENT MATTERS

8.0 PURCHASING AND OTHER ACTION ITEMS

8.1 SFSC BOARD ATTORNEY

SFSC Board Attorney, Andrew B. Jackson, passed away January 29, 2013. The college will begin the process of selecting his replacement. **(EXHIBIT "H")**

Mrs. Puckorius made a motion, seconded by Dr. Kirschner, to appoint Mr. Joe Wright to assist with the review and recommendation of a Board attorney for the college. 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 ARCHITECTURAL FIRM REQUEST FOR QUALIFICATIONS (RFQ)

Mr. Lambert made a motion, seconded by Mr. Wright, to appoint Mr. Tim Backer and Mrs. Lana Puckorius to assist college administration with the review and ranking of architectural firms for the firefighting and fire science technology remodeling and renovation project. 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 "I")**

9.0 REPORTS

9.1 Facilities

9.2 Resource Development

9.2.1 (I) Grant Funded

AVID i3 Project – Building Rural Education Pathways

US Dep.t of Education through Advancement Via Individual Determination (AVID) \$250,000

(II) **Donations and Pledges**

The South Florida State College Foundation, Inc. received donations and pledges in the amount of **42,775.02** from January 1, 2013 through February 12, 2013.

9.3 Financial Report

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

9.4 President's Report

1. Dr. Stephens discussed the options for Phase III of the Sebring Parkway Project near College Drive.
2. Dr. Stephens asked Mr. Lambert and Mrs. Cullens to report on the Presidential Search Screening Committee workshop that took place Tuesday. Mr. Lambert

commended Mrs. Hale for her work with the application process. He also thanked Mrs. Cullens and Dr. Stephens for their screening committee member selections. Mr. Lambert stated that Dr. Jeff Hockaday, consultant, was pleased with the work of the committee and that 12 candidates were chosen to move forward in the selection process.

Mrs. Cullens stated that Dr. Hockaday has talked with several of the 12 candidates and they are very excited. He also stated that the process is going well, leading from strength. Mrs. Cullens stated that the video process is next and commended Mr. Lambert on his leadership as committee chair.

Mrs. Hale stated that the twelve candidates chosen to move forward were notified of the video presentation timeline. The videos are due by Thursday, March 7th. They should be available for committee members to review on Friday, March 8th. The remaining 36 applicants were also notified. Information of the twelve applicants selected has been placed on the college website under Presidential Search, and a press release was prepared.

3. Dr. Stephens presented copies of the preliminary presidential search candidate visits schedule. The Presidential Search Steering Committee is scheduled to meet Friday to make any necessary adjustments.

After further discussion, the Board decided that a special Board meeting is needed prior to the March 27 regular meeting. The Board will meet Tuesday, March 19th at 1:30 p.m. in the Highlands Campus Boardroom with Dr. Jeff Hockaday.

4. Dr. Stephens shared the schedule for next week's meetings with the SACS visiting team. The Board members are welcome to attend.
5. Dr. Stephens discussed enrollment numbers for the Fall term.
6. Dr. Stephens reported that he is meeting with Dr. Revell and Dean Andrews to discuss the student event with Bill Cosby on March 25.
7. Dr. Stephens reminded Board members of the 4th Annual SFSC Panther 5K taking place Saturday, March 2 at 7:30 a.m. on the Highlands Campus. Dean Appelquist stated that 157 participants have pre-registered.
8. Dr. Stephens shared a map of the Highlands Campus indicating the location of the fire science building and where laboratory equipment would be placed.
9. Dr. Stephens reported that Chancellor Randy Hanna was very complimentary of the college's Professional Development Day that took place February 18th.
10. Dr. Stephens stated that Chancellor Hanna asked that SFSC look into the possibility of offering an agriculture program in partnership with Ava Maria University Prep.

9.5 Board Attorney's Report

9.6 Board Members' Reports

Mr. Bryan stated no report.

Dr. Kirschner stated no report.

Mr. Backer stated no report.

Mr. Wright stated no report.

Mrs. Puckorius stated no report.

Mr. Lambert stated no report.

Mrs. Rider stated that the recent conferences in Tallahassee and Washington, DC were very informational.

9.7 Board Chair Report

Mrs. Cullens stated that in the Winter 2013 edition of *Trustee Quarterly* magazine, SFSC was recognized as having received a \$900,000 grant from the National Science Foundation to prepare students for jobs in the advanced biofuels industry. Mrs. Cullens also thanked the Board members who attended yesterday's Presidential Search Screening Committee workshop and tonight's Board meeting.

10.0 ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 6:48 p.m.



OFFICE OF THE PRESIDENT

Item 1.3

PRESENT TO BOARD: MARCH 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

MARCH 2013	APRIL 2013	MAY 2013
<p>19 Presidential Search Screening Committee Workshop, 12 PM, Highlands Campus, Boardroom</p> <p>19 Special DBOT Meeting, 1:30 PM, Highlands Campus</p> <p>27 Board Meeting, 6 PM Hardee Campus</p>	<p>*4, 9, 11, 16, 18, 23, & 25 DBOT Workshops, 2 PM, Highlands Campus</p> <p>*4, 9, 11, 16, 18, 23, & 25 DBOT Workshops, 6 PM, Inn on the Lakes in Sebring</p> <p>*19 Special DBOT Meeting 3:00 PM, Highlands Campus</p> <p>24 Board Meeting, 6 PM Highlands Campus</p> <p>*26 Special DOBT Meeting 3:00 PM, Highlands Campus</p>	<p>6 SFSC Graduation</p> <p>22 Budget Workshop, 4 PM Followed by Board Meeting, 6 PM Highlands Campus</p>
JUNE 2013	JULY 2013	AUGUST 2013
<p>26 Board Meeting, 6 PM Lake Placid Center</p>	<p>24 Board Meeting, 6 PM DeSoto Campus</p>	<p>28 *Board Meeting, 6 PM Highlands Campus</p>
SEPTEMBER 2013	OCTOBER 2013	NOVEMBER 2013
<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>	<p>13-15 AFC Annual Convention Destin, FL</p>
DECEMBER 2013	JANUARY 2014	FEBRUARY 2014
<p>11 *Planning Workshop, 4 PM Followed by Board Meeting, 6 PM Highlands Campus</p>	<p>22 *Board Meeting, 6 PM DeSoto Campus</p>	<p>26 *Board Meeting, 6 PM Lake Placid Campus</p>

*Tentative

2.0 Communications, Introductions, and Recognitions

3.0 *Public Comment*

4.0 Presentations

5.0 Consent Agenda Action Items



OFFICE OF THE PRESIDENT

Item 5.0

PRESENT TO BOARD: MARCH 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.

	CONSENT AGENDA ACTION ITEMS	Page
5.1	Personnel Actions	18
5.2	Agreement and Contracts	
	5.2.1 Training Agreement – Avon Park Housing Authority	20
5.3	Grant Applications	
	5.3.1 K-20 Campus Security Grant – Highlands Campus \$10,000.00	21
	5.3.2 K-20 Campus Security Grant – DeSoto Campus \$9,980.00	22
	5.3.3 Shepherd’s Field Project \$209,299.96	23
5.4	Operating Actions	
	5.4.1 Monthly Accounts Payable & Payroll Check Register	24
	5.4.2 Donation of Geneisys Diagnostic Scan & Testing Equipment	26



OFFICE OF THE PRESIDENT

Item 5.1

PRESENT TO BOARD: MARCH 27, 2013

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

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

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>
McConniel, Rebecca	Community Relations Specialist	02/25/13

II. REAPPOINTMENTS, FULL-TIME ADMINISTRATIVE STAFF, 2013-14:

- Alexander-Harvey, Annie
- Batty-Herbert, Kimberly
- Brown, James Kevin
- Crawford, Teresa
- Demers, Suzanne
- Flores, Robert
- Fuschetti, Deborah
- Hale, Susan
- Kovacs, Anita
- McLeod, Michael
- Paepflow, Randall
- Sroda, Rebecca
- van der Kaay, Christopher

III. REAPPOINTMENTS, FULL-TIME FACULTY, 2013-14:

Continuing Contract:

- John, Cheryl
- Kinser, Cynthia
- Thornton, Ellen

Annual Contract (9, 10, 11, 12 month contract depending upon responsibilities):

- Cardenas, Tina
- Cover Ellen
- Hawker, James
- Hemler, Kimberly

Jaques, Lorraine
 Leidel, Michelle
 Lembo, James
 Martin, Adam
 Nason, Kimberly
 Palmer, Jerri
 Smith, Rodger
 Tucker, Walteria
 von Merveldt, Mary
 Zoerb, David

III. TERMINATIONS, FULL-TIME FACULTY

Due to discontinuation of instructional programs, two full-time faculty positions will be eliminated for 2013-14.

The Drafting and Design program is currently in a “teach-out” scenario to allow the few remaining students to finish their degree programs in the 2012-13 academic year. Tanna Markel, who has been employed as full-time faculty member since 2007, will terminate employment on June 18, 2013.

The instructional services for the Building Maintenance program in cooperation with AMIKids, which closed in December, were performed by Norman Church. Mr. Church has been employed as a full time faculty member since 1987. He has been temporarily re-assigned to perform related work within the college’s maintenance department. His faculty employment will end on June 18, 2013.

Both of these faculty members had achieved continuing contract status with the college.

IV. ADJUNCT FACULTY, 2011-12, ACADEMIC YEAR AS NEEDED:

<u>Name</u>	<u>Teaching Area</u>	<u>Rank</u>
Burton, Helen	Adult Education	II
Franks, Amy	ABE/GED/ESOL	II
Hay, Jonathan	Economics	II
Love, Amy	History	II
McWaters, Jodi	Dental Assisting	IV
Nielander, William	Law	I
Peralta, Javier	EMS Programs (CWE courses)	IV
Perez, Jesus	EMS Programs (CWE courses)	III
Prawl, Phyllis	English	II
Simpson, James	EMS Programs (CWE courses)	IIIB
Starling, Ariel	Cosmetology	IV
True IV, Charles	EMS Programs (CWE courses)	IIIB

SUGGESTED MOTION:

Move to approve the personnel recommendations as presented.



OFFICE OF THE PRESIDENT

Item 5.2.1

PRESENT TO BOARD: MARCH 27, 2013

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

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

SUBJECT: TRAINING AGREEMENT – AVON PARK HOUSING AUTHORITY

Approval is requested to enter into a **new** training agreement between South Florida State College and the Avon Park Housing Authority for the purpose of planning and conducting an adult education program. The term of this agreement will be for one year.

SUGGESTED MOTION:

Move to approve entry into a new training agreement with the Avon Park Housing Authority for one year.



OFFICE OF THE PRESIDENT

Item 5.3.1

PRESENT TO BOARD: MARCH 27, 2013

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

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

SUBJECT: GRANT APPLICATION – K-20 CAMPUS SECURITY GRANT – HIGHLANDS
CAMPUS

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

Title: K-20 Campus Security Grant – Highlands Campus
Source: Florida Department of Education
Amount: \$10,000.00
Description: Funds will be allocated to purchase and install a network digital video recorder and freestanding solar-powered video cameras for the Highlands Campus. The security system is intended to facilitate better surveillance of the campus during evening and weekend hours. The network DVR and additional infrastructure will have a much higher capacity than just supporting the cameras purchased through this grant, allowing the college to efficiently expand the surveillance system as needed in future years. The scope of this project was developed in collaboration with local law enforcement and represents their recommendations to maintain a safe campus environment.

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



OFFICE OF THE PRESIDENT

Item 5.3.2

PRESENT TO BOARD: MARCH 27, 2013

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

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

SUBJECT: GRANT APPLICATION – K-20 CAMPUS SECURITY GRANT – DESOTO CAMPUS

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

Title: K-20 Campus Security Grant – DeSoto Campus
Source: Florida Department of Education
Amount: \$9,980.00
Description: Funds will be allocated to purchase and install a network digital video recorder and IP network video cameras for the DeSoto Campus. The security system is intended to facilitate remote surveillance of the campus during evening and weekend hours (security staff at the Highlands Campus will be able to view the DeSoto Campus in real-time). The network DVR and additional infrastructure will have a much higher capacity than just supporting the cameras purchased through this grant, allowing the college to efficiently expand the surveillance system as needed in future years. The scope of this project was developed in collaboration with local law enforcement and represents their recommendations to maintain a safe campus environment.

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



OFFICE OF THE PRESIDENT

Item 5.3.3

PRESENT TO BOARD: MARCH 27, 2013

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

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

SUBJECT: GRANT APPLICATION – SHEPHERD’S FIELD PROJECT

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

Title: Shepherd’s Field Project
Source: Division of Florida Colleges, Office of the Chancellor
Amount: \$209,299.96
Description: Funding to establish a collaborative arrangement with Ave Maria University Preparatory School’s Shepherd’s Field Program through which SFSC will launch a two-year pilot program. The project will allow Ave Maria University Preparatory students and graduates to complete courses towards an A.S. degree in Agricultural Science. Grant funds will be used for instructional personnel, classroom materials and supplies, student tuition, and staff travel.

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: MARCH 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 January 2013.

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

Accounts Payable:								
	2012/2013 Checks		2012/2013 Electronic Payments		2012/2013 P-Card		2012/2013 Totals	
	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								\$0.00
April								\$0.00
May								\$0.00
June								\$0.00
Totals	5504	\$6,129,113.82	2044	\$4,336,015.82	3682	\$1,304,884.97	11230	\$11,770,014.61

Payroll:								
	2012/2013 Checks		2012/2013 Electronic Payments				2012/2013 Totals	
	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	36	38,153.49	440	818,107.86			476	856,261.35
March								0.00
April								0.00
May								0.00
June								0.00
Totals	246	\$321,202.56	3483	\$6,671,991.63			3729	\$6,993,194.19

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			
April	1,091	847,255.67	14,316,804.30			
May	1,114	1,220,252.44	15,537,056.74			
June	1,249	1,204,580.41	16,741,637.15			
Totals	15,873	\$16,741,637.15		11,230	\$11,770,014.61	

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			
April	513	905,826.05	8,748,510.46			
May	512	908,552.96	9,657,063.42			
June	406	874,167.53	\$ 10,531,230.95			
Totals	5885	\$10,531,230.95		3729	\$6,993,194.19	



OFFICE OF THE PRESIDENT

Item 5.4.2

PRESENT TO BOARD: MARCH 27, 2013

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

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

SUBJECT: DONATION OF GENEISYS DIAGNOSTIC SCAN AND TESTING EQUIPMENT

Request approval to accept a donation of a Geneisys Diagnostic Scan and testing equipment valued at \$1,250.00 for the SFSC Auto Mechanics Program at the DeSoto Campus.

SUGGESTED MOTION:

Move to accept the donation of a Geneisys Diagnostic Scan and testing equipment for the SFSC Auto Mechanics Program at the DeSoto Campus.

6.0 Planning and Policy Issues



OFFICE OF THE PRESIDENT

Item 6.1.1

PRESENT TO BOARD: MARCH 27, 2013

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

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

SUBJECT: POLICY DEVELOPMENT: POLICY 1.03 ACCREDITATION

It is recommended that DBOT Policy 1.03 be amended to update language related to notification of SACSCOC when the College seeks substantive changes in its accreditation.

This proposed amendment is offered for discussion purposes. In April the policy will be brought back for your consideration.

SUGGESTED MOTION:

**Move to table consideration of changes to Policy 1.03
Accreditation as presented.**

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

POLICY NO. 1.03

TITLE: ACCREDITATION

LEGAL AUTHORITY: FLORIDA STATUTES: 1000.21, 1001.64, 1004.65

OFFICE OF PRIMARY RESPONSIBILITY: PRESIDENT'S OFFICE

South Florida State College, as an accredited institution of higher education, will maintain accreditation with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and will comply with all criteria and requirements therein stipulated. Various programs may also have discipline- or program-specific accreditation.

The college shall notify SACSCOC of substantive changes as defined under federal regulations and, when required, seek approval for the initiation of such changes. The Board authorizes and directs the president or designee to establish a procedure to report substantive changes in a timely fashion.

South Florida State College is recognized by Florida Statute and by the Florida Board of Education and is, therefore, eligible to receive state funding support.

HISTORY: Last **Revised x/xx/xx**

Issued by District Board of Trustees: 11/28/01

Reviewed: 7/01/04, 7/01/07, 7/01/2012, 6/27/12

Revised: 9/23/09, **x/xx/xx**

7.0 Academic and Student Matters



OFFICE OF THE PRESIDENT

Item 7.1

PRESENT TO BOARD: MARCH 27, 2013

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

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

SUBJECT: CURRICULUM PROPOSALS

Consideration of the following curriculum proposals is requested:

COURSE DELETIONS:

Courses not taught during the past five years are reviewed and if needed recommended for deletion in accordance with Procedure 2092. The following courses are recommended for deletion from the college curriculum inventory effective Summer 2013:

- ACG 2360 – Cost Accounting
- CET 1485C – Networking Essentials
- CGS 1555C – Introduction to the Internet
- JOU 1002 – Journalism II
- MKA 2021 – Principles of Salesmanship
- MKA 2041 – Principles of Retailing
- MKA 2241 – Export/Import Marketing
- MKA 2511 – Advertising and Sales Promotion
- MKA 2701 – Market Research
- MTG 1204 – Geometry for College Students
- OST 2214C – Machine Transcription II
- OCB 1000 – Introduction to Marine Biology
- OCB 1000L – Introduction to Marine Biology Lab
- OCB 1103L – Marine Biology Field Study
- VPI 0001 – Pre-Vocational Prep

SUGGESTED MOTION:

Move to approve curriculum proposals as presented.



OFFICE OF THE PRESIDENT

Item 7.2

PRESENT TO BOARD: JANUARY 23, 2013
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES
FROM: NORMAN L. STEPHENS, JR. *N. Stephens*
SUBJECT: FEE PROPOSALS

Consideration to delete the following fee proposals effective summer 2013 is requested:

Course Prefix#	Course Title	Current Fee	Proposed Fee
CET 1485C	Networking Essentials	\$25.00	Delete
OST 2214C	Machine Transcription II	\$10.00	Delete

SUGGESTED MOTION:
Move to approve fee proposals as presented.

8.0 Purchasing and Other Action Items

9.0 Reports



OFFICE OF THE PRESIDENT

Item 9.2

PRESENT TO BOARD: MARCH 27, 2013

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: NORMAN L. STEPHENS, JR. 

SUBJECT: RESOURCE DEVELOPMENT REPORT

I. Grants Funded

- A. Title: **Hotel Jacaranda Threat Amelioration**
Source: Florida Department of State, Division of Historic Resources
Amount: \$17,495 (*additional funding*)
Description: In addition to the original grant of \$38,000 reported in January, 2013, the Department of State has awarded a subsequent \$17,495, which brings the total grant to \$47,495. The project is providing much needed plumbing improvements at the Hotel Jacaranda.

- B. Title: **Highlands County R.S.V.P.**
(Retired and Senior Volunteer Program)
Source: Corporation for National and Community Service
Amount: \$44,534.00
Description: Funds support continuation of the local RSVP, which engages retired and older adults (55+ years of age) in community activism. Each year the project generates 1,000's of community service hours, representing a substantial financial contribution to many of the non-profit agencies in Highlands County. The grant budget is used for personnel, volunteer expenses, travel, training, insurance, and supplies.

- C. Title: **Career and Technical Education**
Carl D. Perkins - Section 132
Source: Florida Department of Education
Amount: \$8,203.00
Description: This amount represents an increase in a previously funded and reported grant project and brings the total for fiscal year 2013 from \$246,982 to \$255,185. The increased amount will be used to purchase a paint booth for students' learning modules on auto refinishing and collision repair.

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 February 2013 meeting of the College District Board of Trustees. The included dates are February 13, 2013 through March 8, 2013. The total amount being reported is **\$3,241.00**.

South Florida State College Foundation, Inc					
Gift Summary Report 2/13/13 through 3/8/13					
Fund Description	Gift Count	Cash	Pledges	Total	
Unrestricted	23	\$2,625.00	\$0.00	\$2,625.00	
Athletic Booster Club	2	\$150.00	\$0.00	\$150.00	
SFSC Flower Fund	63	\$366.00	\$0.00	\$366.00	
MOFAC	1	\$100.00	\$0.00	\$100.00	
	Grand Totals:	\$3,241.00	\$0.00	\$3,241.00	
89 Gift(s) listed					
85 Donor(s) listed					



OFFICE OF THE PRESIDENT

Item 9.3

PRESENT TO BOARD: MARCH 27, 2013

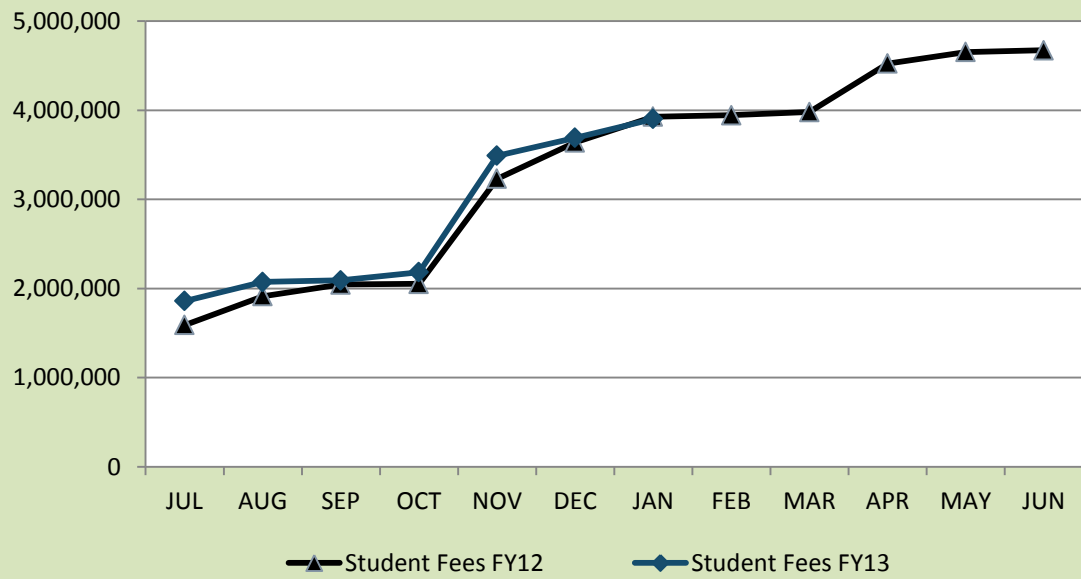
TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: NORMAN L. STEPHENS, JR. 

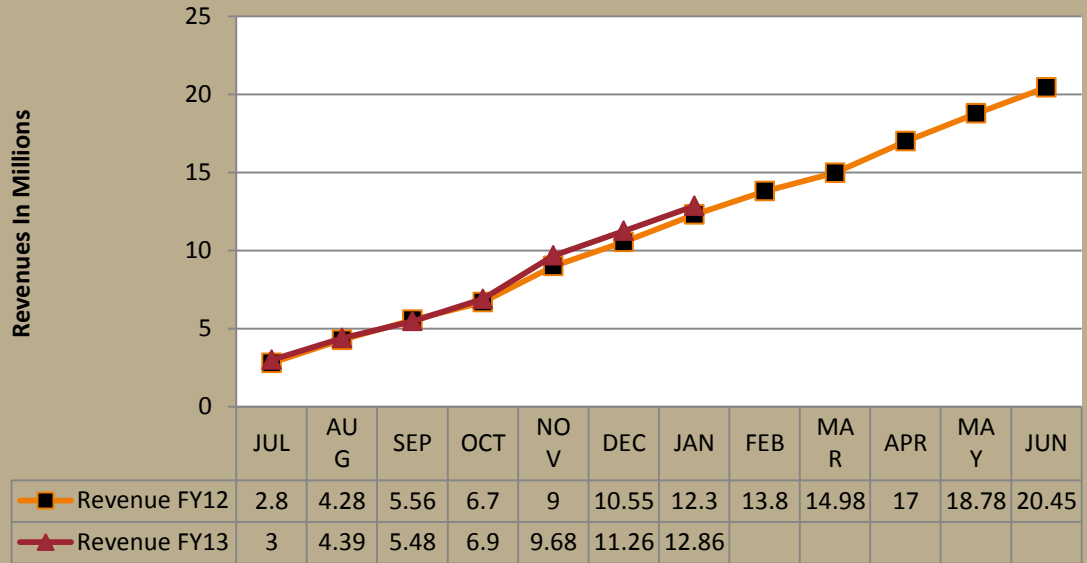
SUBJECT: FINANCIAL REPORT SUMMARY & GRAPHS – **INFORMATION ITEM**

Attached are the Revenue and Expenditures graphs through January 2013.

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

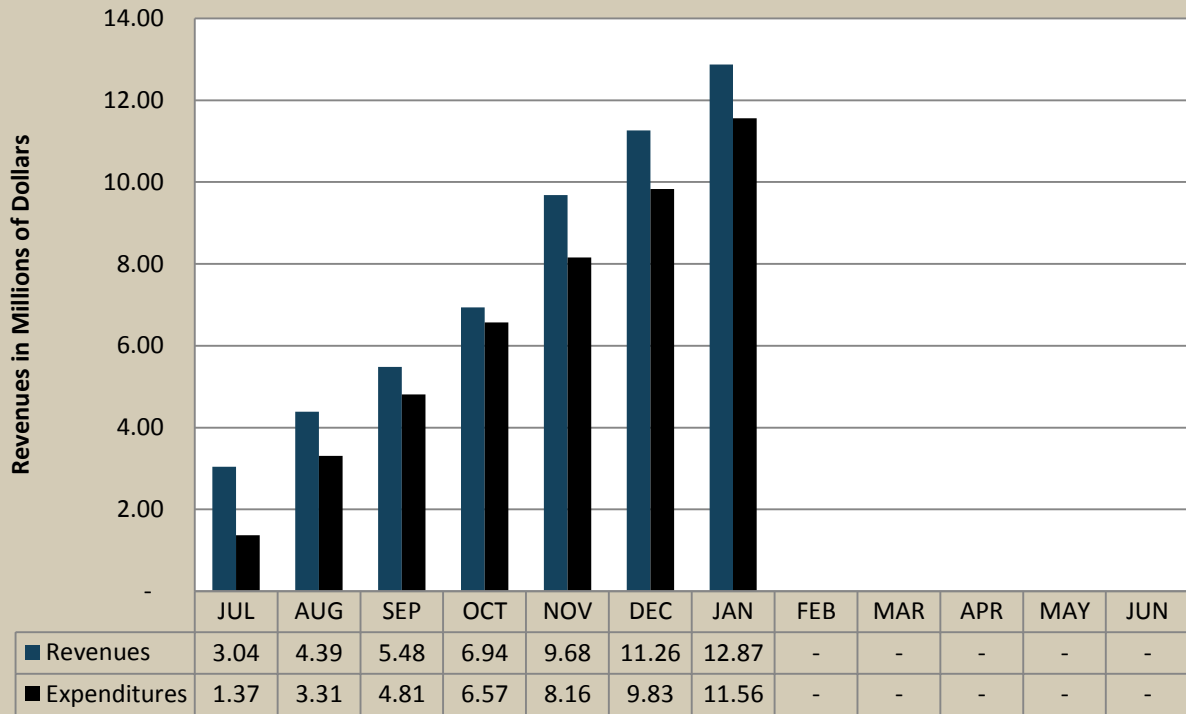


South Florida State College Fund 1 Total Revenue, FY 12 vs FY 13



■ 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 January 31, 2013

Account Code	Account Title	Budget Amount	Amount	Difference	Percentage Collected/Spent to Date
401XX	Matriculation/Tuition Fees	\$ 3,970,812.00	\$ 3,376,033.09	\$ 594,778.91	85.02%
403XX	Non Resident Fees	103,810.00	72,650.22	31,159.78	69.98%
404XX	Lab Fees	343,300.00	287,549.10	55,750.90	83.76%
40600	Graduation Fees	13,825.00	10,375.00	3,450.00	75.05%
40700	Transcript Fee	9,500.00	5,696.00	3,804.00	59.96%
408XX	Technology Fees	186,543.00	165,249.51	21,293.49	88.59%
409XX	Other Student Fees	66,190.00	47,587.75	18,602.25	71.90%
42110	FCSPF-General Revenue	12,547,531.00	7,319,367.00	5,228,164.00	58.33%
42210	CO&DS Entitlement	2,150.00	-	2,150.00	0.00%
42610	FCSPF-Lottery	2,604,754.00	1,157,668.00	1,447,086.00	44.44%
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%
44100	Gifts from Individuals	9,925.00	9,952.90	(27.90)	100.28%
44300	Gifts from Business and Industries	5,610.00	5,610.00	-	100.00%
44400	Private Grants and Contracts	-	1,739.13	(1,739.13)	100.00%
46400	Use of College Facilities	79,300.00	42,671.59	36,628.41	53.81%
46401	Rental - Tri-County Human Svcs	138,902.00	81,026.33	57,875.67	58.33%
466XX	Other Sales and Services	270,915.00	184,557.39	86,357.61	68.12%
48100	Interest and Dividends	7,500.00	4,359.03	3,140.97	58.12%
487XX	Fines and Penalties	3,650.00	2,053.50	1,596.50	56.26%
49XXX	Transfers and Other Revenue	142,431.00	49,154.63	93,276.37	34.51%
	Total Revenue	\$ 20,574,648.00	\$ 12,867,886.29	\$ 7,706,761.71	62.54%
51XXX	Management	\$ 1,828,575.00	\$ 1,107,897.89	\$ 720,677.11	60.59%
52XXX	Instruction	4,469,983.49	2,292,706.72	2,177,276.77	51.29%
53XXX	Other Professional	2,645,269.40	1,527,802.44	1,117,466.96	57.76%
54XXX	Career Staff	2,661,913.02	1,522,162.14	1,139,750.88	57.18%
56XXX	Other Personnel Services-Instructional	1,002,827.00	455,749.64	547,077.36	45.45%
57XXX	Other Professional-Tech/Clerical/Trade	132,294.00	52,265.68	80,028.32	39.51%
585XX	Employees Awards	29,500.00	18,899.51	10,600.49	64.07%
59XXX	Benefits	3,483,388.00	1,605,289.94	1,878,098.06	46.08%
	Total Personnel	\$ 16,253,749.91	\$ 8,582,773.96	\$ 7,670,975.95	52.80%
605XX	Travel	\$ 280,070.00	\$ 110,729.95	\$ 169,340.05	39.54%
61000	Freight and Postage	37,950.00	30,313.55	7,636.45	79.88%
61500	Telecommunications	125,000.00	69,300.40	55,699.60	55.44%
62000	Printing	74,498.00	35,915.35	38,582.65	48.21%
625XX	Repairs and Maintenance	864,380.00	538,026.04	326,353.96	62.24%
630XX	Rentals	184,575.00	108,009.52	76,565.48	58.52%
635XX	Insurance	344,950.00	228,185.68	116,764.32	66.15%
640XX	Utilities	1,464,300.00	798,376.12	665,923.88	54.52%
645XX	Other Services	476,364.00	241,849.06	234,514.94	50.77%
64700	Grant Aid	2,500.00	-	2,500.00	0.00%
650XX	Professional Fees	176,400.00	81,808.13	94,591.87	46.38%
655XX	Education Office/Dept Material Supp	392,055.00	242,769.34	149,285.66	61.92%
657XX	Data Software - Non-Capitalized	40,919.00	59,451.78	(18,532.78)	145.29%
66000	Maint/Construction Material/Supp	322,049.00	139,345.67	182,703.33	43.27%
665XX	Other Materials and Supplies	201,077.00	85,023.40	116,053.60	42.28%
670XX	Subscriptions/Library Books	36,954.00	29,273.51	7,680.49	79.22%
67500	Purchases for Resale	59,550.00	26,958.92	32,591.08	45.27%
680XX	Scholarships and Waivers	43,000.00	58,456.62	(15,456.62)	135.95%
69XXX	Transfers and Other Expenses	90,000.00	23,093.10	66,906.90	25.66%
	Total Current Expenses	\$ 5,216,591.00	\$ 2,906,886.14	\$ 2,309,704.86	55.72%
706XX	Minor Equipment >1000<5000	\$ 69,012.00	\$ 33,711.50	\$ 35,300.50	48.85%
71000	Furniture and Equipment	32,346.00	32,346.00	-	100.00%
	Total Capital Outlay	\$ 101,358.00	\$ 66,057.50	\$ 35,300.50	65.17%