

AGENDA
Polk State College
District Board of Trustees Board Meeting
May 23, 2016 - 4:00 PM
WST 126

Student Spotlight

Yolanda Sheppard, Early Childhood Education and Management, Polk State JD Alexander Center

Pledge of Allegiance

Foundation Recognitions

Ms. Tracy Porter

Special Recognitions

Dr. Eileen Holden

Agenda

1. Meeting Called to Order

2. Adoption of Agenda

3. Consent Agenda Items

- a. Payroll Distribution for April 2016 - Mr. Peter Elliott
- b. Expenditure Summary for April 2016 - Mr. Peter Elliott
- c. Tangible Personal Property Deletions for May 2016 - Mr. Peter Elliott
- d. Personnel Action Report for April 2016 - Mr. Peter Elliott

Those items included under the Consent section are self-explanatory and are not expected to require discussion before action. Items will be enacted by one motion. If discussion is desired by any Board member on any item, the item should be identified and removed from the Consent agenda for separate action.

4. Approval of Board Minutes

- a. April 25, 2016 Board Minutes
- b. April 25, 2016 Budget Workshop Minutes

5. President's Report

- a. What's up? May/June 2016 issue

6. Attorney's Report

7. Business Services Action Items

8. Business Services Informational Items

- a. Investment Interest Comparison for April 2016- Mr. Peter Elliott
- b. Budget Amendment Summary for April 2016 - Mr. Peter Elliott

- c. Financial Statements for April 2016 - Mr. Peter Elliott
 - d. Project Status, College-Wide for May 2016 - Mr. Peter Elliott
- 9. **Items Removed from the Consent Agenda**
- 10. **Academic and Student Services Action Items**
 - a. Lab Fees for 2016-2017 for all Active Credit Courses - Dr. Kenneth Ross
- 11. **Academic and Student Services Informational Items**
- 12. **Collegiate High School Report**
- 13. **First Reading Items (No action required)**
- 14. **Second Reading Items (Final Approval)**
- 15. **Board Discussion**
- 16. **Adjournment**

Public Participation (from DBOT Rule 1.02)

At every regular meeting of the Board and at any meeting at which official action of the Board is to be taken, and prior to any official action being considered by the Board, members of the public shall be given an opportunity to address the Board regarding any issue on the Board agenda for that meeting. Presentations by any individual shall be limited to three (3) minutes. In order for meetings to proceed in an efficient and orderly process, the Board Chair may announce special rules to limit the number of speakers, shorten or lengthen time allowed to speakers, designate representatives to speak on behalf of a group, or other conditions consistent with the requirements of Section 286.0114, Florida Statutes.

At the discretion of the Chair and within limits established by the Chair, individuals requesting the opportunity to address the Board on an issue not on the agenda of the current Board meeting may be allowed to speak at the end of the meeting prior to adjournment.

Student appeals for grades or discipline issues are not heard by the District Board of Trustees. Students wishing to file an appeal are referred to Procedure 1018.



Agenda Item: Payroll Distribution for April 2016 - Mr. Peter Elliott

Date: May 23, 2016

**POLK STATE COLLEGE
BOARD OF TRUSTEES
AGENDA TRANSMITTAL SHEET**

Issue:

As prescribed by Section 1001.64, Florida Statutes, each Board of Trustees shall account for expenditures of all College funds. The presentation of the payroll distribution report provides Board members with a comparative analysis of payroll expenses. The information in this report includes salaries only. This report is for April 2016.

Background/Analysis:

Payroll expenses are classified by employee type.

Fiscal Impact:

There was an overall decrease in payroll for the month of April as compared to March. This is mainly attributable to a decrease in part-time instructional costs.

Peter S. Elliott, Vice President for Administration / CFO

Initiating Official

THIS RECOMMENDED ITEM MEETS THE FOLLOWING ELEMENT(S) OF POLK STATE COLLEGE'S MISSION STATEMENT, VISION STATEMENT, AND CORE VALUES:

Commitment to Student Success through Innovation, Value, and Engagement, Commitment to Knowledge, Diversity, Integrity, Leadership, and Service

President's Recommendation:

Recommend Approval

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Payroll Distribution Report	Backup Material

PAYROLL DISTRIBUTION

APRIL 2016

	APRIL 2016		MARCH 2016		APRIL 2015	
	<u>%</u>	<u>Salaries</u>	<u>%</u>	<u>Salaries</u>	<u>%</u>	<u>Salaries</u>
Management	9.37%	\$ 262,131.39	9.48%	\$ 278,174.96	7.93%	\$ 235,199.78
Instructional	49.15%	1,374,776.80	49.27%	1,445,670.99	50.20%	1,489,071.10
Professional	24.65%	689,365.71	24.47%	717,968.90	25.24%	748,598.65
Technical, Clerical, Trade	15.94%	445,926.20	15.88%	466,092.28	15.47%	458,918.15
Student Employment	0.89%	24,860.46	0.90%	26,514.72	1.16%	34,254.79
TOTAL	<u>100.00%</u>	<u>\$ 2,797,060.56</u>	<u>100.00%</u>	<u>\$ 2,934,421.85</u>	<u>100.00%</u>	<u>\$ 2,966,042.47</u>



Agenda Item: Expenditure Summary for April 2016 - Mr. Peter Elliott

Date: May 23, 2016

**POLK STATE COLLEGE
BOARD OF TRUSTEES
AGENDA TRANSMITTAL SHEET**

Issue:

As prescribed by Section 1001.64, Florida Statutes, each Board of Trustees shall account for expenditures of all College funds. The presentation of the warrants summary provides information regarding the payments for current expenses and capital outlay items for the month, including all payments made electronically. The itemized warrants listing will be available for review at the Board meeting.

Background/Analysis:

The warrants summary is broken out by payee type. The warrants list is provided by check number, date, vendor name and amount paid to vendor.

Fiscal Impact:

Total expenditures for the month of April were \$6.1 million.

Peter S. Elliott, Vice President for Administration / CFO

Initiating Official

THIS RECOMMENDED ITEM MEETS THE FOLLOWING ELEMENT(S) OF POLK STATE COLLEGE'S MISSION STATEMENT, VISION STATEMENT, AND CORE VALUES:

Commitment to Student Success through Innovation, Value, and Engagement, Commitment to Knowledge, Diversity, Integrity, Leadership, and Service

President's Recommendation:

Recommend Approval

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Expenditure Summary Report	Backup Material

Polk State College
Expenditure Summary for April 2016

CHECK PAYMENTS

<u>PAYEE CATEGORY</u>	<u>AMOUNT</u>
Student Disbursements and Refunds	897.95
Employee Payroll and Reimbursements	49,652.64
Vendor Payments	1,555,139.00 *
Subtotal Check Payments	<u>\$ 1,605,689.59</u>

ELECTRONIC PAYMENTS

<u>PAYEE NAME</u>	<u>AMOUNT</u>
Santa Fe College - Employee Insurance	428,160.47
Employee Payroll	2,031,743.00
Employee Reimbursements	23,366.59
Vendor Payments	784,342.80
Student Disbursements and Refunds	240,433.57
Merchant Fees - Early Childcare	458.89
Merchant Fees - American Express/Discover/Visa/Master Card	1,914.18
Bank Supply Charge	143.08
Florida Department of Revenue - State Sales Tax	198.15
Tampa Electric Company	56,344.36
TIAA-CREF Retirement Savings Plan	19,584.53
Vanguard Retirement Savings Plan	5,915.92
Expertpay Withholding	4,975.06
Wageworks Reimbursement	13,415.14
VALIC Retirement Savings Plan	38,617.44
VOYA Retirement Savings Plan	300.00
State of Florida Retirement (FRS)	233,798.64
Internal Revenue Service - Payroll Taxes	641,837.46
Subtotal Electronic Payments	<u>\$ 4,525,549.28</u>
Grand Total - All Payments	<u>\$ 6,131,238.87</u>

* Total includes customer subtotal located on the last page of the check register.



Agenda Item: Tangible Personal Property Deletions for May 2016 - Mr. Peter Elliott

Date: May 23, 2016

**POLK STATE COLLEGE
BOARD OF TRUSTEES
AGENDA TRANSMITTAL SHEET**

Issue:

Polk State College District Board of Trustees Rule 5.22 grants the President authority to dispose of tangible personal property in accordance with Section 274.02, Florida Statutes. A report must be submitted to the District Board of Trustees showing the items that are to be disposed of under this delegation.

Background/Analysis:

Submitted for your approval are tangible personal property items to be disposed of and removed from the College's property records. Forty-one (41) items are being donated or scrapped.

Fiscal Impact:

This action reduces the number of items recorded on the College's inventory records for tangible personal property. Non-capitalized property is expensed in the year of purchase, and its removal from College records has no impact on the financial statements. Disposal of the capitalized item reduces the value of capital equipment and associated accumulated depreciation on Polk's financial statements.

Peter S. Elliott, Vice President for Administration / CFO

Initiating Official

THIS RECOMMENDED ITEM MEETS THE FOLLOWING ELEMENT(S) OF POLK STATE COLLEGE'S MISSION STATEMENT, VISION STATEMENT, AND CORE VALUES:

Commitment to Knowledge, Diversity, Integrity, Leadership, and Service

President's Recommendation:

Recommend Approval

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Disposal of Tangible Personal Property	Backup Material

**Polk State College
Disposal of Tangible Personal Property
For the Month of May 2016**

Non-Capitalized Items Less Than \$5,000

Decal #	Description	Year Purchased	Original Cost	Current Book Value	Method of Disposal
020302	Mannequin: EMS, Mega code Kid	2010	\$ 4,020.00	\$ -	Donation
012215	Scanner	1999	\$ 3,629.00	\$ -	Donation
017428	Golf Cart	2008	\$ 2,795.00	\$ -	Scrapped
014407	Notebook Computer: Dell	2004	\$ 2,531.62	\$ -	Donation
014827	Switch, Cat 3560	2005	\$ 2,447.78	\$ -	Donation
016986	Golf Cart	2008	\$ 2,400.00	\$ -	Scrapped
014379	Telex Xgen Mono Master W/XI	2004	\$ 2,227.00	\$ -	Donation
014317	Switch	2004	\$ 2,033.99	\$ -	Donation
016193	Notebook Computer: Dell	2007	\$ 2,006.73	\$ -	Donation
015252	Projector	2006	\$ 1,939.00	\$ -	Donation
015253	Projector	2006	\$ 1,939.00	\$ -	Donation
014373	Golf Cart	2004	\$ 1,875.00	\$ -	Scrapped
015300	Notebook Computer: Dell	2006	\$ 1,745.25	\$ -	Donation
013814	Printer: Laser Jet	2005	\$ 1,728.41	\$ -	Donation
016663	Notebook Computer: Dell	2007	\$ 1,622.79	\$ -	Donation
014511	Printer: HP Color Laserjet 4650	2004	\$ 1,528.65	\$ -	Donation
012324	Switch Routing Unbal	1999	\$ 1,514.99	\$ -	Donation
016733	Notebook Computer: Dell	2007	\$ 1,479.01	\$ -	Donation
014062	Light Trees/Controllers/Light	2004	\$ 1,443.00	\$ -	Donation
012329	VTR: SVHS	1999	\$ 1,391.26	\$ -	Donation
016740	Notebook Computer: Dell	2007	\$ 1,388.44	\$ -	Donation
017403	Notebook Computer: Dell	2008	\$ 1,365.91	\$ -	Donation
016650	Notebook Computer: Dell	2007	\$ 1,345.34	\$ -	Donation
012190	Cabinet Microfilm	1999	\$ 1,333.69	\$ -	Donation
021511	Computer: Dell	2012	\$ 1,322.46	\$ -	Donation
017412	Notebook Computer: Dell	2008	\$ 1,229.24	\$ -	Donation
017413	Notebook Computer: Dell	2008	\$ 1,229.24	\$ -	Donation
016254	Computer: Dell	2007	\$ 1,183.43	\$ -	Donation
014023	Router	2004	\$ 1,147.50	\$ -	Donation
014028	Router	2004	\$ 1,147.50	\$ -	Donation
014300	Router	2004	\$ 1,147.50	\$ -	Donation
016444	Notebook Computer: Dell	2007	\$ 1,137.52	\$ -	Donation
016976	Uninterruptible Power Supply	2008	\$ 1,108.00	\$ -	Donation
020801	Computer: Dell	2011	\$ 1,105.21	\$ -	Donation
012713	Video Camera	2000	\$ 1,097.00	\$ -	Donation
020405	Computer: Dell	2010	\$ 1,019.10	\$ -	Donation
020169	Computer: Dell	2010	\$ 1,016.73	\$ -	Donation
017657	Notebook Computer: Dell	2009	\$ 1,011.20	\$ -	Donation
38			\$ 63,632.49	\$ -	

Capitalized Items Greater Than or Equal To \$5,000

Decal #	Description	Year Purchased	Original Cost	Current Book Value	Method of Disposal
013914	12 Lead Monitor	2003	\$ 5,761.72	\$ -	Donation
011582	Tape Backup System	1998	\$ 5,300.00	\$ -	Donation
013711	Scanner	2007	\$ 5,044.00	\$ -	Donation
3			\$ 16,105.72	\$ -	



Agenda Item: Personnel Action Report for April 2016 - Mr. Peter Elliott

Date: May 23, 2016

**POLK STATE COLLEGE
BOARD OF TRUSTEES
AGENDA TRANSMITTAL SHEET**

Issue:

In accordance to Polk State College DBOT Rule 3.01 and Section 1012.855, Florida Statutes, the employment of all personnel shall be upon the recommendation of the President, subject to rejection for cause by the District Board of Trustees.

Background/Analysis:

This is the **April 2016** report to the Board detailing recent personnel actions including new hires, terminations and changes to current employee assignments.

Fiscal Impact:

Nearly all personnel actions have some impact to area/departamental personnel budgets. However, care is taken to ensure that personnel actions do not cause personnel budgets to exceed budgeted amounts.

Peter S. Elliott, Vice President for Administration / CFO

Initiating Official

THIS RECOMMENDED ITEM MEETS THE FOLLOWING ELEMENT(S) OF POLK STATE COLLEGE'S MISSION STATEMENT, VISION STATEMENT, AND CORE VALUES:

Commitment to Knowledge, Diversity, Integrity, Leadership, and Service

President's Recommendation:

Recommend Approval

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Personnel Actions Report	Backup Material

Polk State College District Board of Trustees Personnel Actions

April 2016

ADMINISTRATIVE

NEW APPOINTMENTS/CHANGES

Barnes, Corey	F/R Principal, Gateway CHS	20160401	CHS
Jeffries, Richard	F/R Principal, Lakeland CHS	20160418	CHS
Northern, Orathai	F/R Distric Dean, Academic Programs	20160411	VPAC

ADDITIONAL ASSIGNMENTS

None

TERMINATIONS/RESIGNATIONS

None

INSTRUCTIONAL

NEW APPOINTMENTS/CHANGES

Arnett, Cynthia	P/T PT Clinical Assistant	20160406	Nursing
Baker, Steve	P/T PT Clinical Assistant	20160411	Nursing
Brown, Jenna	P/T PT Clinical Assistant	20160406	Nursing
Burgess, Warner	P/T Adjunct	20160411	Criminal Justice
Campbell, Alicia	P/T PT Clinical Assistant	20160412	Nursing
Donnelly, Russell	P/T PT Coordinator	20160201	Student Services
Gay, Alonzo	P/T Adjunct	20160404	Criminal Justice
Triebwasser, Chad	P/T Prof Instr Services/Lic. Training	20160406	Corporate College

ADDITIONAL ASSIGNMENTS

Allison, John	P/T Adjunct	20160405	Criminal Justice
Anderson, Dale	P/T Special Project	20160316	LLAS
Davis, Kyle	P/T Adjunct	20160405	Criminal Justice
Jones, Lorrie	P/T Special Project	20160328	Nursing
Lundy, Charles	P/T Adjunct	20160411	CHSW
Nold, Herbert	P/T Special Project	20160318	LLAS
Rodriguez, Andrew	P/T Adjunct	20160405	Criminal Justice
Taylor, Lance	P/T Adjunct	20160405	Criminal Justice

TERMINATIONS/RESIGNATIONS

Aponte, Karen	P/T Adjunct	20141210	Assignment Ended	LLAS
Ayaz, Sandra	P/T Adjunct	20141215	Assignment Ended	WLAS
Bayhan, David	P/T Adjunct	20140507	Assignment Ended	LLAS
Burbank, Dean	P/T Adjunct	20141210	Assignment Ended	LLAS
Buseman, Michael	P/T Adjunct	20151216	Assignment Ended	LLAS
Cagiano, Garrett	P/T Adjunct	20140507	Assignment Ended	LLAS
Canady, Ronald	P/T Adjunct	20141210	Assignment Ended	WLAS
D'Andrea, Joy	P/T Adjunct	20140806	Assignment Ended	LLAS
Davis, John	P/T Adjunct	20141210	Assignment Ended	WLAS
De Oliveira, Samuel	P/T Adjunct	20150823	Assignment Ended	LLAS
Fink, George	P/T Adjunct	20160325	Retirement	LLAS
Fitzgerald, Kevin	P/T Adjunct	20150808	Assignment Ended	LWFD
Ford, Varada Grace	P/T Adjunct	20150506	Assignment Ended	LLAS
Harrell, Katherine	P/T Adjunct	20150506	Assignment Ended	LLAS
Henderson, Pamela	P/T Adjunct	20140506	Assignment Ended	LWFD
Hill, Teresina	P/T Adjunct	20150506	Assignment Ended	LWFD
Hinzmann, Jeffrey	P/T Adjunct	20151216	Assignment Ended	LLAS
Huang, Xuan	P/T Adjunct	20160405	Resignation	LLAS

Polk State College District Board of Trustees Personnel Actions

April 2016

TERMINATIONS/RESIGNATIONS cont.

Kelson, Paula	P/T Adjunct	20151216	Assignment Ended	LLAS
Lacivita, Joel	P/T Adjunct	20150808	Assignment Ended	LLAS
Maffett, Lia	P/T Adjunct	20141210	Assignment Ended	LLAS
Moening, Sarah	P/T Adjunct	20150623	Assignment Ended	LLAS
Philippe, God Fearing	P/T Adjunct	20151216	Assignment Ended	LWFD
Rose, Barbara	P/T Adjunct	20150506	Assignment Ended	LLAS
Rosenau, Ginger	P/T Adjunct	20151216	Assignment Ended	LLAS
Rutledge, Kathryn	P/T Adjunct	20150506	Assignment Ended	LLAS
Sanchez, Carlos	P/T Adjunct	20141216	Assignment Ended	LLAS
Tattrie, Andrew	P/T Adjunct	20140507	Assignment Ended	LLAS
Thacker, Dionne	P/T Adjunct	20150506	Assignment Ended	LLAS
Thompson, Mary	P/T Adjunct	20140507	Assignment Ended	WLAS
Toreky, Carrie	P/T Adjunct	20141210	Assignment Ended	LLAS
Van Ness, Lurene	P/T Adjunct	20151216	Assignment Ended	LWFD
Williams, Ashaki	P/T Adjunct	20141013	Assignment Ended	LWFD

PROFESSIONAL/TECHNICAL

NEW APPOINTMENTS/CHANGES

Jackson, Alake	F/R Accountant	20160328	Business Services
Large, Cori	F/R Librarian	20160401	WHLR
Morales, Laura	F/R Accountant	20160328	Business Services
Quarles, Michelle	F/R Planning Systems Specialist	20160419	Institutional Research

ADDITIONAL ASSIGNMENTS

Lehoczky, Maria	P/T Special Prject	20160318	LLAS
-----------------	--------------------	----------	------

TERMINATIONS/RESIGNATIONS

Khalil, Melissa	F/R Academic Success Counselor	20160413	Resignation	SSDN
Large, Cori	P/R PT Librarian	20160331	Resignation	WHLR

CAREER

NEW APPOINTMENTS/CHANGES

Bernhauser, Elizabeth	P/T Tutor	20160425	LKLR
Bowers, Dwann	P/T OPS-KAC	20160404	Foundation
Cosme, Natalie	P/T OPS Worker/Note-Taker	20160201	Student Services
Gillespie, Jonathan	P/T Tutor	20160404	LKLR
Heminger, Heather	P/T OPS-KAC	20160404	Foundation
Hughes, Louisa	P/T OPS Worker	20160105	Student Services
Mattheus, Laura	P/R Administrative Clerk	20160418	WLAS
Negron, Karla	P/T OPS Worker	20160401	Student Services
Paneto, Isaac	P/T OPS Worker	20160401	Student Services
Tanner, Lorie	P/T OPS-KAC	20160404	Foundation
Troche, Joel	F/R Financial Aid Assistant	20160328	SSFA
Weiss, Emilie	P/R Administrative Clerk	20160411	WHPV

ADDITIONAL ASSIGNMENTS

Bracey, Easton	P/T Tutor	20160408	Student Services
Saint Fort, Marc	P/R OPS Worker	20160301	SALO

Polk State College District Board of Trustees Personnel Actions April 2016

TERMINATIONS/RESIGNATIONS

Ambroise, Kenisha	F/R Administrative Assistant II	20160420	Resignation	SADM
DePriest, Alison	P/T OPS Worker	20160408	Resignation	SADM
Freeman, Shilnca	P/R OPS Worker	20160429	Resignation	SALO
Greene, Travis	P/R OPS Worker	20150227	Resignation	SADM
Spencer-Haggins, Keiona	P/T OPS Worker	20160318	Resignation	SADM
Welch, Brandon	F/R User Support Specialist II	20160331	Resignation	DPTS
Wilson, Alexandria	P/T Interim Administrative Assistant	20141031	Assignment Complete	Foundation

STUDENTS

NEW APPOINTMENTS/CHANGES

McDonald, Shapaura	P/T Work Study	20160329		SSFA
Sepulveda, Brianna	P/T Work Study	20160404		SSFA

ADDITIONAL ASSIGNMENTS

None

TERMINATIONS/RESIGNATIONS

Duehart, Darius	P/T Work Study	20160328	Resignation	SSFA
-----------------	----------------	----------	-------------	------

Polk State College District Board of Trustees Personnel Actions

April 2016

NOMENCLATURE

AVP	- Associate Vice President
CC	- Corporate College
CHS	- Collegiate High School-Lakeland
CHSW	- Collegiate High School-WH-Chain of Lakes
CJ	- Criminal Justice
CMPT	- Controller
Coor.	- Coordinator
CVT	- Cardio Vascular Technology
CWS	- College Work Study
DBOT	- District Board of Trustees
DD	- District Dean
DEVP	- Development & Planning, Assoc VP
DPTS	- Data Processing/Tech Support
EMS	- Emergency Medical Services
EPI	- Education Prep Institute
ET	- Instructional Education Technology
FAC	- Facilities
F/R	- Full-time Regularly-Established
F/T	- Full-time Temporary
GTC	- Gateway to College
HR	- Human Resources
Inst Assess/Dev/Plan/Coor	- Instructional Assessment/Development/Planning/Coordination
IPS/Criminal Justice	- Institute of Public Safety/Criminal Justice
IR	- Institutional Research
IT	- Information Technology
JDA	- JD Alexander Center
KAC	- Kids at College
LKLR	- Lakeland-Learning Resources
LKPV	- Lakeland Provost
LLAS	- Lakeland-Liberal Arts & Sciences
LWFD	- Lakeland-Workforce Development
NUR	- Nursing
OCPA	- Office of Communications & Public Affairs
OPS Worker	- Other Professional Services Worker
Org Assess/Devel Services	- Organizational Assessment/Development Services
OTA	- Occupational Therapy Program
P/R	- Part-time Regularly-Established
P/T	- Part-time Temporary
PRES	- President
Prof Instr Services/ Cert. Training	- Professional Instructional Services/Certification Training
Prof Instr Services/Lic. Training	- Professional Instructional Services/Licensure Training
SADM	- Student Services-Admissions
SSDN	- Student Services-Dean
SSAA	- Student Services/Activities & Athletics
SSFA	- Student Services-Financial Aid
TLCC	- Information Technology
VPAC	- Vice President of Academics
VPBS	- Vice President of Administrative & Business Svcs
VPSS	- Vice President of Student Svcs
WHLR	- Winter Haven-Learning Resources
WHPV	- Winter Haven Provost
WLAS	- Winter Haven-Liberal Arts & Sciences
WWFD	- Winter Haven- Workforce Development



Agenda Item: April 25, 2016 Board Minutes
Date: May 23, 2016

ATTACHMENTS:

Description	Type
 April 25, 2016 DBOT Minutes	Cover Memo

MINUTES
POLK STATE COLLEGE
District Board of Trustees Meeting
Monday, April 25, 2016 – 4:00 p.m.
Winter Haven Campus, WST 126

Dr. Eileen Holden called the April 25, 2016, District Board of Trustees meeting to order at 4:00 p.m.

Members Present: Mr. Dan Dorrell, Mr. Rick Garcia, Mr. Greg Littleton, and Mr. Mark Turner

Members Absent: Ms. Teresa Martinez, Ms. Linda Pilkington, and Ms. Cindy Ross

Student Spotlight: Sinead Fernandes, AA Degree Graduate, Winter Haven Campus

Foundation Special Recognitions: Ms. Tracy Porter

Ms. Porter introduced Brent Parish, Polk State College Foundation Board member. Mr. Parish acknowledged a gift from Ingram Financial Group in the amount of \$20,000 for scholarships and programs, and introduced Don Ingram, President, Don's wife, Christine, and son Eric. Mr. Ingram expressed gratitude to the College for all that it does for the community.

Special Recognitions: Dr. Eileen Holden

- Dr. Holden briefly recognized retiring Mathematics Professor Kaye Betz. Dr. Holden introduced Vice President for Academic Affairs Ken Ross to share some of his thoughts. Dr. Ross commended Professor Betz for her 30 years of dedicated service to the College, and acknowledged her involvement in various College committees and Faculty Senate, and her leadership of the successful Quality Enhancement Plan (QEP). Professor Betz expressed gratitude for the many opportunities that serving students has provided. Dr. Holden thanked Professor Betz and presented her with a token of appreciation.
- Dr. Holden briefly recognized Professor Alice Hollis, retiring professor of Biology. Dr. Holden introduced Winter Haven Dean of Academic Affairs April Robinson to share some of her thoughts. Dean Robinson commended Professor Hollis for her more than 35 years of dedicated service to the College, and noted the establishment of the Professor Alice Hollis Human Anatomy & Physiology Fund, which will help provide students with supplies. Professor Hollis thanked the College for establishing the fund in her name. Dr. Holden thanked Professor Hollis and presented her with a token of appreciation.
- Dr. Holden introduced Polk State Chain of Lakes Collegiate High School Principal Bridget Fetter. Ms. Fetter introduced Central Florida Air Force Association (AFA CFC) Chapter President Gary Lehmann (Retired Major, USAF). Maj. Lehmann recognized Dr. Suzy Halverson, professor of Anatomy & Physiology and Allied Health Science Coordinator at Polk State Chain of Lakes Collegiate High School, as the AFA CFC's selection for science teacher of the year. He noted that Dr. Halverson also won the state-level award and will compete for national teacher of the year recognition.

Adoption of Agenda:

Mr. Garcia moved, seconded by Mr. Dorrell, to approve the agenda for April 25, 2016. All members voted affirmatively.

Consent Agenda Items: Mr. Peter Elliott

- a. **Payroll Distribution for March 2016**– Approved on consent agenda. Board action is required.

- b. Expenditure Summary for March 2016** – Approved on consent agenda. Board action is required.
- c. Personnel Action Report for March 2016** – Approved on consent agenda. Board action is required.
- d. Salary Schedule Changes for March 2016** – Approved on consent agenda. Board action is required.

Mr. Turner moved, seconded by Mr. Garcia, to approve the consent agenda items for March 2016. All members voted affirmatively.

Those items included under the Consent section are self-explanatory and are not expected to require discussion before action. Items will be enacted by one motion. If discussion is desired by any Board member on any item, the item should be identified and removed from the Consent agenda for separate action.

Approval of Board Minutes

Mr. Dorrell moved, seconded by Mr. Garcia, to approve the March 28, 2016, Board minutes. All members voted affirmatively.

President's Report

- a.** Dr. Holden recognized Polk State Lakeland Gateway to College Collegiate High School Principal Corey Barnes for his leadership in the school's SACS accreditation visit. She also thanked Trustee Garcia for attending and speaking on behalf of the Board during the visit. Polk State Lakeland Gateway to College Collegiate High School received a full five-year accreditation.
- b.** Dr. Holden informed the Board of the location change of the June 27, 2016 DBOT meeting. The meeting will move from LTB 1100 to the Polk State Center for Public Safety auditorium.
- c.** Dr. Holden distributed copies of the April/May 2016 issue of "What's up?" which lists recent and current happenings at Polk State College. She invited the Trustees to attend the College's May 5 graduation ceremonies at The Lakeland Center.

Attorney's Report

Attorney Don Wilson had nothing to report.

Business Services Action Items:

- a. Administrator and Professional/Technical Employment Contracts – Mr. Peter Elliott** – Mr. Elliott presented and recommended approval of the Professional/Technical Employment Contract Renewals for Polk State College.

Mr. Turner moved, seconded by Mr. Dorrell, to approve the Professional/Technical Employment Contract Renewals for the Collegiate High Schools. All members voted affirmatively.

- b. Faculty Employment Contract Renewals - Mr. Peter Elliott**– Mr. Elliott presented and recommended approval of the Faculty Employment Contract Renewals for Polk State College.

Mr. Dorrell moved, seconded by Mr. Turner, to approve the Faculty Employment Contract Renewals. All members voted affirmatively.

- c. Faculty Employment Contract Renewals - Collegiate High Schools - Mr. Peter Elliott**—
Mr. Elliott presented and recommended approval of the Faculty Employment Contract Renewals for Polk State Chain of Lakes Collegiate High School, Polk State Lakeland Collegiate High School, and Polk State Lakeland Gateway to College Collegiate High School.

Mr. Garcia moved, seconded by Mr. Dorrell, to approve the Faculty Employment Contract Renewals for the Collegiate High Schools. All members voted affirmatively.

- d. Polk State Chain of Lakes Collegiate High School 2015 Audited Financial Statements – Mr. Peter Elliott**
- e. Polk State Lakeland Collegiate High School 2015 Audited Financial Statements – Mr. Peter Elliott**
- f. Polk State Lakeland Gateway to College Collegiate High School 2015 Audited Financial Statements – Mr. Peter Elliott**

Mr. Elliott presented and recommended approval of the Collegiate High Schools 2015 Audited Financial Statements. He then introduced Mr. Mike Brynjulfson with Brynjulfson CPA, P.A., who reviewed the Collegiate High Schools 2015 Audited Financial Statements for the Board's information. Discussion followed.

Mr. Turner moved, seconded by Mr. Dorrell, to approve the Collegiate High Schools 2015 Audited Financial Statements. All members voted affirmatively.

Business Services Informational Items: Mr. Peter Elliott

- a. Investment Interest Comparison for March 2016** - Mr. Elliott briefed the Board on the College's investment interest. No Board action required.
- b. Budget Amendment Summary for March 2016** - Mr. Elliott presented and reviewed the Budget Amendment Summary for the Board's information. Discussion ensued. No Board action required.
- c. Financial Statements for March 2016** - Mr. Elliott presented and reviewed the Financial Report for the Board's information. No Board action required.
- d. Project Status Report, College-Wide for April 2016** - Mr. Elliott presented and reviewed the Project Status Report for the Board's information. No Board action required.
- e. Florida College System 2015-2016 College Annual Equity Update Report – Ms. Val Baker** – Ms. Baker presented and reviewed the Florida College System 2015-2016 College Annual Equity Update Report for the Board's information. No Board action required.

Academic & Student Services Action Items: NONE

Polk State Chain of Lakes Collegiate High School Report: Ms. Bridget Fetter – Ms. Fetter

updated the Board on Polk State Chain of Lakes Collegiate High School's open remotely operated underwater exploration vehicle (OpenROV) experience. She distributed an OpenROV brochure, which highlighted the three phases of the project. Using the robot, students conducted research, underwater explorations, and produced a student documentary. Ms. Fetter then introduced three Polk State Chain of Lakes Collegiate High School students, junior Joseph Gallo, senior Rene Respicio, and junior Kyle Weber, to share their experiences with the OpenROV project. Dr. Holden asked the participating professors to introduce themselves. They included: Professor of Earth Science & Oceanography Dr. Natalie Whitcomb, Professor of Biology Joey Maier, and Professor of Anatomy & Physiology and STEM Advisor Dr. Suzy Halverson. Dr. Holden also thanked Winter Haven Academic Dean April Robinson and Professor of Reading & Language Arts, and digital video professional Lynsay McCaulley for their contributions to the project. The student documentary will be entered into the International 2016 Blue Ocean Film Festival & Conservation Summit.

First Reading Items: NONE

Second Reading Items (Final Approval)

- a. **DBOT Rule 1.05, Goals of the Board – Ms. Val Baker** – Ms. Baker presented and recommended approval of revised Board Rule 1.05, Goals of the Board.

Mr. Garcia moved, seconded by Mr. Dorrell, to approve revised Board Rule 1.05, Goals of the Board. All members voted affirmatively.

Board Discussion:

None.

Adjournment:

Having no further business, the meeting adjourned at 5:15 pm.

Mr. Greg Littleton, DBOT Vice-Chair Date

Eileen Holden, Ed.D. Date
President



Agenda Item: April 25, 2016 Budget Workshop Minutes
Date: May 23, 2016

ATTACHMENTS:

Description	Type
📎 April 25, 2016 Budget Workshop Minutes	Backup Material

Members Present: Mr. Dan Dorrell, Mr. Rick Garcia, Mr. Greg Littleton and Mr. Mark Turner

Members Absent: Ms. Teresa Martinez, Ms. Linda Pilkington and Ms. Cindy Ross

Presiding: Dr. Eileen Holden

Participants: Mr. Peter Elliott
Mr. Donald H. Wilson

Eileen Holden, Ed.D. _____ Date _____
President



Agenda Item: What's up? May/June 2016 issue
Date: May 23, 2016

ATTACHMENTS:

Description	Type
📎 What's up? May/June 2016 issue	Cover Memo



Just in case someone asks you: “What’s up at Polk State College?”

- Registration for the fall term at Polk State begins June 13. Classes begin Aug. 22.
- Polk State’s 114th graduating class included Robert Gerber and Olivia Lisbon, the first two graduates of the Bachelor of Science in Aerospace Sciences degree program.
- Polk State’s Nursing graduates have surpassed the state and national pass rates on the NCLEX-RN, the licensure exam for registered nurses. According to Florida’s Board of Nursing, 95.38 percent of Polk State’s December 2015 graduates passed the exam on their first attempt. By comparison, the pass rates for the same period for the state and nation were 71.29 percent and 83.59 percent, respectively.
- In April, four Polk State College students were honored at the Florida College System’s All-Florida Academic Team Awards, which recognize students for outstanding academic achievements, community service and leadership. Victoria Goucher was named to the All-Florida Academic First Team. Jaysha Camacho, Angela Duffield, and Nazmul Nayeem were named to the All-Florida Academic Second Team.
- Beta Upsilon Upsilon and Xi Pi, Polk State’s chapters of Phi Theta Kappa, the international honor society of two-year colleges, both received numerous honors at the regional and international levels during the 2015-16 academic year.
- In late April, retired Polk State Biology Professor Bane Cheek died. Cheek worked at the College from 1986 to 2008. A memorial service will take place at 11 a.m. on June 25 at the Outback Oasis, 4000 Country Club Road South in Winter Haven.
- Polk State Chain of Lakes Collegiate High School’s chapter of Health Occupations Students of America (HOSA) brought home several honors from the Florida HOSA Leadership Conference in April. Two students, Allison Huffman and Kat Santiago-Tate, qualified to compete in the Forensic Science category at the International Leadership Conference in June. Also at the international event, the chapter will compete in the Outstanding Chapter category.
- In April, a group of Polk State students traveled to Brazil, where they gave a presentation to the G100, an organization of CEOs. The presentation was about economic conditions and business opportunities in Polk County.
- On June 24, Polk State will co-sponsor a workshop for teachers featuring Richard Lavoie, titled “Motivating Students with Learning Disabilities.” The workshop will take place at 9 a.m. at Victory Church in Lakeland.

news.polk.edu



Agenda Item: Investment Interest Comparison for April 2016- Mr. Peter Elliott

Date: May 23, 2016

**POLK STATE COLLEGE
BOARD OF TRUSTEES
AGENDA TRANSMITTAL SHEET**

Issue:

Pursuant to Section 1001.64, Florida Statutes, and District Board of Trustees Rule 5.06, the College has the authority to invest funds not required for immediate needs. Such investments must provide first for safety of principal and sufficient liquidity.

Background/Analysis:

Polk State College continues to keep available funds invested in Money Market accounts in order to provide stability and liquidity.

Fiscal Impact:

Interest earned through April 2016 was \$41,763.

Peter S. Elliott, Vice President for Administration / CFO

Initiating Official

THIS RECOMMENDED ITEM MEETS THE FOLLOWING ELEMENT(S) OF POLK STATE COLLEGE'S MISSION STATEMENT, VISION STATEMENT, AND CORE VALUES:

Commitment to Student Success through Innovation, Value, and Engagement, Commitment to Knowledge, Diversity, Integrity, Leadership, and Service

President's Recommendation:

For Information Only

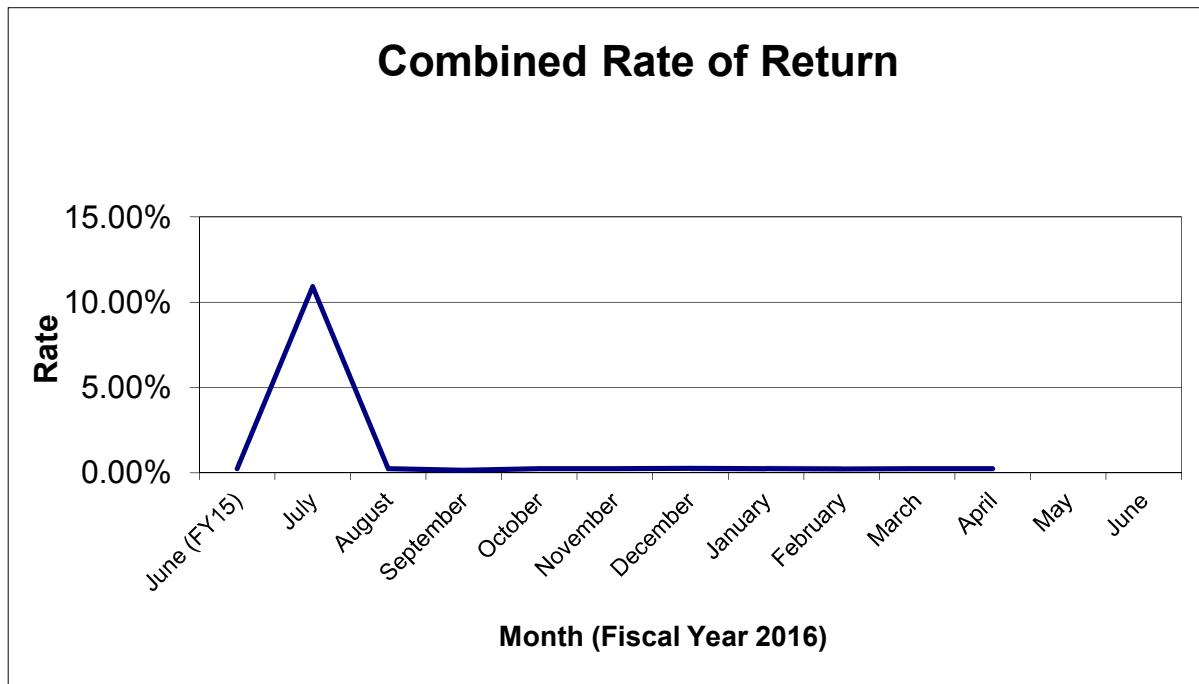
ATTACHMENTS:

Description	Type
<input type="checkbox"/> Investment Interest Comparison Report	Backup Material

Polk State College
Investment Interest Comparison
Prepared for District Board of Trustees
Fiscal Year 2016

Month	Rate of Return	Interest	Balance
	Combined	Total	Total
June (FY15)	0.25%	\$ 1,321	\$ 6,428,809
July	10.92%	\$ 31,479	\$ 3,460,273
August	0.25%	\$ 735	\$ 3,461,008
September	0.16%	\$ 910	\$ 6,661,888
October	0.25%	\$ 1,415	\$ 6,663,303
November	0.25%	\$ 1,370	\$ 6,664,673
December	0.26%	\$ 581	\$ 2,665,254
January	0.26%	\$ 570	\$ 2,665,824
February	0.23%	\$ 1,491	\$ 7,667,300
March	0.26%	\$ 1,632	\$ 7,668,932
April	0.25%	\$ 1,580	\$ 7,670,512
May			
June			

Average Annual Returns	
FY 2007	5.37%
FY 2008	3.58%
FY 2009	1.17%
FY 2010	0.56%
FY 2011	0.58%
FY 2012	0.38%
FY 2013	0.13%
FY 2014	0.13%
FY 2015	0.12%





Agenda Item: Budget Amendment Summary for April 2016 - Mr. Peter Elliott

Date: May 23, 2016

**POLK STATE COLLEGE
BOARD OF TRUSTEES
AGENDA TRANSMITTAL SHEET**

Issue:

Amendments to the original budget are approved at appropriate levels within the College as prescribed by Polk State College Procedure 6004, Section 1011.84(3)(e), Florida Statutes, and State Board of Education Rule 6A-14.0716, Florida Administrative Code.

Background/Analysis:

Polk State College Procedure 6004 states that a monthly summary will be provided to the District Board of Trustees. This summary will allow for an overview of the amendments posted to the general ledger and provide a snapshot of the budgetary impact of these amendments.

Fiscal Impact:

During the month of April, there were two amendments that had an impact on Fund Balance. Budget amendment 10 increased the needs-based scholarships using carry-over funds from the previous year's financial aid fee. Budget amendment 23 increased the budget to cover operational expenses for the 3D printing lab at the Polk State Corporate College. All amendments were reallocations necessary for College operations.

Peter S. Elliott, Vice President for Administration / CFO

Initiating Official

THIS RECOMMENDED ITEM MEETS THE FOLLOWING ELEMENT(S) OF POLK STATE COLLEGE'S MISSION STATEMENT, VISION STATEMENT, AND CORE VALUES:

Commitment to Student Success through Innovation, Value, and Engagement, Commitment to Knowledge, Diversity, Integrity, Leadership, and Service

President's Recommendation:

For Information Only

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Summary of Budget Amendments	Backup Material

Polk State College
Summary of Budget Amendments
All Funds
April 2016 (Period 201604)

Journal Number/Description	Revenue		Personnel Expense		Current Expense		Capital Outlay		Fund Balance	
	Increase	Decrease	Increase	Decrease	Increase	Decrease	Increase	Decrease	Change	
3 Reallocate budget for tech licensure for camera monitoring in cashiering						\$ (6,000)	\$ 6,000		\$	-
4 Reallocate budget to cover Winter Haven and Lakeland campus functions					\$ 51,000	\$ (51,000)			\$	-
7 Reallocate budget for SPD for tuition reimbursement and SPD travel					\$ 14,000	\$ (14,000)			\$	-
12 Reallocate budget for nursing student exam prep course					\$ 22,500	\$ (22,500)			\$	-
13 Reallocate SPD budget to cover tuition reimbursement for Student Services employees					\$ 4,800	\$ (4,800)			\$	-
14 Reallocate budget to cover software expense for Registrar's office					\$ 4,000	\$ (4,000)			\$	-
17 Reallocation of budget to purchase Life-Size equipment						\$ (6,292)	\$ 6,292		\$	-
18 Reallocation of budget to cover travel expenses					\$ 250	\$ (250)			\$	-
21 Reallocation of budget to cover furniture expenses						\$ (1,895)	\$ 1,895		\$	-
22 Reallocation of hospitality budget for expenses incurred					\$ 1,400	\$ (1,400)			\$	-
23 Allocation of budget for needed expenditures at Polk State Corporate College					\$ 55,000				\$	55,000
28 Reallocation of budget to cover capital equipment for the science department - Lakeland						\$ (12,288)	\$ 12,288		\$	-
Fund 1 Totals	\$ -	\$ -	\$ -	\$ -	\$ 152,950	\$ (124,425)	\$ 26,475	\$ -	\$	55,000

Polk State College
Summary of Budget Amendments
All Funds
April 2016 (Period 201604)

Journal Number/Description	Revenue		Personnel Expense		Current Expense		Capital Outlay		Fund Balance	
	Increase	Decrease	Increase	Decrease	Increase	Decrease	Increase	Decrease	Change	
2 Reallocation of budget to cover governance training for Polk State Lakeland Gateway to College Collegiate High School					\$ 170	\$ (170)			\$ -	
5 Reallocation of budget to cover travel-related expenses for Tramcon program					\$ 950	\$ (950)			\$ -	
6 Reallocation of budget to cover expense of FNSA conference registration					\$ 300	\$ (300)			\$ -	
8 Reallocation of student activities budget to cover other expenses					\$ 2,800	\$ (2,800)			\$ -	
9 Reallocation of budget to cover softball uniform expenses					\$ 500	\$ (500)			\$ -	
11 Reallocation of budget for Honors ceremony expenses				\$ (600)	\$ 600				\$ -	
16 Reallocation of budget to cover printing expense					\$ 361	\$ (361)			\$ -	
19 Reallocation of budget for student travel expenses					\$ 13,550	\$ (13,550)			\$ -	
24 Reallocation of budget to cover actual expenses for Polk State Lakeland Gateway to College Collegiate High School		\$ 40,354	\$ 112,995			\$ (153,349)			\$ 0	
25 Reallocation of budget to cover operational needs of NSF grant					\$ 11,000	\$ (11,000)			\$ -	
27 Reallocation of budget to cover actual expenses for Polk State Lakeland Gateway to College Collegiate High School	\$ (7,236)				\$ 7,236				\$ -	
Fund 2 Totals	\$ (7,236)	\$ 40,354	\$ 112,995	\$ (600)	\$ 37,467	\$ (182,980)	\$ -	\$ -	\$ -	0

Polk State College
Summary of Budget Amendments
All Funds
April 2016 (Period 201604)

Journal Number/Description	Revenue		Personnel Expense		Current Expense		Capital Outlay		Fund Balance	
	Increase	Decrease	Increase	Decrease	Increase	Decrease	Increase	Decrease	Change	
15 Establish budget for 15-16 Talon program	\$	(112,136)	\$	59,349	\$	52,787			\$	-
Fund 3 Totals	\$	(112,136)	\$	-	\$	59,349	\$	-	\$	-
10 Increase budget for needs scholarships from carry-over funds from prior year					\$	20,000			\$	20,000
32 Establish Barnes and Noble Scholarship	\$	(15,000)			\$	15,000			\$	-
Fund 5 Totals	\$	(15,000)	\$	-	\$	35,000	\$	-	\$	20,000
1 Reallocation of budget to cover software expense for CPS building						\$ (5,580)	\$	5,580	\$	-
30 Reallocation of budget to cover veterans services sign expense						\$ (1,200)	\$	1,200	\$	-
31 Reallocation of budget to cover purchase of printer						\$ (2,086)	\$	2,086	\$	-
Fund 7 Totals	\$	-	\$	-	\$	-	\$	(8,866)	\$	8,866
Grand Total All Funds	\$	(134,372)	\$	40,354	\$	172,344	\$	(600)	\$	278,204
										75,000



Agenda Item: Financial Statements for April 2016 - Mr. Peter Elliott

Date: May 23, 2016

**POLK STATE COLLEGE
BOARD OF TRUSTEES
AGENDA TRANSMITTAL SHEET**

Issue:

Section 1001.64, Florida Statutes, establishes the Board's responsibility for the financial health of the College. The presentation of the monthly financial statements gives the Board of Trustees a summary of the College's year-to-date financial position.

Background/Analysis:

The financial statements report the College's financial position as of April 30, 2016, and include comparative information from the prior fiscal year as well as summary statements for the restricted and auxiliary funds.

Fiscal Impact:

Total revenue recorded through April 30, 2016 was 82% of budget. Total expenditures through April 30, 2016 were 79% of budget. The College continues to monitor revenues and expenditures. Adjustments will be made to the budget if necessary.

Peter S. Elliott, Vice President for Administration / CFO

Initiating Official

THIS RECOMMENDED ITEM MEETS THE FOLLOWING ELEMENT(S) OF POLK STATE COLLEGE'S MISSION STATEMENT, VISION STATEMENT, AND CORE VALUES:

Commitment to Student Success through Innovation, Value, and Engagement, Commitment to Knowledge, Diversity, Integrity, Leadership, and Service

President's Recommendation:

For Information Only

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Financial Summary	Backup Material

**POLK STATE COLLEGE
FINANCIAL SUMMARY
FISCAL YEAR 2015-16
As of April 30, 2016**

	Budgeted Annual Revenue	Recorded Year To Date	% Recorded of Annual	Recorded Prior Year To Date	% Recorded Prior Year
Student Fees	\$ 22,136,629	\$ 19,303,055	87%	\$ 19,851,036	82%
State Funding	28,942,814	22,703,982	78%	21,345,301	78%
Other Revenue	1,625,374	1,038,092	64%	1,092,423	66%
Total Revenue	\$ 52,704,817	\$ 43,045,129	82%	\$ 42,288,760	80%

	Budgeted Annual Expenditures	Expenditures Year To Date	% Expended of Annual	Expenditures Prior Year To Date	% Expended Prior Year
Salaries	\$ 35,223,659	\$ 29,060,385	83%	\$ 29,374,009	82%
Current Expense	17,220,677	12,167,287	71%	12,437,841	71%
Capital Outlay	151,089	83,690	55%	229,320	68%
Total Expenditures	\$ 52,595,425	\$ 41,311,363	79%	\$ 42,041,170	78%

Polk State College		
Fund Balance Summary Projection		
2015-2016 Fiscal Year		
Fund Balance Carryforward from Fiscal Year 2014-15		
Actual Unallocated Fund Balance		\$ 3,445,048
Reserve for Encumbrances		31,935
Reserve for Other Purposes		<u>1,000,000</u>
Total Actual Fund Balance Available for FY 2015-16		\$ 4,476,983
Plus		
Actual Revenue to Date	\$ 43,045,129	
Projected Additional Revenue	\$ 9,659,688	
Total Revenue		<u>\$ 52,704,817</u>
Total Projected Funds Available		
		<u>\$ 57,181,800</u>
Minus		
Actual Expenditures to Date	\$ 41,311,363	
Projected Additional Expenditures	\$ 11,284,063	
Total Projected Expenditures		<u>\$ 52,595,425</u>
Total Projected Fund Balance Available for FY 2015-16		\$ 4,586,375
Less: Encumbrances and Board Designations		
Total Projected Fund Balance Unallocated for FY 2015-16		\$ 4,586,375
Projected Unallocated Fund Balance Percentage:		8.02%

POLK STATE COLLEGE
Budget to Actual
Fiscal Year 2015-16 and Fiscal Year 2014-15
As of April 30, 2016

	Budget FY 15-16	Recorded 04/30/16	% Recorded	Budget FY 14-15	Recorded 04/30/15	% Recorded
Revenue:						
Tuition	\$ 16,396,820	\$ 14,231,071	87%	\$ 18,435,833	\$ 15,263,011	83%
Student Fees	5,739,809	5,071,984	88%	5,724,288	4,588,025	80%
State Support - FCSFP	23,032,322	19,157,688	83%	21,172,522	17,643,751	83%
State Support - Lottery	5,910,492	3,546,294	60%	6,152,365	3,701,550	60%
Other Revenue	1,625,374	1,038,092	64%	1,642,990	1,092,423	66%
Total Revenue	\$ 52,704,817	\$ 43,045,129	82%	\$ 53,127,998	\$ 42,288,760	80%
	Budget FY 15-16	Expended 03/31/16	% Expend	Budget FY 14-15	Expended 03/31/15	% Expend
Expenses:						
Personnel Expenses:						
Salary Expense	\$ 27,877,263	\$ 22,958,180	82%	\$ 28,782,733	\$ 23,499,175	82%
Fringe Benefits	7,346,396	6,102,205	83%	7,113,221	5,874,834	83%
Sub Total	\$ 35,223,659	\$ 29,060,385	83%	\$ 35,895,954	\$ 29,374,009	82%
Other Expenses:						
Travel	\$ 594,890	\$ 447,241	75%	\$ 836,754	\$ 465,757	56%
Postage & Telephone	456,969	355,935	78%	389,757	330,191	85%
Printing	377,842	333,816	88%	396,163	270,477	68%
Repairs & Maintenance	750,649	293,232	39%	854,290	424,172	50%
Rental & Insurance	1,330,322	1,250,792	94%	1,260,347	1,212,294	96%
Utilities	2,447,211	1,799,169	74%	2,325,303	1,816,155	78%
Services	8,105,388	5,851,453	72%	8,016,231	6,016,594	75%
Supplies & Subscriptions	2,837,004	1,828,130	64%	2,986,967	1,769,336	59%
Other Expenses	320,403	7,518	2%	417,001	132,865	32%
Sub Total:	\$ 17,220,677	\$ 12,167,287	71%	\$ 17,482,813	\$ 12,437,841	71%
Capital Outlay:	\$ 151,089	\$ 83,690	55%	\$ 336,533	\$ 229,320	68%
Total Expenses	\$ 52,595,425	\$ 41,311,363	79%	\$ 53,715,300	\$ 42,041,170	78%
Revenue Over (Under) Expenses	\$ 109,392	\$ 1,733,766		\$ (587,302)	\$ 247,590	

Reconciliation of Original Operating Budget to Current Budget

FY 2015 Encumbrances carried forward to FY 2016	\$ (140,858)
Equipment purchase with post-industry certification funds	\$ 20,000
Increase in operation budget for CAAM program	\$ 50,000
Increase in expense budget for operational needs	\$ 55,000
Increase in budget for HP lease for staff computers	\$ 125,250
	\$ 109,392

Additional Information:

1. Tuition and fee revenues are generally collected in the following manner: 43% Fall (Aug. - Oct.), 42% Spring (Nov. - Jan.), 15% Summer (April - May).
2. State Support (CCPF) is distributed evenly over 12 months. Lottery funds are distributed equally from February to June.
3. Other Revenues vary throughout the year.
4. Salaries: Full-time regular employees are paid equally over 12 months. Part-time instructors are paid based on class load.
5. Current expenses remain constant from month-to-month.
6. Capital expenses vary throughout the year but do not have a significant impact on total expenses.

POLK STATE COLLEGE
RESTRICTED, AUXILIARY AND PLANT FUNDS
STATEMENT OF REVENUES, EXPENDITURES, AND OTHER CHANGES
As of April 30, 2016

	Current Fund Restricted	Auxiliary Fund	Loan Fund	Scholarships	Unexpended Plant	Debt Service
<u>REVENUE</u>						
Student Fees	\$ 1,412,540	\$ 38,089	\$ -	\$ 704,794	\$ 1,991,853	\$ -
Local Support	3,877,703					
State Support	565,656			861,441	3,480,375	
Federal Support	1,641,428			15,432,645		
Gifts & Contracts	50,000	29,478		15,000	21,396	
Sales		596,846				
Bond Proceeds						
Other Revenue	7,105	4,769		63,117	150,899	228,802
Transfers from Other Funds						
TOTAL REVENUE	\$ 7,554,432	\$ 669,183	\$ -	\$ 17,076,997	\$ 5,644,523	\$ 228,802
<u>EXPENDITURES</u>						
<u>Personnel Expenditures</u>						
Full Time	\$ 2,897,439	\$ 39,648	\$ -	\$ -	\$ 38,909	\$ -
Part Time	375,503	112,514			6,384	
Fringe Benefits	924,367	12,823			14,762	
Subtotal	\$ 4,197,309	\$ 164,985	\$ -	\$ -	\$ 60,055	\$ -
<u>Other Expenses</u>						
Travel	\$ 320,484	\$ 7,378	\$ -	\$ -	\$ -	\$ -
Postage & Telephone	8,159	35			4,771	
Printing	18,663	6,787				
Repairs & Maintenance	1,274	9,711				
Rental & Insurance	342,902	50,091			650,283	
Utilities	83	3,640				
Services	1,028,480	237,651			62,525	
Materials & Supplies	754,715	61,950			77,095	
Cost of Goods Sold						
Scholarships & Waivers				18,167,004		
Transfers to Other Funds					228,802	
Other Expenses	351,144	140,661		61,816		457,299
Subtotal	\$ 2,825,903	\$ 517,903	\$ -	\$ 18,228,820	\$ 1,023,475	\$ 457,299
<u>Capital Outlay</u>						
Furniture & Equipment	\$ 201,603	\$ 11,582	\$ -	\$ -	\$ 3,160,106	\$ -
Architect & Engineering Services					9,529,596	
Capitalized Software					320,432	
General Construction						
Renovating & Remodeling						
Land						
Structures & Improvements	88,279				2,214,558	
Subtotal	\$ 289,882	\$ 11,582	\$ -	\$ -	\$ 15,224,693	\$ -
TOTAL EXPENDITURES	\$ 7,313,093	\$ 694,470	\$ -	\$ 18,228,820	\$ 16,308,224	\$ 457,299
NET INCREASE (DECREASE) IN FUND BALANCE	\$ 241,339	\$ (25,287)	\$ -	\$ (1,151,824)	\$ (10,663,701)	\$ (228,497)

POLK STATE COLLEGE
BALANCE SHEET - ALL FUNDS
As of April 30, 2016

	Current Fund Restricted	Auxiliary Fund	Loan Fund	Scholarships	Unexpended Plant	Debt Service	Invested in Plant	Totals
<u>ASSETS</u>								
Cash/Cash Equivalents	\$ 2,924,394	\$ 389,372	\$ 280,929	\$ (760,581)	\$ 3,921,132	\$ (228,497)	\$ -	\$ 6,526,748
Accounts Receivable, Net	134,918	3,790	(4,964)	159,360	3,292,183			\$ 3,585,287
Investments						9,029		\$ 9,029
Capital Lease, Net							296,378	\$ 296,378
Land							6,557,602	\$ 6,557,602
Buildings, Net							57,816,527	\$ 57,816,527
Other, Structures & Improvements, Net								\$ -
Furniture & Equipment, Net							1,125,931	\$ 1,125,931
Artwork							11,700	\$ 11,700
Construction in Progress							19,919,121	\$ 19,919,121
Other								\$ -
TOTAL ASSETS	\$ 3,059,312	\$ 393,162	\$ 275,965	\$ (601,222)	\$ 7,213,315	\$ (219,468)	\$ 85,727,259	\$ 95,848,323
<u>LIABILITIES AND FUND BALANCE</u>								
<u>Liabilities</u>								
Accounts Payable	\$ 2,275	\$ 17,353	\$ -	\$ -	\$ 29,264	\$ -	\$ -	\$ 48,893
Compensated Leave Payable								-
Retainage Payable					845,604			845,604
Unearned Revenue	5,000							5,000
Salaries & Benefits Payable	106,579							106,579
Bonds Payable							230,000	230,000
Loan Payable		183,333					2,797,370	2,980,703
Total Liabilities	\$ 113,854	\$ 200,686	\$ -	\$ -	\$ 874,869	\$ -	\$ 3,027,370	\$ 4,216,779
<u>Fund Balance:</u>								
Fund Balance	\$ 2,704,119	\$ 217,762	\$ 275,965	\$ 348,520	\$ 17,002,147	\$ 9,029	\$ 502,219	\$ 21,059,761
Investment in Plant							82,197,670	82,197,670
Change in Fund Balance (YTD)	(241,339)	25,287	-	1,151,824	10,663,701	228,497	-	11,827,970
Total Fund Balance	\$ 2,462,780	\$ 243,048	\$ 275,965	\$ 1,500,344	\$ 27,665,848	\$ 237,527	\$ 82,699,889	\$ 115,085,401
TOTAL LIABILITIES AND FUND BALANCE	\$ 2,576,635	\$ 443,735	\$ 275,965	\$ 1,500,344	\$ 28,540,717	\$ 237,527	\$ 85,727,259	\$ 119,302,180



Agenda Item: Project Status, College-Wide for May 2016 - Mr. Peter Elliott

Date: May 23, 2016

**POLK STATE COLLEGE
BOARD OF TRUSTEES
AGENDA TRANSMITTAL SHEET**

Issue:

Section 1001.64, Florida Statutes, establishes the Board's responsibility for the financial health of the College. The presentation of this Project Status Report provides an update of the current facilities projects underway and those currently scheduled.

Background/Analysis:

This report is updated monthly and presented to the District Board of Trustees as information regarding College-wide construction projects.

Fiscal Impact:

The funding sources for the projects noted in the report are College capital outlay funds (PECO, Capital Improvement Fees, etc.), as well as funds from private and public partnerships.

Peter S. Elliott, Vice President for Administration / CFO

Initiating Official

THIS RECOMMENDED ITEM MEETS THE FOLLOWING ELEMENT(S) OF POLK STATE COLLEGE'S MISSION STATEMENT, VISION STATEMENT, AND CORE VALUES:

Commitment to Student Success through Innovation, Value, and Engagement, Commitment to Knowledge, Diversity, Integrity, Leadership, and Service

President's Recommendation:

For Information Only

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Project Status Report	Backup Material

Polk State College
Project Status Report May 2016

PM-Project Managers	RM-Robbie Manikis GU-George Urbano	JS-John Sheffield LB-Lyndon Belfon						
Project Task	PM	Status	Total Project Budget	Construction Budget/GMP	Resources	Start (NTP)	Estimated Finish (CO)	Notes
Winter Haven Campus								
WLR 3rd floor remodel library only	RM	Planning	\$2,315,973.70	TBD	ADM Staff	9/15	1/17	Reviewing sub-contractor bids; in-progress Construction budget development; in-progress Install construction fencing & safety barrier; completed Demo start 5/6/16; on-schedule Mobilize CM team; in-progress
WLR 3rd floor remodel classroom, & other spaces	RM		TBD			TBD		Awaiting release of funds
WLR 2nd floor remodel classroom & offices	RM		TBD			TBD		Awaiting release of funds
WLR 1st floor remodel classroom & other spaces	RM		TBD			TBD		Awaiting release of funds
WFA corridor remodel	RM	HOLD	\$245,000	TBD	TBD	TBD	TBD	Awaiting funding source
WSC science laboratories remodel	RM	HOLD	\$950,000	TBD	TBD	TBD	TBD	Awaiting funding source
WFA 117 classroom remodel	RM	HOLD	\$135,000	TBD	TBD	TBD	TBD	Awaiting funding source
Baseball field bleacher & deck canopies-remodel	RM	HOLD	\$75,000	TBD	TBD	TBD	TBD	Awaiting funding source
WFA re-roof & hi-bay brick repair	RM	HOLD	\$288,082	\$255,482	Staff	TBD	TBD	Awaiting funding source
WAD-Registrar space remodel WAD117 to office WAD105 to office	RM	HOLD	\$64,769	\$40,000	Staff	12/16	TBD	Pending outcome of space planning effort with campus management
WHC-ADD wheelchair ramp	RM	Planning	\$155,277	na	CR Staff	1/16	12/16	Coordinating construction timeline
WFA-Theatre increase H/C seating	RM	Planning	embedded with WHC work	na	CR Staff	1/16	12/16	Coordinating construction timeline
WLR 106 increase H/C seating	RM	Planning	embedded with WLR work	na	ADM Staff		TBD	Work effort included with WLR remodel project
Center for Public Safety								
CPS building	RM	Construction complete	\$30,786,909	\$23,996,446	FW ADM	8/14	1/16 construction	540 signage lettering adjustment; in-progress ADD lighting physical training course; in-progress FDOT reviewing assessment report; in-progress Cell phone signal booster evaluation; in-progress Public Safety radio signal evaluation; in-progress
Lake Wales-JDA								
Land acquisition	GU	HOLD	TBD	TBD	Staff	10/13	TBD	
Student center modular	RM	HOLD	\$110,840	TBD	TBD	TBD	TBD	Awaiting site availability and funding source
Faculty office modular	RM	HOLD	\$162,831	TBD	TBD	TBD	TBD	Awaiting site availability and funding source
Outdoor seating area	RM	HOLD	\$6,500	na	TBD	TBD	TBD	Awaiting funding source
All classrooms replace flooring	LB	HOLD	\$25,000	na	TBD	TBD	TBD	Awaiting funding source
After-hours admin. space entry	GU	Planning	\$5,000	na	APG Staff	5/16	7/16	Reviewing vendor quote, PO to follow

**Polk State College
Project Status Report May 2016**

PM-Project Managers	RM-Robbie Manikis GU-George Urbano		JS-John Sheffield LB-Lyndon Belfon					
Project Task	PM	Status	Total Project Budget	Construction Budget/GMP	Resources	Start (NTP)	Estimated Finish (CO)	Notes
Lake Wales-Art Center								
Crews Center-2nd floor replace AHU & condenser	RM	Planning	TBD	TBD	Carastro Staff	8/15	TBD	Bid review; in-progress
Parking lot add new lighting	RM	Planning	TBD	TBD	Carastro Staff	8/15	TBD	Bid review; in-progress
Gallery/lobby floor replacement	RM	Planning	\$75,000	\$75,000	NDC Staff	5/16	8/16	Material selection; complete Finalize install schedule; in-progress
Lakeland Campus								
Campus secondary electric feeder infrastructure	GU	HOLD	\$75,000	na	Staff LECO	TBD	TBD	
LAC 1170A & 1170B Gateway HS	GU/JS	Construction	\$123,957 Grant funds	na	Staff	10/15	5/16	Furniture install and cabling; week of 5/11 & 5/16 Computer install; TBD
LAC & LLC building façade brick and concrete	GU	HOLD	TBD	TBD	Staff	2/15	TBD	
New maintenance, shipping receiving pad & bldg.	GU/JS	HOLD	\$45,000 planning	TBD	LPF Nujak	9/14	6/15 planning	
US 98 & SR 540 monument sign upgrade	JS	Planning	\$20,000	na	Staff	9/14	7/16	Reviewing vendor quote, PO to follow
LLC-2188, add wheelchair ramp & renovate stage	RM	Planning	\$76,396	na	CR Staff	1/16	12/16	Coordinating construction timeline
LAC 1173 remodel to GHS administration	GU	Planning	TBD	TBD	HCI Staff	2/16	5/16 planning	Developing construction budget
Clear Springs								
Add (4) access control points	GU/JS	Planning	\$15,200	\$15,200	APG Staff	12/15	6/16	Purchase Order; issued Mobilize and installation week of 5/23

**Polk State College
Project Status Report May 2016**

PM-Project Managers	RM-Robbie Manikis GU-George Urbano		JS-John Sheffield LB-Lyndon Belfon					
Project Task	PM	Status	Total Project Budget	Construction Budget/GMP	Resources	Start (NTP)	Estimated Finish (CO)	Notes
Airside Lakeland								

District Initiatives

Energy Performance Contracting Feasibility	GU	HOLD	No-Cost	TBD	Siemens Staff	2/14	6/15	
(2) District Office locations: Winter Haven, Florida *								*(Leased facilities only, similar to Airside Lakeland Operating Cost for New Facilities (OCNF) will provide support following occupancy.
New construction	GU	HOLD						
Renovate existing building 200 Ave B	RM	HOLD						
District office personnel exit planning	RM	Planning	TBD	TBD	Staff	TBD	TBD	Reviewing option in CPS following WH campus space review
(7) Modular buildings exit planning	RM	Planning	TBD	TBD	Staff	TBD	TBD	Reviewing location/space options with Provost
Security upgrade add thumblock-single action hardware	GU & Lt. Neil	Construction	\$100,000	\$100,000	Locksmith Staff	11/15	3/16 Install	
Phase 1; Tier 1A & 1B Doors							WH, JDA LWAC	Tier 1A & 1B door conversion; in-progress Panic bar/thumblock conversion material ordered test material application on door WST120 week of 5/23
							LAC, LLC, LTB, ASE ATC	Tier 1A & 1B door conversion; in-progress Punchlist items; complete Panic bar/thumblock conversion material ordered test material application on door LAC1208 week of 5/23

Polk State College **Project Status Report** **Definition of Abbreviations**

ADM	AD Morgan	MEP	Mechanical, electrical, plumbing trades
A/E	Architect/Engineer	MI	Moddus Inc, Engineers; Bartow
AGI	Anston-Greenlees Engineers; Tampa	MMP	MM Parrish Construction, Inc: Lakeland
APG	Specialty Electrical Contractor; Tampa	MP	Mark Parlier Architects; Lake Wales
ASAP	As Soon As Possible	N/A	Not Applicable
ASC	ASC Geosciences, Lakeland	NDC	Nujak Development and Construction; Lakeland
BGA	Tampa area engineering firm	NTP	Notice to Proceed
BLDG	Building	PECO	Public Education Capital Outlay
CD	Construction Document(s)	PO	Purchase Order (by PSC)
CHS	Collegiate High School	RFQ	Request for Qualifications
CM	Construction Manager-at-Risk	SB	Southern Business (A/V equip. supplier); Orlando
CO	Certificate of Occupancy	SD	Schematic Design document (s)
COL	Chain of Lakes High School	SE	Stafford Engineers; Ormond Beach
CR	Crossroads Construction, Inc; Lakeland	SOW	Scope of Work
CS	Clear Springs Land Development; Bartow	STA	Straughn Trout Architects;Lakeland
DBOT	District Board of Trustees	STAFF	PSC personnel, various departments
DD	Design Development Document(s)	SWFWMD	South West Fl. Water Mgt District
DWM	Driveway Maintenance; Lakeland	TBA	To Be Announced
FW	Furr-Wegman Architects; Lakeland	TBD	To Be Determined
GMP	Guaranteed Maximum Price	TEC	Tucker Engineering and Construction; Winter Haven
HCI	Henkelman Construction, Inc; Lakeland	TLCC	Teacher Learning Computer Center
IPS	Institute for Public Safety	U/G	Underground
ITAC	Instructional Technology Advisory Board	UNO	Unless Notified Otherwise
JDA	JD Alexander Center	WAD	Winter Haven Administration building
LAC	Lakeland Academic Center	WCJ	Winter Haven Criminal Justice
LC	Lane Construction	WFA	Winter Haven Fine Arts building
LECO	Lakeland Electric Company	WH	Winter Haven Campus
LkInd	Lakeland Campus	WHC	Winter Haven Health Center
LLC	Lakeland Learning Center	WLR	Winter Haven Learning Resource building
LMB	Lakeland Maintenance building	WMS	Winter Haven Multi-Service building
LPF	Lunz Prebor Fowler Architects; Lakeland	WSC	Winter Haven Science building
LSB	Lakeland Storage building	WST	Winter Haven Student Center
LTB	Lakeland Technology Building		

**Polk State College
Project Status Report
Definitions of Terms**

PLANNING	Process wherein the project team and stakeholders define and/or refine the needs and discuss alternatives. Narratives, tables, drawings or lists maybe the outcome of this phase
RFQ- Request for Qualifications	Process wherein scope of work is defined, solicitation document prepared and issued, qualifications from competing firms are evaluated and ranked, culminating in a recommendation to the District Board of Trustees
Programming	Process wherein the project team and stakeholders compare and contrast the project scope and planning document, update the documentation (drawings, tables, lists, etc) in preparation for preliminary drawings
SD Schematic Design	Process wherein the project architect converts and/or translates the information generated during the programming phase of work into preliminary floors plans, sketches and illustrations. During this phase the project team and stakeholders evaluate the drawings to assure the intent has been accurately conveyed by the drawings SD Drawing approval required before proceeding to the next phase
DD Design Documents	Drawings generated during the SD phase are revised to included greater detail and information Specifications for construction and material purchase begin development DD Drawing approval required before proceeding to the next phase
CD Construction Documents	Drawings approved during the SD and DD phases are refined to include all construction details All construction and material specifications are finalized. At the conclusion of this phase all documents required for construction and the construction manager are completed and signed off & stamped by the Architect and Engineer of Record
Under Construction	Process wherein the Guaranteed Maximum Price has been approved, CM is under contract to PSC and construction work has begun



Agenda Item: Lab Fees for 2016-2017 for all Active Credit Courses - Dr. Kenneth Ross

Date: May 23, 2016

**POLK STATE COLLEGE
BOARD OF TRUSTEES
AGENDA TRANSMITTAL SHEET**

Issue:

Lab fees are reviewed each year to ensure that such fees do not exceed the cost of goods or services produced.

Background/Analysis:

In accordance with FS Section 1009.23(12) and SBE Rule 6A-14.054(6), each Board may establish user fees such as laboratory fees that shall only be charged to students receiving those goods or services.

Fiscal Impact:

None.

Kenneth Ross, Vice President for Academic Affairs

Initiating Official

THIS RECOMMENDED ITEM MEETS THE FOLLOWING ELEMENT(S) OF POLK STATE COLLEGE'S MISSION STATEMENT, VISION STATEMENT, AND CORE VALUES:

Commitment to Student Success through Innovation, Value, and Engagement

President's Recommendation:

Recommend Approval

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Credit Labs for 2016-2017	Backup Material

Program	Course ID	Title	CR	15-16 Fees	16-17 Fees	Difference	Rationale	DBOT
Art	ART 1201C	Design I	3	\$34.00	\$30.00	-\$4.00	Enrollment went up, fee went down.	
Art	ART 1203C	Design II	3	\$34.00	\$30.00	-\$4.00	Enrollment went up, fee went down.	
Art	ART 2500C	Painting I	3	\$40.00	\$60.00	\$20.00	Fee going up because Holly will begin supplying paints for students to help with enrollment. If students do not have to buy their own paints, they are more likely to take the class.	
Art	ART 2501C	Painting II	3	\$40.00	\$60.00	\$20.00	Fee going up because Holly will begin supplying paints for students to help with enrollment. If students do not have to buy their own paints, they are more likely to take the class.	
Art	ART 2933	Art for Teachers	3	\$34.00	\$30.00	-\$4.00	Enrollment went up, fee went down.	
Educator Preparation Inst. Cert.	EPI 0001	Classroom Management	3	\$21.50	\$31.50	\$10.00	Increased level of rigor for FTCE exams. 3 workshops: GK Math, GK Language Arts, and Professional ED are offered multiple times a year for EPI students to prepare for the exams. Online and Hybrid offered.	
Educator Preparation Inst. Cert.	EPI 0002	Instructional Strategies	3	\$21.50	\$31.50	\$10.00	Increased level of rigor for FTCE exams. 3 workshops: GK Math, GK Language Arts, and Professional ED are offered multiple times a year for EPI students to prepare for the exams. Online and Hybrid offered.	
Educator Preparation Inst. Cert.	EPI 0003	Technology	3	\$21.50	\$31.50	\$10.00	Increased level of rigor for FTCE exams. 3 workshops: GK Math, GK Language Arts, and Professional ED are offered multiple times a year for EPI students to prepare for the exams. Online and Hybrid offered.	
Educator Preparation Inst. Cert.	EPI 0004	Teaching and Learning	3	\$21.50	\$31.50	\$10.00	Increased level of rigor for FTCE exams. 3 workshops: GK Math, GK Language Arts, and Professional ED are offered multiple times a year for EPI students to prepare for the exams. Online and Hybrid offered.	
Educator Preparation Inst. Cert.	EPI 0010	Foundations of Research Based Readign	3	\$21.50	\$31.50	\$10.00	Increased level of rigor for FTCE exams. 3 workshops: GK Math, GK Language Arts, and Professional ED are offered multiple times a year for EPI students to prepare for the exams. Online and Hybrid offered.	
Educator Preparation Inst. Cert.	EPI 0020	Professional Foundations	2	\$21.50	\$31.50	\$10.00	Math, GK Language Arts, and Professional ED are offered multiple times a year for EPI students to prepare for the exams.	
Educator Preparation Inst. Cert.	EPI 0030	Diversity	2	\$21.50	\$31.50	\$10.00	Increased level of rigor for FTCE exams. 3 workshops: GK Math, GK Language Arts, and Professional ED are offered multiple times a year for EPI students to prepare for the exams. Online and Hybrid offered.	
Emergency Medical Services	EMS 2603L	EMT-Paramedic I Lab/Clinical	5	\$325.00	\$350.00	\$25.00	Adjust cost of lab and clinical support personnel.	
Network Systems Engineering	CET 1013	Introduction to Network Systems Engineering Technology (NSET) and Information Systems	4	\$60.00	\$0.00	-\$60.00	Delete fee; course is end termed and will not be taught again.	
Network Systems Engineering	CET 2622C	Scaling and Connecting Networks	3	\$0.00	\$60.00	\$60.00	New course	
Nursing	NUR 1020C	Foundations of Nursing Practice	9	\$299.00	\$289.00	-\$10.00	Change in skills in course with thus change in supplies needed allows for reduction.	
Nursing	NUR 2421C	Maternal-Child Nursing and Women's Health	9	\$270.00	\$0.00	-\$270.00	Delete fee; course ended Fall 2015 and was replaced by NUR 2600C.	
Nursing	NUR 2600C	Nursing of the Family	9	\$270.00	\$255.00	-\$15.00	Change in skills and thus change in supplies needed.	
Nursing	NUR 2744C	Advanced Comprehensive Nursing Care		\$0.00	\$485.00	\$485.00	New course beginning Aug 2016 to replace NUR 2945C. Fees remain the same as NUR 2945C.	
Nursing	NUR 2945C	Comprehensive Nursing Process	10	\$485.00	\$0.00	-\$485.00	Delete fee; course being replaced by NUR 2744C.	

Program	Course ID	Title	CR	15-16 Fees	16-17 Fees	Difference	Rationale	DBOT
Occupational Therapy	OTH 1800	Level I Fieldwork, Psychosocial	1	\$21.50	\$5.00	-\$16.50	Each student receives a flashdrive containing all the pertinent fieldwork documents and resources (FW Manual, forms, syllabi, etc). The \$450 fee charged last year for the FW Clerk was deleted since the program no longer uses the software.	
Occupational Therapy	OTH 2125C	Therapeutic Modalities and Lab	3	\$2.00	\$4.00	\$2.00	Paraffin is needed for the physical modalities lab session.	
Occupational Therapy	OTH 2840	Level II Fieldwork, Physical Dysfunction	6	\$3.50	\$8.00	\$4.50	Each student receives a flashdrive containing all the pertinent fieldwork documents and resources (FW Manual, forms, syllabi, etc.).	
Physical Therapist Assistant	PHT 1128C	Functional Anatomy and Kinesiology I	4	\$10.00	\$25.00	\$15.00	Increase PT/PTA lab assistant and equipment.	
Physical Therapist Assistant	PHT 1129C	Functional Anatomy and Kinesiology II	4	\$10.00	\$25.00	\$15.00	Increase PT/PTA lab assistant and equipment.	
Physical Therapist Assistant	PHT 2253C	Neurologic Disabilities and Rehabilitation	4	\$0.00	\$8.00	\$8.00	New fee	
Professional Pilot	ATF 1100L	Private Pilot Flight	1	\$0.00	\$7.00	\$7.00	New fee for student accident coverage.	
Professional Pilot	ATF 2210L	Commercial Pilot Flight	1	\$0.00	\$7.00	\$7.00	New fee for student accident coverage.	
Science	BSC 1005C	Survey of Biological Science	4	\$22.00	\$20.50	-\$1.50	Fee decrease due to decrease cost of materials.	
Science	BSC 1010C	Principles of Biology I	4	\$16.00	\$15.50	-\$0.50	Fee decrease due to decrease cost of materials.	
Science	BSC 1011C	Principles of Biology II	4	\$26.00	\$26.50	\$0.50	Fee increase is due to increased costs of materials purchased.	
Science	BSC 1084C	Basic Anatomy and Physiology	5	\$50.00	\$33.50	-\$16.50	Fee decrease due to decrease cost of materials.	
Science	BSC 1311C	Introduction to Marine Biology	4	\$30.00	\$38.50	\$8.50	Fee increase is due to increased costs of materials purchased.	
Science	BSC 2085C	Human Anatomy and Physiology I	5	\$22.00	\$21.50	-\$0.50	Fee decrease due to decrease cost of materials.	
Science	BSC 2086C	Human Anatomy and Physiology II	5	\$43.00	\$29.50	-\$13.50	Fee decrease due to decrease cost of materials.	
Science	CHM 1025C	Introductory Chemistry	4	\$47.50	\$34.50	-\$13.00	Fee decrease due to decrease cost of materials.	
Science	CHM 1045C	General Chemistry I	4	\$52.50	\$38.00	-\$14.50	Fee decrease due to decrease cost of materials.	
Science	CHM 1046C	General Chemistry II	4	\$37.00	\$38.50	\$1.50	Fee increase is due to increased costs of materials purchased.	
Science	CHM 2210C	Organic Chemistry I	5	\$52.50	\$58.00	\$5.50	Fee increase is due to increased costs of materials purchased.	
Science	CHM 2211C	Organic Chemistry II	5	\$66.00	\$65.50	-\$0.50	Fee decrease due to decrease cost of materials.	
Science	EVR 1001C	Environmental Science	4	\$15.50	\$3.00	-\$12.50	Fee decrease due to decrease cost of materials.	
Science	GLY 2010C	Physical Geology	4	\$5.50	\$6.50	\$1.00	Fee increase is due to increased costs of materials purchased.	
Science	MCB 2010C	Microbiology	4	\$51.50	\$57.00	\$5.50	Fee increase is due to increased costs of materials purchased.	
Science	OCE 2001C	Oceanography	4	\$19.00	\$5.00	-\$14.00	Fee decrease due to decrease cost of materials.	
Science	PHY 2020C	Funamentals of Physics	4	\$22.00	\$8.50	-\$13.50	Fee decrease due to decrease cost of materials.	
Science	PHY 2048C	General Physics I with Calculus	5	\$28.50	\$13.00	-\$15.50	Fee decrease due to decrease cost of materials.	
Science	PHY 2049C	General Physics II with Calculus	5	\$26.00	\$13.00	-\$13.00	Fee decrease due to decrease cost of materials.	
Science	PHY 2053C	General Physics I	4	\$23.00	\$9.00	-\$14.00	Fee decrease due to decrease cost of materials.	
Science	PHY 2054C	General Physics II	4	\$30.00	\$15.50	-\$14.50	Fee decrease due to decrease cost of materials.	
Art	ART 1001C	Studio Art for Beginners	3	\$25.00	\$25.00	\$0.00		
Art	ART 1300C	Drawing and Composition I	3	\$15.00	\$15.00	\$0.00		
Art	ART 1301C	Drawing and Composition II	3	\$15.00	\$15.00	\$0.00		
Art	ART 1302C	Drawing and Composition III	3	\$15.00	\$15.00	\$0.00		

Program	Course ID	Title	CR	15-16 Fees	16-17 Fees	Difference	Rationale	DBOT
Art	ART 1511C	Landscape Painting	3	\$40.00	\$40.00	\$0.00		
Art	ART 2137C	Basketry I	3	\$60.00	\$60.00	\$0.00		
Art	ART 2138C	Basketry II	3	\$60.00	\$60.00	\$0.00		
Art	ART 2330C	Figure Drawing I	3	\$70.00	\$70.00	\$0.00		
Art	ART 2377C	Portrait Drawing	3	\$60.00	\$60.00	\$0.00		
Art	ART 2502C	Figure Painting	3	\$100.00	\$100.00	\$0.00		
Art	ART 2540C	Watercolor I	3	\$55.00	\$55.00	\$0.00		
Art	ART 2541C	Watercolor II	3	\$55.00	\$55.00	\$0.00		
Art	ART 2555C	Portrait Painting	3	\$75.00	\$75.00	\$0.00		
Art	ART 2570C	Mural Painting I	3	\$50.00	\$50.00	\$0.00		
Art	ART 2571C	Mural Painting II	3	\$50.00	\$50.00	\$0.00		
Art	ART 2750C	Ceramics: Hand Building	3	\$62.00	\$62.00	\$0.00		
Art	ART 2751C	Ceramics: Wheel Throwing	3	\$62.00	\$62.00	\$0.00		
Art	ART 2756C	Ceramics: Advanced Study	3	\$62.00	\$62.00	\$0.00		
Art	PGY 1100C	Photography I	3	\$33.00	\$33.00	\$0.00		
Art	PGY 2102C	Photography II	3	\$33.00	\$33.00	\$0.00		
Art	PGY 2801C	Digital Photography I	3	\$11.00	\$11.00	\$0.00		
Art	PGY 2802C	Digital Photography II	3	\$11.00	\$11.00	\$0.00		
Cardiovascular	CVT 1000	Introduction to Cardiovascular Technology	3	\$105.50	\$105.50	\$0.00		
Cardiovascular	CVT 1220	Cardiovascular Pharmacology	3	\$71.50	\$71.50	\$0.00		
Cardiovascular	CVT 1800L	Cardiovascular Pre-Practicum	2	\$97.50	\$97.50	\$0.00		
Cardiovascular	CVT 2100L	Cardiovascular Practicum I	3	\$99.00	\$99.00	\$0.00		
Cardiovascular	CVT 2110L	Cardiovascular Practicum II	3	\$94.50	\$94.50	\$0.00		
Cardiovascular	CVT 2120L	Cardiovascular Practicum III	5	\$94.50	\$94.50	\$0.00		
Cardiovascular	CVT 2211	Critical Care Applications	3	\$61.50	\$61.50	\$0.00		
Cardiovascular	CVT 2420	Invasive Cardiology I	3	\$151.50	\$151.50	\$0.00		
Cardiovascular	CVT 2421	Invasive Cardiology II	3	\$61.50	\$61.50	\$0.00		
Cardiovascular	CVT 2500	EKG Interpretation	3	\$61.50	\$61.50	\$0.00		
Cardiovascular	CVT 2511	Radiation Biology and Safety	3	\$61.50	\$61.50	\$0.00		
Cardiovascular	CVT 2843L	Cardiovascular Practicum IV	6	\$99.00	\$99.00	\$0.00		
Cardiovascular	CVT 2844L	Cardiovascular Practicum V	6	\$82.50	\$82.50	\$0.00		
Criminal Justice	CJE 2640	Introduction to Crime Scene Techniques	3	\$22.50	\$22.50	\$0.00		
Criminal Justice	CJE 3650	Introduction to Forensic Science	3	\$23.00	\$23.00	\$0.00		
Diagnostic Medical Sonography	SON 1100C	Procedures and Protocols of Sonographic Imaging	3	\$46.00	\$46.00	\$0.00		
Diagnostic Medical Sonography	SON 1111C	Abdominal Sonography I	3	\$30.00	\$30.00	\$0.00		
Diagnostic Medical Sonography	SON 1112C	Abdominal Sonography II	3	\$30.00	\$30.00	\$0.00		
Diagnostic Medical Sonography	SON 1121C	Obstetrics/Gynecology I	3	\$30.00	\$30.00	\$0.00		
Diagnostic Medical Sonography	SON 2122C	Obstetrics/Gynecology II	3	\$20.00	\$20.00	\$0.00		
Diagnostic Medical Sonography	SON 2171C	Introduction to Vascular Sonography	3	\$30.00	\$30.00	\$0.00		
Diagnostic Medical Sonography	SON 2814L	Clinical Practicum II	3	\$16.00	\$16.00	\$0.00		
Digital Media Technology	CGS 2800C	Web Architecture and Design	3	\$43.00	\$43.00	\$0.00		
Digital Media Technology	CGS 2820C	Web Development and Design	3	\$43.00	\$43.00	\$0.00		
Digital Media Technology	DIG 2000	Introduction to Digital Media	3	\$43.00	\$43.00	\$0.00		
Digital Media Technology	DIG 2030C	Digital Video and Sound	3	\$60.00	\$60.00	\$0.00		

Program	Course ID	Title	CR	15-16 Fees	16-17 Fees	Difference	Rationale	DBOT
Digital Media Technology	DIG 2109C	Digital Imaging Fundamentals	3	\$43.00	\$43.00	\$0.00		
Digital Media Technology	DIG 2284C	Advanced Digital Video and Sound	3	\$60.00	\$60.00	\$0.00		
Digital Media Technology	DIG 2292C	Digital Post Production	3	\$60.00	\$60.00	\$0.00		
Digital Media Technology	DIG 2330C	Lighting Design and Techniques	3	\$60.00	\$60.00	\$0.00		
Digital Media Technology	DIG 2341C	Motion Graphics for Digital Media	3	\$43.00	\$43.00	\$0.00		
Digital Media Technology	DIG 2430C	Digital Storytelling	3	\$60.00	\$60.00	\$0.00		
Digital Media Technology	DIG 2500C	Fundamentals of Interactive Design	3	\$43.00	\$43.00	\$0.00		
Digital Media Technology	DIG 2940	Media Practicum and Portfolio Development	3	\$60.00	\$60.00	\$0.00		
Digital Media Technology	GRA 1206C	Fundamentals of Typography	3	\$43.00	\$43.00	\$0.00		
Digital Media Technology	GRA 2120C	Page Design and Layout	3	\$43.00	\$43.00	\$0.00		
Digital Media Technology	GRA 2156C	Digital Design and Illustration	3	\$43.00	\$43.00	\$0.00		
Digital Media Technology	GRA 2207C	Advanced Image Editing	3	\$43.00	\$43.00	\$0.00		
Digital Media Technology	GRA 2751C	Visual Design for Web	3	\$43.00	\$43.00	\$0.00		
Educator Preparation Inst. Cert.	EPI 0945	Diversity Field Experience for Non-Teachers	1	\$110.00	\$110.00	\$0.00		
Emergency Medical Services	EMS 1158L	Emergency Medical Technology Lab/Clinical	5	\$169.50	\$169.50	\$0.00		
Emergency Medical Services	EMS 2604L	EMT-Paramedic II Lab/Clinical	5	\$325.00	\$325.00	\$0.00		
Engineering Technology	EET 1084C-1	Introduction to Electronics-1	1	\$7.00	\$7.00	\$0.00		
Engineering Technology	EET 1084C-2	Introduction to Electronics-2	1	\$7.00	\$7.00	\$0.00		
Engineering Technology	EET 1084C-3	Introduction to Electronics-3	1	\$7.00	\$7.00	\$0.00		
Engineering Technology	ETD 1320C-1	Introduction to Computer-Aided Drafting-1	1	\$7.00	\$7.00	\$0.00		
Engineering Technology	ETD 1320C-2	Introduction to Computer-Aided Drafting-2	1	\$7.00	\$7.00	\$0.00		
Engineering Technology	ETD 1320C-3	Introduction to Computer-Aided Drafting-3	1	\$7.00	\$7.00	\$0.00		
Engineering Technology	ETI 1414C-1	Introduction to CNC Machining 1	1	\$8.00	\$8.00	\$0.00		
Engineering Technology	ETI 1414C-2	Introduction to CNC Machining 2	1	\$8.00	\$8.00	\$0.00		
Engineering Technology	ETI 1414C-3	Introduction to CNC Machining 3	1	\$8.00	\$8.00	\$0.00		
Engineering Technology	ETI 1420C-1	Manufacturing Processes and Materials 1	1	\$3.00	\$3.00	\$0.00		
Engineering Technology	ETI 1420C-2	Manufacturing Processes and Materials 2	1	\$3.00	\$3.00	\$0.00		
Engineering Technology	ETI 1420C-3	Manufacturing Processes and Materials 3	1	\$3.00	\$3.00	\$0.00		
Engineering Technology	ETI 2411C-1	CNC Machine Processes 1	1	\$13.00	\$13.00	\$0.00		
Engineering Technology	ETI 2411C-2	CNC Machine Processes 2	1	\$13.00	\$13.00	\$0.00		
Engineering Technology	ETI 2411C-3	CNC Machine Processes 3	1	\$13.00	\$13.00	\$0.00		
Engineering Technology	ETI 2412C-1	Advanced CNC Machine Processes 1	1	\$13.00	\$13.00	\$0.00		
Engineering Technology	ETI 2412C-2	Advanced CNC Machine Processes 2	1	\$13.00	\$13.00	\$0.00		
Engineering Technology	ETI 2412C-3	Advanced CNC Machine Processes 3	1	\$13.00	\$13.00	\$0.00		
Engineering Technology	ETM 1010C-1	Mechanical Measurements & Instrumentation 1	1	\$15.00	\$15.00	\$0.00		
Engineering Technology	ETM 1010C-2	Mechanical Measurements & Instrumentation 2	1	\$15.00	\$15.00	\$0.00		
Engineering Technology	ETM 1010C-3	Mechanical Measurements & Instrumentation 3	1	\$15.00	\$15.00	\$0.00		
Engineering Technology	ETM 2315C-1	Hydraulics and Pneumatics-1	1	\$10.00	\$10.00	\$0.00		
Engineering Technology	ETM 2315C-2	Hydraulics and Pneumatics-2	1	\$10.00	\$10.00	\$0.00		
Engineering Technology	ETM 2315C-3	Hydraulics and Pneumatics-3	1	\$10.00	\$10.00	\$0.00		
Engineering Technology	ETM 2315C-4	Hydraulics and Pneumatics-4	1	\$10.00	\$10.00	\$0.00		
Engineering Technology	ETS 1511C-1	Motors and Controls-1	1	\$3.00	\$3.00	\$0.00		
Engineering Technology	ETS 1511C-2	Motors and Controls-2	1	\$3.00	\$3.00	\$0.00		
Engineering Technology	ETS 1511C-3	Motors and Controls-3	1	\$3.00	\$3.00	\$0.00		

Program	Course ID	Title	CR	15-16 Fees	16-17 Fees	Difference	Rationale	DBOT
Engineering Technology	ETS 1540C-1	Industrial Applications of PLCs and Robotics-1	1	\$4.00	\$4.00	\$0.00		
Engineering Technology	ETS 1540C-2	Industrial Applications of PLCs and Robotics-2	1	\$4.00	\$4.00	\$0.00		
Engineering Technology	ETS 1540C-3	Industrial Applications of PLCs and Robotics-3	1	\$4.00	\$4.00	\$0.00		
Engineering Technology	ETS 1542C-1	Introduction to Programmable Logic Controllers-1	1	\$4.00	\$4.00	\$0.00		
Engineering Technology	ETS 1542C-2	Introduction to Programmable Logic Controllers-2	1	\$4.00	\$4.00	\$0.00		
Engineering Technology	ETS 1542C-3	Introduction to Programmable Logic Controllers-3	1	\$4.00	\$4.00	\$0.00		
Medical Coding Specialist	HIM 2810L	Coding Application Practicum	1	\$16.00	\$16.00	\$0.00		
Music	MVB 1311	Applied Music-Brass	1	\$280.00	\$280.00	\$0.00		
Music	MVK 1311	Applied Music-Piano	1	\$280.00	\$280.00	\$0.00		
Music	MVP 1311	Applied Music-Percussion	1	\$280.00	\$280.00	\$0.00		
Music	MVS 1311	Applied Music-String	1	\$280.00	\$280.00	\$0.00		
Music	MVS 1316	Applied Music-Guitar	1	\$280.00	\$280.00	\$0.00		
Music	MVV 1311	Applied Music-Voice	1	\$280.00	\$280.00	\$0.00		
Music	MVW 1311	Applied Music-Woodwinds	1	\$280.00	\$280.00	\$0.00		
Network Systems Engineering	CET 1174C	A+ Essentials	3	\$149.00	\$149.00	\$0.00		
Network Systems Engineering	CET 1600C	Network Fundamentals	3	\$60.00	\$60.00	\$0.00		
Network Systems Engineering	CET 1610C	Routing & Switching Essentials	3	\$60.00	\$60.00	\$0.00		
Network Systems Engineering	CET 2615C	Scaling Networks	3	\$60.00	\$60.00	\$0.00		
Network Systems Engineering	CET 2620C	Connecting Networks	3	\$60.00	\$60.00	\$0.00		
Network Systems Engineering	CET 2625C	CCNP ROUTE: Implementing IP Routing	3	\$60.00	\$60.00	\$0.00		
Network Systems Engineering	CET 2627C	CCNP SWITCH: Implementing IP Switching	3	\$60.00	\$60.00	\$0.00		
Network Systems Engineering	CET 2628C	CCNP TSHOOT Maintaining and Troubleshooting IP Networks	3	\$60.00	\$60.00	\$0.00		
Network Systems Engineering	CET 2660C	Computer Network Security Fundamentals	3	\$60.00	\$60.00	\$0.00		
Network Systems Engineering	CET 2662C	Ethical Hacking for Network Professionals	3	\$60.00	\$60.00	\$0.00		
Network Systems Engineering	CET 2665C	CCNA Security	3	\$60.00	\$60.00	\$0.00		
Network Systems Engineering	CET 2691C	Laws and Legal Aspects of IT Security	3	\$60.00	\$60.00	\$0.00		
Network Systems Engineering	CET 2940	Network Engineering Technology Practicum	3	\$60.00	\$60.00	\$0.00		
Network Systems Engineering	CNT 2405C	Hardening the Infrastructure	3	\$60.00	\$60.00	\$0.00		
Network Systems Engineering	CNT 2503	Fundamentals of Voice and IP Telephony	3	\$60.00	\$60.00	\$0.00		
Network Systems Engineering	CTS 1162C	Windows 7 Configuration	3	\$60.00	\$60.00	\$0.00		
Network Systems Engineering	CTS 2106C	Linux Fundamentals	3	\$60.00	\$60.00	\$0.00		
Network Systems Engineering	CTS 2110C	A+ Practical Application	3	\$149.00	\$149.00	\$0.00		
Network Systems Engineering	CTS 2314C	Network Defense and Counter Measures	3	\$60.00	\$60.00	\$0.00		
Network Systems Engineering	CTS 2321C	Linux System Administration I	3	\$60.00	\$60.00	\$0.00		
Network Systems Engineering	CTS 2322C	Linux System Administration II	3	\$60.00	\$60.00	\$0.00		
Network Systems Engineering	CTS 2339C	Exchange Server 2010 Configuration	3	\$60.00	\$60.00	\$0.00		
Network Systems Engineering	CTS 2370C	VMWare View Virtualizing the Desktop	3	\$60.00	\$60.00	\$0.00		
Network Systems Engineering	CTS 2374C	VMWare vSphere Install, Configure, and Manage v5.1	3	\$60.00	\$60.00	\$0.00		
Network Systems Engineering	CTS 2375C	Cloud Infrastructure and Services	3	\$60.00	\$60.00	\$0.00		
Network Systems Engineering	CTS 2390C	Installing and Configuring Windows Server 2012	3	\$60.00	\$60.00	\$0.00		
Network Systems Engineering	CTS 2391C	Administering Windows Server 2012	3	\$60.00	\$60.00	\$0.00		
Network Systems Engineering	CTS 2392C	Configuring Advanced Windows Server 2012 Services	3	\$60.00	\$60.00	\$0.00		
Network Systems Engineering	CTS 2393C	Designing and Implementing a Server 2012 Infrastructure	3	\$60.00	\$60.00	\$0.00		
Network Systems Engineering	CTS 2394C	Implementing an Advanced Server Infrastructure	3	\$60.00	\$60.00	\$0.00		

Program	Course ID	Title	CR	15-16 Fees	16-17 Fees	Difference	Rationale	DBOT
Network Systems Engineering	CTS 2411C	Information Storage Management	3	\$60.00	\$60.00	\$0.00		
Nursing	NUR 1051C	Health Professional to RN Transition I	9	\$299.00	\$299.00	\$0.00		
Nursing	NUR 1254C	Adult Medical-Surgical Nursing	9	\$280.00	\$280.00	\$0.00		
Nursing	NUR 2321C	Health Professional to RN Transition II	9	\$250.00	\$250.00	\$0.00		
Nursing	NUR 2762C	Health Professional to RN Transition III	9	\$480.00	\$480.00	\$0.00		
Nursing	NUR 4636	Family and Community Health Nursing	4	\$16.00	\$16.00	\$0.00		
Occupational Therapy	OTH 1001C	Introduction to Occupational Therapy and Lab	5	\$18.00	\$18.00	\$0.00		
Occupational Therapy	OTH 1014C	Functional Anatomy and Kinesiology I and Lab I	4	\$10.00	\$10.00	\$0.00		
Occupational Therapy	OTH 1019C	Functional Anatomy and Kinesiology II and Lab	4	\$10.00	\$10.00	\$0.00		
Occupational Therapy	OTH 1520C	Pediatric Occupational Therapy and Lab	3	\$14.00	\$14.00	\$0.00		
Occupational Therapy	OTH 2131C	Activity Analysis and Lab	4	\$22.00	\$22.00	\$0.00		
Occupational Therapy	OTH 2300C	Psychosocial Occupational Therapy and Lab	3	\$8.00	\$8.00	\$0.00		
Occupational Therapy	OTH 2420C	Physical Dysfunction and Lab	5	\$22.00	\$22.00	\$0.00		
Occupational Therapy	OTH 2841	Level II Fieldwork, Psychosocial	6	\$3.50	\$3.50	\$0.00		
Physical Therapist Assistant	PHT 1213C	Physical Therapy Principles and Procedures	5	\$29.50	\$29.50	\$0.00		
Physical Therapist Assistant	PHT 1250C	Introduction to Basic Patient Care	5	\$26.00	\$26.00	\$0.00		
Physical Therapist Assistant	PHT 2220C	Therapeutic Exercises in Physical Therapy I	2	\$13.00	\$13.00	\$0.00		
Physical Therapist Assistant	PHT 2221C	Therapeutic Exercises in Physical Therapy II	3	\$29.00	\$29.00	\$0.00		
Physical Therapist Assistant	PHT 2252C	Orthopedic Disabilities and Rehabilitation	4	\$13.00	\$13.00	\$0.00		
Radiography	RTE 1111	Radiographic Nursing Procedures	2	\$12.00	\$12.00	\$0.00		
Radiography	RTE 1513C	Radiographic Positioning II	3	\$13.00	\$13.00	\$0.00		
Radiography	RTE 1804L	Radiographic Clinical I	2	\$86.00	\$86.00	\$0.00		
Radiography	RTE 1814L	Radiographic Clinical II	3	\$30.00	\$30.00	\$0.00		
Radiography	RTE 2061	Radiographic Seminar	4	\$80.00	\$80.00	\$0.00		
Radiography	RTE 2523C	Radiographic Positioning III	3	\$13.00	\$13.00	\$0.00		
Radiography	RTE 2824L	Radiographic Clinical III	3	\$30.00	\$30.00	\$0.00		
Radiography	RTE 2834L	Radiographic Clinical IV	4	\$46.00	\$46.00	\$0.00		
Radiography	RTE 2844L	Radiographic Clinical V	4	\$30.00	\$30.00	\$0.00		
Radiography	RTE 2854L	Radiographic Clinical VI	5	\$30.00	\$30.00	\$0.00		
Radiography	RTE 2940L	Clinical Practicum	3	\$16.00	\$16.00	\$0.00		
Respiratory Care	RET 1024C	Introduction to Respiratory Care	3	\$27.50	\$27.50	\$0.00		
Respiratory Care	RET 1026C	Fundamentals of Respiratory Care I	4	\$35.00	\$35.00	\$0.00		
Respiratory Care	RET 1264C	Fundamentals of Respiratory Care II	4	\$25.00	\$25.00	\$0.00		
Respiratory Care	RET 1414	Cardiopulmonary Diagnostics	3	\$10.00	\$10.00	\$0.00		
Respiratory Care	RET 1534	Special Topics in Respiratory Care	3	\$20.00	\$20.00	\$0.00		
Respiratory Care	RET 2483	Patient Assessment and Interaction	2	\$10.00	\$10.00	\$0.00		
Respiratory Care	RET 2714	Pediatric/Neonatal Respiratory Care	3	\$15.00	\$15.00	\$0.00		
Respiratory Care	RET 2876	Clinical Respiratory Care III	4	\$16.00	\$16.00	\$0.00		

Program	Course ID	Title	CR	15-16 Fees	16-17 Fees	Difference	Rationale	DBOT