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District Board of Trustees Santa Fe Community College
Agenda for Board Meeting of April 10, 2002, 4 p.m.
Jones-Rosenberg Auditorium, Starke, Florida

Adoption of Agenda

Agenda Item: 1.1
418.406, 01-02

1. General Functions

1.1 Adoption of Agenda for Meeting of April 10, 2002

1.2 Approval of Board Meeting Minutes of March 19, 2002

2. Information Items

2.1 President's Report

2.2 Standardized Clinical Facilities Use Agreements with:

Notami Hospital of Florida, Inc., dba Lake City Medical Center, Lake City,
Florida -
Surgical Technology
Lin Care, Inc. - Respiratory Care
Prescribed Pediatrics Extended Care, Inc., dba Pediatric Health Choice -
Respiratory Care

2.3 Revision to Rule 7.22: Petitions Committee

2.4 Report of Continuing Workforce Education Courses

3. Consent Items

Personnel

3.1 Contract Staff (Faculty)

3.2 Contract Staff (Administrative and Professional)

Grants

3.3 State Touring Company Production - Orlando Opera Company -- Grant

3.4 State Touring Company Production - Sangoyami Ajoke Ogunsanya -- Grant

4. Facilities

4.1 Project Report and Action Request - Building P, Phase II

4.2 Permission to Advertise for Construction Management Services for Minor Projects

Annual Contract(s)

4.3 Project Report and Action Request — Storm Water Pond A Reconfiguration

4.4 Project Report and Action Request - Building U Renovation and Addition

5. Personnel Recommendations

5.1 Leave of Absence

6. Financial/Business Affairs

6.1 Report of Purchases for March 2002

6.2 Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of March 31, 2002

6.3 Warrants Issued

7. General Institutional

7.1 Summer Flex Schedule Proposal

8. Grants

8.1 Permission to Expend Dr. Philip Benjamin Academic Improvement Trust Funds

9. Citizen's Requests

10. Adjournment

Board Action(s) Requested:

Approval

**District Board of Trustees
April 10, 2002**

Agenda Item: 1.2

Approval of Board Meeting Minutes of March 19, 2002

401.397, 01-02

The minutes of the regular meeting of the District Board of Trustees of Santa Fe Community College held March 19, 2002, are presented for approval.

Board Action(s) Requested:

Approval

**District Board of Trustees
April 10, 2002**

Agenda Item: 2.1

President's Report

Information Item

The president will discuss a variety of informational topics.

Today's special presentation to the board will be given by Paul Hutchins, Director of the Andrews Center, who will present a historical view of the Bradford County courthouse, which is now the Andrews Center, and discuss how the building continues to be a landmark for the community.

**District Board of Trustees
April 10, 2002**

Agenda Item: 2.2

Standardized Clinical Facilities Use Agreements with:

Information Item

Notami Hospital of Florida, Inc., dba Lake City Medical Center, Lake City,
Florida - Surgical Technology

408.1310, 01-02

Lin Care, Inc. - Respiratory Care

408.1311, 01-02

Prescribed Pediatrics Extended Care, Inc., dba Pediatric Health Choice -
Respiratory Care

408.1312, 01-02

The board has authorized its chair to execute on behalf of the board standardized form clinical facilities agreements without further action by the board. Such agreements have been executed with the above listed facilities for students enrolled in the SFCC Surgical Technology and Respiratory Care programs.

**District Board of Trustees
April 10, 2002**

Agenda Item: 2.3

Revision to Rule 7.22: Petitions Committee

Information Item
410.328, 01-02

The amendment to Rule 7.22 is intended to update the rule and to clarify the role of the Petitions Committee as a deliberative and recommending body.

**District Board of Trustees
April 10, 2002**

Agenda Item: 2.4

Report of Continuing Workforce Education Courses

Information Item
415.91, 01-02

Rule 7.11: Fees states that continuing workforce education courses offered and the established fees shall be reported to the board on a quarterly basis. These classes took place between January and March of 2002.

<u>Course Number</u>	<u>Name of Course</u>	<u>Number of Attendees</u>	<u>Fee Per Student</u>
BUS0350.001	Basics of Electricity	13	\$192.31
BUS0855.001	Excel Fundamentals	10	300.00
BUS0725.001	Tool Box for Success	17	163.24
NUR0571.001	Prevention of Medical Errors	21	25.00
NUR0571.002	Prevention of Medical Errors	15	25.00

C O N S E N T I T E M

**District Board of Trustees
April 10, 2002**

Agenda Item: 3.1

Contract Staff (Faculty)

402.634, 01-02

The individuals listed below are being recommended for appointment for 2001-2002, or a portion of the year, as stated in the individual employee's contract.

**Part Time
Name**

Angela Braun
Janice Bird
Tingting Cai
Dawn Miller
Tracey Philips
Amanda Rice

Board Action(s) Requested:

Approval

C O N S E N T I T E M

**District Board of Trustees
April 10, 2002**

Agenda Item: 3.2

Contract Staff (Administrative and Professional)

411.223, 01-02

The individuals listed below are being recommended for appointment for the year 2001-2002, or a portion of the year, as stated in the individual employee's contract.

Technical/Professional

Part Time

<u>Name</u>	<u>Position</u>
* Kerry Chancey	Manager, Health Careers Opportunity Program
* Tim Hollingsworth	Placement Mentor Specialist
* Joan Miller	Specialist, Reading Lab
Margaret Tison	Advisement Senior Specialist

* Grant funded

Board Action(s) Requested:

Approval

C O N S E N T I T E M

**District Board of Trustees
April 10, 2002**

Agenda Item: 3.3

State Touring Company Production - Orlando Opera Company -- Grant 409.1371, 01-02

The purpose of this project is to provide funds for a performing arts program to be held at the Santa Fe Community College Jones-Rosenberg Building during the SFCC Starke Fall Festival in Bradford County, an underserved arts community. The festival will be held October 12 and 13, 2002.

The amount of funds requested from the State of Florida, Division of Cultural Affairs, is \$1,320 with a cash match of \$680 from Santa Fe Community College.

Duration of this project is October 12, 2002, through October 13, 2002.

Operating budget impact: Matching contribution will be from existing college budget

Board Action(s) Requested:

Approval

Upon legal review and approval, the president or his designee, W. Harvey Sharron, Jr., Vice President for Development, is authorized to execute any agreements associated with this grant.

C O N S E N T I T E M

District Board of Trustees
April 10, 2002

Agenda Item: 3.4

State Touring Company Production - Sangoyami Ajoke Ogunsanya -- Grant 409.1372, 01-02

The purpose of this project is to provide funds for a performing arts program to be held at the Santa Fe Community College Jones-Rosenberg Building during the SFCC Starke Fall Festival in Bradford County, an underserved arts community. Sangoyami offers workshops in traditional Yoruba woodcarving and traditional African arts and crafts. The festival will be held October 12 and 13, 2002.

The amount of funds requested from the State of Florida, Division of Cultural Affairs, is \$167 with a cash match of \$83 from Santa Fe Community College.

Duration of this project is October 12, 2002, through October 13, 2002.

Operating budget impact: Matching contribution will be from existing college budget

Board Action(s) requested:

Approval

Upon legal review and approval, the president or his designee, W. Harvey Sharron, Jr., Vice President for Development, is authorized to execute any agreements associated with this grant.

District Board of Trustees
 April 10, 2002

Agenda Item: 4.1

Project Report and Action Request - Building P, Phase II

409.1372, 01-02

Project Description

Building P, Phase II, Northwest Campus. This project involves remodeling the eastside of building P following occupancy of the new library in December 2001. Phase I included the southwest portion of the second floor of this building. Phase II will address the remainder of the original library area that currently houses library stacks and administrative area that will be used for classroom functions.

Architect/engineer	Ponikvar & Associates, Gainesville, Florida
Contractor/construction manager	Perry-Parrish, Incorporated, Gainesville, Florida
Uniform building code inspector	In-house
Total project budget	\$2,223,191
Source(s) of funding	PECO

Project Status

College staff has received and incorporated the first and second deductive change orders for direct purchases for this project.

Current construction contract amount	\$1,943,210.00
Deductive change order #1 - direct purchase for HVAC equipment	
Material cost	\$40,000.00
Sales tax	<u>2,450.00</u>
	(\$42,450.00)
Deductive change order #2 - direct purchase for hollow metal and wood doors, frames, and hardware	
Material cost	\$36,279.00

Sales tax	<u>2,226.74</u>
	(\$38,505.74)
Revised current construction contract amount	\$1,862,254.26

Board Action(s) Requested:

None

**District Board of Trustees
April 10, 2002**

Agenda Item: 4.2

Permission to Advertise for Construction Management Services for Minor Projects Annual Contract(s)	412.907, 01-02
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Project Description

The college frequently requires construction management services for minor projects (under \$500,000). Pursuant to college Rule 6.15, there are clear procedures in place for the selection process and the selected firm(s) are retained on annual contract. Specific projects are negotiated individually under the terms established in the annual contract.

Project Status

The contract of one of our former construction managers has lapsed and another will lapse at the end of this fiscal year. College staff is therefore requesting that the board grant permission to advertise, select, and negotiate a contract as prepared by legal counsel for firm(s) to furnish these services.

Board Action(s) Requested:

Approval to advertise, select, and negotiate a contract for construction management services

**District Board of Trustees
April 10, 2002**

Agenda Item: 4.3

Project Report and Action Request — Storm Water Pond A Reconfiguration	412.908, 01-02
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Project Description

With the recent approval of the Northwest Campus storm water master plan by our local water district, the St. Johns River Water Management District, we are developing plans for the reconfiguration of the primary detention basin next to I-75. This master planning effort has established pre-development conditions, inventoried all storage and transfer structures, both natural and man-made, and categorized all current impervious surfaces on the campus. By establishing this information, we will approach this project with our campus development master plan in mind. Sufficient capacity will be created in the primary basin to handle buildings on our master plan that have not yet been built.

Architect/engineer	Water & Air Research, Inc., Gainesville, Florida
Contractor/construction manager	To be determined
Uniform building code inspector	To be determined
Project budget	\$250,000

Project Status

College staff has reviewed probable cost information from the engineering firm that produced the original study, as well as our minor project civil engineers who will design the work associated with pond A.

Board Action(s) Requested:

Approval of budget

**District Board of Trustees
April 10, 2002**

Agenda Item: 4.4

Project Report and Action Request - Building U Renovation and Addition	412.909, 01-02
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Project Description:

Building U, Northwest Campus: This project consists of the addition of office, filing, and conference space to correct a major deficiency for facilities.

Architect/engineer	Craig Salley and Associates, Gainesville, Florida
Contractor/construction manager	Perry-Parrish Incorporated, Gainesville, Florida
Uniform building code inspector	In-house
Total project budget	\$476,150
Source(s) of funding	Capital Improvement Fees, PECO

Project Status:

During the design of the addition to U building, numerous issues arose dealing with known deficiencies in the existing roof, mechanical system, and fire alarm system, and the advisability of including these renovations in the project. In order to separate and quantify these deficiencies, the

architect was instructed to prepare the construction documents clearly showing what was work in support of the addition and what was attributed to the maintenance/renovation required in the existing space to accommodate the addition. Analysis of the construction documents and the imminent need for the renovations clearly indicate that the renovations and maintenance work should proceed with the addition. Funds for the renovation are included in current PECO funds.

College staff is requesting the board approve a revised budget for U building that includes both the addition and the maintenance/renovation work. Staff has received and reviewed a guaranteed maximum price in the amount of \$266,150 for the maintenance/renovation work. In order to include this work under one project, the amount of the total revised budget is \$476,150.

Board Action(s) Requested:

- A. Approval of a total revised budget of \$476,150**
- B. Approval of the additional guaranteed maximum price in the amount of \$266,150 for renovations/maintenance work**

**District Board of Trustees
April 10, 2002**

Agenda Item: 5.1

Leave of Absence	420.123, 01-02
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Judith McBride requests a leave of absence from her full-time, ten-month faculty position in Behavioral Sciences from August 23, 2002, to August 13, 2003. This request is supported by the program Director, the Associate Vice President, and the Vice President for Educational Services.

Board Action(s) Requested:

Approval

**District Board of Trustees
April 10, 2002**

Agenda Item: 6.1

Report of Purchases for March 2002	202.495, 01-02
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Below are the total amounts and a summary of purchases for the month of March 2002.

Purchasing	\$ 953,881.61
Library	0.00
Risk Management Consortium	<u>425,980.40</u>
Total	\$1,379,862.01

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
X38586 (Fund 1)	\$ 49,700.00	Contract	Dell Marketing	Computers (35) Support - Information Technology
X38647 (Fund 6)	\$208,910.00	Special	Arthur J. Gallagher	Fees/Workers Compensation Property/Casualty 3/02-3/03
X38648 (Fund 6)	\$ 26,924.40	Special	Gallagher Bassett	Claims dept. Temp. Services Property/Casualty 3/02-3/03
X38649 (Fund 6)	\$120,146.00	Special	Gallagher Bassett	Contracted Service Fees Property/Casualty 3/02-3/03
X38651 (Fund 6)	\$ 70,000.00	Exempt	Health Ink & Vitality	Subscription to <i>Vitality Magazine</i> Property/Casualty 3/02-3/03
X38925 (Fund 7)	\$143,519.00	Sole Source	Simplex Grinnill	Life Safety System Campus Security Upgrade
X38931 (Fund 7)	\$139,997.00	Contract	Perry-Parrish, Inc.	Building F Wall Panel Replacement, General Building Exterior/Drainage
X38932 (Fund 7)	\$123,587.00	Contract	Perry-Parrish, Inc.	Building G Wall Panel Replacement, General Building Exterior/Drainage
X38934 (Fund 7)	\$178,949.00	Contract	Perry-Parrish, Inc.	Building U Renovation and Remodeling Construction Manager Services Building U Expansion

Purchases \$0 - \$25,000.00

Number of purchase orders: 412 Amount: \$298,970.15

Number of contracts awarded by the Board of Trustees: 2 Amount: \$ 19,159.46

Board Action(s) Requested:

Approval of report

**District Board of Trustees
April 10, 2002**

Agenda Item: 6.2

Fund 1 (Current Unrestricted) Revenue and
Expenditure Report as of March 31, 2002

201.518, 01-02

The attached Fund 1 (Current Unrestricted) Revenue and Expenditure Report reflects the status of the college in relation to the percentage of unrealized and unencumbered funds as of March 31, 2002.

The following summary provides a comparison of actual revenues and expenditures for 2001-2002 vs. 2000-2001.

	2001-2002		2000-2001	
	<u>Dollar Amount</u>	<u>Percent of Budget</u>	<u>Dollar Amount</u>	<u>Percent of Total Year</u>
Revenue	40,436,887	81.31	38,461,841	77.64
Expenditures	34,745,625	65.85	32,485,321	64.41

Board Action(s) Requested:

Approval of report

**District Board of Trustees
April 10, 2002**

Agenda Item: 6.3

Warrants Issued 208.518, 01-02

In accordance with State Board of Education Rule 6A-14.073(5), a listing of all checks issued from March 1 through March 31, 2002, is available at this meeting for the board's information. The amount disbursed for the month was \$6,067,678.32.

Warrant Numbers

Manual Payroll	125
Manual Payables	None
Payables	253225 - 255143
Payroll	568517 - 569440

Electronic Transfers

23615 - 25866

Board Action(s) Requested:

Approval of report

**District Board of Trustees
April 10, 2002**

Agenda Item: 7.1

 Summer Flex Schedule Proposal

400.421, 01-02

A proposal for optional flex scheduling from June 3 through August 16, 2002, has come forward from college staff. The proposal has been reviewed and endorsed by the President's Cabinet, pending board approval, with the following caveats:

- A. There are three work plan options available:
 - 1. Monday - Thursday 7:30 a.m. - 6:00 p.m.
 - 2. Tuesday - Friday 7:30 a.m. - 6:00 p.m.
 - 3. Monday - Friday 8:00 a.m. - 4:30 p.m.
- B. It applies only to twelve-month employees.
- C. Supervisors may require employees to return to the regular workweek if this option is not serving students and the college in a favorable manner.

Board Action(s) Requested:**Approval of the flex scheduling proposal for summer 2002**

**District Board of Trustees
April 10, 2002**

Agenda Item: 8.1

 Permission to Expend Dr. Philip Benjamin Academic Improvement Trust Funds

409.1374, 01-02

The Santa Fe Community College Endowment Corporation requests permission to expend a total of \$26,894 from the Dr. Philip Benjamin Academic Improvement Trust Fund to purchase scientific and technical equipment to train students in our Associate in Applied Science program and in our Certificate program. These expenditures are specifically to replace the obsolete automotive alignment equipment used to train SFCC automotive students. Attached are the rationale and a list of equipment for these purchases. Approximately 70 students will benefit from the purchase of this equipment, as well as students in our community and continuing education courses. The board is asked to approve the submission of the equipment list to the Division of Community Colleges for permission to expend

these funds.

Operating budget impact: None

Board Action(s) Requested:

Approval to submit the equipment list to the Division of Community Colleges for permission to expend these funds