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District Board of Trustees Santa Fe Community College
Agenda for Board Meeting of September 10, 2002
Charles L. Blount Downtown Center, Gainesville, Florida

Adoption of Agenda

Agenda Item: 1.1
418.410, 02-03

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- 4.2 Project Report and Action Request - Building N, Multimedia Production Renovation/Remodeling
- 4.3 Project Report and Action Request - Parking Lot 15B
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- 5.9 Assignment of Perkins Loans
- 5.10 Request Payment for Matching Funds - Santa Fe Community College Endowment Corporation

6. Rules

- 6.1 Amendment to Rule 2.8: Prohibition Against Discrimination and Harassment

7. Contracts/Grants

- 7.1 Subcontract with University of Florida Board of Trustees for Law Enforcement Examinations
- 7.2 Institutional Application to Participate in Federal Student Financial Aid Programs for Fiscal Year 2003-2004
- 7.3 Workforce Florida, Inc. Career Advancement and Retention Challenge for 2002-2003 --Grant
- 7.4 Youth Skills Training -- Grant

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9. Citizen's Requests

10. Adjournment

Board Action(s) Requested:

Approval

* Recommended consent agenda items

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

Agenda Item: 1.2

| | |
|--|----------------|
| Approval of Board Meeting Minutes of July 23, 2002 | 401.401, 02-03 |
|--|----------------|

The minutes of the regular meeting of the District Board of Trustees of Santa Fe Community College held July 23, 2002, are presented for approval.

Board Action(s) Requested:

Approval

**District Board of Trustees
September 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 James McMullen, Director, Construction and Technical Programs.

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

Agenda Item: 2.2

| | |
|---|------------------------------------|
| Amendment to Rule 2.2: College Organization | 410.337, 02-03 Information Item |
|---|------------------------------------|

Rule 2.2: College Organization is being revised to reflect that the President's Staff will not serve as an Executive Committee of Cabinet. The revision also clarifies that the President may adopt administrative procedures for the college and may call for Cabinet review of the procedures as necessary. Finally, the new organizational charts are attached for board review.

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

Agenda Item: 2.3

Amendment to Rule 7.38: Student Publications

410.338, 02-03
Information Item

Rule 7.38: Student Publications is being revised to reflect current practice. The proposed change has advisor(s) responsible for the editing the publications in accordance with college practices and adds guidance by reference to a statement of philosophy to be developed for each student publication.

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

Agenda Item: 2.4

Standardized Clinical Facilities Use Agreement with
William Storoe, D.D.S., P.A., Gainesville, Florida - Dental

408.1335, 02-03
Information Item

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 an agreement has been executed with William Storoe, D.D.S. for students enrolled in the SFCC Dental program.

C O N S E N T

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

Agenda Item: 3.1

Contract Staff (Faculty)

402.636, 02-03

The individuals listed below are being recommended for appointment for 2002-2003, or a portion of

the 2001-2002 year, as stated in the individual employee's contract.

Full Time

| | |
|-------------------------|--|
| Sherry Dupree | Professor, Librarian M.A., University of Michigan |
| Karl Eckberg | Assistant Professor, Nuclear Medical Technology B.A., University of Florida |
| Joanne LaFramboise-Otto | Assistant Professor, Nursing Programs M.S., University of Western Ontario |
| Wesley Lindberg | Assistant Professor, Programming Technology A.S., Santa Fe Community College |
| Stephen Lyons | Interim Assistant Professor, Fire Science/EMS A.S., Santa Fe Community College |
| Alan Miller | Interim Assistant Professor, Psychology Ph.D., University of Florida |
| Ramona Miller | Assistant Professor, Librarian M.S., Florida State University |
| Lauren Poe | Interim Assistant Professor, High School Dual Enrollment M.Ed., University of Florida |
| Serafin Roldan-Santiago | Assistant Professor, Librarian M.S., University of Puerto Rico |
| Robin Rombre | Assistant Professor, Nursing Programs M.S., Catholic University of America |
| Jack Shaw | Interim Assistant Professor, Mathematics M.A., North Texas State University |

Part Time

Heather Faison
Cynthia Garvan
Betty Gibson
Tanisha Henry
Sarah Huffiness
Jason Jackson
Hazel King
Cynthia McCallum
Orrie McCrea
Cheri Reyes
Olga Rivera
William Ross
William Smith
Patti West

Board Action(s) Requested:

Approval

C O N S E N T

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

Agenda Item: 3.2

Contract Staff (Administrative and Professional)

411.227, 02-03

The individuals listed below are being recommended for appointment for the year 2002-2003, or a portion of the year, as stated in the individual employee's contract.

Technical/Professional

Full Time

| <u>Name</u> | <u>Position</u> |
|-----------------|---|
| James Earles | International Student Senior Specialist |
| Charles Griggs | Coordinator, Safety and Risk Management |
| Andrew Lievertz | Hardware Technician, Information Technology Education |

Part Time

| <u>Name</u> | <u>Position</u> |
|----------------------|--------------------------------|
| Sheila Baker | Interpreting Specialist |
| *Mary Ellis | ESL Specialist |
| April Fleming | Test Proctor Specialist |
| Mila Henderson | Test Proctor Specialist |
| Mark Hills | Holistic Scoring Specialist |
| Lisa Houston | Holistic Scoring Specialist |
| Traci Klass | Holistic Scoring Specialist |
| *Cherie Lucia | ESL Specialist |
| Christine Malpartida | Specialist, President's Office |
| Sarah McIntosh | Holistic Scoring Specialist |
| Julia Odom | Holistic Scoring Specialist |
| Elizabeth Outler | Test Proctor Specialist |
| Linda Porter | Library Specialist |
| *Scott Sloan | Graduation Specialist |
| Clay Smith | Holistic Scoring Specialist |

Christine Sulander Test Proctor Specialist
 Karen Thigpen Choreograph Specialist

* Grant funded

Board Action(s) Requested:

Approval

C O N S E N T

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

Agenda Item: 3.3

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|--|----------------|
| Community and Continuing Workforce Education Staff | 404.351, 02-03 |
|--|----------------|

The individuals listed below are being recommended for appointment for 2002-2003, or a portion of the year, as stated in the individual employee's contract.

| <u>Name</u> | <u>Class</u> |
|-------------------------|--|
| Michael Adnot | Registered Residential Appraisals Course |
| Cheryl Alldredge | MS Office Applications |
| Elaina Allen | Forensic Anthropology Part I and Part II |
| Sandra Angelou | Come to Your Center |
| James Atyeo | Basic Photography: Beyond the Snapshot |
| Kristin Baggarly | Basic Life Support for Health Care Providers - CPR |
| Lillian Bailey | Best Babysitters |
| Michelle Bancalari | Dreamweaver 4.0 |
| Elizabeth Bartlett | Creating Your First Web Site |
| Shenna Benarte | Introduction to Feng Shui |
| Denise Bogart-Caballero | Fundamentals of Human Resource Management |
| Elinore Bowman | Stenciling for the Home |
| Michael Broas | Massage for Relaxation |
| Valerie Broas | Massage for Relaxation |
| Stacey Brown | Creative Holiday Gifts Using Essential Oils |
| Elaine Brown | Introduction to Watercolor |
| Xenula Brown | Basic Life Support for Health Care Providers - CPR |
| Timothy Buchner | PC Repairs and Troubleshooting |

| | |
|----------------------|---|
| Jane Burnette | 45 Hour Post-Licensing Education |
| Beth Campfield | Introduction to AutoCad 2000 |
| Lawrence Christian | Living Trusts and Estate Planning |
| Cynthia Christianson | Work Yourself Happy |
| Deborah Clark | Achieve Global: The Leader in Each of Us |
| Cheryl Collins | Native American Beliefs and Practices |
| Diadra Collins | Gourmet Chocolate Creations |
| Harry Collins | Basic Life Support for Health Care Providers - CPR |
| Rosemary Copeland | Quilting |
| Susan Courtemanche | Critical Thinking - Preparation for CCTST |
| Ed Cox | Exhibition Management Program |
| Christopher Curry | Container Gardening |
| Dorothy Delfino | Book Collecting for Fun and Enrichment |
| David DePatie | Using Your Palm Pilot |
| Diane DePuydt | English Country Dancing |
| Stephen Dixon | Golf |
| Dietrich Dohrmann | Jewelry Construction |
| Scott Dombek | Golf |
| Maruja Duenas | Spanish |
| John Duff | Basic Life Support for Health Care Providers - CPR |
| Jennifer Duncan | GRE/SAT Math Review |
| Mary Duncan | Clogging Workshop |
| Earl Ference | Business Insurance |
| Barbara Fields | PC Fundamentals I and II |
| Janet Foster | Word Processing for Business Use with MS Word |
| Brian Fox | PC Fundamentals for Seniors |
| Ardagh Futterknecht | ESL: The Multimedia Approach |
| Ken Glover | Bats and Bat House Building |
| Charles Gold | Racquetball - Intermediate Level |
| Eddy Gomez | Powerful Presentations for Business with PowerPoint |
| Beatriz Gonzalez | Parchment Paper Embossing |
| James Gorgans | Come Be A Clown! |
| Jim Griswold | Psychopharmacology |
| Carole Hambrick | Delicious Hors D'oeuvres |
| James Hearn | Bridge I and II |
| Alan Heck | Scuba Diving |
| Alice Heim | Tatting - A Lace Making Adventure |

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|----------------------|--|
| Marc Henri | Fundamentals of Cooking |
| Doug Henson | Life Insurance, then, Now and Tomorrow |
| Fanny Hernandez | Zookeeping 101 |
| Natalie Hill | Beginning Accounting and Bookkeeping |
| Marya Hinderer | Stained Glass |
| Haseeb Jabbar | Arabic for Beginners |
| Diane James | Basic Life Support for Health Care Providers - CPR |
| Terri Jones | "Fabrege Egg" Christmas Ornament |
| Cynthia Kachik | PC Fundamentals |
| Donald Kanipe | GRE Verbal Review |
| Julian Kazimier | Guitar |
| Barbara Kerkhoff | The Yoga Workshop for Reducing Stress |
| Patricia Krikos | Lip Reading |
| Leon Larson | Hand Drumming |
| Ron Lewis | Basic Life Support for Health Care Providers - CPR |
| Stephanie Levinus | Basic Life Support for Health Care Providers - CPR |
| Robert Lightner | Fencing I and II |
| Chad Liming | Powerful Reasoning and Logic Skills |
| Carolyn Long | Prevention of Medical Errors |
| Ellen Lord | Western Line Dancing |
| Marjorie Malerk | Belly Dancing |
| Ruth Mansell | Creating a Beautiful Home |
| Thomas Mason | ESL - Beginning Reading and Writing |
| Timothy McCann | The Art of Writing Novels - for Kids |
| James Miller | African History |
| Delores Mitchell | Don't Be A Doormat - Assert Yourself |
| Douglas Morin | Bonsai |
| Tammy Murray | Beginning Old-Time Fiddle |
| Andre Nichols | Ghost Hunting 101 |
| Kim Oliver | Fish Sticks |
| Luis Ortega | Troubleshooting Your PC |
| Patti Page | Thermoregulation of the Newborn |
| Catherine Parlapiano | Basic Photography: Beyond the Snapshot |
| Linda Pence | Introduction to Watercolor |
| Hubert Pritchell | What's Inside Your Car? |
| G.M. Pugh | Basic Life Support for Health Care Providers - CPR |
| Victor Raymos | Dream Home Design and Construction |

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|-------------------|--|
| Steven Reed | HIV/AIDS Update |
| Terri Regotti | Drawing, Part III |
| Debra Reid | Typing and Keyboarding |
| Amy Richter | Whose Line Is It . . . ? |
| Sonya Robbins | One Stroke Decorative Art |
| Don Robertson | Car Control Techniques |
| Susan Robertson | Quickbooks Pro 2002 |
| Marguerite Romeis | Psychic Connections |
| Maria Ruiz | Oil Painting |
| Rita Shapiro | Yoga for Women |
| Janos Shoemyen | Creative Writing Workshop |
| Mary Singley | Genealogy |
| Allen Siorek | Basic Life Support for Health Care Providers - CPR |
| Lucille Skipper | Spreadsheets for Business Use with MS Excel |
| Elaine Slocum | LPNS in Nursing Home Facilities |
| George Sternfels | Wine Tasting |
| L.M. Sukhatankar | Yoga for Total Health |
| Deborah Taube | PC Fundamentals I for Seniors |
| Jonathan Taylor | Personal Automobile Coverage |
| Dan Tilton | Basic Life Support for Health Care Providers - CPR |
| Janet Todd | Spanish for Beginners |
| Mary Tolbert | Knitting |
| Beverly Turner | End of Life Care/Palliative Health Care |
| Mack Tyner | Citrus Grafting and Growing |
| Jackie Valdezs | Yoga for Elders |
| Floriana Verilo | Accent Modification |
| Dina Vouis | Best Babysitters |
| William Wagner | Golf |
| James Walker | Beginning Banjo |
| Geoffrey Warnock | PC Fundamentals I |
| Gina White | Creating Newsletters with Publisher |
| Samia Williams | Mediterranean Cooking |
| Terresa Wood | Basic Life Support for Health Care Providers - CPR |
| Yosef Yariv | Introduction to Hebrew |
| Jimmy Yawn | Digital Camera II – Getting Creative |

Board Action(s) Requested:

Approval

C O N S E N T

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

Agenda Item: 3.4

Career Service Staff

403.411, 02-03

The individuals listed below are being recommended for appointment.

| <u>Name</u> | <u>Position</u> |
|----------------------|--|
| Rebecca Alexis | Account Clerk, Financial Aid |
| Susan Balmer | Accountant, Office for Finance |
| Daniel Barker | Carpenter, Creative Arts |
| Danielle Breeden | Senior Clerk, Records Office |
| Allison Burns | Receptionist, Student Life |
| Natalie Dyksterhouse | Administrative Assistant, College and Governmental Relations |
| Julie English | Administrative Secretary, Records Office |
| Rufus Ferguson | Custodian, Facilities Services |
| Clyde Gallo | Paraprofessional, Police Dispatcher |
| Nives-Marie Lawan | Account Clerk, Financial Aid |
| Nina Trombi-Shein | Administrative Specialist, Academic Resources |
| Donna White | Custodian, Facilities Services |
| Ebony Williams | Custodian, Facilities Services |
| Sirrisa Young | Custodian, Facilities Services |

Board Action(s) Requested:

Approval

C O N S E N T

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

Agenda Item: 3.5

Statewide Mutual Aid Agreement

408.1337, 02-03

This is a standard agreement with the Florida Department of Community Affairs, State of Florida, used as a vehicle to provide support to the college in the case of a catastrophic event or for the same type of circumstance where the college can provide support to other colleges or governmental agencies. A request to give or receive aid under this agreement is voluntary on the part of the college. Included in the agreement is a mechanism for the college to recover costs and/or pay for requested services in the case of an emergency or natural disaster.

This contract will be effective upon execution, will remain in effect for one year, and shall automatically be renewed for an additional year, unless, within 60 days prior to that date, the college notifies the Department of Community Affairs of its interest to withdraw from the contract.

Board Action(s) Requested:**Approval****C O N S E N T**

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

Agenda Item: 3.6

Florida Educational Fund, Center of Excellence -- Grant

409.1341, 02-03

The mission of the Florida Education Fund program has been implemented through a number of related programs intended to provide access and create diversity programs related to education. The Center of Excellence mission includes: 1) assuming a more proactive stance in the education of youth, 2) employing the development of a group achievement module for African American elementary and secondary students, 3) increasing the pool of African American and other historically disadvantaged minority students who are prepared, motivated, and qualified to enter higher education. The Center of Excellence project will support two centers and reach an estimated 300 students.

The amount of funds requested from the State of Florida is \$26,000, with no matching funds from Santa Fe Community College

Duration of this project is July 1, 2002, through June 30, 2003.

Operating budget impact: None

Board Action(s) Requested:

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

C O N S E N T

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

Agenda Item: 3.7

Little School Food Program 2002-2003 -- Grant

409.1342, 02-03

The purpose of this project is to provide funds for nutritionally balanced meals for children at the Little School. Using provisions from the U.S. Department of Agriculture, each day breakfast, lunch, and an afternoon snack will be provided to all children enrolled in the childcare program. The food is served family style, with emphasis on developing independence in eating, serving, and cleaning up. Serving nutritious meals encourages awareness of good nutrition, and adults initiate conversation about mealtime etiquette and nutrition.

The amount of funds requested from U.S. Department of Agriculture, Food and Nutrition Services, is \$49,767, with no matching funds from Santa Fe Community College.

Duration of this project is October 1, 2002, through September 30, 2003.

Operating budget impact: None

Board Action(s) Requested:

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

C O N S E N T

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

Agenda Item: 3.8

School Board of Alachua County Head Start/Pre-kindergarten Program -- Grant 409.1343, 02-03

The purpose of this project is to provide Associate in Science, Child Development Associate, and Child Care Worker Certification training to approximately 25 trainees from the School Board of Alachua County Head Start/Pre-kindergarten programs.

The amount of funds requested from School Board of Alachua County is \$24,000, with no matching funds from Santa Fe Community College.

Duration of this project is July 1, 2002, through June 30, 2003.

Operating budget impact: None

Board Action(s) Requested:

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

C O N S E N T

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

Agenda Item: 3.9

Starke Fall Festival -- Grant

409.1344, 02-03

The purpose of this project is to present the 17th annual Starke Fall Festival, showcasing 100 local and regional artists and crafters. Also included will be performing and youth art areas. The Starke Fall Festival is held in Starke's historic district and is sponsored by the Santa Fe Community College Andrews Center, the Santa Fe Community College Endowment Corporation, and the Bradford County Tourist Development Council in conjunction with the Starke Shriners' Parade.

The amount of funds requested from the State of Florida, Division of Cultural Affairs, is \$25,000, with in-kind matching funds of \$25,000 from Santa Fe Community College

Duration of this project is July 1, 2003, through June 30, 2004.

Operating budget impact: Matching funds from existing college budget

Board Action(s) Requested:

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

C O N S E N T

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

Agenda Item: 3.10

Suwannee River Area Health Education Center, Inc.,
and Santa Fe Community College Nursing Programs -- Grant

409.1345, 02-03

The purpose of this project is to create academic and community partnerships that promote training and educational experiences for students enrolled in the Santa Fe Community College Nursing programs. The project helps provide support for education and delivery of health promotion and primary care services that improve the health of rural and medically underserved communities. This project will benefit approximately 200 students in the Associate of Science in Nursing degree programs. This is a renewal of an existing project that has been approved by the Board of Trustees in the past.

The amount of funds requested from Suwannee River Area Health Education Center, Inc. is \$2,000, with no matching funds from Santa Fe Community College.

Duration of this project is July 1, 2002, through June 30, 2003.

Operating budget impact: None

Board Action(s) Requested:

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

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

Agenda Item: 4.1

Project Report and Action Request - Building P, Phase II

412.921, 02-03

Project Description:

This project involves remodeling the east side of building P following occupancy of the Lawrence W. Tyree 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:

Phase II of this project achieved substantial completion on August 12, 2002, adding fourteen new classrooms for the fall semester. Based on the split funding of this project and the permission granted by the board (October 3, 2001) to increase the budget based on the additional funding, the college will bring this project back next month with a budget reflecting this change, along with the associated change order for the phase III work.

Board Action(s) Requested:

None

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

Agenda Item: 4.2

Project Report and Action Request - Building N,
Multimedia Production Renovation/Remodeling

412.922, 02-03

Project Description:

This project involves remodeling portions of building N for the Multimedia Production program through a PECO allocation for workforce projects. It is one of three projects funded from a single allocation, based on earlier survey recommendations. Once the design process clarifies the true scope of this project, its budget, as well as the budgets of the two other workforce projects, will be revised. The board approved the educational specifications at its April 17, 2001, meeting. The initial budget for the project was presented to the board during the September 2001 meeting as item 5.6, 2001-2002 Annual Budget, Unexpended Plant Fund (Fund 7).

| | |
|---------------------------------|---|
| Architect/engineer | Craig Salley & Associates, Gainesville, Florida |
| Contractor/construction manager | Burns Brothers, Inc., Gainesville, Florida |
| Uniform building code inspector | In-house |
| Total project budget | \$353,606 |
| Source(s) of funding | PECO |

Project Status:

College staff has received a guaranteed maximum price for the construction portion of this project in the amount of \$130,222, and requests subsequent approval by the board. A substantial portion of this project budget is allocated to the direct purchase of fixed and other equipment.

Board Action(s) Requested:

Approval of guaranteed maximum price of \$130,222.

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

Agenda Item: 4.3

Project Report and Action Request - Parking Lot 15B

412.923, 02-03

Project Description:

This project consists of the renovation of what is now a dirt parking lot with temporary lighting north of the Santa Fe gym. It includes the installation of base materials and asphalt paving, as well as curbing, lighting, and landscaping. This parking lot, along with the proposed addition of the western portion of the new north road extension, will relieve some of the traffic congestion at the gym intersection and create a safer environment for our students. Since this parking lot, in its current unpaved condition, serves as overflow during peak times, there is but one window of opportunity for the construction of this project, which is during the summer months.

| | |
|---------------------------------|---|
| Architect/engineer | Water & Air Research, Inc., Gainesville, Florida |
| Construction manager/contractor | Harlis R. Ellington Construction, Inc., Lake Butler, Florida |
| Uniform building code inspector | In-house |
| Project budget | |
| Planning | \$ 25,520 |
| Construction | 487,525 |
| Revised project budget | \$546,425 |
| Sources(s) of funds | PECO |

Project Status:

In order to save sales tax, college staff has received and processed a deductive change order for a direct purchase of electrical materials. This project also achieved beneficial use on August 26, 2002, adding an additional 507 paved parking spaces for our students.

| | |
|---|---------------------|
| Current construction contract amount | \$487,525.00 |
| Deductive change order #1 - direct purchase for light fixtures with lamps | |
| Material cost | \$ 48,895.00 |
| Sales tax | <u>2,983.70</u> |
| | (\$ 51,878.70) |
| Revised current construction contract amount | \$435,646.30 |

Board Action(s) Requested:

None

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

Agenda Item: 4.4

Project Report and Action Request - North Road Extension

412.924, 02-03

Project Description:

This project consists of the installation of the western portion of North Road, as proposed in the campus master plan, connecting the northern parking lots to Northwest 91st Street. When complete, this project will alleviate some of the traffic congestion at the gym intersection as well as the existing intersection of North Road and Northwest 83rd Street and give students direct access to an external thoroughfare.

| | |
|---------------------------------|--|
| Architect/engineer | Water & Air Research, Inc., Gainesville, Florida |
| Contractor | Andrews Paving, Inc., Gainesville, Florida |
| Uniform building code inspector | In-house |
| Project budget | |
| Planning | \$ 8,700 |
| Construction | 173,045 |
| Total project budget | \$192,245 |
| Source(s) of funds | Other Local |

Project Status:

This project is expected to achieved beneficial use on September 9, 2002, creating a much-needed access road to Northwest 91st Street for our students.

Board Action(s) Requested:

None

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

Agenda Item: 4.5

Project Report and Action Request - Emergency
Approval of Contracts: Alachua County -Traffic Survey

412.925, 02-03

Contract Description:

This contract with Alachua County revolves around the extension of North Road terminating into Northwest 91st Street. In brief, the college is agreeing to perform a traffic study once the road is in place to determine whether a southbound turn lane will be required. If required, the college has agreed to fund such improvement to alleviate any backup on Northwest 91st Street. Due to the pressing need to open parking lot 15B for the fall term and the fact that the county was late in making this determination, college staff used the emergency provision granted at the July board meeting to approve the agreement.

Board Action(s) Requested:

Ratification of the agreement approved by the board chairman on July 26, 2002

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

Agenda Item: 5.1

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|--|----------------|
| Report of Purchases for July and August 2002 | 202.499, 02-03 |
|--|----------------|

Below are the total amounts and a summary of purchases for the months of July and August 2002.

| | |
|----------------------------|-----------------------|
| Purchasing | \$6,438,330.68 |
| Library | 103,000.00 |
| Risk Management Consortium | <u>822,029.92</u> |
| Total | \$7,363,360.60 |

| <u>P.O. No.</u> | <u>Amount</u> | <u>Procurement</u> | <u>Vendor</u> | <u>Class of Item-Department</u> |
|--------------------|---------------|--------------------|-----------------------------|---|
| X40677 (Fund 1) | \$ 35,000.00 | Contract | Danka Industries | Copier Rental/Service Printing |
| X40701 (Fund 1) | \$ 50,000.00 | Sole Source | IBM Corporation | Equipment Maintenance Information Technology |
| X40745 (Fund 1) | \$ 28,000.00 | Bid | TempForce, Inc. | Part-Time Employees Office for Finance |
| X40753 (Fund 1) | \$ 116,465.63 | Bid | TempForce, Inc. | Part-Time Employees Units |
| X40758 (Fund 1) | \$ 26,702.40 | Special | Intermedia Communication | T-1 Connection Service Support - IT |

| | | | | |
|----------|----------------|----------|--|---|
| X40772 | \$ 28,000.00 | Bid | TempForce, Inc. | Part-Time Employees Police Department |
| (Fund 1) | | | | |
| X40777 | \$ 30,118.00 | Bid | TempForce, Inc. | Part-Time Employees Business Programs |
| (Fund 1) | | | | |
| X40844 | \$ 174,600.00 | Special | BellSouth | Phone Line Charges Telephone Services |
| (Fund 1) | | | | |
| X40971 | \$ 30,120.00 | Bid | TempForce, Inc. | Part-Time Employees Records |
| (Fund 1) | | | | |
| X41011 | \$ 43,248.72 | Special | Florida Farm Bureau | Farm Bureau Rent Risk Management Consortium |
| (Fund 6) | | | | |
| X41050 | \$ 30,000.00 | Bid | TempForce, Inc. | Part-Time Employees Downtown Academic Support |
| (Fund 1) | | | | |
| X41091 | \$ 104,000.00 | Bid | Elite Enterprises | Custodial Services for Buildings L, N, and W Custodial/Janitorial |
| (Fund 1) | | | | |
| X41182 | \$ 73,320.00 | Bid | TempForce, Inc. | Part-Time Employees Custodial/Janitorial |
| (Fund 1) | | | | |
| X41214 | \$ 50,351.28 | Bid | Blue Ribbon Cleaning Co. | Custodial Services for Downtown Center and IPS Custodial/Janitorial |
| (Fund 1) | | | | |
| X41274 | \$ 88,767.00 | Special | Alachua County Sheriff's Office | Training Officer's Agreement Criminal Justice Basic Recruit |
| (Fund 1) | | | | |
| X41275 | \$ 65,624.00 | Special | City of Gainesville Police Department | Training Officer's Agreement Criminal Justice Basic Recruit |
| (Fund 1) | | | | |
| X41462 | \$ 183,192.00 | Contract | Dell Marketing | Computers (136) Support - IT |
| (Fund 1) | | | | |
| X41464 | \$ 59,040.00 | Contract | Dell Marketing | Computers (40) Support - IT |
| (Fund 1) | | | | |
| X41478 | \$ 93,568.00 | Contract | University of Florida | Medical Services Student Health Care Center |
| (Fund 2) | | | | |
| X41524 | \$ 26,500.00 | Special | City of Starke | Andrews Center Utilities Utilities |
| (Fund 1) | | | | |
| X41525 | \$1,476,250.00 | Special | Gainesville Regional Utilities | Electricity, Gas, Water/Sewer Utilities |
| (Fund 1) | | | | |

| | | | | |
|----------|---------------|-------------|-----------------------------|------------------------------|
| X41531 | \$ 230,000.00 | Sole Source | U.S. Postal Service | Meter and Bulk Postage |
| (Fund 1) | | | | Mail and Receiving |
| X41625 | \$ 213,381.00 | Special | Arthur J. Gallagher | Boiler/Machinery Insurance |
| (Fund 6) | | | | Risk Management Consortium |
| X41629 | \$ 36,286.56 | Bid | Waste Management | Recycling/Waste Disposal |
| (Fund 1) | | | | Utilities |
| X41642 | \$ 25,370.00 | Bid | TempForce, Inc. | Part-Time Employees |
| (Fund 1) | | | | Assessment |
| X41660 | \$ 31,951.95 | Bid | Colonial Paper Co. | Janitorial Supplies |
| (Fund 1) | | | | Custodial/Janitorial |
| X41722 | \$ 55,536.00 | Sole Source | The Gainesville Sun | 2002-2003 Enrich Brochure |
| (Fund 1) | | | | Recreation and Leisure |
| X41723 | \$ 67,760.00 | Exempt | Academic Systems | Instructional Texts |
| (Fund 1) | | | | College Prep |
| X41784 | \$ 50,000.00 | Special | State of Florida | Unemployment Insurance |
| (Fund 1) | | | | General Insurance |
| X41794 | \$ 51,436.00 | Special | Arthur J. Gallagher | Athletic Insurance |
| (Fund 6) | | | | Risk Management Consortium |
| X41795 | \$ 80,061.00 | Special | Arthur J. Gallagher | Workers Compensation |
| (Fund 6) | | | | Risk Management Consortium |
| X41847 | \$ 241,675.00 | Contract | PPI Construction Management | Biotechnology Renovation |
| (Fund 7) | | | | Building W |
| X41849 | \$ 78,840.00 | Contract | PPI Construction Management | Building J Exterior Wall |
| (Fund 7) | | | | Replacement |
| | | | | General Building Exterior |
| X41852 | \$ 91,290.00 | Contract | PPI Construction Management | Building R Exterior Wall |
| (Fund 7) | | | | Replacement |
| | | | | General Building Exterior |
| X41918 | \$ 25,200.00 | Contract | Brame Architects | Building W Re-roofing Design |
| (Fund 7) | | | | General Maintenance |

| | | | | |
|--------------------|---------------|----------|---------------------------------|--|
| X41925 (Fund 2) | \$ 58,590.00 | Contract | Crystal Decisions | Software License for B.I. Tools. Strengthening Institutions |
| X42086 (Fund 1) | \$ 175,655.00 | Special | University of Florida | Evaluate/Coordinate SFCC Dental Program Dental Assistant |
| X42217 (Fund 1) | \$ 51,000.00 | Exempt | EBSCO Industries | Periodicals Library |
| X42226 (Fund 2) | \$ 34,984.00 | Special | School Board of Bradford County | Reimbursement - Educational Equipment Bradford Union Vo-Tech |
| X42279 (Fund 1) | \$ 69,333.00 | Exempt | T3 Technologies | Mainframe Replacement Information Technology |
| X42343 (Fund 1) | \$ 75,279.00 | Exempt | Tallahassee Comm. College | CCLA Databases/Courier Library |
| X42344 (Fund 7) | \$ 48,895.00 | Contract | Hughes Supply | Lighting Fixtures for Parking Lot 15B - Direct Purchase Building Y |
| X42383 (Fund 6) | \$ 163,749.20 | Special | Arthur J. Gallagher | Accident/Health Insurance Risk Management Consortium |
| X42384 (Fund 6) | \$ 270,154.00 | Special | Arthur J. Gallagher | Malpractice Insurance Risk Management Consortium |

\$5,039,293.74

Purchases \$0 - \$25,000.00

Number of purchase orders: 1,627

Amount: \$1,798,231.13

Number of contracts awarded by the Board of Trustees: 5

Amount: \$ 422,835.73

Board Action(s) Requested:

Approval of report

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

Agenda Item: 5.2

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

201.527, 02-03

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 August 31, 2002.

The following summary provides a comparison of actual revenues and expenditures for 2002-2003 vs. 2001-2002.

| | 2002-2003 | | 2001-2002 | |
|--------------|----------------------|--------------------------|----------------------|------------------------------|
| | <u>Dollar Amount</u> | <u>Percent of Budget</u> | <u>Dollar Amount</u> | <u>Percent of Total Year</u> |
| Revenue | 13,928,706 | 26.54 | 13,117,186 | 26.29 |
| Expenditures | 5,351,229 | 9.83 | 5,467,782 | 10.88 |

Board Action(s) Requested:

Approval of report

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

Agenda Item: 5.3

Warrants Issued for July and August 2002

208.394, 02-03

In accordance with State Board of Education Rule 6A-14.073(5), a listing of all checks issued from July 1 through August 2002, is available at this meeting for the board's information.

July 2002: The amount disbursed for the month was \$7,510,183.43

Warrant Numbers

| | |
|-----------------|-----------------|
| Manual Payroll | None |
| Manual Payables | 659 660 |
| Payables | 263291 - 266426 |
| Payroll | 571937 - 572624 |

Electronic Transfers

32327 - 34324

August 2002: The amount disbursed for the month was \$7,894,664.02

Warrant Numbers

| | |
|-----------------|-----------------|
| Manual Payroll | None |
| Manual Payables | None |
| Payables | 266427 - 270733 |
| Payroll | 572625 - 573241 |

Electronic Transfers

34325 - 36284

Board Action(s) Requested:

Approval

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

Agenda Item: 5.4

| | |
|---|----------------|
| Annual Financial Report, Year Ended June 30, 2002 | 201.528, 02-03 |
|---|----------------|

The Annual Financial Report for fiscal year 2001-2002 was completed and filed with the Division of Community Colleges on August 15, 2002. Highlights of the report include:

ACCOUNTING CHANGES NEW THIS YEAR:

- Asset Capitalization threshold was changed from \$750 to \$5,000, as well as prior year depreciation being recorded, resulting in a \$48 million expense this year.
- Asset Depreciation was initiated this year resulting in \$3.1 million in depreciation expense.
- Scholarship allowances are now being recorded to ensure revenue received from federal, state, or other programs used to pay student tuition and fees is not also shown as revenue in the Tuition/Fees category. This resulted in a \$5.5 million reduction to the Tuition and Fees category of the Statement of Revenues, Expenses, and Changes in Net Assets.

REVENUE HIGHLIGHTS:

- Student Tuition and Fees increased \$1.4 million due to tuition rate and enrollment increases.
- Federal Grants and Contracts increased this year primarily due to increases in the Federal Direct Loan Program.
- State, local, and private grants decreased \$400,000.
- Capital and State Appropriations decreased by \$400,000 due to state funding cuts.
- Investment income decreased \$400,000 due to economic factors.
- Other operating revenues decreased \$1.1 million due to moving to a full accrual method of accounting for Faculty Salary expense.

- Other non-operating revenue increased \$1.8 million due to increases in state scholarships and Federal Pell Grant awards.

EXPENSE HIGHLIGHTS:

- Salary expenses increased \$1.9 million due to a college-wide 4% salary increase given this fiscal year.
- Scholarship and Waiver expenses increased \$2.7 million primarily due to increases in Pell Grant Awards and Federal Direct Loans.
- Materials and Supplies expenses increased \$2.3 million primarily due to the direct expensing this year of equipment purchases less than \$5,000.

GENERAL FUND (FUND 1) HIGHLIGHTS:

- Unallocated Fund Balance increased by \$366,000 to \$4.3 million. The unallocated fund balance as a percent of total funds available is 7.87%
- Cash and Investments at year end were \$8.6 million

PLANT FUND (FUND 7) HIGHLIGHTS:

- Fund Balance at year-end was \$6.6 million.
- Cash and Investments at year end were \$3.5 million
- Major capital projects this year included:
 - Ø Library \$3.6 million
 - Ø Building G (Academic Resources) Renovation \$0.6 million
 - Ø Building P (Old Library) Renovation \$1.8 million

Board Action(s) Requested:

Approval of report

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

Agenda Item: 5.5

2002-2003 Annual Budget, Unexpended Plant Fund (Fund 7)

201.529, 02-03

The Fund 7 (Unexpended Plant Fund) is used to account for resources that are available for the acquisition or construction of physical property to be used for institutional purposes and resources designated for the major repair and/or replacement of institutional property, as well as associated liabilities.

The fiscal year 2002-2003 budget details by project the allocated budgets by fund source.

PECO (Public Education Capital Outlay): The primary source of funding for construction, remodeling, renovation, and repair of college facilities and for site acquisition. This source of funds comes from state-issued bonds backed by utilities services taxes.

CO and DS (Capital Outlay and Debt Service): Another source of funding for construction or remodeling of college educational facilities. These funds are provided directly to the college from an

allocation of license tag fees. The board may elect to expend the funds directly or participate in a state bond issue backed by these funds.

CIF (Capital Improvement Fee): These funds are collected from student fees (currently \$1 per credit hour for in-state tuition and \$3 for out-of-state) to be used to maintain, improve, or enhance the educational facilities.

Interest is earned by project on unexpended funds and is allocated monthly.

Board Action(s) Requested:

Approval of the 2002-2003 Annual Fund 7 budget

Approval to budget interest earnings to the related projects throughout the year as accumulated

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

Agenda Item: 5.6

Report of Investments, Quarter Ending June 30, 2002

201.530, 02-03

Demand deposits are maintained in the board's operating funds account with Compass Bank. Daily collected balances earn interest at the average monthly federal funds rate less 70 basis points.

| | |
|--|-----------|
| Average rate, month of June | 1.06% |
| Interest earnings, quarter | \$ 12,339 |
| Interest earnings, fiscal year to date | \$119,650 |

Short-term investments are maintained in the Florida State Board of Administration investment pool. These funds are available for transfer to the demand deposit account upon request.

| | |
|--|-----------|
| Interest rate at June 30, 2002 | 1.96% |
| Interest earnings, quarter | \$ 29,649 |
| Interest earnings, fiscal year to date | \$187,343 |

Long-term investments are managed through the investment advisory agreement with Evergreen Institutional Asset Management. Funds deposited in this account are those which the college finance staff has calculated can be invested for a longer term in that the investment policy is based on a maximum effective maturity of five years.

Current Holdings: US Treasury notes and bonds, federal agency bonds and mortgages, money markets, and corporate bonds.

Average effective maturity 1.72 Years
 Anticipated yield to maturity 3.987%
 Earnings, quarter \$ 82,599
 Earnings, fiscal year to date \$191,936

Interest Earnings Comparison:

Total interest earnings fiscal year to date 2001/2002 \$498,929
 Total interest earnings fiscal year to date 2000/2001 \$988,379

Board Action(s) Requested:

Acceptance of report

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

Agenda Item: 5.7

| | |
|---|----------------|
| Fee Waiver Report for Summer Terms A/C and B 2002 | 200.636, 02-03 |
|---|----------------|

Pursuant to Rule 7.13, the college grants fee waivers for matriculation and tuition, along with application fees for senior citizens. Below is the report of fee waivers granted by the college for the summer 2002 terms. This report shows the number of students granted fee waivers, along with the amount of matriculation and tuition waived in each category. It also shows application fees waived for senior citizens.

Summer A/C Term 2001

| <u>Applications</u> | <u>Number of Waivers</u> | <u>Amount</u> |
|--------------------------------|--------------------------|--------------------|
| Senior Citizens | 2 | \$60.00 |
| <u>Course Fee - Credit</u> | | |
| College Employees | 48 | \$7,315.25 |
| PSAV * | 5 | 1,595.28 |
| Senior Citizens | 12 | 2,188.25 |
| Employee Dependents | <u>44</u> | <u>10,515.10</u> |
| Total Credit | 109 | \$21,613.88 |
| <u>Course Fee - Non-Credit</u> | | |
| Senior Citizens | 12 | \$565.00 |
| <u>Term Totals</u> | | |
| Applications | 2 | \$60.00 |
| Credit | 109 | 21,613.88 |

| | | |
|------------|------------|--------------------|
| Non-Credit | <u>12</u> | <u>565.00</u> |
| Total | 123 | \$22,238.88 |

Summer B Term 2001

| <u>Applications</u> | <u>Number of Waivers</u> | <u>Amount</u> |
|---------------------|--------------------------|----------------|
| Senior Citizens | 2 | \$60.00 |

Course Fee - Credit

| | | |
|---------------------|-----------|-------------------|
| College Employees | 21 | \$3,529.88 |
| Senior Citizens | 4 | 605.40 |
| Employee Dependents | <u>15</u> | <u>2,123.13</u> |
| Total Credit | 40 | \$6,258.41 |

Course Fee - Non-Credit

| | | |
|-----------------|-----------|-------------------|
| Senior Citizens | 32 | \$1,498.00 |
|-----------------|-----------|-------------------|

Term Totals

| | | |
|--------------|-----------|-------------------|
| Applications | 2 | \$60.00 |
| Credit | 40 | 6,258.41 |
| Non-Credit | <u>32</u> | <u>1,498.00</u> |
| Total | 74 | \$7,816.41 |

Board Action(s) Requested:

Approval

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

Agenda Item: 5.8

Colonel Harry M. Hatcher, Jr. Property Survey 03-02

200.637, 02-03

The items presented for the board's review are requests from the various custodians to remove property from their inventory for the reasons indicated. The college has a Property Survey Committee composed of representatives from around the college who review the requests from departments before they are presented to the board.

The Property Survey Committee met August 20, 2002, to consider departmental requests to be relieved from inventory accountability. The committee members sent their approvals that the following requests be accepted and recommends the board approve removal of the items listed below from the active property control inventory records. A detailed list of all items from each category is attached.

Total Book
Value Items

| Category | Number of Items | Original Cost or Value Items < \$5,000 to be Removed from Inventory | Number of Items | Original Cost or Value Items > \$5,000 to be Removed from Inventory and Financial Records | Depreciation of Items > \$5,000 | value items to be Removed from Inventory and/or Financial Records |
|--|-----------------|---|-----------------|---|---------------------------------|---|
| Stolen Items | 1 | \$1,159.00 | 0 | \$0.00 | \$0.00 | \$1,159.00 |
| Worn-out Equipment with No Salvageable Parts | 11 | \$16,385.58 | 0 | \$0.00 | \$0.00 | \$16,385.58 |
| Worn-out Equipment with Salvageable Parts | 1 | \$1,590.00 | 1 | \$6,034.80 | \$6,034.80 | \$1,590.00 |
| Surplus Property | 16 | \$34,815.67 | 3 | \$44,077.93 | \$44,077.93 | \$34,815.67 |
| Lab Replacement Transfers | 16 | \$23,666.70 | 0 | \$0.00 | \$0.00 | \$23,666.70 |
| Tech Prep Transfers | 27 | \$47,194.57 | 0 | \$0.00 | \$0.00 | \$47,194.57 |
| Transfers | <u>42</u> | <u>\$70,054.12</u> | <u>0</u> | <u>\$0.00</u> | <u>\$0.00</u> | <u>\$70,054.12</u> |
| TOTAL | 114 | \$194,865.64 | 4 | \$50,112.73 | \$50,112.73 | \$194,865.64 |

Notes

Stolen Items are items that have been reported to the SFCC Police Department as stolen.

Worn-Out Equipment with No Salvageable Parts are items that are no longer in usable condition and are not cost-effective to repair.

Worn-Out Equipment with Salvageable Parts are items from which parts will be taken before the items are discarded.

Surplus Property is generally offered to Alachua and Bradford counties schools first. If the counties are not interested in these items, they will be offered to other non-profit organizations that have requested them. Items that are not requested will then be sold at a surplus auction.

Lab Replacement Transfers are lab computers replaced through the PC replacement plan, which are to be transferred to Alachua and Bradford counties schools, sold, or scrapped.

Tech Prep Grant Transfer includes items purchased from the Tech Prep grant. As part of the grant, these items are already located at the school boards of Alachua or Bradford counties. We are requesting to officially transfer them to the appropriate school board as part of this survey.

Transfers are those items which are to be transferred to the institution shown. These institutions are always non-profit entities.

Acquisition Value represents the college's acquisition cost, NOT the current value of the items. The

college depreciates and capitalizes items costing \$5,000 or greater. Items greater than \$750 but less than \$5,000 are not depreciated or capitalized but are tracked for inventory purposes ONLY. The present value of most of the items less than \$5,000 listed here is substantially lower than the amount indicated.

Board Action(s) Requested:

Approval of survey

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

Agenda Item: 5.9

| | |
|-----------------------------|----------------|
| Assignment of Perkins Loans | 200.638, 02-03 |
|-----------------------------|----------------|

SFCC has elected to withdraw from the federal Perkins Student Loan program and has not issued new loans since the 1994-95 fiscal year. In our continuing effort to liquidate this program, we request permission to assign the following accounts to the federal government. The total for these loans is \$36,605.17.

| <u>Name</u> | <u>Amount</u> |
|---------------------|---------------|
| Karl Anderson | \$ 942.44 |
| Tanya Apone | 1,500.00 |
| Nydia Arana | 220.80 |
| Richard Berry | 374.05 |
| Andra L. Blye | 603.12 |
| Marcilee A. Bowman | 1,013.66 |
| Mary Jane Brunel | 179.75 |
| Nieves Colmenero | 1,185.06 |
| Jill Contento | 106.95 |
| Mary Coomes - 01 | 789.97 |
| Mary Coomes - 02 | 625.36 |
| Patrick Cooper | 617.60 |
| Tamela Craig | 321.61 |
| Heather Davis | 313.39 |
| Patricia Dillingham | 69.41 |
| Ana C. Gainey | 675.50 |
| Amy Gallagher - 01 | 177.84 |
| Amy Gallagher - 02 | 257.32 |
| Tania Ganauser | 316.87 |

| | |
|----------------------|----------|
| Nancy Griffis | 927.04 |
| Ray Harrington | 390.28 |
| Charles Hohne | 975.55 |
| Ingrid Hooglander | 735.69 |
| Keith Johnstone | 498.04 |
| Jonathon King - 01 | 632.32 |
| Jonathon King - 02 | 336.80 |
| Angela Legler | 1,040.89 |
| E. J. Lewis - 01 | 1,011.03 |
| E. J. Lewis - 03 | 1,063.41 |
| Patrick Mattie | 381.59 |
| Tricia Mischler | 1,354.85 |
| Joy Robin Newman | 576.76 |
| Julia Newman | 740.28 |
| Ravic Nijbroekry | 359.57 |
| Gerald Odom (C/A) | 247.28 |
| Angela Perry | 359.57 |
| Jennifer M. Pfiffer | 75.78 |
| Michelle Raffii - 01 | 382.38 |
| Michelle Raffii - 02 | 576.21 |
| Michelle Raffii - 03 | 987.14 |
| Deloris Rain | 1,023.34 |
| Jesse Reaves | 386.40 |
| Sarah Roberts - 01 | 547.04 |
| Sarah Roberts - 02 | 540.00 |
| Deborah Robinson | 667.78 |
| Douglas Robinson | 420.05 |
| Jon Thomas Rogers | 770.00 |
| Teresa Selman | 368.00 |
| Elizabeth Shyrock | 1,125.00 |
| Frank Sikos | 453.27 |
| Latrell Simmons | 611.00 |
| Denetria Stokes | 260.39 |
| Christine Sverdahl | 223.10 |
| Jennifer Taylor | 425.00 |
| Mary Thames | 1,277.42 |
| Tinh Trang | 158.27 |
| Betty Ward | 1,072.00 |
| Robin Weinrich - 01 | 778.61 |
| Robin Weinrich - 02 | 887.96 |
| Geneva Ziller | 325.33 |

Total **\$36,605.17**

Board Action(s) Requested:

Approve the assignment of these loans

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

Agenda Item: 5.10

| | |
|---|----------------|
| Allocation of 2002 Specific Appropriation 7A-ITE and Matching Funds | 400.429, 02-03 |
|---|----------------|

The 2002 Florida legislature provided \$214,505 in Specific Appropriation 7A for "... the improvement of information technology or other scientific and technical programs..." and further provided that the board of trustees "...may allocate a portion of these funds to meet a need for non-recurring expenses in other priorities of the college, including matching cash private donations..." Because of the need for scholarship and equipment funds and the amount of previously submitted and unmatched private donations, it is recommended that the board authorize the allocation of Specific Appropriation 7A as \$175,000 to the Santa Fe Community College Endowment Corporation for matching funds for scholarship and equipment programs and the balance of \$39,505 for non-recurring expenditures to improve the Information Technology Education program.

Board Action(s) Requested:

Approval

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

Agenda Item: 6.1

| | |
|--|----------------|
| Amendment to Rule 2.8: Prohibition Against Discrimination and Harassment | 410.339, 02-03 |
|--|----------------|

The new Rule 2.8 consolidates and supplements current Rule 2.8: Antidiscrimination and Harassment: Policy/Procedure and current Rule 2.5: Sexual Harassment, which will be repealed by virtue of this change, to provide more clarity and consistency and to facilitate the reader's understanding of the college's policies regarding discrimination and harassment. This consolidation was one of the recommendations made by the state's equity officer and by our Equal Access/Equal Opportunity Officer. The portions of the current rules that address complaint and appeal procedures have been extracted and will be found in Procedure 2.8, which will be internally adopted by the president after approval by the cabinet.

Board Action(s) Requested:**Approval****District Board of Trustees
September 10, 2002****Agenda Item: 7.1**Subcontract with University of Florida Board of
Trustees for Law Enforcement Examination

408.1338, 02-03

This subcontract with the University of Florida Board of Trustees allows Santa Fe to develop, administer, and score written examinations for law enforcement personnel employed by the eleven state public universities, effective July 1, 2002, through June 30, 2003. It is essentially a continuation of duties that the college has performed for the state universities over the past few years.

The Florida Board of Education, through the University of Florida, requests promotional tests for the following police positions: investigator, corporal, and sergeant. The tests are administered at the participating universities and scored at the college. The college shall be paid \$17,000 for its services.

Board Action(s) Requested:**Approval****District Board of Trustees
September 10, 2002****Agenda Item: 7.2**Institutional Application to Participate in Federal
Student Financial Aid Programs for Fiscal Year 2003-2004

409.1346, 02-03

The purpose of this project is to apply for federal funding for the Federal Supplemental Educational Opportunity Grant (FSEOG) and the Federal Work Study Program (FWSP). FSEOG is need-based gift aid and is awarded to qualified, exceptionally needy students who have financial needs. The FWSP provides part-time employment for students who demonstrate financial need. Approximately 1000 students will benefit from these programs.

The amount of funds requested from U.S. Department of Education, Office of Postsecondary Education, is \$1,430,000, with no matching funds from Santa Fe Community College.

Duration of this project is July 1, 2003, through June 30, 2004.

Operating budget impact: None. The required college matching contribution is waived due to the college's Title III eligibility designation.

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

Agenda Item: 7.3

Workforce Florida, Inc. Career Advancement and
Retention Challenge for 2002-2003 -- Grant

409.1347, 02-03

The purpose of this project is to participate in a grant proposal submitted by the Alachua/Bradford Regional Workforce Board to provide incumbent worker training, mentoring, career development, and support services to approximately 120 workers eligible for Temporary Aid to Needy Families to enable them to advance in their chosen career. Training will be provided in conjunction with area businesses in the field of medical insurance coding, bioelectronics, supervisory training, and accounting.

The amount of funds requested from Alachua/Bradford Regional Workforce Board is \$193,300, with an in-kind match of \$83,100 from Santa Fe Community College.

Duration of this project is September 1, 2002, through June 30, 2003.

Operating budget impact: In-kind funds from existing college budget.

Board Action(s) Requested:

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

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

Agenda Item: 7.4

Youth Skills Training -- Grant

409.1348, 02-03

The purpose of this project is to participate in a grant proposal submitted by the Alachua/Bradford Regional Workforce Board to provide occupational skills training and career related-work experience for approximately 70 youth. Training will be provided in AutoCAD and Web Page development. Youth will be placed in work-related positions.

The amount of funds requested from Alachua/Bradford Regional Workforce Board is \$96,241, with no matching funds from Santa Fe Community College

Duration of this project is September 1, 2002, through June 30, 2003.

Operating budget impact: None.

Board Action(s) Requested:

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