

[□ Back to Agenda Listing](#)

District Board of Trustees Santa Fe Community College
Agenda for Board Meeting of October 22, 2002
Wattenbarger Student Services Building Board Room

Adoption of Agenda

Agenda Item: 1.1
418.411, 02-03

1. General Functions

- 1.1 Adoption of Agenda for Meeting of October 22, 2002
- 1.2 Approval of Board Meeting Minutes of September 10, 2002
- 1.3 Revised Instrument for the Evaluation of the President
- 1.4 Endorsement of Florida Community Colleges' Council of Presidents' Position Statement on Amendment 9

2. Information Items

- 2.1 President's Report
- 2.2 New Rule 2.10: Dissemination of Information on College Premises
- 2.3 Amendment to Rule 6.4: Use of College Facilities
- 2.4 Amendment to Rule 7.6: International Student Admissions
- 2.5 Annual Accountability Report
- 2.6 Contract Review Committee for the President's Contract

3. Consent Items**Personnel**

- 3.1 Contract Staff (Faculty)
- 3.2 Contract Staff (Administrative and Professional)
- 3.3 Career Service Staff

Contracts, Grants

- 3.4 Renewal Agreement to Provide Selection, Promotion, and Testing Consulting Services - City of Gainesville/Gainesville Police Department
- 3.5 Agreement to Provide Selection, Promotion, and Testing Consulting Services - City of Ocala/Ocala Police Department
- 3.6 Second Amendment to Agreement with Alachua County for Funding for the Criminal Justice Selection Center
- 3.7 Renewal of Tech Prep Articulation Agreements with School Board of Alachua County and School Board of Bradford County

3.8 Apprenticeship Training: Greater Gainesville Area Association for Technical Training -- Grant

3.9 Santa Fe Community College Summer Dance Institute -- Grant

4. Facilities Items

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

4.2 Project Report and Action Request - Parking Lot 15B Renovation

5. Finance/Business Affairs Items

5.1 Report of Purchases for September 2002

5.2 Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of September 30, 2002

5.3 Warrants Issued for September 2002

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

5.5 State of Florida Treasurer's Special Purpose Investment Agreement

6. Rules

6.1 Amendment to Rule 2.2: College Organization

6.2 Amendment to Rule 7.38: Student Publications

7. Contracts/Grants

7.1 Santa Fe Community College Nursing Programs' Proposal for Interactive Simulators for Clinical Skills -- Grant

8. Board Members' Remarks

9. Citizen's Requests

10. Adjournment

Board Action(s) Requested:

Approval

**District Board of Trustees
October 22, 2002**

Agenda Item: 1.2

Approval of Board Meeting Minutes of September 10, 2002

401.402, 02-03

The minutes of the regular meeting of the District Board of Trustees of Santa Fe Community College held September 10, 2002, are presented for approval.

Board Action(s) Requested:

Approval**District Board of Trustees
October 22, 2002****Agenda Item: 1.3**

Revised Instrument for the Evaluation of the President	411.230, 02-03
--	----------------

Attached is the revised instrument to be used for the annual evaluation of the president. A new rating method, which replaces the number system, uses the following terms: exceeds expectations, meets expectations, and needs improvement.

As has been done in the past, the evaluation instrument will be sent to board members for their responses once all revisions are complete.

Board Action(s) Requested:**Approval of the revised evaluation instrument****District Board of Trustees
October 22, 2002****Agenda Item: 1.4**

Endorsement of Florida Community Colleges' Council of Presidents' Position Statement on Amendment 9	400.431.02-03
--	---------------

The Florida Community Colleges' Council of Presidents adopted the following position statement on Constitutional Amendment 9:

The Council of Presidents urges the Governor, the Legislature, and the Florida Board of Education to provide a forum which will explore any and all initiatives, including a reduction in class size, which may lead to higher student achievement in the state's K-20 classrooms and to identify the fiscal and other resources needed to accomplish these initiatives. The Council of Presidents does not support Constitutional Amendment 9 to reduce class size since such an amendment does not belong in the Florida Constitution, has consequences that must be weighed against perceived benefits, and limits the flexibility of the Legislature, the Florida Board of Education, and local school districts to provide an equitable and seamless K-20 system.

Board Action(s) Requested:**Endorsement of the Florida Community Colleges' Council of Presidents'
Position Statement on Constitutional Amendment 9****District Board of Trustees
October 22, 2002****Agenda Item: 2.1**

President's Report

Information Item

The president will discuss a variety of informational topics.

**District Board of Trustees
October 22, 2002**

Agenda Item: 2.2

New Rule 2.10: Dissemination of Information on
Campus Premises Information Item

410.340, 02-03

Various members of our college community identified a need for formal guidance regarding the dissemination of information on college property while recognizing a commitment to the support of free speech within the appropriate context of time, place, and manner. By its new policy, the college encourages the dissemination of information on campus in a way that is consistent with the educational mission of the college, its orderly operation, cleanliness, aesthetics, and the safety of its students, faculty, and staff.

**District Board of Trustees
October 22, 2002**

Agenda Item: 2.3

Amendment to Rule 6.4: Use of College Facilities

Information Item
410.341, 02-03

This amendment to Rule 6.4 was warranted in part by the promulgation of new Rule 2.10: Dissemination of Information on College Premises in order to prevent duplication or contradiction between the two rules. The amendment also serves to update the rule to reflect current policy.

**District Board of Trustees
October 22, 2002**

Agenda Item: 2.4

Amendment to Rule 7.6: International Student Admissions

Information Item
410.342, 02-03

The new language in the proposed Rule 7.6 more accurately describes the current admissions and placement standards for international students used by the college. It also establishes the requirement that international students provide proof of health insurance each term. Proof of health insurance is already a requirement for all State University System schools and the vast

majority of community colleges in Florida.

**District Board of Trustees
October 22, 2002**

Agenda Item: 2.5

Annual Accountability Report

Information Item
400.430, 02-03

Bill Vivian, Director of Institutional Research and Planning, will present a report on the state accountability measures performance for our associates degrees, certificate, and college prep programs, and other measures of how well the college is doing in carrying out its mission.

**District Board of Trustees
October 22, 2002**

Agenda Item: 2.6

Contract Review Committee for the President's Contract

Information Item
411.229, 02-03

Chair McRae will name a committee to review the president's contract, which will report back to the board at its November meeting.

C O N S E N T

**District Board of Trustees
October 22, 2002**

Agenda Item: 3.1

Contract Staff (Faculty)

402.637, 02-03

Full Time

Louis Mallory Assistant Professor, EMS Programs
MBA, St. Leo University

Part Time

John Abbitt	James Kocher
Sharon Abraben	Amy Kunce
Marcella Adams	Patricia Kunkel
Eftim Adhami	Paul Ladnier
Christine Aherns	John Lamothe
Kelly Aissen	Harriet Landers
Tommy Akin	Jennifer Lane
Helena Alden	Kay Lane

Ann Aldrich	Robert Lauriault
Panos Alexakos	Kara Lawson
James Altman	Donna Leonard
Christopher Amerman	Susan Lewis
John Ames	Andy Lievertz
Thomas Anderson	Randall Liles
Mary Anderson-Lachnicht	Cherie Lucia
Jill Arnold	Margaret Luongo
Laura Artale	Christopher Mahn
Valerie Aslakson-Jennings	Laura Mahoney-Hopping
John Bailey	Tom Maida
Benjamin Bain-Creed	David Malone
Karen Bakuzonis	Joanne Maranzana
Bhaskar Bandyopadhyay	John Marks
David Banes	Diana Mathews
Lance Bardsley	Delaney Mayo
Benjamin Barksdale	George Mbeh
Daniel Barnett	Cynthia McCallum
Soraya Benitez	Dorothy McCawley
Phillip Bennett	Kimberly McCollough
Nicole Benson	Bruce McCord
Shirley Beville	Michael McCullers
Ann Bonett	Nancy McCurdy
Sarah Brewster	Deborah McEdward
Gretchen Brooks	Sarah McIntosh
Katherine Brooks	Rebecca McKee
Jeffrey Brown	David McKinney
Sherry Brumme	William Meadows
Betty Buchanan	Jose Melgarejo
Thomas Bullard	Albert Mellen
Deanne Bush	Stephen Mercadante
Patricia Cannella	Paul Meyers
Cheryl Canova	Rebecca Micha
George Canova	Kathleen Miller
Suzanne Carlton	Lynn Moffat
Joan Carr	Vertigo Moody
Michelle Chalmers	Sara Morsey
John Chamberlain	Chales Mott
Sharon Chapman	Becky Moulton
Mary Chourey	Christine Murray
Virginia Chow	Vanessa Norris
Teresa Ciardi	April O'Connell
Wayland Clifton	Charles Oden
Marvin Cohen	Julia Odom
Charna Cohn	Anika Odukale
Nolan Col	David Ogorman
Lizabeth Coleman-Hayes	Laura O'Riorden
Peter Colverson	Ligia Ortega
Kevin Combs	Christopher O'Steen
Marsha Cooper	Charles Parks
Mary Corens	Alex Pastos
Sandra Cosgrave	Polly Payne
John Curchin	Suzon Peterson
Lucia Curta	Tracey Phillips
Nancy Dale	Jennifer Platz
Lonnie Davis	Valencia Rawls
Caroline Dennis	Susan Reed
Neal Devine	Paula Register
Luigi DiFranco	Shirley Rehberg
Alexis Dirienzo	Darnell Rhea
Angela Dobberfuhl	Amanda Rice
John Eichinger	Sherry Riddle

Mary Ellis
 Steve Everett
 Jeffrey Farrar
 Silvia Ferguson
 Billy Finch
 Justin Flaitz
 Johnnie Folsom
 Matthew Forester
 Robert Fraser
 Blake Frazier
 Brandi Gierhart
 Susan Gildersleeve
 Yvette Giles
 Ann Golden
 Tracey Graham
 Denise Guerin
 Cindi Guy
 Albert Haddad
 Jessie Hale
 Heather Hall
 Michele Hammond
 Robin Hardee
 Steven Harrison
 Fred Hays
 Carter Henderson
 Norma Higginson
 Samuel Himes
 Carol Hinton
 Clay Hipke
 Michael Hodge
 Mary Hoffer
 Heather Holley
 Audrey Holt
 Renate Hooper
 Gene House
 Lisa Houston
 Shannon Houvouras
 Adam Howard
 Thomas Idoyaga
 Coimbatore Iswaran
 Shrikant Jagtap
 Brian Jimison
 Patricia Johnson
 Lenore Jones
 Sylvia Jones
 Robert Kalis
 Richard Karman
 Christopher King
 Janet King
 Walter Kirkconnell
 Erika Kisvarsanyi
 Traci Klass

Gillian Robinson
 Mary Robinson
 Stacy Salute
 Abrena Sandefur
 Howard Scharps
 Christine Schmitz
 William Schumann
 Kenneth Seebeck
 Anca Segal
 Laurel Severino
 Suzanne Sheridan
 Pete Sinelli
 Mark Sloan
 Jerrold Smith
 Sheila Smith
 Jill Sonke
 Rosa Soto
 Deatra Spratling
 Barbara Stakely
 Sybil St Claire
 Amber Stegelin
 Linda Stephens
 Charles Stephenson
 Daniel Stepp
 Jeri Stevens
 Teresa Stoll
 Susan Strauss
 Elizabeth Strickland
 Brent Swanson
 Nacira Tache
 Michael Tedesco
 Patricia Telesco
 Karen Thigpen
 Bradley Tripp
 Robert Uttaro
 Ryan Vaughn
 Virgilio Vensamoye
 Pauline Vickery
 Jeanine Vincent
 James Waldrop
 Matt Walker
 Judy Ward
 Brian Wass
 Ann Weigl
 Neil Weinstein
 Marilyn Wetherington
 Clark Wheeler
 Roxanne Wilde
 Nancy Williams
 Terrasa Wood
 Jeffrey Wright
 Chris Zurheide

Board Action(s) Requested:

Approval

C O N S E N T

**District Board of Trustees
 October 22, 2002**

Agenda Item: 3.2

Contract Staff (Administrative and Professional)

411.228, 02-03

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

Executive/Managerial

<u>Name</u>	<u>Position</u>
<u>Promotion</u>	
Karen Bennett	Director, Child Development Programs and Little School
Harvey Blalock	Assistant Vice President, Technology and Applied Sciences
Paul Hutchins	Dean, Educational Centers
Daryl Johnston	Director, Institute of Public Safety and SFCC Police Chief
Kimball Kendall	Assistant Vice President, Instructional Support Services and Director, Center for Academic Technologies
Anne Kress	Associate Vice President, Information Management and Education Technologies
Linda Lanza-Kaduce	Director, High School Programs
William Reese	Associate Vice President, Facilities Services
Kristin Williams	Assistant Vice President, Continuing and Community Education
Carole Windsor	Director, Academic Foundations
Guy York	Vice President, College and Governmental Relations

Technical/Professional**Full Time**Appointment

Darlene Banks	Instructional Computer Lab Supervisor
<i>M.S., Florida State University</i>	
Matthew Chasteen	MacIntosh Software Specialist
<i>A.S., Art Institute of Ft. Lauderdale</i>	
* Tony Perryman	Youth Specialist, YES! Program
<i>11 years of youth counseling experience</i>	
Michelle Stauffer	Orientation Specialist, Enrollment Services
<i>B.A., University of Florida</i>	
* Margaret Tison	Health Careers Opportunity Program Retention
<i>M.Ed., University of Florida Specialist</i>	

Promotion

* Barbara Little	Perkins Grant Specialist
------------------	--------------------------

Teri McClellan

Associate Director, Office for Development

Part Time

Andy Anderson	Downtown Lab Specialist
Benjamin Bain-Creed	Writing Lab Specialist
Shellie Banfield	Downtown Lab Specialist
Daniel Barnett	Writing Lab Specialist
Sarah Brewster	Writing Lab Specialist
Connie Caldwell	Adult Education Specialist
Deanne Caldwell	Computer Applications Specialist
Kevin Combs	Writing Lab Specialist
Kelly Coxe	ESL Lab Specialist
Sara Dahlman	Adult Education Specialist
* Jodi Doher	Counseling Specialist
* Kathryn Ellis	ESL Lab Specialist
Timothy Fitzpatrick	Adult Education Specialist
Donna Foust	Adult Education Specialist
Dick Gerard	Safety Training Specialist
Mark Hills	Writing Lab Specialist
Lisa Houston	Writing Lab Specialist
Sarah Huffines	CLAST Lab Specialist
* Yvonne Hughes	Summer Enrichment Specialist
Ivy Johnson	Adult Education Specialist
Cherie Lucia	ESL Lab Specialist
Joanne Maranzana	Ceramics Specialist
* Joan Miller	Adult Education Specialist
Ade Ofunniyin	Adult Education Specialist
Charles Parks	Adult Education Specialist
Laura Predney	Adult Education Specialist
* Doris Raven	Summer Enrichment Specialist
Shirley Rehberg	Adult Education Specialist
Pat Schlenker	Adult Education Specialist
Gerrie Scully	Nursing Specialist
* Karen Shaddeau	Adult Education Specialist
Edward Shaw	Writing Lab Specialist
Suzanne Sheridan	Downtown Lab Specialist
* Lucille Skipper	Reading Lab Specialist
* Barbara Stakely	ESL Lab Specialist
Ann Weigl	Downtown Lab Specialist
Samuel Wicks	Adult Education Specialist

Chris Zurheide Writing Lab Specialist

* Grant funded

Board Action(s) Requested:

Approval

C O N S E N T

**District Board of Trustees
October 22, 2002**

Agenda Item: 3.3

Career Service Staff

403.411, 02-03

The individuals listed below are being recommended for appointment or promotion.

Name Position

Appointment

Karen Coles	Word Processor, Word Processing
Gerald Davis	Groundskeeper, Facilities Services
Cheryl Farrell	Administrative Assistant, Office for Development
Edith Knight	Administrative Specialist, Office for Development
Susan Kulmacz	Administrative Specialist, Child Development
Theresa Murphy	Police Officer, Police Department

Promotion

Beverly Wilson	Manager, Office for Development
----------------	---------------------------------

Board Action(s) Requested:

Approval

C O N S E N T

**District Board of Trustees
October 22, 2002**

Agenda Item: 3.4

Renewal Agreement to Provide Selection, Promotion, and Testing
Consulting Services - City of Gainesville/Gainesville Police Department

408.1338, 02-03

This is a renewal agreement to develop, administer, and score promotional processes for the City of Gainesville, Gainesville Police Department in the area of law enforcement. The agreement is essentially the same as last year, with the exception that it will now automatically renew unless amended by mutual agreement or terminated. A fee of \$4,500 is allowed for each promotional process; it also contains a clause that allows for negotiation of the fee. The agreement commences November 1, 2002. This contract allows the college to continue a partner relationship with the Gainesville Police Department and to bring in revenue for the Criminal Justice Selection

Center.

Board Action(s) Requested:

Approval

C O N S E N T

**District Board of Trustees
October 22, 2002**

Agenda Item: 3.5

Agreement to Provide Selection, Promotion, and Testing
Consulting Services - City of Ocala/Ocala Police Department

408.1339, 02-03

The purpose of this project is to develop, administer, and score promotional processes for the City of Ocala, Ocala Police Department in the area of law enforcement. The college has similar agreements with the City of Gainesville and Alachua County. A fee of \$4,500 is allowed for each promotional process; it also contains a clause that allows for negotiation of the fee. The agreement commences November 1, 2002, and continues indefinitely or until terminated by either party. This contract allows us to develop a productive relationship with the Ocala Police Department and to bring in revenue for the Criminal Justice Selection Center.

Board Action(s) Requested:

Approval

C O N S E N T

**District Board of Trustees
October 22, 2002**

Agenda Item: 3.6

Second Amendment to Agreement with Alachua
County for Funding for the Criminal Justice Selection Center

408.1340, 02-03

This agreement provides funding for the SFCC Criminal Justice Selection Center from ticket revenues collected by Alachua County. The amount of the contract is \$147,738 and commences October 1, 2002. The agreement is essentially the same as last year, with the exception that, after September 30, 2003, it will automatically renew for successive one-year periods unless terminated for default or lack of funds or amended. With this funding, the college will be able to continue providing screening, selection, and promotional processes for the Institute of Public Safety and partner agencies.

Board Action(s) Requested:

Approval

C O N S E N T

**District Board of Trustees
October 22, 2002**

Agenda Item: 3.7

Renewal of Tech Prep Articulation Agreement with School
Board of Alachua County and School Board of Bradford County

408.1341, 02-03

The A.A. and A.S. transfer degree programs and the A.A.S. and certificate programs listed below have been identified as accelerated paths by which students will have the opportunity to receive college credit as described in the articulation agreements with the School Board of Alachua County and the School Board of Bradford County. Substantive changes were made in secondary and post-secondary articulated course requirements, in provisions to receive credit, and in the effective date. Because the agreements are essentially identical, only one is attached

School Board of Alachua County:

- Business Administration A.S. and A.A.S Degrees - Academy of Entrepreneurship
- Business Administration A.S. and A.A.S Degrees - Academy of Finance
- Business Administration A.S. and A.A.S Degrees - Accounting Operations Program
- Business Administration A.S. and A.A.S Degrees - Business Supervision and Management
- Business Administration A.S. and A.A.S Degrees - Marketing
- Building Construction Technology A.S. Degree - Academy of Construction Technology: Carpentry
- Cardiovascular Technology A.S. Degree - Nursing Assistant
- Child Development and Education A.S. Degree - Early Childhood Education
- Dental Hygiene A.S./A.A.S. Degree - Dental Aide
- Graphic Design Technology A.S./A.A.S. Degree - Communications Technology
- Nuclear Medicine A.S./A.A.S. Degree - Nursing Assistant
- Nursing A.S. Degree - Nursing Assistant
- Office Systems Technology A.S Degree - Administrative Assistant
- Office Systems Technology A.S Degree - Digital Design
- Radiography A.S./A.A.S. Degree - Nursing Assistant
- Respiratory Care A.S./A.A.S. Degree - Nursing Assistant
- Business Management Certificate - Academy of Entrepreneurship
- Business Management Certificate - Academy of Finance
- Business Management Certificate - Accounting Operations
- Business Management Certificate - Business Supervision and Management
- Business Management Certificate - Marketing
- Child Development Early Intervention Certificate - Early Childhood Education
- Child Development Associate Training - Early Childhood Education
- Dental Assisting Certificate - Dental Aide
- Office Systems Specialist Certificate - Administrative Assistant
- Office Systems Specialist Certificate - Digital Design
- Practical Nursing Certificate - Nursing Assistant

- Surgical Technology Certificate - Nursing Assistant
- A.A. Transfer Degree - Academy of Agriscience Technology Veterinary Assisting
- A.A. Transfer Degree - Agritechnology
- A.A. Transfer Degree - Animal Science and Services
- A.A. Transfer Degree - Aquaculture
- A.A. Transfer Degree - Nursery Operations
- A.A. Transfer Degree - Technology Studies

School Board of Bradford County:

- Business Administration A.S. and A.A.S. Degrees - Accounting Operations
- Cardiovascular Technology A.S. Degree - Nursing Assistant
- Nuclear Medicine A.S./A.A.S. Degree - Nursing Assistant
- Nursing A.S. Degree - Nursing Assistant
- Office Systems Technology A.S. Degree - Administrative Assistant
- Radiography A.S./A.A.S. Degree - Nursing Assistant
- Respiratory Care A.S./A.A.S. Degree - Nursing Assistant
- Applied Welding Technology Certificate - Applied Welding Technology
- Automotive Service Technology Certificate - Heavy Duty Truck and Bus Mechanic
- Business Management Certificate - Accounting Operations
- Business Management Certificate - Cosmetology
- Dental Assisting Certificate - Dental Aide
- Office Systems Specialist Certificate - Administrative Assistant
- Practical Nursing Certificate - Nursing Assistant
- Surgical Technology Certificate - Nursing Assistant
- A.A. Transfer Degree - Agricultural Sales and Services
- A.A. Transfer Degree - Agritechnology
- A.A. Transfer Degree - Forestry
- A.A. Transfer Degree - Nursery Operations

Board Action(s) Requested:

Approval of agreements. Upon legal review and approval, the President or the Vice President for Academic Affairs is authorized to execute these tech prep agreements.

C O N S E N T

**District Board of Trustees
October 22, 2002**

Agenda Item: 3.8

Apprenticeship Training: Greater Gainesville Area
Association for Technical Training -- Grant

409.1349, 02-03

The purpose of this project is to provide training to 134 students employed in the local construction industry. There is a growing need in the construction industry for skilled craftspeople. Local contractors, through the Greater Gainesville Area Association for Technical Training (GGAAATT), will sponsor apprenticeship training for programs in carpentry, heating and air conditioning, and plumbing. GGAATT will provide funds for consumable supplies and equipment to offset the cost of additional instructors provided by the college in classes with low enrollment. Students from industry with varying degrees of skills will be able to receive the appropriate level of instruction.

The amount of funds requested from the Greater Gainesville Area Association for Technical Training is \$14,365, with no matching funds from Santa Fe Community College.

Duration of this project is from October 22, 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
October 22, 2002**

Agenda Item: 3.9

Santa Fe Community College Summer Dance Institute -- Grant	409.1350, 02-03
--	-----------------

The purpose of this project is to provide a summer dance institute at Santa Fe Community College July 24-August 2, 2003. This week-long workshop for 100 students will host 14 internationally acclaimed dance faculty from diverse cultural and stylistic dance disciplines to provide an educational and cultural opportunity for Santa Fe Community College students and the state of Florida. Approximately 87 master classes will be held with renowned faculty. During the week-long workshop, a group of six to eight Santa Fe Community College students will work intensively with institute faculty in the development of a lecture/ demonstration/performance presentation with a focus on cultural diversity to be toured to area public schools during the 2003-2004 school year.

The amount of funds requested from the Florida Department of State, Division of Cultural Affairs, is \$25,000, with an in-kind match of \$24,342 and a cash match of \$74,166.

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

Operating budget impact: In-kind contributions and cash match 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
October 22, 2002**

Agenda Item: 4.1

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

412.926, 02-03

Funding History:

These projects were originally to be funded through a singular allocation. During the original year's funding cycle, the college was asked if it would accept the funding over a two-year period. Then half way through the following year, in an attempt to stimulate the economy, the legislature funded the remaining dollars. At a special board meeting on October 3, 2001, in anticipation of the additional funding, Santa Fe asked for and was granted permission to increase the budget and extend the contracts of the architect and construction manager.

Project Description:

The phase II project involves remodeling the eastside of building P following occupancy of the Lawrence W. Tyree Library in December 2001. It will convert the original stack areas into fourteen classrooms for occupancy in the fall of 2002. Phase III involves bringing the remaining portion of the building into compliance with building, life safety, and ADA codes.

Architect/engineer	Ponikvar & Associates, Gainesville, Florida
Contractor/construction manager	Perry-Parrish, Incorporated, Gainesville, Florida
Uniform building code inspector	In-house
Original project budget	\$2,223,191
Phase III budget	<u>\$1,115,504</u>
Revised project budget	\$3,338,695
Source(s) of funding	PECO

Project Status:

The phase II portion of this project achieved substantial completion on August 12, 2002, adding fourteen new classrooms for the fall semester. College staff has received and reviewed phase III drawings and a guaranteed maximum price for phase III work in the amount of \$928,902 and is requesting subsequent approval by the board.

Current construction contract amount	\$1,793,679.26
Guaranteed maximum price savings for phase II work	<u>(\$ 19,750.00)</u>
Revised construction contract for phase II	\$1,773,929.26
Additive change order #4 for phase III 143 day time extension for phase III and guaranteed maximum price	\$ 928,902.00
Revised current construction contract amount	\$2,702,831.26

Board Action(s) Requested:

- A. Approval of phase III drawings**
- B. Approval of change order # 4**

**District Board of Trustees
October 22, 2002**

Agenda Item: 4.2

Project Report and Action Request - Parking Lot 15B Renovation

412.927, 02-03

Project Description:

This project consists of the renovation of what was 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
Contractor/construction manager	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
Source(s) of funds	PECO

Project Status:

College staff has received and processed an additive change order for this project that, in part, represents additional requirements from the St. Johns River Water Management District. This parking lot was in use by our students for the start of fall term.

Current construction contract amount	\$435,646.30
Additive change order #2 for fencing and skimmers for the storm water basins as required by the St. Johns River Water Management District and electrical panel to re-feed existing lot	<u>\$15,206.45</u>
Revised current construction contract amount	\$450,852.75

Board Action(s) Requested:

None

**District Board of Trustees
October 22, 2002**

Agenda Item: 5.1

Report of Purchases for September 2002

202.500, 02-03

Below are the total amounts and a summary of purchases for the month of September 2002.

Purchasing	\$ 985,130.80
Library	0.00
Risk Management Consortium	<u>956,635.00</u>
Total	\$1,941,765.80

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
X42414 (Fund 1)	\$ 58,560.00	Contract	Dell Marketing	Computers (40) Support – IT
X42476 (Fund 2)	\$114,286.00	Special	The Dignity Project	Grant Reimbursement Dignity Project
X42529 (Fund 6)	\$956,635.00	Special	Arthur J. Gallagher	Athletic Insurance Risk Management Consortium
X42619 (Fund 7)	\$ 26,650.00	Sole Source	Danka	Kodak Copier Minor Projects
X42634 (Fund 7)	\$130,222.00	Contract	Burns Brothers, Inc.	Multimedia Renovation Building N
X42655 (Fund 7)	\$ 52,400.00	Sole Source	Tom Barrow Co.	HVAC Materials Building P
X42709 (Fund 1)	\$ 28,968.00	Sole Source	Gainesville Regional	DS1 Line Charges Support – IT
X42714 (Fund 1)	\$ 34,742.00	Exempt	IBM Corporation	Software Maintenance Information Technology
X42898 (Fund 2)	\$ 36,000.00	Contract	Annett Bus Lines	Athletic Transportation Athletic Administration
	\$1,438,463.00			

Purchases \$0 - \$25,000.00

Number of purchase orders: 490	Amount: \$452,218.22
Number of contracts awarded by the Board of Trustees: 1	Amount: \$51,084.58

Board Action(s) Requested: Approval of report

**District Board of Trustees
October 22, 2002**

Agenda Item: 5.2

Fund 1 (Current Unrestricted) Revenue and

Expenditure Report as of September 30, 2002

201.531, 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 September 2002.

The following summary provides a comparison of actual revenues and expenditures 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	16,525,373	31.48	15,848,388	31.76
Expenditures	9,613,377	17.67	10,641,416	21.18

Board Action(s) Requested:

Approval of report

**District Board of Trustees
October 22, 2002**

Agenda Item: 5.3

Warrants Issued for September 2002

208.395, 02-03

In accordance with State Board of Education Rule 6A-14.073(5), a listing of all checks issued from September 1 through September 30, 2002, is available at this meeting for the board's information. The amount disbursed for the month was \$10,988,100.42.

Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	270734 -277949
Payroll	573242 -574031

Electronic Transfers

36285-38437

Board Action(s) Requested:

Approval

**District Board of Trustees
October 22, 2002**

Agenda Item: 5.4

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

200.639, 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 October 1, 2002, to consider departmental requests to be relieved from inventory accountability. The committee members sent their approvals that the following requests should be accepted and recommends the board approve removal of the items listed below from the active property control inventory records. A detailed listing of all items from each category is attached.

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	Total Book Value Items to be Removed from Inventory and/or Financial Records
Worn-out Equipment with No Salvageable Parts	18	\$33,196.60	0	\$0.00	\$0.00	\$33,196.60
Worn-out Equipment with Salvageable Parts	2	\$4,167.97	0	\$0.00	\$0.00	\$4,167.97
Surplus Property	61	\$106,739.91	2	\$16,183.69	\$16,183.69	\$106,739.91
Transfers	19	\$28,772.00	3	\$45,009.16	\$45,009.16	\$28,772.00
Reinstated Items	<u>1</u>	<u>\$1,049.00</u>	<u>0</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$1,049.00</u>
TOTAL	101	\$173,925.48	5	\$61,192.85	\$61,192.85	\$173,925.48

Notes

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.

Transfers are those items being transferred to the institution shown. The items being transferred to Bradford-Union Vo-Tech were purchased from restricted funds. These items are already located at Bradford-Union Vo-Tech and will now be officially transferred to their custody. The items being transferred to the University of Florida represent equipment that was previously used by the Environmental Program. The University of Florida meets the licensure requirements of the State of Florida to accept the radioactive materials.

Reinstated Items are those items being returned to active status for the reason(s) indicated on the

attached lists.

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 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
October 22, 2002**

Agenda Item: 5.5

State of Florida Treasurer's Special Purpose Investment Agreement	209.88, 02-03
---	---------------

The attached agreement is for Santa Fe Community College to establish an investment account for participation in the State of Florida Treasurer's Special Purpose Investment Account (SPIA). This is a pooled fund open to state agencies whereby the college would place funds with the state Treasury Department. This fund works much the same as the State Board of Administration's (SBA) pooled funds in which the college currently participates.

The interest rate earned by the SPIA for fiscal year ending June 30, 2002, was 5.221%. The interest rate for July 2002 was 3.716%. These rates are well above the current SBA rate of 1.9%. The SPIA fund would be used in lieu of the SBA funds to maximize the college's interest earnings.

Transfers into and out of the SPIA fund would be done via bank wire transfers using pre-authorized repetitive codes to ensure proper internal controls are adhered to. Currently SBA transactions are handled this way.

The agreement has no defined expiration date, but may be terminated at the will of either party at any time.

Board Action(s) Requested:

Approval

**District Board of Trustees
October 22, 2002**

Agenda Item: 6.1

Amendment to Rule 2.2: College Organization	410.343, 02-03
---	----------------

The proposed organizational charts are attached for board review.

Board Action(s) Requested:

Approval

**District Board of Trustees
October 22, 2002**

Agenda Item: 6.2

Amendment to Rule 7.38: Student Publications

410.344, 02-03

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

Board Action(s) Requested:

Approval

**District Board of Trustees
October 22, 2002**

Agenda Item: 7.1

Santa Fe Community College Nursing Programs'
Proposal for Interactive Simulators for Clinical Skills -- Grant

409.1351, 02-03

The purpose of this project is to help provide needed clinical simulation training for future Registered Nurses and Licensed Practical Nurses entering the health care workforce. The simulators will simulate patient scenarios allowing students to practice skills and techniques in the laboratory prior to patient contact. The simulators will also allow for exposure to specific clinical scenarios that may not be available during a clinical rotation. Approximately 230 Registered Nursing students and 35 Practical Nursing students will benefit from this program. Additionally, these simulators may be used for community Registered Nurses and Licensed Practical Nurses who need annual continuing education hours for licensure.

The amount of funds requested from The Blue Foundation for a Healthy Florida, Blue Cross and Blue Shield of Florida, is \$63,004, with no matching funds from Santa Fe Community College.

Duration of this project is August 30, 2002, through July 29, 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.