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**District Board of Trustees Santa Fe Community College
Agenda for Board Meeting of November 12, 2002
Jones-Rosenberg Auditorium, Starke, Florida**

Adoption of Agenda

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418.412, 02-03

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1.2 Approval of Board Meeting Minutes of October 22, 2002

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Dental

2.3 Amendment to Rule 7.13: Waiver of Fees

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Board Action(s) Requested:

Approval

**District Board of Trustees
November 12, 2002**

Agenda Item: 1.2

Approval of Board Meeting Minutes of October 22, 2002

401.403, 02-03

The minutes of the regular meeting of the District Board of Trustees of Santa Fe Community College held October 22, 2002, are presented for approval.

Board Action(s) Requested:

Approval

**District Board of Trustees
November 12, 2002**

Agenda Item: 2.1

President's Report

Information Item

The president will discuss a variety of informational topics.

Today's special presentation, an overview of the activities at the Andrews Center and in Bradford County, will be given by Dr. Paul Hutchins.

**District Board of Trustees
November 12, 2002**

Agenda Item: 2.2

Standardized Clinical Facilities Use Agreement with
Jay C. Herrington, DMD -- Dental

Information Item
408.1342, 02-03

The board has authorized its chair to execute on behalf of the board standardized form clinical

facilities agreements without further action by the board. An agreement will be executed by Jay C. Herrington, DMD, for students enrolled in the SFCC Dental program.

**District Board of Trustees
November 12, 2002**

Agenda Item: 2.3

Amendment to Rule 7.13: Waiver of Fees

Information Item
410.345, 02-03

This amendment to Rule 7.13 is warranted in part by the School Code Rewrite that gives State of Florida employees a fee waiver to attend community college classes on a space-available basis but does not prescribe a definition of "space available." In addition, in order to eliminate duplication between the college rule and state statute, references to statutorily approved waivers have been removed.

C O N S E N T

**District Board of Trustees
November 12, 2002**

Agenda Item: 3.1

Contract Staff (Administrative and Professional)

411.231, 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>	
Ginger Gibson	Comptroller, Office for Finance
Daniel McEachern	Director of Enrollment Services

Technical/Professional

Part Time

<u>Appointment</u>	
Bermann Maesadiou	Adult Education Specialist

Board Action(s) Requested:

Approval

C O N S E N T

**District Board of Trustees
November 12, 2002**

Agenda Item: 3.2

Community and Continuing Workforce Education Contract Staff 404.352, 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.

Community Education

- Alison LeBaron Drawing
- Jody Peeling Algebra
- Laurie Rodriguez ESL Reading

Continuing Workforce Education

- Rachel Gibson Web Authoring

Board Action(s) Requested:

Approval

C O N S E N T

**District Board of Trustees
November 12, 2002**

Agenda Item: 3.3

Career Service Staff 403.412, 02-03

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

<u>Name</u>	<u>Position</u>
<u>Appointment</u>	
Timothy Buchner	Administrative Specialist, Student Development
Deanne Caldwell	Executive Secretary, Information Technology Services
Deena Nelson	Administrative Secretary, Construction and

Technical Programs

Promotion

Selena Riess

Records Specialist, Records Office

Board Action(s) Requested:

Approval

C O N S E N T

**District Board of Trustees
November 12, 2002**

Agenda Item: 3.4

Work Exploration -- Grant

409.1352, 02-03

The purpose of this grant is to address the needs of persons with disabilities who have employability barriers. Three services will be provided: comprehensive vocational evaluation, employee development, and community employment. Each of these services maintains its own set of goals and is designed to promote the development and attainment of vocational objectives.

Comprehensive vocational evaluation seeks to assist in identifying vocational goals through a state-of-the-art program of services, including vocational evaluations, interest assessments, and career exploration activities. Employee development and community employment target specific issues impacting an individual's ultimate employability. Through these services, participants complete two weeks of employability skills classes and obtain assistance in resume writing, completing applications, interviewing skills, team building, job search training, and other job-related needs. Approximately 200 vocational rehabilitation customers will be served.

The amount of funds requested from the State of Florida, Department of Education, Vocational Rehabilitation Services, is \$189,550, with an in-kind match of \$40,299 from Santa Fe Community College.

Duration of project: The 2001-2002 contract was extended two additional months, September 30, 2002 through November 30, 2002; therefore, this is a ten-month contract effective December 1, 2002, through September 30, 2003.

Operating budget impact: In-kind contributions from existing college Operating 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
November 12, 2002**

Agenda Item: 3.5

Parent Education/Home Visitation/Even Start Program -- Grant

409.1353, 02-03

The purpose of this project is to provide child development courses for the Parent Education/Home Visitation/Even Start staff. All courses must be related to the acquisition of an associate degree, the Child Development Associate credential, or up to 30 hours of Department of Children and Families Child Care Worker training. Contract services will include the following: SFCC application fee and tuition, textbooks, and educational supplies for individual students. Also included are funds to pay individuals who will conduct site visits to evaluate the students working at various state-approved child development centers. Approximately ten students will benefit from this program.

The amount of funds requested from the School Board of Alachua County is \$2,200, 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
November 12, 2002**

Agenda Item: 4.1

Project Report and Action Request - Parking Lot 15 B

412.928, 02-03

Project Description:

This project consists of 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, during the summer months.

Architect/engineer

Water & Air Research, Incorporated,

Architect/engineer	Gainesville, Florida
Construction manager/contractor	Harlis R. Ellington Construction, 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:

This project achieved substantial completion on October 9, 2002.

Board Action(s) Requested:

None

**District Board of Trustees
November 12, 2002**

Agenda Item: 4.2

Project Report and Action Request - Building U	412.929, 02-03
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Project Description:

This project consists of the addition of office, filing, and conference spaces to correct a major deficiency for Facilities, as well as the renovation of the existing office area. It also includes the replacement of the roof, mechanical system, and fire alarm system in the original portion of the building.

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

Project Status:

This project achieved substantial completion on September 17, 2002.

Board Action(s) Requested:

None

**District Board of Trustees
November 12, 2002**

Agenda Item: 5.1

Evaluation of the President	411.232, 02-03
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To be presented by Chair McRae.

Board Action(s) Requested:

Approval

**District Board of Trustees
November 12, 2002**

Agenda Item: 5.2

President's Contract	411.233, 02-03
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To be presented by the Contract Committee, Trustee Roundtree, via telephone conference call.

Board Action(s) Requested:

Approval

**District Board of Trustees
November 12, 2002**

Agenda Item: 6.1

Report of Purchases for October 2002	202.501, 02-03
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Below are the total amounts and a summary of purchases for the month of October 2002.

Purchasing	\$747,554.30
Library	0.00
Risk Management Consortium	60,000.00
Total	\$807,554.30

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
X43027 (Fund 1)	\$ 30,474.00	Contract	Dell Marketing	Computers (18) Support – IT
X43028 (Fund 1)	\$ 56,960.00	Contract	Dell Marketing	Computers (40) Support – IT
X43060 (Fund 1)	\$ 65,702.25	Exempt	T3 Technologies	IBM Software Maintenance Information Technology
X43407 (Fund 6)	\$ 60,000.00	Exempt	Pricewaterhouse- Coopers	Health/Life Consulting Risk Management Consortium
X43417 (Fund 7)	\$ 45,816.00	Contract	PPI Construction Management	Building D Storage Enclosure Roofing Projects
X43418 (Fund 7)	\$ 63,809.00	Contract	PPI Construction Management	Valve Replacements HVAC – College-wide
	<u>\$ 322,761.25</u>			

Purchases \$0 - \$25,000.00

Number of purchase orders: 583	Amount: \$415,925.16
Number of contracts awarded by the Board of Trustees: 2	Amount: \$ 68,867.89

Board Action(s) Requested:

Approval of report

**District Board of Trustees
November 12, 2002**

Agenda Item: 6.2

Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of October 31, 2002	201.532, 02-03
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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 October 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	19,755,102	37.64	18,694,261	37.47
Expenditures	13,712,017	25.20	14,787,700	29.43

Board Action(s) Requested:

Approval of report

**District Board of Trustees
November 12, 2002**

Agenda Item: 6.3

Warrants Issued for October 2002

208.396, 02-03

In accordance with State Board of Education Rule 6A-14.073(5), a listing of all checks issued from October 1 through October 31, 2002, is available at this meeting for the board's information. The amount disbursed for the month was \$7,810,335.48

Warrant Numbers

Manual Payroll	None
Manual Payables	661 - 662
Payables	277950 - 281792
Payroll	574032 - 574974

Electronic Transfers

38438 - 40689

Board Action(s) Requested:

Approval

**District Board of Trustees
November 12, 2002**

Agenda Item: 6.4

Report of Investments, Quarter Ending September 30, 2002

201.533, 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 September	1.06%
Interest earnings, quarter	\$ 19,081
Interest earnings, fiscal year to date	\$ 19,081

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 September 30, 2002	1.91%
Interest earnings, quarter	\$ 23,899
Interest earnings, fiscal year to date	\$ 23,899

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	1.71 years
Anticipated yield to maturity	3.894%
Earnings, quarter	\$ 71,957
Earnings, fiscal year to date	\$ 71,957

Interest Earnings Comparison:

Total interest earnings fiscal year to date 2002/2003 \$114,937
Total interest earnings fiscal year to date 2001/2002 \$162,665

Board Action(s) Requested:**Acceptance of report**

**District Board of Trustees
November 12, 2002**

Agenda Item: 6.5

Colonel Harry M. Hatcher, Jr., Property Survey 03-04

200.640, 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 departmental requests before they are presented to the board.

The Property Survey Committee met October 15, 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
Lab Replacements	107	\$165,711.58	0	\$ 0.00	\$ 0.00	\$165,711.58
Transfers	28	\$ 44,862.00	0	\$ 0.00	\$ 0.00	\$ 44,862.00
Missing Property	<u>29</u>	<u>\$ 48,878.52</u>	<u>3</u>	<u>\$19,912.00</u>	<u>\$19,912.00</u>	<u>\$ 48,878.52</u>
TOTAL	164	\$259,452.10	3	\$19,912.00	\$19,912.00	\$259,452.10

Notes

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

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

Missing Property are those items that were not found during the inventory process. They have been investigated by the SFCC Police Department and have not been located.

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 shown as less than \$5,000 is substantially lower than the amount indicated.

Board Action Requested:

Approval of survey

**District Board of Trustees
November 12, 2002**

Agenda Item: 6.6

Recommendation for Awarding a Proposal on Behalf of Florida Community Colleges Risk Management Consortium for Claims Administration Services 200.641, 02-03

A Request for Proposal was sent on August 28, 2002, for claims administration services for the Florida Community Colleges Risk Management Consortium. The term of the contract is March 1, 2003, through February 28, 2006, with an option for two one-year renewals contingent upon satisfactory performance by the firm.

Mandatory attendance was required at the pre-proposal conference. Ten vendors attended, but only five submitted responsive proposals: Florida League of Cities (Unisource), Gallagher-Bassett, Johns Eastern Co., Protegrity Inc., and United PCGS. Final proposals were due on October 1.

The proposals were reviewed by David Klaitz and Brenda Diaz from the Risk Management Consortium, as well as by a consulting firm, PricewaterhouseCoopers, LLP. Each proposal was graded on several criteria, with a total possible score of 400 points. Below is a summary of the results:

<u>Proposer</u>	<u>Score (out of 400 possible)</u>
Gallagher-Bassett	360
Johns Eastern Co.	315
Florida League of Cities	305
Protegrity	290
United PCGS	285

Board Action(s) Requested:

Approval of award to Gallagher-Bassett

**District Board of Trustees
November 12, 2002**

Agenda Item: 7.1

Emergency Contract Authority 408.1345, 02-03

The board is requested to authorize the chair, or vice chair in the chair's absence, to execute the documents, contracts, and change orders requiring board approval during the period between the November meeting and the January meeting, which actions if delayed until the January 2003 meeting would create operational or financial difficulties for the college. The president shall indicate in writing the reason that the document should be executed prior to the January board meeting. The board will be asked to ratify the chair's/vice chair's decision at the board meeting immediately following the execution of the document.

Board Action(s) Requested:**Approval**

**District Board of Trustees
November 12, 2002**

Agenda Item: 7.2

Advisory Committee Appointments for the Following Programs	417.59, 02-03
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Applied Welding
 Apprenticeship
 Athletic
 Biomedical Engineering Technology
 Business Administration and Management
 Health Information Management
 Nursing
 Office Systems Technology
 Surgical Technology
 Vocational Success

The advisory committee appointments are being recommended to the board effective January 1, 2003, through December 31, 2004. All individuals have been contacted and have agreed to serve for the two-year period.

Board Action(s) Requested:**Approval****Applied Welding****Reappointments**

Mr. Bobby Carter, Bradford County School Board, Starke
 Mr. Willie Hornes, The Crom Corporation, Gainesville
 Mr. Bill Seyfarth, Weldtest Services, Cedar Key

New Appointments

Mr. Chuck Burgoon, Driltech Mission, Alachua
 Mr. Steve Crawford, Union Industrial Gas Group/Action Welding, Inc., Gainesville
 Mr. Mark Geiger, Bradford/Union Area Vocational Technical Center, Starke
 Mr. Mike Rutter, Gainesville Regional Utilities, Gainesville
 Mr. Terry Williams, Florida Department of Transportation, Gainesville

Apprenticeship Programs**Reappointments**

Mr. Dan Denton, M.M. Parrish Construction Company, Gainesville
 Mr. William Hicks, Brooker
 Mr. Steve Jarzembki, First Service, Gainesville
 Mr. Brian Leslie, Charles R. Perry Construction Company, Gainesville
 Mr. Mike McGraw, All Florida Electric Company, Inc., Gainesville

Mr. Bryan Nazworth, Quality Plumbing, Gainesville
Mr. Billy Samples, Mid-State Electric, Gainesville
Mr. Kirk Smith, MMS Mechanical Services, Gainesville
Mr. Joe L. Tate, Bill Preston Electrical, Gainesville
Mr. Robert Wiley, Bolt Electric, Gainesville

Athletic Programs

Reappointments

Mr. Dan Coons, Student Development Instruction, Santa Fe Community College
Dr. Byron Dyce, Mathematics, Santa Fe Community College
Mr. Gregg Jones, Visual and Performing Arts, Santa Fe Community College
Ms. Ouida McNeil, Academic Foundations, Santa Fe Community College
Dr. Stuart McRae, Anthropology, Santa Fe Community College
Mr. Alan Pappas, Student Development Instruction, Santa Fe Community College
Ms. Ann Steen, Mathematics, Santa Fe Community College
Mr. Bruce Teague, Mathematics, Santa Fe Community College
Ms. Carole Windsor, Academic Foundations, Santa Fe Community College

Biomedical Engineering Technology

Reappointments

Mr. Craig Bakuzonis, Shands at UF, Gainesville
Mr. Rennard Ivey, Shands at UF, Gainesville
Mr. Jerry Moore, MRI Devices, Inc., Gainesville
Mr. Doran Oster, Sabine, Inc., Alachua
Mr. Robert Pastorello, Malcom Randal Veterans Affairs Medical Center, Gainesville
Mr. Roberto Romero, Intermed Biomedical Services, Inc., Alachua
Mr. Rick Staab, Intermed Biomedical Services, Inc., Alachua

New Members

Mr. Balton Coleman, North Florida Regional Medical Center, Gainesville
Mr. Philip Tierney, Keystone Heights

Business Administration & Management

Reappointments

Ms. Tracy Baglia, Naylor Publications, Gainesville
Ms. Kim Baldry, Alachua County Administrative Services, Gainesville
Ms. Natalie Cadwallader, Nationwide Insurance, Gainesville
Ms. Kim Czaplewski, University Personnel Services, Gainesville
Mr. Mike Hutley, Disabilities Resource Center, Santa Fe Community College
Mr. Mike Littleton, Wal-Mart, Gainesville
Ms. Brenda Pope, Shands Health Care, Gainesville
Mr. Michael Stringer, Florida Department of Children and Families, Gainesville

New Appointments

Mr. Brian Jackson, Wal-Mart, Starke
Ms. Susan Sides, InfoTech, Inc., Gainesville
Ms. Rebecca Wright, Naylor Publications, Gainesville

Health Information Management

Reappointments

Ms. Joan Carr, North Florida/South Georgia Health Systems, Gainesville
Ms. Paula Coley, Gainesville
Ms. Pamela McFadden, North Florida Regional Medical Center, Gainesville
Ms. Jan Nolan, AvMed, Gainesville
Ms. Toni Ratliff, Student Health Care Center, University of Florida, Gainesville
Ms. Pam Rollins, Shands at UF/AGH, Gainesville
Ms. Debra Sirota, Shands at AGH, Gainesville

Ms. Lee Starling, Health Information and Management, Shands Hospital, Gainesville
 Ms. Lynn Thomas-Gordon, Shands at AGH, Gainesville
 Ms. Cissy Walker, AvMed Audit, Gainesville
 Mr. James White, North Florida/South Georgia Health Systems, Gainesville

New Appointments

Ms. Terri Pryor, Gainesville
 Mr. William Treloar, Shands Professional Resource Center, Gainesville
 Mrs. Andrea Waterhouse, Shands at Starke, Starke

Nursing Programs

Reappointments

Ms. Irene Alexaitis, Shands at University of Florida, Gainesville
 Dr. Mary Blazey, Malcom Randall Veterans Affairs Medical Center, Gainesville
 Ms. Mae Griner, Shands at AGH, Gainesville
 Ms. Jodi Irving, University of Florida, Gainesville
 Ms. Kitty Johnson, Alachua General Hospital Auxiliary, Gainesville
 Dr. Bernie Marrero, Shands Rehab Hospital, Gainesville
 Dr. Kevin McBride, Primary Care Associates, Starke
 Ms. Scarlott Mueller, North Florida Regional Medical Center, Gainesville
 Ms. Louise Okken, North Florida Regional Medical Center, Gainesville
 Dr. Rose Rivers, Shands Hospital, Gainesville
 Dr. Bernadette Spates, Malcom Randall Veterans Affairs Medical Center, Gainesville
 Dr. Portia Taylor, Vice President for Student Affairs, Santa Fe Community College
 Dr. Otto VonMering, University of Florida, Gainesville
 Ms. Beverly Wurts, Shands at Alachua General Hospital, Gainesville

New Appointments

Ms. Barbara Benken, Shands at University of Florida, Gainesville
 Ms. Beverly Boyko, Malcom Randall Veterans Affairs Medical Center, Gainesville
 Ms. Vivian Filer, Retired Professor of Nursing, Santa Fe Community College
 Ms. Beverly Johnson, Shands at Alachua General Hospital, Gainesville
 Ms. Lynette Kraemer, Palm Garden, Gainesville
 Ms. Judith Mathers, Meridian Behavioral Healthcare, Inc., Gainesville
 Mrs. Pattie Thompson, Alachua General Hospital Auxiliary, Gainesville

Office Systems Technology

Reappointments

Ms. Dene Brewer, City of Gainesville, Gainesville
 Ms. Patty Foster, University of Florida Athletic Association, Gainesville
 Ms. Linda Hildebrand, Regeneration Technologies, Alachua
 Ms. Carol Law, CH2M Hill, Gainesville
 Ms. Denise McGinnes-Brown, D.M. Transcription Service, Gainesville
 Ms. Nancy Norman, Shands at Starke, Starke
 Ms. Cynthia O'Steen, Office of the Vice President for Academic Affairs, Santa Fe Community College
 Ms. Terri Palmer, Nationwide Insurance, Gainesville
 Ms. Erma Young-Certain, Career Resource Center, Santa Fe Community College

Surgical Technology

Reappointments

Ms. Gail Avigne, Shands Teaching Hospital, Gainesville
 Ms. Michelle Brunges, Shands Teaching Hospital, Gainesville
 Mr. Al Campbell, Micanopy
 Ms. Mary Fraggos, Malcolm Randall Veterans Affairs Medical Center, Gainesville
 Ms. Carol Harmon, North Florida Regional Medical Center, Gainesville
 Ms. Pam Hampshire, Gainesville

Mr. Russ Irish, Malcom Randall Veterans Affairs Medical Center, Gainesville
 Ms. Leatha Holder, North Florida Regional Medical Center, Gainesville
 Ms. Janet Mahn, Putnam Medical Center, Palatka
 Dr. Earle Pickens, Medical Director of SFCC Surgical Technology Program, Gainesville
 Ms. Melody Rooks, Shands at Lake Shore Hospital, Lake City
 Ms. Mary Sutton, Shands at Alachua General Hospital, Gainesville

New Appointments

Ms. Nancy Baildon, North Florida Surgical Pavilion, Gainesville
 Ms. Bunny Leavitt, Shands at Alachua General Hospital, Gainesville
 Ms. Debbie Moore, Lake City Medical Center, Lake City
 Ms. Tammy Phillips, Ayers Surgery Center, Gainesville

Vocational Success

Reappointments

Sgt. Wayne Ash, Gainesville Police Department, Gainesville
 Mr. Brian Early, Avmed Health Plan, Gainesville
 Dr. Paul Hutchins, Dean of Educational Centers, Santa Fe Community College
 Mr. Will Jones, Lofton Center, Gainesville
 Ms. Rebecca Reddish, Bradford Middle School, Starke
 Ms. Gerri Singleton, Office of Ethnic Diversity, Santa Fe Community College
 Mr. Albert White, Gainesville Regional Utilities, Gainesville
 Ms. Marcey Corey, HCOP-Health Sciences, Santa Fe Community College
 Mr. Brian Fox, Business Programs, Santa Fe Community College
 Ms. Nancy Huber, Office Systems Technology, Santa Fe Community College
 Ms. Kim Standifer, ITE Program, Santa Fe Community College

New Appointments

Ms. Cecelia Mitchell, Pilot for Success Program, Santa Fe Community College
 Mr. Mike Barber, Student Development Specialist, Santa Fe Community College, Starke

District Board of Trustees November 12, 2002

Agenda Item: 7.3

Continuing and Community Education EnRich! Brochure - Winter 2003	415.94, 02-03
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As required by the State Board of Education regulations, the schedule of Community Education and Center for Business EnRich! courses for the winter term 2003 is presented for board approval. Term dates are January 25 through March 30, 2003, with registration beginning January 6 and continuing throughout the term. The schedule is subject to further changes as certain classes may be added to or deleted from the schedule. Generally, additions would only be made for online courses from contract vendors as such classes become available. Deletions may be made based on instructor and space availability.

Board Action(s) Requested:

Approval

**District Board of Trustees
November 12, 2002**

Agenda Item: 7.4

Proposed Fee Increase for Little School Tuition

200.642, 02-03

The Santa Fe Little School is proposing to increase child care fees by \$2.50 per week beginning January 1, 2003. In addition, it is proposed to extend the available hours of care for toddlers. The Career Service Salary Equity study heavily impacted the Little School budget because our teachers were significantly underpaid. This proposed fee increase will help to offset the increase in payroll expenses. The last rate increase was two years ago in the spring of 2001. There is a waiting list in all age groups.

A market comparison of our closest competitors' child care fees below revealed that our proposed fee increase would still leave us in a competitive position.

	<u>Step by Step</u>	<u>Kindercare</u>
Toddlers	\$120	\$152
Preschoolers	\$108	\$135

The fee schedule below shows the proposed fee increase; current fees are in parenthesis. In addition, it is proposed to extend the available hours of care for toddlers in the Early Learning Center and Transition classes. Due to parent demand, we would like to be open for all age groups from 7:30 a.m. to 5:30 p.m. Currently, the hours for toddlers are 7:30 a.m. to 4:30 p.m. If approved, all parents will have the option of enrolling in the Extended Day Program.

Proposed Weekly Fee Schedule

Current fees are listed in parentheses.

	<u>Preschool 7:30-3:30</u>	<u>Extended Day Program, 3:30-5:30</u>	
	<u>SFCC Students</u>	<u>All Others</u>	<u>Students and All Others</u>
Monday-Friday	\$80 (77.50)	\$90 (87.50)	\$15
Monday-Wednesday-Friday	\$55 (52.50)	\$65 (62.50)	\$9
Tuesday, Thursday	\$42 (39.50)	\$52 (49.50)	\$6

Preschool 7:30-3:30 Extended Day Program, 3:30-5:30

SFCC Students All Others Students and All Others

Monday-Friday \$80 (77.50) \$90 (87.50) \$15

Monday-Wednesday-Friday \$55 (52.50) \$65 (62.50) \$9

Tuesday, Thursday \$42 (39.50) \$52 (49.50) \$6

The proposed change in fees represents an increase of \$2.50 per week for students and all

others. There is no proposed change in fees for the Extended Day Program.

	<u>Toddlers 7:30-3:30</u>	<u>Extended Day Program, 3:30-5:30</u>	
	<u>SFCC Students</u>	<u>All Others</u>	<u>Students and All Others</u>
Monday-Friday	\$85 (82.50)	\$95 (92.50)	\$15
Monday-Wednesday-Friday	\$60 (57.50)	\$70 (67.50)	\$9
Tuesday, Thursday	\$47 (44.50)	\$57 (54.50)	\$6

The proposed change in fees represents an increase of \$2.50 per week for students and all others. The Extended Day Program will be a new option for parents of toddlers.

Board Action(s) Requested:

Approval

**District Board of Trustees
November 12, 2002**

Agenda Item: 7.5

Deletion of Courses Not Taught in the Last Five Years

400.432, 02-03

The following courses have not been taught in the last five years and have been purged from the Statewide Course Numbering System's catalog inventory for Santa Fe Community College. These courses have also been deleted from Santa Fe's in-house catalog inventory. With these deletions, the college remains in compliance with Rule 6A-10.0331, Florida Administrative Code, for the 2002-2003 academic year.

- CHM1036 TECHNICAL CHEMISTRY 3
- CHM1036L TECHNICAL CHEMISTRY 3 LAB
- CIS2321 SYSTEMS ANALYSIS
- ETD1101C DRAFTING 1
- ETD1105C DRAFTING 2
- ETD2350C CAD-ADVANCED
- ETD2905 INDIVIDUAL STUDY-DRAFTING
- EVS2791 AMBIENT AND SOURCE SAMPLING
- EVS2792 SOURCES AND EFFECTS OF AIR POLLUTION
- IPM2631 PEST CONTROL

Board Action(s) Requested:

Approval

**District Board of Trustees
November 12, 2002**

Agenda Item: 7.6

Support of Collaborative Baccalaureate Degrees
with the University of Florida

400.433, 02-03

In pursuit of strategic initiatives shared by Santa Fe Community College, the University of Florida, and the Florida Board of Education, collaborative baccalaureate degrees are sought in information technology, secondary education, and nursing. The information technology and secondary education programs will be included in a proposal to be submitted to the Florida Board of Education in March 2003. The proposal requires written commitments of support from the governing boards of both institutions. Additional letters of support will be submitted from the Gainesville Chamber of Commerce and local employers.

Board Action(s) Requested:**Approval****District Board of Trustees
November 12, 2002****Agenda Item: 8.1**

New Rule 2.10: Dissemination of Information on College Premises

410.346, 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.

Board Action(s) Requested:**Approval****District Board of Trustees
November 12, 2002****Agenda Item: 8.2**

Amendment to Rule 6.4: Use of College Facilities

410.347, 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.

Board Action(s) Requested:

Approval

**District Board of Trustees
November 12, 2002**

Agenda Item: 8.3

Amendment to Rule 7.6: International Student Admissions

410.348, 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.

Board Action(s) Requested:

Approval

**District Board of Trustees
November 12, 2002**

Agenda Item: 9.1

Affiliation Agreement with North Florida Regional Medical Center

408.1343, 02-03

This affiliation agreement allows for a clinical learning experience for students enrolled in specific Technology and Applied Sciences Programs (in the fields of Nursing, Health Information Management, Diagnostic Medical Sonography, Cardiopulmonary Technology, Radiography, Biotechnology, Respiratory Therapy, Nuclear Medicine Technology, Surgical Technology, Emergency Medical Services), and any other degree and/or certificate programs agreed upon by the parties per written addendum to contract. The only change from the prior agreement, which was approved by this board in January 2001, is the addition of language designed to protect the confidentiality of patient information.

The term of the agreement is one year, commencing December 1, 2002.

Board Action(s) Requested:

Approval

**District Board of Trustees
November 12, 2002**

Agenda Item: 9.2

Agreement with MedQuist Transcriptions, Ltd. - Medical Transcription	408.1344, 02-03
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This agreement represents implementation of a new agreement with MedQuist Medical Transcription Service to allow students in the Medical Transcription programs the opportunity to use MedQuist training tapes as part of their classroom and medical work experience internship training.

Board Action(s) Requested:

Approval