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**District Board of Trustees Santa Fe Community College
Agenda for Board Meeting of **March 25, 2003**
Wattenbarger Student Services Building Board Room**

**Adoption of Agenda
418.415, 02-03**

Agenda Item: 1.1

1. General Functions

1.1 Adoption of Agenda for Meeting of March 25, 2003

1.2 Approval of Board Meeting Minutes of February 18, 2003

2. Information Items

2.1 President's Report

2.2 Amendment to Rule 3.3: Criteria for Selection and Evaluation of Full-Time Administrative, Faculty, and Technical and Professional Positions

2.3 Standardized Clinical Facilities Use Agreement with Marion Community Hospital, Inc. d.b.a. West Marion Community Hospital, Ocala -- Sonography

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 Tech Prep Articulation Agreements with School Board of Alachua County

3.5 All American Success Stories Career and Technical Education Grant 2002-2003

3.6 GEAR UP Services -- Grant

3.7 Santa Fe Community College Dance Program Tourist Development -- Grant

4. Personnel

4.1 Leave of Absence

4.2 Awarding of Continuing Contracts for 2003-2004

5. Facilities Items

5.1 Project Report and Action Request - Building W Re-Roofing

5.2 Project Report and Action Request - Building H Remodeling

6. Finance/Business Affairs Items

6.1 Report of Purchases for February 2003

6.2 Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of February 28, 2003

6.3 Warrants Issued for February 2003

6.4 Colonel Harry M. Hatcher, Jr. Property Survey 03-07

7. General Institutional Items

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

8. Contracts/Grants

8.1 The LEAD Challenge College and Career Transitions Initiative -- Grant

8.2 Santa Fe Community College Health Careers Opportunity Program -- Grant

9. Board Members' Remarks

10. Citizen's Requests

11. Adjournment

Board Action(s) Requested:

Approval

**District Board of Trustees
March 25, 2003**

Agenda Item: 1.2

Approval of Board Meeting Minutes of February 18, 2003

401.406, 02-03

The minutes of the regular meeting of the District Board of Trustees of Santa Fe Community College held February 18, 2003, are presented for approval.

Board Action(s) Requested:

Approval

**District Board of Trustees
March 25, 2003**

Agenda Item: 2.1

President's Report

Information Item

The president will discuss a variety of informational topics.

Today's special presentation entitled "Challenge of the A.T." will be given by Buz Bireline, Associate Professor in the Zoo Animal Technology program.

**District Board of Trustees
March 25, 2003****Agenda Item: 2.2**

Amendment to Rule 3.3: Criteria for Selection and Evaluation
of Full-Time Information Item Administrative, Faculty,
and Technical and Professional Positions

410.350, 02-03

The proposed revisions to Rule 3.3 address the selection and evaluation of full-time administrative, faculty, and technical and professional positions, and identify the Office of Human Resources as the records custodian of the selection and evaluative processes.

**District Board of Trustees
March 25, 2003****Agenda Item: 2.3**

Standardized Clinical Facilities Use Agreement with
Marion Community Hospital, Inc. d.b.a. West Marion
Community Hospital, Ocala -- Sonography Information Item

408.1356, 02-03

The board has authorized its chair to execute standardized clinical facilities agreements without further action by the board. Such an agreement has been executed with Marion Community Hospital, Inc., d.b.a. West Marion Community Hospital, for students enrolled in the SFCC Sonography program.

C O N S E N T**District Board of Trustees
March 25, 2003****Agenda Item: 3.1**

Contract Staff (Faculty)

402.641, 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.

Part Time

Kyeong Hwangbo
Stephen Mickle
Lovetta Smith

Board Action(s) Requested:

Approval

C O N S E N T

**District Board of Trustees
March 25, 2003**

Agenda Item: 3.2

Contract Staff (Administrative and Professional)

411.236, 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.

Technical/Professional

Full Time

Name Position

Appointment

*Kevin Greetham Vocational Evaluator, One Stop Center

B.S., St. Leo University

*Mary Hammons Job Developer, One Stop Center

6 years Career/Job Placement experience

*Levy Lennon Job Developer, One Stop Center

7 years Career/Job Placement experience

Promotion

Susan Balmer Banking Manager, Office for Finance

Part Time

*Marjorie Alexander	Program Evaluation Specialist
Andrew Anderson	Downtown Lab Specialist
Caleb Carswell	Math Lab Specialist
Andrea Gabrielli	Respiratory Care Specialist
*Jennifer Graddy	Student Leadership Specialist
*Bradley Hicks	Youth Skills Specialist
Patricia Klaus	Advising Specialist
*Cherie Lucia	ESL Specialist
*Bermann Masadieue	Adult Education Specialist
Kelli McChesney	Student Advisement Specialist
Wendy Moore	Downtown Lab Specialist
Julius Regalado	Downtown Lab Specialist
Mary Ann Romero	Life Model Specialist
Suzanne Sheridan	Downtown Lab Specialist
Ann Weigl	Downtown Lab Specialist
Chris Zurheide	College Prep Lab Manager
*Grant funded	

Board Action(s) Requested:

Approval

C O N S E N T

**District Board of Trustees
March 25, 2003**

Agenda Item: 3.3

Career Service Staff	403.416, 02-03
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The individuals listed below are being recommended for appointment.

<u>Name</u>	<u>Position</u>
Delia Carr	Administrative Specialist, Information Technology Services
Draco James	Custodian, Facilities Services

Edward Jewett Custodian, Facilities Services
Michael Lanier Maintenance Technician, Facilities Services
Calvin LeCorn Custodian, Facilities Services
Willie Nattiel Custodian, Facilities Services
William Wise Custodian, Facilities Services

Board Action(s) Requested:

Approval

C O N S E N T

**District Board of Trustees
March 25, 2003**

Agenda Item: 3.4

Tech Prep Articulation Agreements with School Board of Alachua County
•PC Support Services to Computer Programming and Analysis A.S. Degree
•PC Support Services to Computer Information Technology A.S. Degree
•PC Support Services to Networking Services Technology A.S. Degree
•PC Support Services to Information Technology Management Certificate
•PC Support Services to Information Technology Technician Certificate 408.1355, 02-03

The Associate of Science transfer degree and certificate programs listed above 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. Because the agreements are essentially identical, only one is attached.

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
March 25, 2003**

Agenda Item: 3.5

All American Success Stories Career and Technical Education Grant 2002-2003 409.1420, 02-03

The purpose of this project is to enhance the Perkins-funded Success Services Program that

provides support services for students with special needs, such as single parents, non-traditional students, and students with disabilities. This program serves approximately 400 students.

The amount of funds requested from the Florida Department of Education, Division of Workforce Development, is \$5,000, with no matching funds from Santa Fe Community College. These funds represent an award of excellence for the Success Services Program.

Duration of this project is February 24, 2003, 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
March 25, 2003**

Agenda Item: 3.6

GEAR UP Services -- Grant

409.1421, 02-03

The purpose of this project is to serve the School Board of Alachua County and Howard Bishop and Lincoln middle schools by providing services to students in the board's GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) Project, which will support the project and aid it in achieving its goals. Santa Fe Community College will collaborate with the GEAR UP Project personnel to provide career exploration services for seventh grade students at Howard Bishop Middle School and Lincoln Middle School. Approximately 600 students will be served.

The amount of funds requested from the US Department of Education, through the School Board of Alachua County, is \$6,640, with no matching funds from Santa Fe Community College.

Duration of this project is April 1, 2003, through April 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
March 25, 2003**

Agenda Item: 3.7

Santa Fe Community College Dance
Program Tourist Development -- Grant

409.1422, 02-03

The purpose of this project is to support advertising for the Santa Fe Community College Summer Dance Institute, July 24 through August 2, 2003. This weeklong workshop for 100 students will host 14 internationally acclaimed dance faculty who will provide an educational and cultural opportunity for Santa Fe Community College students and the state of Florida.

The amount of funds requested from Alachua County Tourist Development Council is \$7,257, with an in-kind match of \$29,500 and a cash match of \$56,725 from Santa Fe Community College.

Duration of this project is July 24, 2003, through August 2, 2003.

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
March 25, 2003**

Agenda Item: 4.1

Leave of Absence

420.127, 02-03

Sarah George, Associate Professor of Mathematics, requests a leave of absence beginning March 31, 2003, and ending May 2, 2003, the end of spring term, from her 10-month faculty position. This request is supported by the Mathematics Department Chair, Associate Vice President of Liberal Arts and Sciences, and Vice President for Academic Affairs.

Nancy Reaves, Administrative Specialist, requests a leave of absence beginning March 24, 2003, and ending May 23, 2003, from her full-time career service position in the Financial Aid department. This request is supported by the Director of Financial Aid and Vice President for Student Affairs.

Board Action(s) Requested:

Approval

**District Board of Trustees
March 25, 2003**

Agenda Item: 4.2

Awarding of Continuing Contracts for 2003-2004

402.642, 02-03

The following faculty members have been voted on by their peers and approved by their supervisors to receive continuing contracts beginning in the 2003-2004 contract year.

2003-2004 Continuing Contract
Information forthcoming

Board Action(s) Requested:

Approval

**District Board of Trustees
March 25, 2003**

Agenda Item: 5.1

Project Report and Action Request - Building W Re-Roofing

412.938, 02-03

Project Description: This project consists of the removal of the existing built-up roof and the installation of a new roof on W building. Additionally, all equipment and duct curbs will be brought up to current standards during this project.

Architect/engineer	Brame Architects, Gainesville, Florida
Contractor/construction manager	To be determined
Uniform building code inspector	In-house
Total project budget	\$350,000
Source(s) of funding	PECO

Project Status: At its January 21, 2003, meeting, the board approved the phase III drawings and granted approval to bid this project. Since the bid opening for this project will be held March 21, 2003, college staff will be presenting the bid tabulation at the board meeting and requesting approval to award to the lowest responsive bidder.

Board Action(s) Requested:

Approval to award bid

**District Board of Trustees
March 25, 2003**

Agenda Item: 5.2

Project Report and Action Request - Building H Remodeling

412.939, 02-03

Project Description:

This project involves remodeling portions of building H for the Building Construction Technology program through a PECO allocation for workforce projects. This project is one of three funded from a singular allocation based on earlier survey recommendations. The educational specifications were approved by the board at the April 17, 2001, meeting. The initial budget for the project was presented to the board at the September 18, 2001, meeting as item 5.6, 2001-2002 Annual Budget, Unexpended Plant Fund (Fund 7).

Architect/engineer	Brame Architects
Contractor/construction manager	To be determined
Uniform building code inspector	In-house
Total project budget	\$414,184
Source(s) of funding	PECO

Project Status:

College staff has received and reviewed a guaranteed maximum price for this project in the amount of \$494,284 and is requesting subsequent approval by the board. Due to the increase in scope of this project as authorized by language in the 2002-03 appropriations bill, staff is also requesting approval to increase the total project budget to \$662,560.

Board Action(s) Requested:

- A. Approval of guaranteed maximum price of \$494,284**
- B. Approval of revised budget of \$662,560**

**District Board of Trustees
March 25, 2003**

Agenda Item: 6.1

Report of Purchases for February 2003

202.504, 02-03

Below are the total amounts and a summary of purchases for the month of February 2003.

Purchasing	\$588,664.41
Library	0.00

Risk Management Consortium 0.00
 Total \$588,664.41

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
X44892 (Fund 1)	\$ 29,449.45	Exempt	Dell Marketing	Virus Scan Software Renewal Support – IT
X44990 (Fund 1)	\$ 64,868.38	Exempt	Academic Systems Corporation	Instructional Software College Prep
X45002 (Fund 1)	\$ 27,719.96	Exempt	CDW Government	Router Replacement Support - IT
X44633 (Fund 7)	\$ 36,337.00	Contract	Affiliated Engineers	Fire/Elevator Alarm Upgrade Life/Safety Projects
X44892 (Fund 1)	\$ 26,504.60	Exempt	Dell Marketing	Computers (20) Support – IT

\$184,879.39

Purchases \$0 - \$25,000.00

Number of purchase orders: 434

Amount: \$388,801.12

Number of contracts awarded by the Board of Trustees: 4

Amount: \$14,983.90

Board Action(s) Requested:

Approval of report

**District Board of Trustees
 March 25, 2003**

Agenda Item: 6.2

Fund 1 (Current Unrestricted) Revenue and Expenditure
 Report as of February 28, 2003

201.537, 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 February 18, 2003.

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	39,108,269	74.51	37,544,050	75.25
Expenditures	30,378,471	55.81	30,820,309	61.33

Board Action(s) Requested:

Approval of report

**District Board of Trustees
March 25, 2003**

Agenda Item: 6.3

Warrants Issued for February 2003

208.399, 02-03

In accordance with State Board of Education Rule 6A-14.073(5), a listing of all checks issued from February 1 through February 28, 2003, is available at this meeting for the board's information. The amount disbursed for the month was \$7,729,250.45.

Warrant Numbers

Manual Payroll	None
Manual Payables	663 - 665
Payables	294800 - 298467
Payroll	577747 - 578657

Electronic Transfers

47409 – 49711

Board Action(s) Requested:

Approval

**District Board of Trustees
March 25, 2003**

Agenda Item: 6.4

Colonel Harry M. Hatcher, Jr. Property Survey 03-07

200.648, 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 requests from the departments before they are presented to the board.

The Property Survey Committee met February 21, 2003, 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 board approval to remove the items listed below from the active property control inventory records. A detailed list of all items from each category is attached.

<u>Category</u>	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
Stolen Items	1	\$3,202.00	0	\$0.00	\$0.00	\$0.00
Worn-Out Equipment with No Salvageable Parts	11	\$14,587.25	1	\$6,890.00	\$6,890.00	\$0.00
Surplus Property	6	\$8,590.00	0	\$0.00	\$0.00	\$0.00
Trade-Ins	3	\$14,400.00	0	\$0.00	\$0.00	\$0.00
Transfers	11	\$15,776.00	0	\$0.00	\$0.00	\$0.00
CIT/Network Service Technology Grant Transfers	3	\$3,750.00	1	\$9,660.00	\$9,660.00	\$0.00
TOTAL	35	\$60,305.25	2	\$16,550.00	\$16,550.00	\$0.00

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.

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.

Trade-Ins have been traded in on new equipment.

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

CIT/Network Service Technology Grant Transfers include items purchased from the CIT/Network Service Technology grant. As part of the grant, these items are already located at the Bradford Vo-Tech Center. We are requesting to officially transfer them to the Bradford Vo-Tech Center as part of this survey.

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
March 25, 2003**

Agenda Item: 7.1

Permission to Expend Dr. Philip Benjamin
Academic Improvement Trust Funds

400.437, 02-03

The Santa Fe Community College Endowment Corporation requests permission to expend a total of \$33,550 from the Dr. Philip Benjamin Academic Improvement Trust Fund to purchase scientific and technical equipment to train students in various nursing programs. These expenditures are specifically to purchase essential equipment for the Nursing Simulated Lab. The Nursing Simulated Lab provides educational opportunities for SFCC's six Nursing programs, including ASN, ASN Bridge, Practical Nursing, and Assistive Programs (Nursing Assistant, Patient Care Assistant, and Home Health Aide). There is a combined annual enrollment of over 300 students in these programs, who use the major health care agencies in the surrounding communities. The Nursing Simulated Lab must reflect current health care technology to assure students have the opportunity to become skilled in these required technologies. Attached is a list of equipment, which indicates current technology in our health care system, that will assist faculty in simulating clinical experiences for students prior to being placed in the clinical agencies. These simulations allow the students to be active learners in the presentation of nursing theory and techniques before encountering real life situations in the clinical agencies.

Operating budget impact: None

Board Action(s) Requested:

**Approve the submission of the equipment list to the State Board of Education
for permission to expend these funds**

**District Board of Trustees
March 25, 2003**

Agenda Item: 8.1

The LEAD Challenge College and Career Transitions Initiative -- Grant

409.1423, 02-03

The purpose of this project is to implement a LEAD challenge experience for 25 rural/disadvantaged high school juniors and seniors that will improve academic performance at

both the secondary and postsecondary level and ease the transition between secondary and postsecondary education, as well as, the transition to employment. This intensive nine-month program combines rigorous academic, leadership/community service, cultural competency, and technological literacy components to provide a comprehensive academic/enrichment experience for participants. Additionally, faculty and staff at both the secondary and postsecondary levels will participate in a series of cultural competency workshops/forums that will enhance their ability to provide a culturally responsive learning environment for their students. This is year one of a five-year project. By the end of the fifth year, at least 125 students and their families will directly benefit from the project.

The amount of funds requested from US Department of Education, Office of Vocational and Adult Education, through the League for Innovation, is \$150,000, with an in-kind match of \$6,897 from Santa Fe Community College.

Duration of this project is May 4, 2003, through May 3, 2004.

Operating budget impact: In-kind match from existing college budget. Computer replacement, following end of grant, not included in college funds.

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
March 25, 2003**

Agenda Item: 8.2

Santa Fe Community College Health Careers
Opportunity Program -- Grant

409.1424, 02-03

The purpose of this project is to facilitate the entry, retention, and graduation of economically and/or educationally disadvantaged students from one of seven targeted health science programs at Santa Fe Community College or into upper division health professional school. Thirty HCOP-eligible high school students will be chosen for preliminary education through a 30-week Saturday Academy at Santa Fe's Northwest Campus. Twenty-eight HCOP-eligible graduating seniors and college students will be selected for preliminary education starting with a six-week HCOP College Summer Institute and continuing as a two-hours-per-week program throughout fall and spring semesters. Associated with the preliminary education will be a comprehensive retention program that supports HCOP college students through their prerequisite and a health sciences program curriculum or a general Associate of Arts curriculum (for transfer) until graduation. This is year one of a three-year program.

The amount of funds requested from US Department of Health and Human Services, Public Health Services, Health Resources and Services Administration, Bureau of Health Professions, is \$312,904, with an in-kind match of \$12,674 from Santa Fe Community College.

Duration of this project is September 1, 2003, through August 31, 2004.

Operating budget impact: In-kind match from existing college budget. Computer replacement, following end of grant, not included in college funds.

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.