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**District Board of Trustees Santa Fe Community College  
Agenda for Board Meeting of **May 20, 2003**  
Wattenbarger Student Services Building Board Room**

**Adoption of Agenda**

**Agenda Item: 1.1  
418.417, 02-03**

**1. General Functions**

1.1 Adoption of Agenda for Meeting of May 20, 2003

1.2 Approval of Board Meeting Minutes of April 15, 2003

**2. Information Items**

2.1 President's Report

2.2 Proposed Board Meeting Schedule for 2003-2004

2.3 Amendment to Rule 3.16: Supplemental Payments

2.4 Amendment to Rule 7.11: Fees

2.5 Standardized Clinical Facilities Use Agreement with Kenneth Knopf, D.M.D., P.A.  
– Dental

**3. Consent Items****Personnel**

3.1 Contract Staff (Administrative and Professional)

3.2 Career Service Staff

**Contracts, Grants**

3.3 Agreement with Flagler County Sheriff's Office to Provide Selection, Promotion, and Testing Consulting Services

3.4 Renewal of Agreement with University of Florida to Provide Veterans' Affairs Counseling Services

3.5 Agreement with St. Joseph's Hospital and Medical Center, Patterson, New Jersey – Health Information Management

3.6 Tech Prep Education, Title III, Part E, Section 204 Roll Forward -- Grant

3.7 132 Postsecondary and Adult Vocational Programs Roll Forward -- Grant

3.8 Starke Fall Festival Fantasy Theatre Production -- Grant

3.9 132 Postsecondary and Adult Vocational Programs -- Grant

3.10 Tech Prep Education, Title III, Part E, Section 204 -- Grant

3.11 Perkins Postsecondary Rural and Sparsely Populated Areas -- Grant

#### 4. Facilities Items

4.1 Project Report and Action Request - Building U (Final Completion)

4.2 Project Report and Action Request - Utility Infrastructure Project (Selection of Engineer)

4.3 Project Report and Action Request - Stormwater Pond A (Permission to Bid)

#### 5. Finance/Business Affairs Items

5.1 Report of Purchases for April 2003

5.2 Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of April 30, 2003

5.3 Warrants Issued for April 2003

5.4 Report of Investments, Quarter Ending March 31, 2003

5.5 Colonel Harry M. Hatcher, Jr., Property Survey 03-09

5.6 Fee Waiver Report for Spring Term 2003

5.7 Renewal of Collection Agency Agreement with The CBE Group, Inc.

5.8 Contract with P. E. Systems

#### 6. General Institutional Items

6.1 Approval of Surgical Technology Program Enhancement Fund

6.2 Amendment to Zoo Animal Technology Program Advisory Committee

6.3 Amendment to PC Shop Fee Schedule

#### 7. Rules

7.1 Amendment to Rule 4.3: Degree and Certificate Requirements: Associate in Arts, Associate in Science, Associate in Applied Science, Technical Certificate, Applied Technology Diploma, and Vocational Certificate

#### 8. Contracts/Grants

8.1 Articulation Agreement with University of West Florida - Zoo Animal Technology/Biological Sciences

#### 9. Endowment Corporation Liaison Update

#### 10. Board Members' Remarks

11. Citizen's Requests

12. Adjournment

**Board Action(s) Requested:**

**Approval**

**District Board of Trustees  
May 20, 2003**

**Agenda Item: 1.2**

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Approval of Board Meeting Minutes of April 15, 2003

401.408, 02-03

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The minutes of the regular meeting of the District Board of Trustees of Santa Fe Community College held April 15, 2003, are presented for approval.

**Board Action(s) Requested:**

**Approval**

**District Board of Trustees  
May 20, 2003**

**Agenda Item: 2.1**

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President's Report

Information Item

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The president will discuss a variety of informational topics.

Today's special presentation to the board will be given by Dr. Patricia Grunder, Vice President for Innovation and College Advancement, who will discuss the League for Innovation's re-accreditation visit to Santa Fe June 12-13, 2003.

**District Board of Trustees  
May 20, 2003**

**Agenda Item: 2.2**

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Proposed Board Meeting Schedule for 2003-2004 Information Item

416.83, 02-03

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Below is the proposed schedule of the Board of Trustees meetings for 2003-2004. All meetings

begin at 4:30 p.m. and are scheduled for the third Tuesday of the month, except as noted.

**Proposed**

July 22, 2003 *	February 17, 2004
Wattenbarger Student Services Building	Blount Downtown Center
No August Meeting	March 23, 2004 *
	Wattenbarger Student Services Building
September 23, 2003 *	April 20, 2004
Blount Downtown Center	Jones-Rosenberg Building
October 21, 2003	May 18, 2004
Wattenbarger Student Services Building	Wattenbarger Student Services Building
November 18, 2003	June 22, 2004
Jones-Rosenberg Building	Wattenbarger Student Services Building
No December Meeting	July 20, 2004
January 20, 2004	Wattenbarger Student Services Building
Wattenbarger Student Services Building	

\* Fourth Tuesday of the month

**District Board of Trustees  
May 20, 2003**

**Agenda Item: 2.3**

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Amendment to Rule 3.16: Supplemental Payments Information Item	410.353, 02-03
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Rule 3.16 is being expanded to include all eligible employment classifications and to further define the parameters.

**District Board of Trustees  
May 20, 2003**

**Agenda Item: 2.4**

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Amendment to Rule 7.11: Fees Information Item	410.355, 02-03
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Currently the Florida House and Senate are considering tuition rate increases of 7% to 7.5% for all college courses. The final decision is expected by the close of the Legislative Special Session on May 27, 2003. Pending final approval by the Governor, the new fees will be presented by a

proposed change to college Rule 7.11 to be presented in its entirety at the June Board of Trustee meeting. The rate increase is to be effective with the beginning of fall term registration.

For credit courses, the total annual increase for a full-time student taking 36 semester hours per year is estimated to be \$130-140.

**District Board of Trustees  
May 20, 2003**

**Agenda Item: 2.5**

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Standardized Clinical Facilities Use Agreement with  
Kenneth Knopf, D.M.D., P.A. – Dental

Information Item  
408.1361, 02-03

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The board has authorized its chair to execute on behalf of the board standardized forms for clinical facilities agreements without further action by the board. Such an agreement has been executed with Kenneth Knopf, D.M.D., P.A. for students enrolled in the SFCC Dental program.

**C O N S E N T**

**District Board of Trustees  
May 20, 2003**

**Agenda Item: 3.1**

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Contract Staff (Administrative and Professional Personnel)

411.238, 02-03

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

**Name**

**Position**

**Executive/Managerial**

**Appointment**

Patsy Frenchman	Associate Vice President for Innovation and College Advancement
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**Technical/Professional**

**Full Time**

**Appointment**

* Michael Moran	Youth Specialist, YES! Program 12 years experience in job placement services
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**Promotion**

Judith Braun	Payroll Manager, Office for Finance
Eric Powell	Systems Specialist, Information Technology Services

**Part Time**

- \* Laura Alevy           Adult Education Specialist
- Adana Anschultz      Budget Coordinator, Academic Affairs
- \* Marneshia Burney   Center of Excellence Specialist
- \* Sara Dahlman        Adult Education Specialist
- Timothy Fitzpatrick   Adult Education Specialist
- \* Donna Foust         Adult Education Specialist
- Mark Hills             Adult Education Specialist
- Audrey Holt           Writing Lab Specialist
- \* Arthur Link         Career Center Specialist
- Joan Miller            Adult Education Specialist
- Cindy Moore          Academic Advising Specialist
- \* Charles Parks        Adult Education Specialist
- Shannon Raulerson   Technology Specialist
- \* Shirley Rehberg     Adult Education Specialist
- \* Linda Rudoj         Career Center Specialist
- Linda Sheffield       Community Education Specialist
- \* Wendy Toure        Adult Education Specialist
- \*Grant funded

**Board Action(s) Requested:**

**Approval**

**C O N S E N T**

**District Board of Trustees  
May 20, 2003**

**Agenda Item: 3.2**

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Career Service Staff	403.418, 02-03
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The individuals listed below are being recommended for appointment.

<u>Name</u>	<u>Position</u>
Claudette Beaudin	Custodian, Facilities Services
Lukisha King	Administrative Secretary, Health Sciences

**Board Action(s) Requested:****Approval****C O N S E N T****District Board of Trustees  
May 20, 2003****Agenda Item: 3.3**


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Agreement with Flagler County Sheriff's Office to Provide Selection, Promotion, and Testing Consulting Services	408.1362, 02-03
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The purpose of this project is to develop, administer, and score promotional processes for the Flagler County Sheriff's Office in the area of law enforcement and corrections. A thorough review of their job-task analysis will be done prior to the administration of the promotional processes.

The contract is in the amount of \$3,500 for each promotional process, on an as-needed basis, with the promotion processes being administrated either at Santa Fe Community College or in Flagler County, Florida. The agreement begins June 1, 2003, and continues indefinitely unless dissolved by mutual agreement. Through this contract, the college will develop a partner relationship with the Flagler County Sheriff's Office and also 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  
May 20, 2003****Agenda Item: 3.4**


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Renewal of Agreement with University of Florida to Provide Veterans' Affairs Counseling Services	408.1363, 02-03
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This contract, which contains the same terms and conditions as last year's contract, authorizes Santa Fe to provide services to University of Florida veterans and other eligible program recipients. The SFCC veterans' affairs coordinator works 12 hours per week at the University of Florida for this purpose and maintains a staff of UF veteran work-study students who staff the office during the rest of the week. This arrangement has worked well over the past years and our coordinator is willing to continue in this position for another year. Under the agreement, the university will pay Santa Fe \$16,174.08 for the one-year agreement (July 1, 2003, through June

30, 2004).

**Board Action(s) Requested:**

**Approval**

**C O N S E N T**

**District Board of Trustees  
May 20, 2003**

**Agenda Item: 3.5**

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Agreement with St. Joseph's Hospital and Medical Center, Patterson, New Jersey – Health Information Management	408.1364, 02-03
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This new agreement with St. Joseph's Hospital and Medical Center allows students enrolled in the Health Information Management (HIM) program the opportunity to participate in HIM experiences in a health setting as part of their course of study.

**Board Action(s) Requested:**

**Approval**

**C O N S E N T**

**District Board of Trustees  
May 20, 2003**

**Agenda Item: 3.6**

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Tech Prep Education, Title III, Part E, Section 204 Roll Forward -- Grant	409.1429, 02-03
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The purpose of the Tech Prep Roll Forward fund is to expand existing Tech Prep programs and to research and develop new programs. Emphasis will be on curriculum, which will prepare students for employment in rapidly changing technological fields. The integration of academic and vocational education will be a major focus. These additional funds will be used to purchase computer equipment and a health science workstation.

Santa Fe Community College and schools in Alachua and Bradford counties are participating in a Tech Prep consortium, which will strengthen the links among these institutions in a systematic, comprehensive program. Students will benefit from planned, sequential programs of study, which integrate academic and technical education. Business and industry partners are encouraged to offer input and to provide cooperative and exploratory work experience and job placement for students who seek employment and/or plan to continue their education. Approximately 9,000 students benefit from over 160 articulated academic and technical courses, as well as work-based learning, which prepare students for lifelong learning and a career.



The amount of funds requested from the Florida Department of Education, Division of Workforce Development, is \$8,687, with no matching funds from Santa Fe Community College.

Duration of this project is April 1, 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  
May 20, 2003**

**Agenda Item: 3.7**

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132 Postsecondary and Adult Vocational Programs Roll Forward -- Grant	409.1430, 02-03
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The Postsecondary 132 Roll Forward funds will enhance the original project that provides computer instruction to postsecondary vocational and business technology education students. The overall Postsecondary 132 consortium project with Alachua County also includes Bradford County as a long-standing partner. Santa Fe funds (\$31,607) will be used for equipment for Technology and Applied Sciences programs and indirect costs. School Board of Bradford County funds (\$2,628) will be used to provide laser alignment equipment for the Heavy Duty Truck and Bus Repair program to meet industry standards. School Board of Alachua County funds (\$268) will be used to purchase computer equipment for the Business Technology Lab at Loften High School. The amount of funds requested from the Florida Division of Workforce Development is \$34,503, with no matching funds from Santa Fe Community College.

Duration of this project is April 1, 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  
May 20, 2003**

**Agenda Item: 3.8**


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 Starke Fall Festival Fantasy Theatre Production -- Grant

409.1431, 02-03

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The purpose of this project is to present professional theater at the 18th annual Starke Fall Festival in Starke's historic district. This festival will showcase 100 local and regional artists and crafters. Also included will be performing and youth art areas. The Starke Fall Festival is sponsored by the Santa Fe Community College Andrews Center, the Santa Fe Community College Endowment Corporation, and the Bradford County Tourist Development Council, in conjunction with the Starke Shriners' parade.

The amount of funds requested from the State of Florida, Division of Cultural Affairs, is \$2,200, with a match of \$1,100 from Santa Fe Community College.

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

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

**Board Action(s) Requested:**

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

**C O N S E N T**

**District Board of Trustees  
May 20, 2003**

**Agenda Item: 3.9**


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 132 Postsecondary and Adult Vocational Programs -- Grant

409.1432, 02-03

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The purpose of this project is to provide assistance for student attainment of challenging state-established academic, vocational, and technical skills proficiencies and attainment of a postsecondary degree or certificate. Retention in and completion of postsecondary education, advanced training placement in military service, or placement or retention in employment are emphasized. Another focus is student participation in and completion of vocational and technical education programs leading to nontraditional training and employment. Other special populations will also be served. The use of technology and contextual, integrated curriculum will be expanded. Approximately 3,000 students will be served.

The amount of funds requested from the Florida Division of Workforce Development is \$414,156, with no matching funds from Santa Fe Community College.

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

Operating budget impact: None

**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  
May 20, 2003**

**Agenda Item: 3.10**

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Tech Prep Education, Title III, Part E, Section 204 – Grant

409.1433, 02-03

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The purpose of this project is to expand existing Tech Prep programs and to research and develop new programs. Emphasis will be on curriculum, which will prepare students for employment in rapidly changing technological fields. The integration of academic and vocational education will be a major focus.

Santa Fe Community College and schools in Alachua and Bradford counties are participating in a Tech Prep consortium, which will strengthen the links among these institutions in a systematic, comprehensive program. Students will benefit from planned, sequential programs of study, which integrate academic and technical education. Business and industry partners are encouraged to offer input and to provide cooperative and exploratory work experience and job placement for students who seek employment and/or plan to continue their education. Approximately 9,000 students benefit from over 160 articulated academic and technical courses, as well as work-based learning, which prepare students for lifelong learning and a career.

The amount of funds requested from the Florida Division of Workforce Development is \$179,128, with no matching funds from Santa Fe Community College.

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

Operating budget impact: None

**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  
May 20, 2003**

**Agenda Item: 3.11**

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 Perkins Postsecondary Rural and Sparsely Populated Areas -- Grant

409.1434, 02-03

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The purpose of this project is to more fully develop the academic, vocational, and technical skills of postsecondary rural students in Bradford County. Public awareness of high-skills/high-wage jobs and distance learning will be emphasized. Strong secondary/postsecondary partnerships will assist in increasing the number of students taking a rigorous academic curriculum, increasing the high school graduation rate, increasing student choice among rigorous high school programs or accelerations to postsecondary education, reducing need for postsecondary remediation among recent high school graduates, and increasing the number of students participating in postsecondary programs directly from high school. Approximately 500 students will be served.

The amount of funds requested from the Florida Division of Workforce Development is \$20,000, with no matching funds from Santa Fe Community College.

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

Operating budget impact: None

**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  
May 20, 2003**

**Agenda Item: 4.1**

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 Project Report and Action Request - Building U (Final Completion)

412.940, 02-03

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Project Description:

This project consists of the addition of office, filing, and conference space 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 has reached final completion.

**Board Action(s) Requested:**

**Acceptance of project as complete**

**District Board of Trustees  
May 20, 2003**

**Agenda Item: 4.2**

Project Report and Action Request - Utility  
Infrastructure Project (Selection of Engineer)

412.941, 02-03

**Project Description:**

Engineering reports dating back to 1980 have detailed problems with the underground utilities on the Northwest Campus. A significant portion of the underground domestic water piping was subsequently replaced, but little or no chilled water or heating hot water has been replaced. This piping has been the cause of failures resulting in disruptions to the campus. Additionally the early first phase buildings on the campus, for the most part, still have original mechanical equipment in operation.

Architect/engineer	To be determined
Contractor/construction manager	To be determined
Uniform building code inspector	In-house
Total project budget	\$6,282,735
Phase I appropriation	\$2,094,245
Source(s) of funding	PECO

**Project Status:**

In their January 2003 meeting, the board granted permission to advertise and select an engineering firm to design this major infrastructure project. On April 7, 2003, the selection committee met to review all applicants and narrow the pool to three firms. The committee rank-ordered those firms following interviews on April 23, 2003. They are as follows:

1. Affiliated Engineers, Gainesville, Florida
2. TECO BGA, Tampa, Florida
3. Hanson Professional Services, Maitland, Florida

**Board Action(s) Requested:**

**Permission to award and negotiate contract with Affiliated Engineers**

**District Board of Trustees  
May 20, 2003**

**Agenda Item: 4.3**

Project Report and Action Request - Stormwater Pond A (Permission to Bid) 412.942, 02-03

**Project Description:**

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

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

**Project Status:**

College staff has received approval from St Johns River Water Management District for permitting of this project following revisions to the design calculations. These design revisions will ensure that this project, when complete, will return the college to pre-development storm water run-off conditions. College staff is requesting permission to bid this project to qualified excavating contractors.

**Board Action(s) Requested:**

**Permission to bid project**

**District Board of Trustees  
May 20, 2003**

**Agenda Item: 5.1**

Report of Purchases for April 2003 202.506, 02-03

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

Purchasing	\$1,819,293.00
Risk Management Consortium	225,988.00

Library	13,081.87
<b>Total</b>	<b>\$2,058,362.87</b>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
X45501 (Fund 1)	\$73,198.61	Exempt	IBM Corporation	Mainframe Software Information Technology
X45503 (Fund 7)	\$60,800.00	Contract	PPI Construction Management	Building R Panel Replacement General Maintenance
X45583 (Fund 1)	\$26,250.00	Exempt	Kenexa Technologies	Testing Materials License Assessment
X45634 (Fund 7)	\$494,284.00	Contract	PPI Construction Management	Building H Renovation/Remodel
X45753 (Fund 6)	\$199,573.00	Special	Arthur J. Gallagher	Workers Compensation Risk Management Consortium
X45823 (Fund 7)	\$34,497.00	Contract	Automated Controls	Building X Upgrade Logic System HVAC
X45861 (Fund 1)	\$37,979.50	Contract	Dell Marketing	Computers (26) Support – IT
X45862 (Fund 1)	\$135,705.59	Contract	Dell Marketing	Computers (103) Support – IT
X45957 (Fund 6)	\$26,415.00	Special	Arthur J. Gallagher	Semi-Annual Audit Risk Management Consortium
X46113 (Fund 1)	\$28,499.64	Contract	Office Environment	Cabinet Room/Lobby Furniture President's Office

\$1,117,202.34

Purchases \$0 - \$25,000.00

Number of purchase orders: 652

Amount:\$594,171.96

Number of contracts awarded by the Board of Trustees: 4

Amount: \$333,906.70

**Board Action(s) Requested:**

**Approval of report**

**District Board of Trustees  
May 20, 2003**

**Agenda Item: 5.2**

Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of April 30, 2003

201.539, 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 April 30, 2003.

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

	<b>2002-2003</b>		<b>2001-2002</b>	
	<u>Dollar Amount</u>	<u>Percent of Budget</u>	<u>Dollar Amount</u>	<u>Percent of Total Year</u>
Revenue	46,493,457	88.58	43,005,561	86.20
Expenditures	38,398,786	70.57	38,722,719	77.05

**Board Action(s) Requested:**

**Approval of report**

**District Board of Trustees  
May 20, 2003**

**Agenda Item: 5.3**

Warrants Issued for April 2003

208.401, 02-03

In accordance with State Board of Education Rule 6A-14.073(5), a listing of all checks issued from April 1 through April 30, 2003, is available at this meeting for the board's information. The amount disbursed was \$5,962,947.75

Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	300131 - 301950
Payroll	579540 - 580400

Electronic Transfers

52042 – 54344

**Board Action(s) Requested:**



## Approval of report

**District Board of Trustees  
May 20, 2003**

**Agenda Item: 5.4**

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Report of Investments, Quarter Ending March 31, 2003

201.540, 03-02

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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 adjusted rate, month of March	0.55%
Interest earnings, quarter	\$10,999
Interest earnings, fiscal year to date	\$50,230

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 March 31, 2003	1.47%
Interest earnings, quarter	\$ 650
Interest earnings, fiscal year to date	\$47,977

Short-term investments are also maintained in the Florida Treasury Special Purpose Investment Pool. These funds are available for transfer to the demand deposit account upon request. Funds were transferred to this new account December 20, 2002

Interest rate at March 31, 2003	4.965%
Interest earnings, quarter	\$122,123
Interest earnings, fiscal year to date	\$132,101

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	1.70 Years
Anticipated yield to maturity	2.998%
Earnings, quarter	\$ 85,968
Earnings, current year to date	\$238,162

Interest Earnings Comparison:

Total interest earnings fiscal year to date 2002/2003	\$468,470
Total interest earnings fiscal year to date 2001/2002	\$374,342

**Board Action(s) Requested:**

**Approval of report**

**District Board of Trustees  
May 20, 2003**

**Agenda Item: 5.5**

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Colonel Harry M. Hatcher, Jr., Property Survey 03-09

200.650, 02-03

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Below and on the attached pages 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 departmental requests before they are presented to the board for approval.

The Property Survey Committee met April 24, 2003, to consider departmental requests to be relieved from inventory accountability. The committee members sent their approvals that the following requests be accepted and recommend 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.

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
Stolen	1	\$3,024.00	0	\$0.00	\$0.00	\$0.00
Worn-Out Equipment with Salvageable Parts	4	\$8,641.32	0	\$0.00	\$0.00	\$0.00
Worn-Out Equipment with No Salvageable Parts	8	\$10,495.95	1	\$7,333.00	\$7,333.00	\$0.00
Surplus Property	12	\$20,988.73	4	\$179,491.31	\$179,491.31	\$0.00

Trade-Ins	0	\$0.00	1	\$ 5,065.00	\$ 5,065.00	\$0.00
Transfers	39	\$63,371.32	1	\$ 10,907.36	\$ 10,907.36	\$0.00
<b>TOTAL</b>	<b>64</b>	<b>\$106,521.32</b>	<b>7</b>	<b>\$202,796.67</b>	<b>\$202,796.67</b>	<b>\$0.00</b>

**Notes**

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

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

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. 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.

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  
May 20, 2003**

**Agenda Item: 5.6**

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Fee Waiver Report for Spring Term 2003

200.651, 02-03

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Pursuant to Rule 7.13, the college grants fee waivers for matriculation and tuition, along with application fees for senior citizens. Below is the report of fee waivers granted by the college for the 2003 spring term.

	<u>Number of Waivers</u>	<u>Amount</u>
<u>Applications</u>		
Total Senior Citizens	3	\$90.00
<u>Course Fee – Credit</u>		
College Employee	52	\$8,563.50
Senior Citizens	42	9,694.20
PSAV	8	2,877.30
State of Florida Employees	34	8,804.15
Employee Dependent	84	23,883.20
<b>Total Credit</b>	<b>220</b>	<b>\$53,822.35</b>
<u>Course Fee – Non-Credit</u>		
Total Senior Citizens	73	\$3,245.00
<u>Term Totals</u>		
Applications	3	\$90.00
Credit	220	53,822.35
Non-Credit	73	3,245.00
<b>Total</b>	<b>296</b>	<b>\$57,157.35</b>

**Board Action(s) Requested:**

**Approval**

**District Board of Trustees  
May 20, 2003**

**Agenda Item: 5.7**

Renewal of Collection Agency Agreement with The CBE Group, Inc. 209.91, 02-03

The CBE Group, Inc. is one of several collections agencies utilized by the college to collect money owed mainly due to short-term loans issued by the college to the student. However, any other money also owed to the college, such as Little School tuition, bad checks, etc. are also turned over to collection agencies after a reasonable time.

The current contract has been effect since July 1, 1994. The new contract up for approval will replace the existing contract. It has no stated expiration date and may be cancelled upon 60 days' written notice by either party. The collection fee remains the same at 25% of the balance at the time the account is turned over to the collection agency.

The fee charged by each of our agencies is:

Conserve	23% for each account
<b>CBE Group, Inc</b>	<b>25% for each account</b>
Williams & Fudge, South Carolina	30 or 35% depending on the age of the account
General Revenue Corp., Ohio	33.33 or 40% depending on the age of the account

**Board Action(s) Requested:****Approval of agreement****District Board of Trustees  
May 20, 2003****Agenda Item: 5.8**


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Contract with P. E. Systems	209.92, 02-03
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This company will conduct an audit of our merchant (credit/debit card) fees charged from April 2002 through April 2003. This audit will assist us in identifying potential savings in the various charges that are assessed the student's tuition payment, such as use of an international credit card, etc.

This contract is a contingency contract in that the contractor will not be paid unless a savings has occurred and then the college and the contractor will share in the savings. Therefore, the funds available will come from "not paying" the credit card company for charges that would have been billed.

The term of agreement is July 1, 2003 through June 30, 2005.

**Board Action(s) Requested:****Approve contract and authorize the Vice President for Administration and Finance to execute the addendum****District Board of Trustees  
May 20, 2003****Agenda Item: 6.1**


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Approval of Surgical Technology Program Enhancement Fund	400.442, 02-03
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In December 2002, Shands Healthcare contributed \$2,000 that was received and deposited by the Santa Fe Community College Endowment Corporation to establish a Surgical Technology Program Enhancement Fund. The purpose of this contribution is to assist Santa Fe Community College in instituting a second surgical technology class. The contribution will provide for the additional costs

of part-time faculty, which will allow an additional 15-18 students to enroll in the Surgical Technology program.

The \$2,000 private contribution is eligible to receive matching funds from the State of Florida Dr. Philip Benjamin Matching Grant Program for Community Colleges, on the basis of matching each \$6 of private funds with \$4 of state funds. These funds may be used for scientific and technical equipment, or for other activities that will benefit future students, as well as students currently enrolled at the community colleges to improve the quality of education at the community college, or to enhance economic development in the community.

These funds were included in the February 2003 certification request by the Endowment Corporation to receive matching funds from the State of Florida Dr. Philip Benjamin Matching Grant Program for Community Colleges. Upon receipt, the matching funds will be used to further enhance the Surgical Technology program as approved.

Operating budget impact: None

**Board Action(s) Requested:**

**Approval of the Surgical Technology Program Enhancement Fund**

**District Board of Trustees  
May 20, 2003**

**Agenda Item: 6.2**

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Amendment to Zoo Animal Technology Program Advisory Committee	417.60, 02-03
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One of the long-time members of the Zoo Animal Technology advisory committee, John Flemming from White Oak Conservation Center, resigned. It is recommended that Kristen Christiansen, Education Curator from the Palm Beach Zoo at Dreher Park, be added to the Zoo Animal Technology program advisory committee in his place. She has agreed to serve in this capacity for the remainder of this committee's term, December 31, 2003.

**Board Action(s) Requested:**

**Approval**

**District Board of Trustees  
May 20, 2003**

**Agenda Item: 6.3**

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Amendment to PC Shop Fee Schedule	200.652, 02-03
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The Board of Trustees approved user fees and fines at its January 21, 2003, board meeting.

Included in those fees were "Computer Repair Clinic Fees." The college requests that the board approve an updated list that will replace the Computer Repair Clinic Fees with the attached proposed amended fee schedule for the College's Personal Computer Shop. This updated list, entitled "Santa Fe PC Shop Prices," reflects slight changes in fees and adds two new sections entitled "New Hardware" and "Surplus Hardware." Surplus Hardware includes prices for the sale of surplus computers that will be sold to the Santa Fe community as they are made available between large (generally biannual) PC sales offered by the college. These sales will allow more students and staff to take advantage of purchasing low-cost personal computers.

**Board Action(s) Requested:**

**Approval**

**Santa Fe PC Shop Fees**

	<b><u>Range</u></b>	
<b>Troubleshooting</b>	<b>From</b>	<b>To</b>
Troubleshooting/Diagnosis (free cleaning)	\$20	\$25
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<b>Consultation</b>	<b>From</b>	<b>To</b>
Consultation/Training (per hour)	\$20	\$25
<hr/>		
<b>Maintenance</b>	<b>From</b>	<b>To</b>
Computer Cleaning	\$20	\$25
System Customization	\$20	\$25
System Tune-Up	\$24	\$30
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<b>Installation and Configuration</b>	<b>From</b>	<b>To</b>
Install/Configure Memory	\$24	\$30
Install/Configure Hard Drive	\$40	\$45
Install/Configure Modem	\$25	\$30
Install/Configure Scanner	\$20	\$35
Install/Configure Network Card	\$32	\$40
Install/Configure Storage Devices (Zip etc.)	\$28	\$35
Install/Configure CD-RW Drive	\$40	\$45
Install/Configure CD-ROM	\$32	\$40
Install/Configure Sound Card	\$32	\$40
Install/Configure Video Card	\$32	\$40
Install/Configure Game/I/O Card	\$32	\$40
Install/Configure Motherboard	\$40	\$50
Install/Configure Power Supply	\$20	\$25
Install/Configure Hard Drive cage frame	\$10	\$15

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<b>Program/Software</b>	<b>From</b>	<b>To</b>
Install Software	\$16	\$20
Install Anti-Virus	\$16	\$20
Install ISP	\$20	\$25
Install/Configure Operating System	\$48	\$55
Install/Configure Additional Operating System (per OS)	\$20	\$25

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<b>New Hardware</b>	<b>From</b>	<b>To</b>
Memory	\$25	\$150
Hard Drive	\$50	\$200
Modem	\$10	\$50
Network Card	\$10	\$100
Zip Drive	\$50	\$100
Floppy Drive	\$10	\$50
CD-RW Drive	\$40	\$200
CD-ROM Drive	\$20	\$40
DVD Drive	\$25	\$75
DVD+RW	\$150	\$450
Sound Card	\$10	\$125
Video Card	\$10	\$250
Motherboard	\$50	\$200
Power Supply	\$15	\$100
Removable Hard Drive frame and cage	\$10	\$50
Computers	\$500	\$2,000
Monitors	\$100	\$1,000
Keyboards	\$20	\$100
Mouse	\$5	\$50
Computer Case	\$50	\$150
New Equipment	\$50	\$300

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<b>Surplus Hardware</b>	<b>From</b>	<b>To</b>
Surplus Computers	\$50	\$400
Surplus Monitors	\$15	\$100
Surplus Printers	\$10	\$100
Hard Drive Frame with 2 removable cages	\$10	\$25
Surplus Equipment, e.g. extra serial ports,		



cables, surge protectors, etc.

\$10 \$100

**District Board of Trustees  
May 20, 2003**

**Agenda Item: 7.1**

Amendment to Rule 4.3: Degree and Certificate Requirements:  
Associate in Arts, Associate in Science, Associate in Applied  
Science, Technical Certificate, Applied Technology Diploma,  
and Vocational Certificate

410.354, 02-03

This rule is being amended to reflect the correct number of hours to be completed at Santa Fe Community College for an Associate in Arts degree. Currently the rule shows 16 hours; the correct number is 15 hours. The change is shown in section A, item 3 on the attached rule.

**Board Action(s) Requested:**

**Approval**

**District Board of Trustees  
May 20, 2003**

**Agenda Item: 8.1**

Articulation Agreement with University of West  
Florida - Zoo Animal Technology/Biological Sciences

408.1365, 02-03

The purpose of this agreement is to create a two-plus-two cooperative program that allows graduates of the SFCC Zoo Animal Technology program to transfer into a Bachelor of Science degree program in Interdisciplinary Sciences at the College of Arts and Sciences at the University of West Florida. This agreement is very similar to one between Pensacola Junior College's Zoo Animal Technology program and the University of West Florida.

This agreement will continue for a period of four years from the effective date and will automatically renew for an additional one-year period unless either party provides the other written notice no later than 60 days prior to the expiration of the preceding term that it wishes to terminate this agreement. If either party fails to follow the terms and conditions of the agreement as set forth therein, the other party has the right to terminate this agreement upon 60's days written notice to the other.

**Board Action(s) Requested:**

**Approval**