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**District Board of Trustees Santa Fe Community College
Agenda for Board Meeting of June 17, 2003
Wattenbarger Student Services Building Board Room**

Adoption of Agenda

**Agenda Item: 1.1
418.418, 02-03**

1. General Functions

- 1.1 Adoption of Agenda for Meeting of June 17, 2003
- 1.2 Approval of Board Meeting Minutes of May 20, 2003
- 1.3 Board Meeting Schedule for 2003-2004

2. Information Items

- 2.1 President's Report
- 2.2 Standardized Facilities Use Agreement for Biotechnology Laboratory Technology Program with :
Integrated Plant Genetics, Inc., Alachua, Florida
Regeneration Technologies, Inc., Alachua, Florida
- 2.3 New Rule 3.22: Criminal Background Checks
- 2.4 Revised Rule 2.2: College Organization
- 2.5 Revised Rule 7.23: Student Conduct Code
- 2.6 Board Organization for 2003-2004

3. Consent Items**Personnel**

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

Contracts, Grants

- 3.4 Renewal of Legal Services Agreement with Brashear and Associates, P.L.
- 3.5 Renewal of Legal Services Agreement with Allen, Norton, and Blue, P.A.
- 3.6 Renewal of Agreement with the University of Florida Department of Exercise and Sports Sciences, College of Health and Human Performance for an Athletic Trainer
- 3.7 Renewal of Agreement with Bradford County Public Library
- 3.8 Renewal of Agreement with the University of Florida's Student Health Care Center for Santa Fe Community College Student Health Care and Education
- 3.9 Agreement with City of Alachua Police Department to Provide Selection,

Promotion, and Testing Consulting Services

3.10 Upward Bound -- Grant

3.11 Upward Bound Supplemental Money Management Institute -- Grant

3.12 Student Support Services -- Grant

3.13 Mid-Florida College Reach-Out Consortium -- Grant

3.14 Adult Education and Family Literacy - Senior Adult Learner -- Grant

3.15 Adult Education and Family Literacy - Comprehensive Family Literacy -- Grant

3.16 Adult Education and Family Literacy - English Literacy and Civics Education -- Grant

3.17 Adult Education and Family Literacy - Geographical Allocation -- Grant

3.18 Adults with Disabilities -- Grant

3.19. Criminal Justice Training Trust Fund -- Grant

4. Facilities Items

4.1 Project Report and Action Request - Building D (Change Order #3, Final Completion)

4.2 Project Report and Action Request - North Road Project (Change Order #1, Final Completion)

4.3 Project Report and Action Request - Utility Infrastructure Project (Permission to Advertise and Select Construction Management Firm)

4.4 Annual Safety Inspection Report

5. Rules

5.1 Approval of Revised Rule 3.16: Supplemental Payments

5.2 Approval of Revised Rule 7.11: Fees

6. Personnel

6.1 Leave of Absence

6.2 2003-2004 Salary Schedule

7. Finance/Business Affairs Items

7.1 Report of Purchases for May 2003

7.2 Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of May 31, 2003

7.3 Warrants Issued for May 2003

7.4 Colonel Harry M. Hatcher, Jr., Property Survey 03-10

7.5 Budget Amendment #2, 2002-2003 Operating Budget Current Unrestricted (Fund 1)

7.6 Approval of 2003-2004 Operating Budget, Current Unrestricted (Fund 1)

7.7 Approval of 2003-2004 Unexpended Plant Fund Budget (Fund 4)

7.8 Permission to Write-Off Uncollectible Accounts

7.9 Acceptance of Donation

8. General Institutional Items

8.1 Approval of Expenditure of Surgical Technology Program Enhancement Funds

- 8.2 Advisory Committee Appointments for:
- Automotive Technology
- Cardiopulmonary Technology
- Computer Information Technology
- Computer Programming and Analysis
- Dental Programs
- Emergency Medical Services (Fire Science and EMS)
- Graphic Design Technology
- Networking Service Technology

9. Contracts/Grants

9.1 Lease Agreement with the Santa Fe Community College Endowment Corporation for the Lillian Stump Building

9.2 Displaced Homemakers Focus on the Future -- Grant

9.3 Nurses Now -- Grant

9.4 U.S. Lithium Energetics, LLC Quick Response Training -- Grant

9.5 YES! Comprehensive Youth Program -- Grant

9.6 Community Technology Program -- Grant

9.7 Alachua/Bradford One-Stop Career Center -- Grant

10. Endowment Corporation Liaison Update

11. Board Members' Remarks

12. Citizen's Requests

13. Adjournment

Board Action(s) Requested:

Approval

**District Board of Trustees
June 17, 2003**

Agenda Item: 1.2

Approval of Board Meeting Minutes of May 20, 2003

401.409, 02-03

The minutes of the regular meeting of the District Board of Trustees of Santa Fe Community College held May 20, 2003, are presented for approval.

Board Action(s) Requested:

Approval

**District Board of Trustees
June 17, 2003**

Agenda Item: 1.3

Board Meeting Schedule for 2003-2004

416.85, 02-03

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 *
September 24, 2003 **	Wattenbarger Student Services Building
Blount Downtown Center	April 20, 2004
October 21, 2003	Jones-Rosenberg Building
Wattenbarger Student Services Building	May 18, 2004
November 18, 2003	Wattenbarger Student Services Building
Jones-Rosenberg Building	June 22, 2004*
No December Meeting	Wattenbarger Student Services Building
January 20, 2004	July 20, 2004
Wattenbarger Student Services Building	Wattenbarger Student Services Building

* Fourth Tuesday of the month
** Fourth Wednesday of the month

Board Action(s) Requested:

Approval

**District Board of Trustees
June 17, 2003**

Agenda Item: 2.1

President's Report

Information Item

The president will discuss a variety of informational topics.

**District Board of Trustees
June 17, 2003**

Agenda Item: 2.2

Standardized Facilities Use Agreement for Biotechnology Laboratory Technology Program with:	Information Items
Integrated Plant Genetics, Inc., Alachua, Florida	408.1366, 02-03
Regeneration Technologies, Inc., Alachua, Florida	408.1367, 02-03

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 agreements have been executed with Integrated Plant Genetics, Inc. and Regeneration Technologies, Inc. for students enrolled in the SFCC Biotechnology Laboratory Technology program.

**District Board of Trustees
June 17, 2003**

Agenda Item: 2.3

New Rule 3.22: Criminal Background Checks Information Item	410.356, 02-03
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Criminal background checks will be conducted on all future full-time and part-time, non-student employees and designated existing positions including, but not limited to, security employees, child care center employees, employees who work directly with school-age children, employees who handle money as a significant responsibility of their positions, and positions with extensive access to college property and hazardous materials. Criminal background checks may be required of employees in any other programs as determined by the President, or designee, for the purpose of increasing safety and security in the work/educational environment.

**District Board of Trustees
June 17, 2003**

Agenda Item: 2.4

Revised Rule 2.2: College Organization Information Item	410.357, 02-03
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The college is recommending approval of the attached administrative organizational structure.

**District Board of Trustees
June 17, 2003**

Agenda Item: 2.5

Revised Rule 7.23: Student Conduct Code Information Item	410.358, 02-03
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This rule is being revised to clarify the specific authority and responsibility of the college in maintaining social discipline; to establish guidelines which facilitate a just and civil college community; to adopt codes of conduct and appropriate penalties for violations of rules, laws and regulations by students and student organizations; and to outline the associated judicial process to be administered by the college.

**District Board of Trustees
June 17, 2003**

Agenda Item: 2.6

Board Organization for 2003-2004 Information Item	416.86, 02-03
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To be presented at the meeting.

C O N S E N T

**District Board of Trustees
June 17, 2003**

Agenda Item: 3.1

Contract Staff (Faculty)	402.643, 02-03
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The individuals listed below are being recommended for appointment for 2003-2004, or a portion of the 2002-2003 year, as stated in the individual employee's contract.

Appointment

Full Time

<u>Name</u>	<u>Position</u>
John Feiber	Assistant Professor, English <i>M.A., University of Florida</i>
Susan Reed	Assistant Professor, Medical Sonography <i>B.S., Saint Leo University</i>

Part Time

Paul Cavalluzzo
 Barbara Fields
 Russell Irish
 Leonard Koch
 Richard Ramer
 Olga Rivera-Cruz
 Robert Rohan
 Angie Semegon
 Katherine Wu

Board Action(s) Requested:

Approval

C O N S E N T

**District Board of Trustees
 June 17, 2003**

Agenda Item: 3.2

Contract Staff (Administrative and Professional)

411.239, 02-03

The individuals listed below and on the attached sheets are being recommended for appointment or reappointment for the year 2003-2004 or a portion of the year, or a portion of the year 2002-2003, as stated in the individual employee's contract.

Executive/Managerial

Name

Position

Appointment

Edward Bonahue	Chairperson, Humanities and Foreign Languages
Byron Dyce	Chairperson, Mathematics
Robert Wolfson	Interim Director, Archer Center

Reappointment

Sheila Baker	Director, Health Sciences Counseling
Karen Bennett	Director, Child Development Programs and Little School
Harvey Blalock	Assistant Vice President, Technology and Applied Sciences
Cheryl Canova	Director, Andrews Center
Phillip Chaney	Director, Purchasing
Deborah Clark	Director, Business Technology
John Cowart	Assistant to the Vice President for Student Affairs
Charles Curry	Director for Development Services
Sture Edvardsson	Chairperson, Natural Sciences
Steven Fisher	Director, Student Affairs and Financial Aid
Patsy Frenchman	Associate Vice President, Innovation and College Advancement
Reeda Fullington	Director, Cardiovascular Technology Programs and

	Sonography
Virginia Gibson	Comptroller
Cynthia Fran Holm	Associate Vice President, Technology and Applied Science
Paul Hutchins	Dean, Educational Centers
Curtis Jefferson	Associate Vice President, Liberal Arts and Sciences
Daryl Johnston	Chief of Police and Director, Institute of Public Safety
Douglas Jones	Director, Student Life
Eugene Jones	Director, Information Technology Education
Margaret Karrh	College Registrar
Lawrence Keen	Associate Vice President, News and Public Information
James Keites	Director, Athletics
Kimball Kendall	Assistant Vice President, Information Management and Educational Technologies, Director, Center for Academic Technologies
*Anne Kress	Associate Vice President, Information Management and Educational Technologies
Leslie Lambert	Chairperson, Visual and Performing Arts
Linda Lanza-Kaduce	Director, High School Programs
Patti Locascio	Legal Counsel
Daniel McEachern	Director, Enrollment Services
James McMullen	Director, Construction and Technical Programs
*Susan Motz	Director, Alachua/Bradford Career Center
Timothy Nesler	Associate Vice President, Information Technology Services
Linda Nichols	Chairperson, Sciences for Health Programs
Rochelle Prince	Associate Vice President, Finance
William Reese	Associate Vice President, Facilities Services
Michael Reiner	Chairperson, Social and Behavioral Sciences
Margaret Rogers	Director, Information Technology Services Operations
Karen Cole Smith	Assistant Vice President and Director, Center for Academic and Professional Development
Preston Harley Smith	Director, Educational Media
Patsy Smittle	Associate Vice President, Academic Foundations
William Stephenson	Chairperson, English
Myra Sterrett	Director, Library
Joan Suchorski	Assistant Vice President for Development, Grants, and Projects
Rita Sutherland	Director, Nursing
Lynn Sullivan	Director, Academic Advisement
James Watson	Director, Student Development Programs
Kristin Williams	Assistant Vice President, Technology, Continuing, and Community Education
Carole Windsor	Director, Academic Foundations
Guy York	Vice President, College and Governmental Relations

Technical/ProfessionalNamePosition**Appointment**

Marcia Buresch

Coordinator, Prep Advising

Ph.D., St. Louis University

Catherine Carr

Communication Specialist, News and Public Information

B.S., Florida Agricultural and Mechanical University

Mardell Coleman

Coordinator, Counseling Center

Ph.D., University of Delaware

Louis Mallory

Associate Director, EMS/Fire Science

*M.B.A., Saint Leo University***Part Time**

*Andrew Anderson

Adult Education Specialist

Mary Anderson

Holistic Scoring Specialist

Blake Bailey

Holistic Scoring Specialist

*Soraya Benitez

Vocational Prep Specialist

LaVette Burnette

Test Proctor Specialist

*Connie Caldwell

Adult Education Family Literacy Specialist

Cheryl Canova

Test Proctor Specialist

Suzanne Carlton

Holistic Scoring Specialist

*Thomas Clift

Math Lab Specialist

*Janette Cowart

Summer Enrichment Specialist

*Sara Dahlman

Adult Education Specialist

*Dikassa Dixon

Summer Enrichment Specialist

*Kathryn Ellis

ESL Lab Specialist

Timothy Fitzpatrick

Adult Education Specialist

*Donna Foust

Adult Education Specialist

Mark Hill

Holistic Scoring Specialist

Audrey Holt

Holistic Scoring Specialist

*Lisa Houston

Writing Lab Specialist

Sarah Huffines

CLAST Lab Specialist

*Yvonne Hughes

Summer Enrichment Specialist

Ivy Johnson

Adult Education Senior Specialist

*James Kocher

Critical Thinking Lab Specialist

Jennifer Lane

Holistic Scoring Specialist

*Leanna Levin

Vocational Evaluation Specialist

Cherie Lucia

ESL Lab Specialist

Carole Marquis

Holistic Scoring Specialist

Sarah McIntosh

Holistic Scoring Specialist

*Bermann Mesadieu

Adult Education Senior Specialist

Joan Miller

Reading Lab Specialist

Cindy Moore	Academic Advisor
Julia Odom	Holistic Scoring Specialist
*Charles Parks	Adult Education Specialist
*Natalie Peeples	Summer Enrichment Specialist
Carol Pugh	Test Proctor Specialist
Julius Regalado	Math Lab Specialist
*Shirley Rehberg	Adult Education Family Literacy Specialist
*Maria Santos	Adult Education Senior Specialist
*Pat Schlenker	Family Literacy Specialist
*Rebecca Schroepel	Adult Education Specialist
Laurel Severino	Special Projects Specialist
*Edward Shaw	Adult Education Specialist
*Anne Sigmond	Adult with Disabilities Specialist
Lucille Skipper	Test Proctor Specialist
William Clay Smith	Holistic Scoring Specialist
*Stuart Soto	Adult Education Specialist
*Deatra Spratling	Summer Enrichment Specialist
Christine Sulander	Test Proctor Specialist
*Valinda Taylor	Summer Enrichment Specialist
^Jorge Tormes	Intramural Basketball Coordinator
*Wendy Toure	Adult Education Senior Specialist
Julie Warmke-Robitaille	Holistic Scoring Specialist
*Ann Weigl	Downtown Lab Specialist
Betty Wilcox	Test Proctor Specialist

Reappointment

<u>Name</u>	<u>Position</u>
*Rayna Aarons	Career Manager
*Kathleen Anderson	Database Systems Coordinator
Linda Asbell	Zoo Administrative Support Specialist
Elizabeth Auerbach	Systems Coordinator
Susan Balmer	Banking Manager
Michael Barber	Student Development Specialist
*Equilla Bjerregaard	Senior Information Specialist, Title III
Pamela Blanton	Graphics Coordinator
Edward Braddy	Access and Retention Senior Specialist
Judith Braun	Payroll Manager
Richard Braun	Supervisor, Desktop
Deborah Brazee	Specialist, Counseling Center
Ruth Brennan	Payroll Specialist
*Christina Brown	Supervisor, Youth Employment
*Sherry Browne-Davis	Specialist, Career Facilitator

LaVette Burnette	Downtown Lab Manager
Myrna Cabrera-Rivero	Coordinator, Multicultural Student Center
John Caldwell	Software Specialist, Network
John Carr	Cable Technician
Jaime Castro	Coordinator, Research and Database
*Kerry Chancey	Coordinator, Health Careers Opportunity Program
*Velma Chandler	Youth Specialist
John Chapman	Applications Manager
Matthew Chasteen	MacIntosh Lab Maintenance Specialist
Saint Elmo Cherry-Clark	Special Projects Coordinator
Angela Chin	Websmith, Software Specialist
*Georgeann Clark	Career Manager, Mentoring Specialist
*Angela Clifford	Coordinator, Perkins Program
John Coleman	Manager, Facilities Services
*Marcey Corey	Specialist, Talent Search Project
*Susan Courtemanche	Basic Skills/Academic Specialist
Kathleen Coyne-Russell	Senior Specialist, Zoo Programs
Rebecca Craig	Dental Clinic Specialist
*Oties Cramer	Supervisor, One Stop Center
*Virginie Crisalle	Programmer
*Warren Croke	I/Link Specialist
Nancy Darr	Coordinator of Open Campus
Billie Davis	Admissions Advisement Technology Specialist
*William Deitenbeck	Career Manager
Jess Delaney	Communications Coordinator
James Diercks	Systems Coordinator, Applications
Betty Drost	Advisement Specialist
Julius Dunmore	Evening Custodial Manager
Phouc Duong	Manager, Lab Facilities
James Earles	International Student Senior Specialist
Lela Elmore	Coordinator, Human Resources
Fredrick Evans	Supervisor, Customer Service
Barbara Fields	Business Lab Manager
John Fitchue	Software Specialist, Desktop
Donald Flake	Facilities Planning Coordinator
Scott Fortner	Occupational Specialist, Health Sciences Counseling
Brian Fox	Coordinator, Business Programs
Lisa Gagne	Coordinator, Center for Business & Professional Development
John Gebhardt	Supervisor, Veteran's Affairs
John Gentry	Coordinator, Apprenticeship Programs

Charmaine Godwin	Dental Clinic Specialist
Edna Gomez	Computer Institute Specialist
Kathryn Gordon	Community Education Specialist
Bradford Grant	Hardware Technician, Desktop
*Kevin Greetham	Lead Vocational Evaluator
*Nancy Griffin	Coordinator, Displaced Homemaker Program
Charles Griggs	Coordinator, Safety and Risk Management
Sara Grubbs	Programmer/Analyst, Applications
*Mary Hammons	Job Developer
*Barry Handberg	Coordinator, Project Independence
Kim Hankins	Library Specialist
*Alexandra Harris	Community Employment Specialist
*Adam Hartmann	Specialist, Lead Career Facilitator
Robert Hatker	Project Manager, Facilities Services
Mila Henderson	Enrollment Services Specialist
Saundra Henderson	High School Dual Enrollment Specialist
Tanisha Henry	Lab Manager, Sciences for Health
*Debra Hines-Warco	Orientation Specialist
*Anita Howard	Job Developer
*Kim Hudson	Career Manager
*Joy Hughes	Youth Specialist
*Michael Hutley	Specialist, Disability Resource Center
Hellen Ingle	Specialist, SFCC Police Department
*Carlos Iriarte	Counseling Coordinator, Upward Bound
Eva Jansen	Network Software Systems Specialist
*Ruthanne Jansen	Career Manager
Stephen Jensen	Instructional Systems Specialist
David Johnson	Manager, Printing Services
Herschel Johnson	Academic Advisement Specialist
Kenneth Johnson	Manager, Cashier
Christy Jones	Transcript Evaluation Advising Specialist
*Isaac Jones	Coordinator, Student Support Service
*Susan Jones	Educational Talent Search Coordinator
Louis Kalivoda	Coordinator, Criminal Justice Services
*Santosh Kamath	Senior Assessment Specialist
Brice Keith	Systems Coordinator, Applications
Gloria Kersh	Software Specialist, CAT Lab
Marsha Kiner	Recruitment and Retention Specialist
William Kiser	Senior Specialist, Disabilities Resource Center
Dan Lackey	Programmer, Applications
^Teresa Lanier	Business Manager, Student Leadership and Activities

James Layton	Project Manager, Facilities Services
Lesley Lebaron	Senior Specialist, Counseling Center
Kathryn Lehman	Coordinator, Cultural Programs
*Levy Lennon	Job Developer
James Lewis	Associate Director, Follow Up and Reporting
Andrew Lievertz	Hardware Technician, Information Technology Education
Robert Lightner	Manager, TV Productions
*Barbara Little	Perkins Grant Specialist
*Tamara Lux	Youth Specialist
*R.A. Mangol	Career Manager Specialist
Michael Manlove	Manager, Lab Facilities
Thomas Mason	Construction and Technical Program Advisement Specialist
John McCall	Senior Systems Specialist
Lynda McDaniel	Property/Contract Supervisor
Debra McElroy	Compensation Specialist, Human Resources
Dorothy McGinnes	Senior Assessment Specialist
Marie McMillan	Systems Coordinator, Application
Ouida McNeil	Associate Director, Enrollment Services
*Joan McQueen	Transition Specialist, Academic Foundations
William Meeker	Manager, Physics Lab
*Cecelia Mitchell	Coordinator, Pilot for Success
*Billie Monroe	Program Improvement Specialist
Joan Moore	Specialist, Prep Advisor
*Michael Moran	Youth Specialist, YES! Program
*Debra Morgan	Career Manager
Martha Morton	Curriculum Support Specialist
Elizabeth Mott	Advisement Specialist
*Marsha Mott	Case Management Coordinator
Susan Muggeo	Systems Coordinator, Applications
Claudia Munnis	Specialist, Disabled Student Services
James Murphey	Associate Director, IPS Programs
Kenneth Murphy	CLAST Lab Specialist
Fanny Navarro	Zoo Education Specialist
Keith Nelson	Software Specialist, Web
Angel Nieves	Math Lab Senior Specialist
*Ade Ofunniyin	Senior Specialist for Senior Adults
Michael Ordish	Software Specialist
*William Orr	Youth Specialist
*Jorge Ortiz	Coordinator, College Reach Out Program
Takela Perry	College Prep Advisor Specialist
*Tony Perryman	Youth Specialist

Beverly Polk	Benefits Specialist
Sharon Pope	Reading Lab Specialist
Eric Powell	Systems Specialist
*Laura Predny	Adult Education and Technology Specialist
*Brent Ransom	Senior Specialist, Criminal Justice
*Andrea Rawls	Youth Career Development Specialist
Maria Remer	Occupational Specialist
Nasrin Rezaei	Systems Coordinator
Eleanor Rich	Manager, ICL Open Lab
*Charles Richardson	Database Programmer/Analyst
*Jeri Richardson	Specialist, Career Facilitator
^Daniel Rodkin	Coordinator, Student Leadership and Activities
Leoris Richardson	Specialist, Student Development
Michael Ridlon	Network Software Specialist
Douglas Robertson	Business Programs Advisor Specialist
*Ana Robles-Rhoads	Career Manager
Raymond Ross	Cable Technician, Telecommunications
Phil Scarpace	Software Specialist
Mark Schroepel	Coordinator, Utilities Maintenance and Service
Uma Sethuram	Coordinator, Office for Finance
*Rebecca Severance	Lead Career Manager
Nuzhat Shamim	Specialist, Little School
*Patricia Shirkey	Career Manager
David Schlafer	Purchasing Specialist
*Vernon Singleton	Academic Coordinator, Upward Bound
Diana Smith	Coordinator, Student Services, Downtown Center
Felecia Smith	Computer and Information Research Specialist
*Michael Smith	Youth Specialist
*Kimberly Standifer	Specialist, BITCAP
Michele Stauffer	Orientation Specialist
*Christine Sulander	Family Literacy Adult Education Specialist
Kalpana Swamy	Senior Specialist, Counseling Center
*Priscilla Tanner	Specialist, Career Manager
*Carolyn Tarkington	Specialist, Talent Search Project
Deborah Taube	Specialist, Mainframe
Jan Taylor	Software Specialist, Telecommunications
Michael Terreri	Software Specialist
Tommy Terry	Associate Director, Criminal Justice Selection Center
Mary Thames	Advisement Specialist
Terry Thomas	Business Coordinator, Facilities
Mathew Thompson	Network Systems Specialist

Judy Tison	High School Dual Enrollment Counseling Specialist
*Margaret Tison	Specialist, Health Careers Opportunity Program
Linda Traupane	Specialist, Health Sciences Counseling
*Bruce Vannostrand	Career Manager
Christopher Wagoner	Specialist, High Liability Training
James Ward	Associate Director, Police Services
*Wendy Wasserman	Senior Career Manager
Jennifer Weeks	CPT Lab Manager
*Rebecca Weir	Senior Job Development Specialist
Peggy Werts	Associate Director, Financial Aid
*Patricia West	Coordinator, Upward Bound Program
Patti West	Network Manager
*Joann Wilkes	Displaced Homemakers Program Specialist
*Mary Williams	Career Manager
Nancy Williamson	Systems Coordinator, Applications
Stephen Williamson	Manager, Systems and Operations
*Karla Wooten	Work Exploration Placement Specialist
Paulette Wright	Advisement Specialist
James Yawn	Specialist, Career Resource Center
Steve Yongue	Coordinator of Web Design
David Yonutas	Coordinator of Educational Technologies
Eric Ziecheck	Advisement Specialist

* Grant funded

^ Student Leadership and Activities funded

Board Action(s) Requested:

Approval

C O N S E N T

**District Board of Trustees
June 17, 2003**

Agenda Item: 3.3

Career Service Staff	403.419, 02-03
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The individuals listed below are being recommended for appointment or promotion.

<u>Name</u>	<u>Position</u>
<u>Appointment</u>	
Tammy Magnuson	Custodian, Facilities Services

John Santos Police Officer, SFCC Police Department

Paul Wilcox Custodian, Facilities Services

Promotion

Helen Hafers Account Clerk, Office for Finance

Board Action(s) Requested:

Approval

C O N S E N T

**District Board of Trustees
June 17, 2003**

Agenda Item: 3.4

Renewal of Legal Services Agreement with Brashear and Associates, P.L. 408.1368, 02-03

It is requested that the board approve renewal of the contract for legal services with Bruce Brashear, Esq., for legal representation of the board. The proposed contract for 2003-2004 is basically the same as the contract currently in force, with a few minor administrative changes required by the Attorney General's Office. The fee for paralegals has been decreased by \$20; the fee for law clerks has been increased by \$20. The remaining fees are the same as last year. This agreement runs from July 1, 2003, through June 30, 2004.

Board Action(s) Requested:

Approval

C O N S E N T

**District Board of Trustees
June 17, 2003**

Agenda Item: 3.5

Renewal of Legal Services Agreement with Allen, Norton, and Blue, P.A. 408.1369, 02-03

It is requested that the board approve renewal of the legal services contract with Allen, Norton and Blue, P.A. in order that Robert Norton, Esq. can continue to provide legal representation for the college. The proposed contract for 2003-2004 is basically the same as the contract currently in force, with a few minor administrative changes required by the Attorney General's Office.

Board Action(s) Requested:

Approval

C O N S E N T

**District Board of Trustees
June 17, 2003**

Agenda Item: 3.6

Renewal of Agreement with the University of Florida Department of Exercise and Sport Sciences, College of Health and Human Performance for an Athletic Trainer

408.1370, 02-03

This contract is for the provision of an athletic trainer for the 2003-2004 school year. The term of the agreement is July 1, 2003, through June 30, 2004. The trainer will provide health-related duties and additional sport trainer duties for all SFCC intercollegiate athletic programs. The terms and conditions are the same as last year's contract, except for an increase in cost from \$10,500 to \$10,967.25.

Board Action(s) Requested:

Approval

C O N S E N T

**District Board of Trustees
June 17, 2003**

Agenda Item: 3.7

Renewal of Agreement with Bradford County Public Library

408.1371, 02-03

This renewal agreement allows Santa Fe students attending the Andrews Center to use the Bradford County Public Library. The college has had an agreement with the library since 1996. This is a one-year renewal agreement with a term of July 1, 2003, through June 30, 2004. The college will pay \$14,000, the same amount as last year, to compensate the library for the increased demands on its staff and the facility.

Board Action(s) Requested:

Approval

C O N S E N T

**District Board of Trustees
June 17, 2003**

Agenda Item: 3.8

Renewal of Agreement with the University of Florida's Student Health Care Center for Santa Fe Community College Student Health Care and Education

408.1372, 02-03

The attached contract is a renewal of the ongoing collaboration between the University of Florida's (UF) Student Health Care Center and Santa Fe Community College's (SFCC) Center for Student Leadership and Activities to provide health care information and education to SFCC students. As in last year's agreement, UF provides health care staff, medical supplies and equipment, and supervision of personnel. SFCC provides the physical facility and administrative equipment and support. Also attached is the internal budget for informational purposes.

This year's agreement has been expanded to include even more on-site access for SFCC students to a Nurse Practitioner (ARNP) while classes are in session. It also adds access hours to programs and services provided by the Health Educator. The increase in cost for these expanded services brings the overall contract value to \$122,640.00. The new agreement continues to provide student access to a Registered Nurse (RN) on a full-time basis. The facility is located in S-120 and does NOT provide emergency care. Clarifying changes have also been added throughout the agreement as needed.

The agreement expires June 30, 2004.

Board Action(s) Requested:

Approval

C O N S E N T

**District Board of Trustees
June 17, 2003**

Agenda Item: 3.9

Agreement with City of Alachua Police Department to
Provide Selection, Promotion, and Testing Consulting Services

408.1373, 02-03

The purpose of this project is to develop, administer, and score promotional processes for the Alachua Police Department in the area of law enforcement. A thorough review of their union contract will be done prior to the administration of the promotional processes. The promotion processes will be developed on our campus, and administrated in Alachua.

Board Action(s) Requested:

Approval

C O N S E N T

**District Board of Trustees
June 17, 2003**

Agenda Item: 3.10

Upward Bound -- Grant

409.1435, 02-03

The purpose of this project is to generate the academic skills and personal motivation necessary for the participants to persist in completing high school and to enter and complete a program of postsecondary education. The project will serve at least 50 students per year from Newberry High School and Bradford High School. Students will participate in an academic year component of

tutoring, supplemental instruction, and personal, academic, and career counseling. Students will also participate in a six-week, non-residential summer enrichment component. This is year four of a five-year project.

The amount of funds requested from U.S. Department of Education, Office of Postsecondary Education, is \$251,937, with no matching funds from Santa Fe Community College.

Duration of this project is September 1, 2003, through August 31, 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
June 17, 2003**

Agenda Item: 3.11

Upward Bound Supplemental Money Management Institute -- Grant	409.1436, 02-03
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The purpose of this project is to generate the academic skills and personal motivation necessary for the participants to persist in completing high school and to enter and complete a program of postsecondary education, and to enhance the long-term economic position of participants whose knowledge of personal money management and careers in finance (accounting, banking, investments, insurance, and real estate) will be improved through a planned sequence of financial workshops and activities. The project will serve 20 students per year from the neediest backgrounds from target schools in Alachua (Newberry High School) and Bradford (Bradford High School) counties. Students will participate in an academic year component of tutoring, supplemental instruction, and personal, academic, and career counseling. Students will also participate in a six-week, non-residential summer enrichment component.

The amount of funds requested from U.S. Department of Education, Office of Postsecondary Education, is \$90,813, with no matching funds from Santa Fe Community College.

Duration of this project is September 1, 2003, through August 31, 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
June 17, 2003**

Agenda Item: 3.12

 Student Support Services -- Grant

409.1437, 02-03

The purpose of this project is to provide supplementary support services to low-income, first-generation, or disabled college students in order to increase their success as measured by retention, graduation, and transfer rates. Individual counseling, tutoring, and other extensive work in the basic academic subjects (reading, writing, and mathematics) will be the substance of the program. An additional part of the program includes a two-year/four-year initiative, to assist Santa Fe Community College project students in securing admission to and financial assistance for enrollment in four-year institutions of higher education. This is year three of a four-year program. Approximately 200 students will be served each year.

The amount of funds requested from U.S. Department of Education, Office of Postsecondary Education, is \$234,095, with an in-kind match of \$53,837 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.

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
June 17, 2003**

Agenda Item: 3.13

 Mid-Florida College Reach-Out Consortium -- Grant

409.1438, 02-03

The purpose of this project is to strengthen the educational motivation and preparation of economically and educationally disadvantaged students in grades 6-12. The project will provide a four-week summer college experience for eligible sixth, seventh, and eighth graders. Additionally, ninth graders will participate in a one-week residential component at the University of Florida. The project will also provide parent information sessions, after school homework/tutoring club, orientation programs, career counseling, cultural field trips, student mentoring, and guest speakers. Santa Fe Community College participates in the consortium with the University of Florida and Central Florida Community College. Approximately 240 students will be served.

The amount of funds requested from the Florida Department of Education, Office of Equity and Access, is \$88,209, with an in-kind match of \$76,872 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.

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
June 17, 2003**

Agenda Item: 3.14

Adult Education and Family Literacy - Senior Adult Learner -- Grant 409.1439, 02-03

The purpose of this project is to assist senior adults, age 55 and over, to become literate, to obtain the knowledge and skills necessary for employment and self-sufficiency, and to complete a GED and/or enter postsecondary education. The focus will be on integrating literacy skills with the acquisition of computer and technology skills using real-life interests and context for instruction. The program will serve approximately 50 senior adult learners.

The amount of funds requested from Florida Department of Education, Division of Workforce Development, is \$75,000, 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.

C O N S E N T

**District Board of Trustees
June 17, 2003**

Agenda Item: 3.15

Adult Education and Family Literacy - Comprehensive Family Literacy -- Grant 409.1440, 02-03

The purpose of this project is to assist adults in completing a GED and/or increasing their literacy skills. This will improve their opportunities for employability and/or postsecondary training and assist them in becoming full partners in the education of the dependent children under their care. The planned activities include classroom sessions, discussion groups, educational workshops, and time for the parent and children to be together to explore and experiment with new ways of interacting within families. The program will serve approximately 50 students and their children. This is year two of a two-year project.

The amount of funds requested from Florida Department of Education, Division of Workforce Development, is \$75,000, 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.

C O N S E N T

**District Board of Trustees
June 17, 2003**

Agenda Item: 3.16

Adult Education and Family Literacy - English Literacy and
Civics Education -- Grant

409.1441, 02-03

The purpose of this project is to assist adults who have limited English proficiency and/or who do not have a secondary school diploma become literate and obtain the knowledge and skills necessary for employment, self-sufficiency, and full partnership in their children's education. An additional focus of this project is to provide an integrated program of services that incorporates English literacy and civics education while preparing participants for their GED, further educational training, and/or employment. This project will serve approximately 30 participants.

The amount of funds requested from Florida Department of Education, Division of Workforce Development, is \$16,874, 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
June 17, 2003**

Agenda Item: 3.17

Adult Education and Family Literacy - Geographical Allocation -- Grant

409.1442, 02-03

The purpose of this project is to provide transition services (intake, workplace readiness, SFCC

program transition) for SFCC adult basic education and GED students. This program will also teach adult education students basic computer skills, and will provide adult basic education/GED/Computerized Placement Test review/Test of Adult Basic Education (TABE) skill enhancement classes. This project will also provide SFCC transition information and assistance to encourage transferring into further education training and/or employment. Approximately 500 students will be served by this project.

The amount of funds requested from Florida Department of Education, Division of Workforce Development, is \$71,912, 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
June 17, 2003**

Agenda Item: 3.18

Adults with Disabilities -- Grant

409.1443, 02-03

The purpose of this project is to provide literacy instruction, life skills training, pre-vocational training, and a variety of leisure and recreational activities to adults with disabilities to improve the quality of their lives and help them be as self sufficient as possible. The program will serve approximately 50 students.

The amount of funds requested from Florida Department of Education, Division of Workforce Development, is \$82,978, 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
June 17, 2003**

Agenda Item: 3.19

Criminal Justice Training Trust Fund -- Grant

409.1450, 02-03

The purpose of this project is to provide advanced and specialized training for approximately 939 law enforcement, correctional, and probation and parole officers in the college's service region.

The amount of funds requested from the Florida Department of Law Enforcement, Division of Criminal Justice Professionalism Programs, is \$75,120, 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
June 17, 2003**

Agenda Item: 4.1

Project Report and Action Request - Building D
(Change Order #3; Final Completion)

412.943, 02-03

Project Description:

Building D houses the college's telecommunications center, word processing, printing services, and custodial services. The project consists of a total renovation of the telecommunications area to include the installation of a new telephone switch and provide for an auxiliary network operations center. Custodial services will relocate to E annex allowing for the renovation of their existing space to house word processing. The entire building will receive infrastructure, fire alarm, ADA, and cosmetic upgrades. This project is being conducted as a minor project pursuant to Florida Statutes.

Architect/engineer	Skinner & Associates, Gainesville, Florida
Contractor/construction manager	Perry-Parrish, Inc., Gainesville, Florida
Uniform building code inspector	In-house
Project budget	\$659,943
Source(s) of funding	PECO

Project Status:

College staff has received and processed additive change order #3 for additional scope added per owner's request. This project has reached final completion.

Current construction contract amount	\$582,918.00
Change order #3 – electrical changes per scope,	

transformer upgrade, concrete infill for floors, and miscellaneous wall patching and painting. \$ 13,190.00

Revised current construction contract amount **\$596,108.00**

Board Action(s) Requested:

Acceptance of project completion

**District Board of Trustees
June 17, 2003**

Agenda Item: 4.2

Project Report and Action Request - North Road Project (Change Order #1; Final Completion) 412.944, 02-03

Project Description:

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

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

Project Status:

College staff has received and processed additive change order #1 for this project, which represents additional work to add curb cuts, striping, and re-grading. This project has reached final completion.

Current construction contract amount	\$173,045.00
Additive change order # 1 for curbs, striping, and grading	<u>\$ 3,507.63</u>
Revised current construction contract amount	\$176,552.63

Board Action(s) Requested:

Acceptance of project completion

**District Board of Trustees
June 17, 2003**

Agenda Item: 4.3

Project Report and Action Request - Utility Infrastructure Project
 (Permission to Advertise and Select Construction Management Firm)

412.945, 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	Affiliated Engineers, Gainesville, Florida
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:

Due to the complexity of this project, as well as the critical phasing that will be required due to the multi-year funding, college staff is recommending construction management be utilized as the mode of project delivery. Permission is requested to advertise for proposals for construction management services pursuant to college Rule 6.15.

Board Action(s) Requested:

Permission to advertise and select a construction management firm

**District Board of Trustees
 June 17, 2003**

Agenda Item: 4.4

Annual Safety Inspection Report

412.946, 02-03

Florida Statutes and Florida Department of Education rules require that each community college board of trustees provide for periodic inspection of its physical plant at least once a year to determine compliance with sanitation, casualty, and fire safety standards. This inspection report was conducted in April and prepared by Mr. Piper Walton with the Florida Community Colleges Risk Management Consortium, in conjunction with certified college staff. This year saw an approximate 21% decrease in the number of items needing attention by the college. Most of these items have been corrected through routine maintenance. The remainder of the items will be rectified as part of scheduled renovation projects within the coming year. A few items are necessitated by changes in code and are required only when major renovation of the facility is undertaken. They will be corrected in future years as required.

Board Action(s) Requested:

Approval of report

**District Board of Trustees
June 17, 2003**

Agenda Item: 5.1

Approval of Revised Rule 3.16: Supplemental Payments 410.359, 02-03

Rule 3.16 is being expanded to include all eligible employment classifications and to further define the parameters.

Board Action(s) Requested:

Approval

**District Board of Trustees
June 17, 2003**

Agenda Item: 5.2

Approval of Revised Rule 7.11: Fees 410.360, 02-03

The attached amendment to Rule 7.11 is presented for approval, subject to final action by the Governor. The fees will be effective with the beginning of fall term registration.

For all courses, the total increase is approximately 7.5%. This increase for a full-time student per year is:

Credit (36 semester hours)	\$138.60
PSAV - Adult Vocational (900 contact hours)	90.00
Adult Basic Education (900 contact hours)	45.00

Board Action(s) Requested:

Approval of revised Rule 7.11 subject to final action by the Governor

**District Board of Trustees
June 17, 2003**

Agenda Item: 6.1

Leave of Absence 420.129, 02-03

Robert Wolfson, tenured faculty member in the Air Conditioning and Refrigeration program, has requested a leave of absence from July 1, 2003, thru June 30, 2004, to serve as the Interim Director of the Archer Center. This request is supported by the Program Director, Associate Vice President, and the Interim Vice President.

Board Action(s) Requested:**Approval****District Board of Trustees
June 17, 2003****Agenda Item: 6.2**

2003-2004 Salary Schedule

405.94, 02-03

The proposed 2003-2004 Salary Schedule is submitted for review and approval by the board. The Santa Fe Community College Salary Schedule is established annually. The president recommends this schedule to the Board of Trustees at the June board meeting, and once adopted, it becomes the sole instrument used in determining employee compensation.

The following is a summary of proposed rate increases for 2003-2004:

Contract Personnel (Administrative and Professional) Salary Increases for 2003-2004

Effective July 1, 2003, administrative and professional personnel may receive a 2.00% increase on the 2002-2003 base. Individual adjustments may vary.

Part-time professionals hired prior to July 1, 2003, may receive an increase of 2.00% to their hourly rate, effective July 1, 2003.

Contract Personnel (Faculty) Salary Increases for 2003-2004

Basic Salary Contract – Effective August 25, 2003, full-time instructional personnel may receive a 2.00% increase on the 2002-2003 base.

210-Day Instructional Contract – Effective August 25, 2003, full-time instructional personnel may receive a 2.00% increase on the 2002-2003 base. A supplement of \$3,008 will be added for the additional days of service beyond the basic salary contract period.

Twelve-Month Contract – Effective July 1, 2003, twelve-month faculty may receive a 2.00% increase on the 2002-2003 base.

Part-time Instruction – Part-time instructional service will be paid on the basis of \$548 per semester credit hour and \$21.92 per clock/contact hour, which represents approximately a 2.00% increase on the hourly rate.

Career Service Salary Increases for 2003-2004

Effective July 1, 2003, full-time career service personnel may receive a 2.00% increase on the 2002-2003 hourly rate. Individual salary adjustments may vary.

Part-time Non-Instructional Employees

Part-time non-instructional employees hired prior to July 1, 2003, may receive an increase of 2.00% to their hourly rate, effective July 1, 2003.

Board Action(s) Requested:**Approval of the 2003-2004 Salary Schedule****District Board of Trustees
June 17, 2003**

Agenda Item: 7.1

Report of Purchases for May 2003

202.507, 02-03

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

Purchasing	\$2,045,347.03
Risk Management Consortium	142,800.00
Library	12,102.50
Total	\$2,200,249.53

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
X46182 (Fund 6)	\$ 142,800.00	Special	Gallagher Bassett Services	Claims Administration Fees Risk Management Consortium
X46191 (Fund 1)	\$ 59,631.20	Contract	Dell Marketing	Computers (40) Information Technology
X46275 (Fund 1)	\$ 43,650.00	Contract	Dell Marketing	Microsoft Campus Agreement Information Technology
X46797 (Fund 1)	\$ 565,808.00	Exempt	Cornerstone Systems, Inc.	Mainframe System Information Technology
X46876 (Fund 1)	\$ 38,822.72	Contract	OEC Business Interiors	Furniture Archer Center
X46934 (Fund 1)	\$ 53,009.16	Contract	Dell Marketing	Computers (37) Information Technology
X47197 (Funds 1 and 2)	\$ 115,809.00	Exempt	E-Tech Services	Data Backup System Title III/Information Technology

\$1,019,530.08

Purchases \$0 - \$25,000.00

Number of purchase orders: 1,039

Amount: \$1,114,813.70

Number of contracts awarded by the Board of Trustees:2

Amount: \$ 53,803.25

Board Action(s) Requested:

Approval of report

**District Board of Trustees
June 17, 2003**

Agenda Item: 7.2

Fund 1 (Current Unrestricted) Revenue and Expenditure
Report as of May 31, 2003

201.541, 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 May 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	50,693,620	96.58	46,300,706	92.80
Expenditures	42,822,466	78.70	42,810,487	85.19

Board Action(s) Requested:

Approval of report

**District Board of Trustees
June 17, 2003**

Agenda Item: 7.3

Warrants Issued for May 2003

208.402, 02-03

In accordance with State Board of Education Rule 6A-14.073(5), a listing of all checks issued from May 1 through May 31, 2003, is available at this meeting for the board's information. The amount disbursed for the month was \$7,122,295.16.

Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	301951 -307005
Payroll	580401 -581139

Electronic Transfers

54345 - 56575

Board Action(s) Requested:

Approval of report

**District Board of Trustees
June 17, 2003**

Agenda Item: 7.4

Colonel Harry M. Hatcher, Jr., Property Survey 03-10

200.653, 02-03

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 May 27, 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
Worn-Out Equipment with Salvageable Parts	1	\$3,824.00	0	\$0.00	\$0.00	\$0.00
Worn-Out Equipment with No Salvageable Parts	1	\$759.00	0	\$0.00	\$0.00	\$0.00
Surplus Property	18	\$25,489.45	0	\$0.00	\$0.00	\$0.00
Lab Replacements	1	\$1,558.00	0	\$0.00	\$0.00	\$0.00
Transfers	<u>28</u>	<u>\$43,519.00</u>	<u>0</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
TOTAL	49	\$75,149.45	0	\$0.00	\$0.00	\$0.00

Notes

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.

Lab Replacements are lab computers replaced through the PC replacement plan that 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. One item is being transferred to the SFCC Amateur Radio Club.

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

Board Action(s) Requested:

Approval of survey

**District Board of Trustees
June 17, 2003**

Agenda Item: 7.5

Budget Amendment #2, 2002-2003 Operating Budget,
Current Unrestricted (Fund 1) 201.542, 02-03

The second amendment to the Fund 1 (Current Unrestricted) Operating Budget is submitted for approval. Approval is requested in order to budget additional estimated salary lapse budget to capital, reallocate budgeted contingency to actual, and increase transfer out to payback portion of due to the Auxiliary Fund (Fund 3).

Board Action(s) Requested:

Approval of Budget Amendment #2

**District Board of Trustees
June 17, 2003**

Agenda Item: 7.6

Approval of 2003-2004 Operating Budget, Current Unrestricted (Fund 1) 201.543, 02-03

The college 2003-2004 Operating Budget has been presented and reviewed by the board at an annual budget workshop.

Board Action(s) Requested:

Approval of 2003-2004 Operating Budget

**District Board of Trustees
June 17, 2003**

Agenda Item: 7.7

Approval of 2003-2004 Unexpended Plant Fund Budget (Fund 7) 201.544, 02-03

Following the close of accounting records for fiscal year 2002-2003, the Fund 7 budget can be prepared. That budget will be presented for board approval at the September 2003 meeting. In the meantime, board approval is requested to expend from the Unexpended Plant Fund beginning July 1, 2003, as follows:

Projects approved in the 2002-2003 budget to the extent of balances carried forward, including interest earnings through June 30, 2003, at June 30

Projects for which PECO (Public Education Capital Outlay) funds were appropriated by the 2003 Florida Legislature, i.e.:

General Maintenance	\$ 522,386
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General Renovation/Remodel, Drainage, HVAC, Utility Systems, Roofs and Site Improvement	\$1,482,387
Major Renovation/Remodel, Failing Underground Utilities	\$2,094,245

Board Action(s) Requested:

Approval of Unexpended Plant Fund (Fund 7) budget

**District Board of Trustees
June 17, 2003**

Agenda Item: 7.8

Permission to Write-Off Uncollectible Accounts 200.654, 02-03

The college requests permission to write off the accounts listed below as uncollectible. All of these accounts are at least two years past due and the students' records will continue to be flagged, which will stop registration and other activity until the amount is repaid.

<u>Returned Checks</u>	\$ 2,764.64
<u>Short-Term Loans</u>	
Regular	\$17,987.55
Tuition	20,330.19
<u>Accounts Receivable</u>	
Financial Aid Repayments	10.03
Other	790.73
Total	\$41,883.14

Board Action(s) Requested:

Approval to write off uncollectible accounts

**District Board of Trustees
June 17, 2003**

Agenda Item: 7.9

Acceptance of Donation 200.655, 02-03

Dr. Roy Lambert has donated the following item to the college's Visual and Performing Arts Department in memory of Ruth (Bobbie) Lambert:

<u>Item</u>	<u>Value</u>
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Howard Grand Piano

\$7,500.00

Board Action(s) Requested:**Acceptance of donation****District Board of Trustees
June 17, 2003****Agenda Item: 8.1**

Approval of Expenditure of Surgical Technology Program Enhancement Funds 400.443, 02-03

The Santa Fe Community College Endowment Corporation, Inc. requests permission to expend a total of \$4,500 from the Dr. Philip Benjamin Academic Improvement Trust Fund for the benefit of the Surgical Technology program. This was previously approved by the Santa Fe Community College Endowment Corporation, Inc. at its April 22, 2003, meeting. These expenditures will provide for part-time faculty instructional costs for a second surgical technology class for an additional 15-18 students. This class was initiated on behalf of our business partners and from funds donated from Shands at UF, Shands at AGH, and North Florida Regional Hospital. Initiation of this class is in response to the national shortage of surgical technologists. These funds will be transferred to Santa Fe Community College in support of these faculty positions.

Board Action(s) Requested:**Approval of expenditure of Surgical Technology program enhancement funds****District Board of Trustees
June 17, 2003****Agenda Item: 8.2**

Advisory Committee Appointments for: 417.61, 02-03
Automotive Technology
Cardiopulmonary Technology
Computer Information Technology
Computer Programming and Analysis
Dental Programs
Emergency Medical Services (Fire Science and EMS)
Graphic Design Technology
Networking Service Technology

The advisory committee appointments are being recommended to the board effective July 1, 2003, through June 30, 2005. All individuals have been contacted and have agreed to serve for the two-year period.

Automotive Programs**Reappointments**

Mr. Dave Mays, Dave Mays Automotive, Gainesville
Mr. Ken Creel, AERSI, Gainesville
Ms. Fran Ricardo, Publisher/Consumer, Gainesville
Mr. Frank McGeown, Star Import Service, Inc., Gainesville

Mr. Chester Cowart, Wade Raulerson Pontiac-GMC, Gainesville
Mr. Larry Noegel, Noegel Auto Sales, Inc., Starke
Mr. Phil Snyder, Carquest Auto Parts, Gainesville
Mr. Chris Vought, All Pro Imports, Gainesville
Mr. Steve Brotherton, Continental Imports, Gainesville

New Members

Mr. Eddie Mayes, Prestige Lincoln-Mercury, Gainesville
Mr. Steve Tillman, Brasington Cadillac-Oldsmobile, Gainesville
Mr. Mark Venturella, Saturn of Gainesville, Gainesville
Mr. Tim Hoen, Gainesville Ford, Inc., Gainesville

Cardiovascular Technology

Reappointments

Mr. Milio Chappel, Shands at AGH, Gainesville
Ms. Ann Cutter, Shands at UF, Gainesville
Ms. Sandra Daughtry, North Florida Regional Medical Center, Gainesville
Dr. Edward Geiser, UF Health Science Center, Gainesville
Mr. Brad Green, Shands at UF, Gainesville
Dr. Eloise Harman, Shands at UF, Gainesville
Ms. Donna Hendeles, Veterans Affairs Medical Center, Gainesville
Mr. Ken Judkins, Munroe Regional Medical Center, Ocala
Mr. Ron Lendvay, Baptist Medical Center, Jacksonville
Ms. Lori McCormick, Shands at AGH, Gainesville
Ms. Lila Oehmig, North Florida Imaging, Gainesville
Ms. Rita Squires, North Florida Regional Medical Center, Gainesville
Mr. Danny Stevenson, Shands at AGH, Gainesville
Ms. Laura Thomas, Shands at UF, Gainesville
Mr. Michael Wehrli, Lake City Medical Center, Lake City
Mr. Jeffrey Wright, North Florida Regional Medical Center, Gainesville

New Members

Ms. Sharon Chapman, Shands at UF, Gainesville
Mr. Jeff Farrar, Shands at UF, Gainesville
Ms. Carla Schmidt, Cardiac Cath Lab, Gainesville
Mr. Todd Smith, Mayo Clinic, Jacksonville

Computer Information Technology

Reappointments

Mr. Mike Girard, Nationwide Insurance, Gainesville
Mr. Harry Kegelmann, Florida Digital Turnpike, Gainesville
Ms. Alyson Widmer, Shands HealthCare, Gainesville

New Members

Mr. George Arola, Gainesville Regional Utilities, Gainesville
Mr. Larry Gleim, Gleim Publications, Inc., Gainesville
Mr. Alexander Logan, Atlantic.net, Gainesville
Mr. Ron VanAken, Barr Systems, Gainesville

Computer Programming and Analysis

Reappointments

Mr. George Arola, Gainesville Regional Utilities, Gainesville
Mr. Cedric Faulkner, Barr Systems, Gainesville
Ms. Marcia Greensburg, Information Services, Gainesville
Mr. Jeff Lyons, Mind Solve Technologies, Inc., Gainesville
Mr. Tim Nesler, SFCC Information Technology Services, Gainesville
Mr. Steve Ware, NE Regional Data Center, Gainesville

New Members

Mr. Phil Dodds, Medical Manager Corp., Alachua

Dental Programs

Reappointments

Dr. Brian Decker, Dental Practice, Gainesville
 Ms. Jody Heflin (CDA), Dental Practice, Gainesville
 Ms. Cindy Pritchett, Micco Marketing, Inc., Gainesville
 Dr. Wade Townsend, Dental Practice, Gainesville

New Members

Ms. Sharon Abraben, UF Health Science Center, Gainesville
 Mr. Berly Toby, Gainesville
 Dr. Timothy Garvey, Gainesville
 Ms. Laura Guyer (Ph.D.), SRAHEC, Alachua
 Dr. Samuel Low, Gainesville

Emergency Services Advisory Committee (Fire Science and EMS)

Reappointments

Ms. Terry Barr, North Florida Regional Medical Center, Gainesville
 Ms. Barbara Benken, Shands at UF, Gainesville
 Dr. Tony Blalock, SFCC, Gainesville
 Chief Cliff Chapman, Alachua County Fire Rescue, Gainesville
 Ms. Paula Davis, Shands at UF, Gainesville
 Chief Phil Dennison, Gainesville Fire Rescue, Gainesville
 Dr. Peter Gianas, SFCC, Starke
 Mr. Nelson Green, Bradford County EMS, Starke
 Capt. Daniel Griffin, Alachua County Fire Rescue, Gainesville
 Ms. Betty Grisham, Shands at Vista, Gainesville
 Mr. Dwayne Hardy, Bradford County EMS, Starke
 Mr. Jim Howard, ShandsCair, Gainesville
 Dr. Anne Jacob, SFCC Emergency Medical Services, Gainesville
 Mr. Daryl Johnston, SFCC Institute of Public Safety, Gainesville
 Mr. Louis Kalivoda, SFCC/Institute of Public Safety, Gainesville
 Ms. Cindy Keller, Shands at AGH, Gainesville
 Ms. Rhonda Kent, North Florida Regional Medical Center, Gainesville
 Ms. Barbara Klingensmith, Florida State Fire College, Ocala
 Mr. Sam LoPalo, Shands at UF, Gainesville
 Mr. Stephen Lyons, SFCC/Institute of Public Safety, Gainesville
 Mr. Louis Mallory, SFCC/Institute of Public Safety, Gainesville
 Chief Will May, Alachua County Fire Rescue, Gainesville
 Mr. Orrie "Bill" McCea, Gainesville Fire Rescue, Gainesville
 Mr. Ed Nolan, Alachua County Fire Rescue, Gainesville
 Lt. Donnie Sessions, Gainesville Fire Rescue, Gainesville
 Chief Jeff Tucker, Gainesville Fire Rescue, Gainesville
 Ms. Gaye Weisbaum, ShandsCair and Renal UF, Gainesville
 Chief Richard Williams, Gainesville Fire Rescue, Gainesville
 Ms. Audrey Wright, Alachua County Fire Rescue, Gainesville

New Members

Ms. Beth Hardee, Alachua County Fire Rescue, Gainesville
 Mr. Gene Lazarus, Florida State Fire College, Ocala
 Chief Gene Prince, Gainesville Fire Rescue, Gainesville
 Ms. Pamela Thornton, North Florida Regional Medical Center, Gainesville

Graphic Design Technology

Reappointments

Mr. Eric Jewel, Magic 101.3 FM, Gainesville
 Mr. Rick Nesbit, Southern Press, Gainesville
 Mr. Buster O'Connor, Eye4, Inc., Gainesville

Mr. Steve Shepherd, Southern Press, Gainesville

New Members

Ms. Nita Chester, ADBIZ, Gainesville

Networking Service Technology

Reappointments

- Mr. George MacKay, CPAmerica International, Inc., Alachua
- Mr. Chris Meyers, James Moore and Company, P.L., Gainesville
- Mr. Dan Miller, NE Regional Data Center, Gainesville
- Mr. Jim Moffett, School Board of Alachua County, Gainesville
- Mr. Duane Neubauer, Jr., Hunter Marine, Alachua
- Mr. Virgilio Vensamoye, Alachua County Information Services, Gainesville

New Members

- Mr. Steve Kozakoff, Shands Healthcare, High Springs
- Mr. David McKinney, University of Florida, Gainesville
- Mr. Russ Poole, NE Regional Data Center, Gainesville

Board Action(s) Requested:

Approval of advisory committee members

**District Board of Trustees
June 17, 2003**

Agenda Item: 9.1

Lease Agreement with the Santa Fe Community College Endowment Corporation for the Lillian Stump Buildings	408.1374, 02-03
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This is a 40-year rolling lease agreement with the Santa Fe Community College Endowment Corporation for the Lillian Stump building in Starke, beginning July 1, 2003.

Board Action(s) Requested:

Approval

**District Board of Trustees
June 17, 2003**

Agenda Item: 9.2

Displaced Homemakers Focus on the Future -- Grant	409.1444, 02-03
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The purpose of this project is to provide services to women over 35 years of age who have lost financial support and have been unable to secure adequate employment in Alachua and surrounding counties. Services to be provided through a 92-hour class include personal growth and development, with emphasis on self esteem building; time and money management; communication skills; and career and vocational testing and skill building, which will include application preparation, resume writing, interview techniques, job search planning, and information

and referral. This comprehensive program offers services designed to assist the individual toward independence and economic security. Approximately 250 individuals will be served. This is year one of a three-year project.

The amount of funds requested from the Florida Department of Education, Agency for Workforce Innovation, is \$125,000, with an in-kind match of \$14,440 and a cash match of \$17,043 from Santa Fe Community College.

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

Operating budget impact: Funds from existing college budget.

Board Action(s) Requested:

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

**District Board of Trustees
June 17, 2003**

Agenda Item: 9.3

Nurses Now -- Grant

409.1445, 02-03

The purpose of this project is to train 40 L.P.N., A.S.N., and B.S.N. nurses. Funds will provide for tuition, scholarships, recruitment, assessment, support services, and case management of students enrolled in nursing programs at Santa Fe Community College, the University of Florida, and Masters of Science in Nursing institutions. Funds will enable the SFCC Nursing program to expand their capacity by nine L.P.N. students and ten A.S.N. Bridge students.

The amount of funds requested from the Agency for Workforce Innovation is \$215,160, 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
June 17, 2003**

Agenda Item: 9.4

U.S. Lithium Energetics, LLC Quick Response Training -- Grant

409.1446, 02-03

The purpose of this project is to provide on-the-job training for a new industry in rural Alachua County. The grant will reimburse the company, U. S. Lithium Energetics, LLC for 94 new employees, of which 60 employees will receive approximately 2,160 hours of on-the-job training. Santa Fe will initially serve only as fiscal agent.

The amount of funds requested from Workforce Florida, Inc. is \$138,600, with an in-kind match of \$4,000 from Santa Fe Community College.

Duration of this project is June 15, 2003, through June 14, 2005.

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

Board Action(s) Requested:

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

**District Board of Trustees
June 17, 2003**

Agenda Item: 9.5

YES! Comprehensive Youth Program -- Grant

409.1447, 02-03

The purpose of this project is to provide career exploration, work experience, employability skills training, academic enhancement, mentoring, vocational training, and job placement activities for youth ages 14-21 in partnership with area schools and youth organizations. Participants will be assessed, receive pre-employment training and academic enhancement, placed on work sites, receive required support services, and followed for one year after exiting the program. Approximately 1,000 youth will be served by YES!

The amount of funds requested from Alachua/Bradford Regional Workforce Development Board is \$849,456, 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
June 17, 2003**

Agenda Item: 9.6

Community Technology Program -- Grant

409.1448, 02-03

The purpose of this project is to provide adult basic literacy, family literacy, and computer training and access to adults while enhancing the use of existing computer labs in East Gainesville where many homes do not have computers. This project will create a partnership with the Boys and Girls Club of Alachua County/Rotary Southeast Unit, which is a computer "PowerUp" site. The SFCC Adult Education program will provide the following services: assistance in improving literacy skills, obtaining a GED, and obtaining the knowledge and skills necessary for employment and self-sufficiency; assistance in becoming full partners in the educational development of their children; and assistance in obtaining computer technology skills and computer access. This project will serve approximately 75 participants. This is year two of a two-year project.

The amount of funds requested from Florida Department of Education, Division of Workforce Development, is \$125,000, 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
June 17, 2003**

Agenda Item: 9.7

Alachua/Bradford One-Stop Career Center -- Grant	409.1449, 02-03
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The purpose of this project is to provide a comprehensive, coordinated workforce development program through a One-Stop Career Center system to meet the needs of both area businesses and job seekers. Intensive job search, case management, pre-employment activities, and vocational training opportunities will be available to Workforce Investment Act, Welfare Transition, and Welfare-to-Work customers. Approximately 2,000 job seekers and businesses will be served.

The amount of funds requested from Alachua/Bradford Regional Workforce Development Board is \$1,943,559, 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.