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**District Board of Trustees Santa Fe Community College
Agenda for Board Meeting of July 22, 2003
Wattenbarger Student Services Building Board Room**

Adoption of Agenda

**Agenda Item: 1.1
418.419, 03-04**

1. General Functions

- 1.1 Adoption of Agenda for Meeting of July 22, 2003
- 1.2 Organization of the Board
- 1.3 Ratification of Board Meeting Schedule for 2003-2004
- 1.4 Approval of Board Meeting Minutes of June 17, 2002

2. Information Items

- 2.1 President's Report
- 2.2 Renaming the Jones-Rosenberg Building
- 2.3 Naming of the Archer Center

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 Addendum to High School Dual Enrollment Agreements with:
 - School Board of Alachua County
 - P.K. Yonge Developmental Research School
- 3.5 Renewal of High School Dual Enrollment Agreement with School Board of Bradford County
- 3.6 Agreement with University of Florida for Administration of Dental Programs
- 3.7 Agreement with Cape Coral Police Department for Promotional Testing
- 3.8 Agreement with Lee County Sheriff's Office for Promotional Testing
- 3.9 Agreement with University of Florida Police Department for Promotional Testing

3.10 Memorandum of Understanding with University of North Florida Board of Trustees, Small Business Development Center

3.11 Florida Educational Fund, Center of Excellence -- Grant

3.12 Title III - Strengthening Educational Services Through Student-Centered Technologies -- Grant

4. Facilities Items

4.1 Approval of Capital Improvement Plan

4.2 Project Report and Action Request - Building N (Change Order, Final Completion)

5. Finance/Business Affairs Items

5.1 Report of Purchases for June 2003

5.2 Fund 1 (Current Unrestricted) Revenue and Expenditure Report, June 2003

5.3 Warrants Issued for June 2003

5.4 Colonel Harry M. Hatcher, Jr., Property Survey 04-01

5.5 Budget Amendment #1, 2003-2004 Operating Budget, Current Unrestricted (Fund 1)

5.6 Acceptance of Donation

5.7 Renewal of Long-Term Investment Management Services Agreement National Bank, Evergreen Investments Division

5.8 Renewal of Long-Term Investment Management Services Agreement with Wachovia National Bank, Evergreen Investments Division, as Fiscal Agent for the Florida Community Colleges Risk Management Consortium

5.9 Addendum to Food Service Contract with Compass Group USA for Athletic Meal Plan

5.10 Award of Request for Proposal for Bookstore Contract, Authority to Negotiate Contract, and Authority to Execute Contract

6. General Institutional Items

6.1 Credit and Postsecondary Adult Vocational Lab Fee Schedule

6.2 Approval of 2003-2004 College Catalog

6.3 Continuing and Community Education EnRich! Brochure for Fall 2003

6.4 Acceptance of the Santa Fe Community College Endowment Corporation's Financial Statements and Independent Auditors' Report for 2002

6.5 Certification of Endowment Corporation Activity

6.6 Emergency Contract Authority

7. Rules

7.1 New Rule 3.22: Criminal Background Checks

7.2 Revised Rule 2.2: College Organization

7.3 Revised Rule 7.23: Student Conduct Code

8. Presentations

8.1 Endowment Corporation Liaison Update

8.2 Board Members' Remarks

8.3 Citizen's Requests

9. Adjournment

Board Action(s) Requested:

Approval

**District Board of Trustees
July 22, 2003**

Agenda Item: 1.2

| | |
|---------------------------|---------------|
| Organization of the Board | 416.87, 03-04 |
|---------------------------|---------------|

To be presented at the meeting.

Board Action(s) Requested:

Approval

**District Board of Trustees
July 22, 2003**

Agenda Item: 1.3

| | |
|--|---------------|
| Ratification of Board Meeting Schedule for 2003-2004 | 416.88, 03-04 |
|--|---------------|

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 24, 2003 ** | April 20, 2004 |
| Blount Downtown Center | Andrews Center Cultural Building |
| October 21, 2003 | May 18, 2004 |
| Wattenbarger Student Services Building | Wattenbarger Student Services Building |
| November 18, 2003 | June 22, 2004* |
| Andrews Center Cultural Building | Wattenbarger Student Services Building |
| No December Meeting | July 20, 2004 |
| | Wattenbarger Student Services Building |
| January 20, 2004 | |
| Wattenbarger Student Services Building | |

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

Board Action(s) Requested:

Ratification

**District Board of Trustees
 July 22, 2003**

Agenda Item: 1.4

| | |
|--|----------------|
| Approval of Board Meeting Minutes of June 17, 2003 | 401.410, 03-04 |
|--|----------------|

The minutes of the regular meeting of the District Board of Trustees of Santa Fe Community College held June 17, 2003, are presented for approval.

Board Action(s) Requested:

Approval

**District Board of Trustees
July 22, 2003**

Agenda Item: 2.1

President's Report

Information Item

The president will discuss a variety of informational topics.

**District Board of Trustees
July 22, 2003**

Agenda Item: 2.2

Renaming the Jones-Rosenberg Building Information Item

412.949, 03-04

The Santa Fe Community College Endowment Corporation has approved the renaming of the Jones-Rosenberg building in Starke the Santa Fe Community College Andrews Center Cultural Building. Signage at the building is currently being changed by the Endowment Corporation.

**District Board of Trustees
July 22, 2003**

Agenda Item: 2.3

Naming of the Archer Center Information Item

412.950, 03-04

At their April 22, 2003, meeting, the Board of Directors of the Santa Fe Community College Endowment Corporation approved naming the facility in Archer the Ron and Norita Davis and Family Santa Fe Community College Davis Center, Archer, Florida.

C O N S E N T

**District Board of Trustees
July 22, 2003**

Agenda Item: 3.1

Contract Staff (Faculty)

402.644, 03-04

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

**Appointment
Full Time**

Name Position

Owen Reynolds Assistant Professor, Technical Theatre
MFA, Wayne State University

Reappointment

Daneen Adams
Alberto Alonso
Erin Amerman
Adana Anschutz
Eileen Berry-Downs
William Bowers
Karl Eckberg
Elizabeth Engel
Marilyn Eisenberg
Kristin Fletcher
Zona Gale
James Geason
Juan Gomez-Canseco
Corinne Greenberg
James Griswold
Denise Guerin
Bobby Hom
Naana Horne
Ellen Hulslander
Gerald Johnston
Jeffrey Ladenheim
Nancy Lewis
Wesley Lindberg
Margaret Luongo
Stephen Lyons
John Marks
Judith McBride
Bridget Middleton
Robert Mitchell
Rhonda Morris
Richard Nunez
George O'Leary
Cheryl Preisinger
Susan Reed
Traci Reed
Serafin Roldan-Santiago
Robin Rompre
Terry Siorek

James Smart
 Edythe Smith
 Glenn Smith
 Richard Tarbox
 Eric Torres
 Laura Trefry
 Bruce Tucker ^
 Lothar Vollweiler
 Jamey Weare

^Student Leadership and Activities Funded

Board Action(s) Requested:

Approval

C O N S E N T

**District Board of Trustees
 July 22, 2003**

Agenda Item: 3.2

| | |
|--|----------------|
| Contract Staff (Administrative and Professional) | 411.240, 03-04 |
|--|----------------|

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

Executive/Managerial

Full Time

| <u>Name</u> | <u>Position</u> |
|----------------------|---|
| <u>Reappointment</u> | |
| Bennye Alligood | Interim Vice President, Academic Affairs |
| Edward Bonahue | Chairperson, Humanities and Foreign Languages |
| Byron Dyce | Chairperson, Mathematics |

Technical/Professional

Full Time

| <u>Name</u> | <u>Position</u> |
|---------------------|--|
| <u>Appointment</u> | |
| ^ Christopher Mowry | Men's Basketball Coach <i>B.S., St. Ambrose College</i> |
| * Tara Orlowski | Grant Coordinator, Child Development <i>M.A., University of Florida</i> |
| ^ Chanda Stebbins | Women's Basketball Coach |

*B.A., University of Florida*Promotion

Barbara Oberlander Associate Chairperson, Social and Behavioral Sciences

Reappointment

Teri McClellan Associate Director, Office for Development

Part TimeNamePosition

| | |
|---------------------|---|
| * Claire Bakr | College Reach Out Program Tutoring Specialist |
| * Soraya Benitez | Family Literacy Specialist |
| * Connie Caldwell | Family Literacy Specialist |
| * Chante Carter | College Reach Out Program Specialist |
| * Courtney Chambers | Enrichment Program Specialist |
| * Thomas Clift | Math Lab Specialist |
| Kelly Coxe | Writing Lab Specialist |
| * Melinda Craine | College Reach Out Program Specialist |
| * Jonathan Crosson | Adult Education Senior Specialist |
| * Sara Dahlman | Geo Grant Specialist |
| * Nadia Dixon | Enrichment Program Specialist |
| * Jennifer Duncan | Math Lab Specialist |
| * Rhogeana Fleming | College Reach Out Program Specialist |
| * Charmaine Henry | College Reach Out Program Specialist |
| * Joann Jenkins | College Reach Out Program Specialist |
| * Leanna Levin | Vocational Evaluation Specialist |
| * Art Link | Youth Specialist |
| * Cherie Lucia | ESL Lab Specialist |
| Marcel Navarro | College for Kids Specialist |
| Carol Pugh | Test Proctor Specialist |
| * Doris Raven | College Reach Out Program Specialist |
| Julius Regalado | Downtown Lab Specialist |
| * Maria Santos | Adult Education Senior Specialist |
| * Pat Schlenker | Family Literacy Specialist |
| * Rebecca Schroepel | Family Literacy Specialist |
| * Anne Sigmond | Adults with Disabilities Specialist |
| * Lucille Skipper | Critical Thinking Lab Specialist |
| * Shannon Wright | College Reach Out Program Specialist |
| Chanyoung Yun | Biotechnology Lab Manager |
| Chris Zurheide | Writing Lab Specialist |

^ Student Leadership and Activities funded

* Grant funded

Board Action(s) Requested:

Approval

C O N S E N T

**District Board of Trustees
July 22, 2003**

Agenda Item: 3.3

| | |
|----------------------|----------------|
| Career Service Staff | 403.420, 03-04 |
|----------------------|----------------|

The individuals listed below are being recommended for appointment.

| <u>Name</u> | <u>Position</u> |
|-------------------|--|
| Bobby Crawford | Executive Secretary, Academic Advisement |
| Lonna Glisson | Administrative Assistant, Academic Foundations |
| Elizabeth Johnson | Accountant, Office for Finance |
| Cheryl McKinney | Custodian, Facilities Services |

Board Action(s) Requested:

Approval

C O N S E N T

**District Board of Trustees
July 22, 2003**

Agenda Item: 3.4

| | |
|--|-----------------|
| Addendum to High School Dual Enrollment Agreements with: School Board of Alachua County | 408.1375, 03-04 |
| P.K. Yonge Developmental Research School | 408.1376, 03-04 |

This addendum includes a section on teacher preparation as required by Florida Statute 1007.235.

Board Action(s) Requested:

Approval

C O N S E N T

District Board of Trustees

July 22, 2003**Agenda Item: 3.5**

 Renewal of High School Dual Enrollment Agreement with
 School Board of Bradford County

408.1377, 03-04

This renewal agreement details the responsibilities of each institution regarding the Dual Enrollment programs for Technology and Applied Sciences, Academic, and Fine Arts, as well as remediation reduction, teacher preparation, Early College Admissions, and Tech Prep. The agreement commences July 23, 2003. Either party may cancel with or without cause upon six-months' written notice to the other party. The minor substantive modifications to this year's agreement involve the Dual Enrollment programs and a change to the teacher preparation clause. The agreement was also updated to reflect changes in the new Education Code.

Board Action(s) Requested:**Approval****C O N S E N T****District Board of Trustees
July 22, 2003****Agenda Item: 3.6**

 Agreement with University of Florida for Administration of Dental Programs

408.1378, 03-04

The terms of this agreement with the University of Florida are essentially the same as last year's, with the addition of a clinical assistant professor (a teaching dentist). It makes available a director for the college's Dental programs and a clinical assistant professor, who will provide instruction, supervision, and evaluation in the clinic. This agreement is effective July 1, 2003, and will remain in effect unless amended by the parties. Santa Fe and the University of Florida agree to meet 60 days prior to June 30, 2004, to review the contract. The total cost of the agreement is \$225,655, \$50,000 of which is for the clinical assistant professor.

Board Action(s) Requested:**Approval****C O N S E N T****District Board of Trustees
July 22, 2003****Agenda Item: 3.7**

Agreement with Cape Coral Police Department for Promotional Testing

408.1379, 03-04

The purpose of this project is to develop, administer, and score promotional processes for the Cape Coral Police Department in the area of Law Enforcement. A thorough review of their job-task analysis will be done prior to the administration of the promotional processes. The promotion processes will be developed on the campus of the Institute of Public Safety and administered in Cape Coral, Florida. This agreement will commence on August 1, 2003, and continue for two years; thereafter, it will automatically renew for successive two-year periods. A 60-day notice prior to the expiration of any term is required to cancel. Cape Coral agrees to pay the college \$8,300 for the promotional process, with a statement covering requests to re-negotiate the cost of individual promotional processes. Said sum covers expenses for travel, lodging, and meals incurred by the Santa Fe consultant(s).

Board Action(s) Requested:

Approval

C O N S E N T

**District Board of Trustees
July 22, 2003**

Agenda Item: 3.8

Agreement with Lee County Sheriff's Office for Promotional Testing

408.1380, 03-04

The purpose of this project is to design, administer, and score promotional tests for the Lee County Sheriff Office in Ft. Myers, Florida, commencing July 1, 2003, and continuing indefinitely or until dissolved by mutual agreement. Termination requires not less than 15 days' written notice. Lee County Sheriff's Office agrees to pay the college \$15,000 for each promotional process for Law Enforcement Sergeant and Detention Sergeant, and \$10,000 for each promotional process for Law Enforcement Lieutenant and Detention Lieutenant. All four of the promotional tests will be administered in Ft. Myers and scored at Santa Fe Community College. This is an on-going contract.

Board Action(s) Requested:

Approval

C O N S E N T

**District Board of Trustees
July 22, 2003**

Agenda Item: 3.9

Agreement with University of Florida Police
Department for Promotional Testing

408.1381, 03-04

The purpose of this project is to develop, administer, and score promotional processes for the University of Florida Police Department in the area of law enforcement. The contract is in the amount of \$3,000 for each promotional process on an as-needed basis. It contains a clause that allows for negotiation of the cost of the promotional process. The agreement commences August 1, 2003, and continues indefinitely or until dissolved by mutual agreement. It allows the college to develop a partner relationship with the University of Florida Police Department and 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
July 22, 2003**

Agenda Item: 3.10

Memorandum of Understanding with University of North
Florida Board of Trustees, Small Business Development Center

408.1382, 03-04

This memorandum of understanding allows SFCC's Center for Business and University of North Florida's Small Business Development Center to offer classes together and share revenue based on the level of participation in each class provided by each party. Classes will be offered to the public at \$30 or \$25 per person. Classes will be offered between September and December. The contract will continue if it meets with both parties' approval.

Board Action(s) Requested:

Approval

C O N S E N T

**District Board of Trustees
July 22, 2003**

Agenda Item: 3.11

Florida Educational Fund, Center of Excellence -- Grant

409.1451, 03-04

The mission of the Florida Educational Fund program has been implemented through a number of related programs intended to provide access and create diversity programs related to education.

The Center of Excellence mission includes: 1) assuming a more proactive stance in the education of youth, 2) employing the development of a group achievement module for African-American elementary and secondary students, and 3) increasing the pool of African-American and other historically disadvantaged minority students who are prepared, motivated, and qualified to enter higher education. The Center of Excellence project will serve approximately 400 students. Chapters for the Achievers have been established in Gainesville, Alachua/High Springs, and Hawthorne.

The amount of funds requested from the State of Florida is \$26,000, 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
July 22, 2003**

Agenda Item: 3.12

Title III - Strengthening Educational Services Through
Student-Centered Technologies -- Grant

409.1452, 03-04

The purpose of this project is to move Santa Fe Community College toward self-sufficiency by reforming its approach to arts and sciences (AA) student services by using technology to build an online, comprehensive student support system and by transforming college culture to promote student-centered practices. These practices will include (1) implementation of a web-enabled student support system; and (2) preparation of faculty, staff, and administrators to deliver innovative, student-centered academic and support services. This is year four of a five-year project.

The amount of funds requested from the U.S. Department of Education, Strengthening Institutions Program, Title III-Part A, is \$349,720, with a cash match of \$192,423 from Santa Fe Community College.

Duration of this project is October 1, 2003, through September 30, 2004.

Operating budget impact: Cash match from existing college funds

Board Action(s) Requested:

Approval of grant. Upon legal review and approval, the president or his

designee, W. Harvey Sharron, Jr., Vice President for Development, is authorized to execute any agreements and related documents associated with this grant.

**District Board of Trustees
July 22, 2003**

Agenda Item: 4.1

Approval of Capital Improvement Plan

412.947, 03-04

Attached is the Capital Improvement Plan (CIP) for the college. This is the legislative funding request for 2003-2004 PECO funds that covers proposed renovation, remodeling, and new construction for the next five years. The CIP is based on the most recent plant survey for the college. It is requested that the board approve this plan for submission to the State Board of Education in Tallahassee.

Board Action(s) Requested:

Approval of Capital Improvement Plan

**District Board of Trustees
July 22, 2003**

Agenda Item: 4.2

Project Report and Action Request - Building N
(Change Order, Final Completion)

412.948, 03-04

Project Description:

This project involves remodeling portions of building N for the Multimedia Production program through a PECO allocation for workforce projects. This is one of three projects funded from a singular allocation based on earlier survey recommendations. Once the design process clarifies the true scope of this project, its budget, as well as the budgets of the two other workforce projects, will be revised. The board approved the educational specifications at its April 17, 2001, meeting. The initial budget for the project was presented to the board during the September 2001 meeting as item 5.6, 2002-2003 Annual Budget, Unexpended Plant Fund (Fund 7).

| | |
|---------------------------------|---|
| Architect/engineer | Craig Salley & Associates, Gainesville, Florida |
| Contractor/construction manager | Burns Brothers, Inc., Gainesville, Florida |
| Uniform building code inspector | In-house |
| Total project budget | \$353,606 |
| Source(s) of funding | PECO |

Project Status:

College staff has received and processed additive change order #1 for this project. This change order represents the installation of acoustical wall panels in N-314 and the upgrade of the communication closet in N-321. This project has also reached final completion.

Current construction contract amount \$130,222.00

Additive change order #1 for acoustical wall panels and the upgrade of the communication closet \$5,993.00

Revised current construction contract amount \$136,215.00

Board Action(s) Requested:

Acceptance of project completion

**District Board of Trustees
July 22, 2003**

Agenda Item: 5.1

Report of Purchases for June 2003

202.508, 03-04

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

| | | | | |
|--------------------|---------------|----------------------------|-----------------------------|--|
| | | Purchasing | | \$724,802.75 |
| | | Risk Management Consortium | | 0.00 |
| | | Library | | <u>0.00</u> |
| | | Total | | \$724,802.75 |
| <u>P.O. No.</u> | <u>Amount</u> | <u>Procurement</u> | <u>Vendor</u> | <u>Class of Item-Department</u> |
| X47335 (Fund 7) | \$ 28,307.00 | Contract | PPI Construction Management | Building G Restroom Renovations ADA |
| X47369 (Fund 1) | \$ 28,895.00 | Bid | Philips Medical | Cardiovascular Ultrasound Cardiopulmonary Technology |
| X47370 (Fund 1) | \$ 48,600.00 | Bid | GE Medical Systems | Cardiovascular Ultrasound Cardiopulmonary Technology |
| X47398 (Fund 7) | \$ 99,497.00 | Contract | PPI Construction Management | Building H Panel Replacement General Maintenance |
| X47399 (Fund 7) | \$ 72,886.00 | Contract | PPI Construction Management | Building H Addition Panel Replacement – General Maintenance |

| | | | | |
|--------------------|--------------|----------|------------------------|---|
| X47420 (Fund 1) | \$172,343.27 | Contract | OEC Business Interiors | Classroom Furniture Information Management/Educational Technology |
| X47422 (Fund 1) | \$ 30,936.32 | Contract | OEC Business Interiors | Classroom Furniture Information Management/Educational Technology |
| | \$481,464.59 | | | |

Purchases \$0 - \$25,000.00

| | |
|---|----------------------|
| Number of purchase orders: 205 | Amount: \$240,728.65 |
| Number of contracts awarded by the Board of Trustees: 1 | Amount: \$2,609.51 |

Board Action(s) Requested:

Approval of report

**District Board of Trustees
July 22, 2003**

Agenda Item: 5.2

| | |
|--|----------------|
| Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report, June 2003 | 201.545, 03-04 |
|--|----------------|

Closing for the fiscal year ending June 30, 2003, will be completed on August 15, 2003. The attached Fund 1 (Current Unrestricted) Revenue and Expenditure Report is PRELIMINARY and does not reflect all of the accounting activity for the 12-month period. The Annual Financial Report for fiscal year 2002-2003 will be presented at the September meeting.

Board Action(s) Requested:

Approval of report

**District Board of Trustees
July 22, 2003**

Agenda Item: 5.3

| | |
|-------------------------------|----------------|
| Warrants Issued for June 2003 | 208.403, 03-04 |
|-------------------------------|----------------|

In accordance with State Board of Education Rule 6A-14.073(5), a listing of all checks issued from June 1 through June 30, 2003, is available at this meeting for the board's information. The amount disbursed was \$7,553,467.05.

Warrant Numbers

| | |
|-----------------|-----------------|
| Manual Payroll | None |
| Manual Payables | None |
| Payables | 307006 - 310115 |
| Payroll | 581140 - 581748 |

Electronic Transfers

56576 – 58617

Board Action(s) Requested:

Approval

**District Board of Trustees
July 22, 2003**

Agenda Item: 5.4

Colonel Harry M. Hatcher, Jr., Property Survey 04-01

200.656, 03-04

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 June 19, 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 |
|--|-----------------|---|-----------------|---|---------------------------------|--|
| Missing Property | 12 | \$18,352.61 | 0 | \$0.00 | \$0.00 | \$0.00 |
| Worn-Out Equipment with No Salvageable Parts | 5 | \$7,805.41 | 1 | \$9,225.75 | \$9,225.75 | \$0.00 |
| Surplus Property | 12 | \$23,852.67 | 3 | \$29,500.00 | \$9,833.33 | \$19,666.67 |
| Lab Replacements | 103 | \$163,345.00 | 0 | \$0.00 | \$0.00 | \$0.00 |
| Trade-Ins | 5 | \$8,546.00 | 0 | \$0.00 | \$0.00 | \$0.00 |
| Transfers | 72 | \$108,527.50 | 0 | \$0.00 | \$0.00 | \$0.00 |
| TOTAL | 209 | \$330,429.19 | 4 | \$38,725.75 | \$19,059.08 | \$19,666.67 |

Notes

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

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 County 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 County schools, sold, or scrapped.

Trade-Ins are items that have been traded in on new equipment.

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

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
July 22, 2003**

Agenda Item: 5.5

Budget Amendment #1, 2003-2004 Operating Budget,
Current Unrestricted (Fund 1)

201.546, 03-04

The first amendment to the Fund 1 (Current Unrestricted) Operating Budget is submitted for approval. Approval is requested in order to incorporate the estimated budget required to pay obligations carried forward from 2002-2003 and budget reserves carried forward for Performance Base Incentive Funding.

Board Action(s) Requested:

Approval of budget amendment

**District Board of Trustees
July 22, 2003**

Agenda Item: 5.6

| | |
|------------------------|----------------|
| Acceptance of Donation | 200.657, 03-04 |
|------------------------|----------------|

The Bradford County Board of County Commissioners has donated the following item to the college's Emergency Medical Services program:

| <u>Item</u> | <u>Value</u> |
|---------------------------|--------------|
| 1988 GMC Type I Ambulance | \$3,000.00 |

Board Action(s) Requested:

Approval/acceptance of donation

**District Board of Trustees
July 22, 2003**

Agenda Item: 5.7

| | |
|---|---------------|
| Renewal of Long-Term Investment Management Services Agreement with Wachovia National Bank, Evergreen Investments Division | 209.93, 03-04 |
|---|---------------|

The college's long-term investment management agreement with Wachovia National Bank has an original effective date of August 1, 2000, and is a three-year agreement with two one-year extension options. Upon approval by the Board of Trustees, the extension options can be exercised with the same terms as set forth in the original agreement. The college requests approval to exercise the first extension option and extend the agreement to cover the period of August 1, 2003, through July 31, 2004.

Board Action(s) Requested:

Approval to extend current agreement

**District Board of Trustees
July 22, 2003**

Agenda Item: 5.8

| | |
|--|---------------|
| Renewal of Long-Term Investment Management Services Agreement with Wachovia National Bank, Evergreen Investments Division, as Fiscal Agent for the Florida Community Colleges Risk Management Consortium | 209.94, 03-04 |
|--|---------------|

The Florida Community Colleges Risk Management Consortium's long-term investment

management agreement with Wachovia National Bank has an original effective date of October 1, 2000, and is a three-year agreement with two one-year extension options. As fiscal agent for the Florida Community Colleges Risk Management Consortium, the college maintains the long-term investment portfolio for the consortium. At the Florida Community Colleges Risk Management council meeting held in June 2003, approval was given to execute the first extension option and extend this agreement to cover the period of October 1, 2003, through September 30, 2004.

Board Action(s) Requested:

Approval to extend current agreement

**District Board of Trustees
July 22, 2003**

Agenda Item: 5.9

Addendum to Food Service Contract with Compass
Group USA for Athletic Meal Plan

209.95, 03-04

This addendum to the food and vending services agreement with Compass Group USA provides for meals for the Athletes' Scholarship Enhancement Meal Plan for student athletes for a fee of \$2.75 for breakfast and \$4.75 for lunch. The terms of the addendum are the same as last year, which includes a 5% commission paid to the college for the meals. The addendum runs from August 27, 2003, through April 23, 2004 (the fall 2003 and spring 2004 academic terms).

Board Action(s) Requested:

Approval of contract addendum

**District Board of Trustees
July 22, 2003**

Agenda Item: 5.10

Award of Request for Proposal for Bookstore Contract, Authority
to Negotiate Contract, and Authority to Execute Contract

209.96, 03-04

On May 8, 2003, a Request for Proposal for contracting the operations of the Santa Fe Community College Bookstore was issued and advertised. A mandatory pre-proposal conference was held at the Northwest Campus on May 22, 2003. Representatives from Barnes & Noble College Bookstores, Inc., Follett Higher Education Group, and College Book Stores of America were in attendance. Both Barnes & Noble and Follett responded, while College Book Stores of America declined to submit a proposal. The proposals were opened on June 12, 2003. A team of eleven individuals, including students, faculty, staff, and administration, reviewed the proposals for completeness and comparability and evaluated each response against the award criteria. The scoring on each of the award criteria is as follows:

| | Barnes & Noble | Follett |
|---|----------------|-----------|
| 1. Compensation | 30 | 16 |
| 2. References | 30 | 30 |
| 3. Competitive Pricing | 15 | 10 |
| 4. Financial Strength | 15 | 5 |
| 5. Proposed Staffing and Qualifications | 15 | 10 |
| 6. Buyback Capabilities | 10 | 10 |
| 7. Experience in Business | 10 | 10 |
| 8. Proposed Renovations | 5 | 0 |
| 9. Bonus Points | 10 | 3 |
| Total Points | 140 | 94 |

The committee recommends the award of the bookstore contract for a period of five years, with a five-year option to renew, to Barnes & Noble College Bookstores, Inc. The board is requested to authorize Vice-President for Finance Jan Bullard, Associate Vice-President for Finance Rochelle Prince, and Legal Counsel Patti Locascio to complete contract negotiations with Barnes & Noble College Bookstores, Inc. Authority is also requested for the chair to execute the contract that will then be brought to the board for ratification in September.

If for any reason negotiations for the contract cannot be completed with Barnes & Noble College Bookstores, Inc. under the provisions of the Request for Proposal or Barnes & Noble College Bookstores, Inc. response, we request the authority to proceed with negotiations with Follett Higher Education Group.

The contract is anticipated to begin on November 1, 2003.

Based on the proposals, the five-year projected compensation including commissions on projected sales, scholarships, and renovation funding would be:

| | |
|----------------|-------------|
| Barnes & Noble | \$2,352,000 |
| Follett | \$1,534,490 |

Board Action(s) Requested:

- Approval of award of contract to Barnes & Noble College Bookstores, Inc.**
- Authority to negotiate a contract**
- Authority for board chair to execute contract**

**District Board of Trustees
July 22, 2003**

Agenda Item: 6.1

| | |
|--|----------------|
| Credit and Postsecondary Adult Vocational Lab Fee Schedule | 301.104, 03-04 |
|--|----------------|

In response to recommendations made in a July 2002 statewide audit of student fees, SFCC

college staff began a thorough review of all course laboratory fees along with the development of a standard methodology for assessing those fees. That review is still in progress and will be completed during fall term 2003. In the meantime, the continuation of the 2002-03 credit and postsecondary adult vocational lab fee schedule is recommended until a revised fee schedule is presented and approved by the Board of Trustees.

Board Action(s) Requested:

Approval

**District Board of Trustees
July 22, 2003**

Agenda Item: 6.2

| | |
|---|----------------|
| Approval of the 2003-2004 College Catalog | 400.446, 03-04 |
|---|----------------|

The 2003-2004 college catalog is now available on the Santa Fe web site and in print.

Board Action(s) Requested:

Approval

**District Board of Trustees
July 22, 2003**

Agenda Item: 6.3

| | |
|---|---------------|
| Continuing and Community Education EnRich! Brochure for Fall 2003 | 415.98, 03-04 |
|---|---------------|

As required by the State Board of Education regulations, the schedule of Community Education and the Center for Business EnRich! courses for the 2003 fall term is presented for board approval. Term dates are September 20 through December 5, 2003, with registration beginning August 25 and continuing through the term. The schedule is subject to further changes as certain classes may be added to or deleted from the schedule. Generally, additions would only be made for online courses from contract vendors as such classes become available. Deletions may be made based on instructor and space availability.

Board Action(s) Requested:

Approval and authority for Interim Vice President for Academic Affairs to approve changes as needed

**District Board of Trustees
July 22, 2003**

Agenda Item: 6.4

Acceptance of the Santa Fe Community College Endowment Corporation's
Financial Statements and Independent Auditors' Report for 2002 400.445, 03-04

Attached is the Financial Statements and Independent Auditors' Report dated December 31, 2002, for the Santa Fe Community College Endowment Corporation, Inc.

Board Action(s) Requested:

**Acceptance of the Santa Fe Community College Endowment Corporation's
Financial Statements and Independent Auditors' Report for 2002**

**District Board of Trustees
July 22, 2003**

Agenda Item: 6.5

Certification of Endowment Corporation Activity 400.444, 03-04

In compliance with Florida Statute 1004.70, on July 1 of each year, the board is asked to certify to the State Board of Education that the Santa Fe Community College Endowment Corporation is operating in a manner consistent with the goals of the college and in the best interests of the state. As part of this process, the college certifies that its president serves as secretary and is a voting member of the Endowment Corporation, that a member of the Board of Trustees was officially appointed as liaison between the board and the Endowment Corporation and is a voting member of the Endowment Corporation, and lastly, that the Endowment Corporation audit report has been presented to the college's Board of Trustees. These items have been accomplished.

Board Action(s) Requested:

**Certification that the Endowment Corporation is operating in a manner
consistent with the goals of the college and in the best interests of the state**

**District Board of Trustees
July 22, 2003**

Agenda Item: 6.6

Emergency Contract Authority 408.1383, 03-04

The board is requested to authorize the chair, or vice chair in the chair's absence, to execute the documents, contracts, and change orders requiring board approval during the period between the July meeting and the September meeting, which actions if delayed until the September meeting

would create operational or financial difficulties for the college. The president shall indicate in writing the reason that the document should be executed prior to the September board meeting. The board will be asked to ratify the chair's/vice chair's decision at the board meeting immediately following the execution of the document.

Board Action(s) Requested:

Approval

**District Board of Trustees
July 22, 2003**

Agenda Item: 7.1

New Rule 3.22: Criminal Background Checks

410.361, 03-04

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.

Board Action(s) Requested:

Approval

**District Board of Trustees
July 22, 2003**

Agenda Item: 7.2

Revised Rule 2.2: College Organization

410.362, 02-03

The college is recommending approval of the attached administrative organizational structure.

Board Action(s) Requested:

Approval

**District Board of Trustees
July 22, 2003**

Agenda Item: 7.3

Revised Rule 7.23: Student Conduct Code

410.363, 03-04

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

Board Action(s) Requested:

Approval