

**District Board of Trustees
Santa Fe Community College
Agenda for Board Meeting of March 23, 2004, at 4 p.m.
Zoo Classroom - Northwest Campus**

Adoption of Agenda

Agenda Item: 1.1
418.425, 03-04

1. General Functions
 - 1.1 Adoption of Agenda for Meeting of March 23, 2004
 - 1.2 Approval of Board Meeting Minutes of February 17, 2004
2. Information Items
 - 2.1 President's Report
 - 2.2 Revised Rule 2.2: College Organization
3. Consent Items
 - Personnel
 - 3.1 Contract Staff (Faculty)
 - 3.2 Contract Staff (Administrative and Professional)
 - 3.3 Career Service Staff
 - 3.4 Leave of Absence
 - Contracts, Grants
 - 3.5 Articulation Agreements with School Board of Alachua County and School Board of Bradford County - Tech Prep
4. Facilities Items
 - 4.1 Project Report and Action Request: Building G Re-Roofing - Awarding of Bid
5. Personnel
 - 5.1 Awarding of Continuing Contract for 2004-2005
6. Finance/Business Affairs Items
 - 6.1 Report of Purchases for February 2004
 - 6.2 Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of February 29, 2004
 - 6.3 Warrants Issued for February 2004

Finance/Business Affairs Items, continued

- 6.4 Colonel Harry M. Hatcher, Jr. Property Survey 04-05
- 6.5 Premises Use License Agreement Santa Fe Community College Bookstore

- 7. General Institutional Items
 - 7.1 Approval of Technology and Applied Sciences Instructional Program Initiation for Emergency Administration and Management AS and AAS Degree Programs
 - 7.2 Request to Offer Out-of-District Group Study in Humanities in Europe, May 25 - June 5, 2004
 - 7.3 Request to Offer Out-of-District Group Study in Central American Political Ecology in Honduras and Guatemala, June 5-13, 2004

- 8. Contracts/Grants
 - 8.1 Request for Authorization of President's Signature on Standardized Affiliation Agreements for Health Information Management Program
 - 8.2 Articulation Agreement with Florida Gulf Coast University, Division of Justice Studies
 - 8.3 Health Careers Opportunity Program (HCOP) -- Grant
 - 8.4 All American Success Stories Career and Technical Education 2003 - 2004 -- Grant

- 9. Endowment Corporation Liaison Update

- 10. Board Members' Remarks

- 11. Citizen's Requests

- 12. Adjournment

Board Action(s) Requested:

Approval

Approval of Board Meeting Minutes of February 17, 2004

401.416, 03-04

The minutes of the regular meeting of the District Board of Trustees of Santa Fe Community College held February 17, 2004, are presented for approval.

Board Action(s) Requested:

Approval

President's Report

Information Item

The president will discuss a variety of informational topics.

Jack Brown, Zoo Director and professor, will present his vision of how the zoo can become a centerpiece for the community, and Dr. Karen Bennett, Director of the Little School, will give a brief talk on the Little School.

Revised Rule 2.2: College Organization

Information Item
410.368, 03-04

This revision moves the college organizational chart from the rule-making process to the administrative procedure (Procedure 2.2P: College Organization). The revision also clarifies that administrative procedures must be approved by the president after review by Cabinet. Making the chart part of the procedure will facilitate keeping the chart current and eliminate costly legal procedures.

CONSENT

**District Board of Trustees
March 23, 2004**

Agenda Item: 3.1

Contract Staff (Faculty)

402.651, 03-04

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

Full Time

Alejandra Grindal
M.S., Florida State University

Assistant Professor, Economics

Part Time

Edward Bennett
Wesley Breeden
Todd Brooks
Michael McAlhaney
Princie Mikel
Deloris Paul
Joseph Shuford
Marc Trehan
James West

Board Action(s) Requested:

Approval

CONSENT

District Board of Trustees
March 23, 2004

Agenda Item: 3.2

Contract Staff (Administrative and Professional)

411.249, 03-04

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

Technical/Professional

<u>Name</u>	<u>Position</u>
Victoria Basnett <i>M.S., University of North Florida</i>	Coordinator, International Student Services
Dwight Diller <i>M.S., Montana State University</i>	Senior Specialist, Disabilities Resource Center

Part Time

* Afsheen Akbar	Adult Education Specialist
Carmen Bailey	Downtown Lab Specialist
* Shelly Banfield	Adult/Youth Literacy Senior Specialist
* Jody Berman	Adult Education Specialist
Timothy Buchner	Software Specialist
Courtney Chambers	Math Lab Specialist
* Marvin Cohen	Senior Specialist, Health Careers Opportunities Program
Tiffany Jones	Counseling Specialist
Ashley Lancaster	Writing Lab Specialist
* Jeffrey Mickle	Youth Specialist
* Charles Parks	Geographical Adult Education Specialist
* Rebecca Schroepel	Geographical Adult Education Senior Specialist
Christine Sulander	Test Proctor
Kenya Woods	Dance Specialist
* Grant funded	

Board Action(s) Requested:

Approval

CONSENT

**District Board of Trustees
March 23, 2004**

Agenda Item: 3.3

Career Service Staff

403.425, 03-04

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

Name

Position

Appointment

Alicia Chaney
Julia Jucker
Karen Knott

Executive Secretary, Technology and Applied Sciences
Paraprofessional, Records Office
Administrative Specialist, Office for Development

Promotion

Allison Burns
Selena Riess

Assistant Manager, Disabilities Resource Center
Academic Advisement Specialist, Enrollment Services

Board Action(s) Requested:

Approval

CONSENT

**District Board of Trustees
March 23, 2004**

Agenda Item: 3.4

Leave of Absence

420.132, 03-04

Laura Trefry, full-time tenured faculty member in mathematics, requests a leave of absence beginning April 2, 2004, and ending April 30, 2004. This request is supported by the department Chair, Associate Vice President of Liberal Arts and Sciences, and Interim Vice President for Academic Affairs.

Board Action(s) Requested:

Approval

CONSENT

District Board of Trustees
March 23, 2004

Agenda Item: 3.5

Articulation Agreements with School Board of Alachua County and School Board of
Bradford County - Tech Prep

408.1413, 03-04

The Associate of Science transfer degree and the Associate of Applied Science and certificate programs listed below have been identified as accelerated paths by which students will have the opportunity to receive college credit as described in the articulation agreements with the School Board of Alachua County and the School Board of Bradford County. Substantive changes were made in secondary and post-secondary articulated course requirements and in the provisions to receive credit.

School Board of Alachua County:

New

- Criminal Justice Technology A.S. Degree – Criminal Justice Operations Programs

Renewal

- Cardiovascular Technology A.S./A.A.S. Degree – Nursing Assistant
- Criminal Justice Technology A.A.S. Degree – Criminal Justice Operations Programs
- Dental Assisting Certificate – Dental Aide
- Dental Hygiene A.S./A.A.S. Degree – Dental Aide
- Nuclear Medicine A.S./A.A.S. Degree - Nursing Assistant
- Nursing A.S. Degree – Nursing Assistant
- Practical Nursing Certificate – Nursing Assistant
- Radiography A.S./A.A.S. Degree - Nursing Assistant
- Respiratory Care A.S./A.A.S. Degree - Nursing Assistant
- Surgical Technology Certificate - Nursing Assistant

School Board of Bradford County:

New

- Criminal Justice Technology A.S. Degree – Criminal Justice Operations Programs
- Dental Hygiene A.S./A.A.S. Degree – Dental Aide

Renewal

- Cardiovascular Technology A.S. Degree – Nursing Assistant
- Criminal Justice Technology A.A.S. Degree – Criminal Justice Operations Programs
- Dental Assisting Certificate – Dental Aide
- Nuclear Medicine A.S./A.A.S. Degree - Nursing Assistant
- Nursing A.S. Degree – Nursing Assistant
- Practical Nursing Certificate – Nursing Assistant
- Radiography A.S./A.A.S. Degree - Nursing Assistant
- Respiratory Care A.S./A.A.S. Degree - Nursing Assistant
- Surgical Technology Certificate - Nursing Assistant

Board Action(s) Requested:

Approval

Project Report and Action Request: Building G Re-Roofing - Awarding of Bid

412.965, 03-04

Project Description:

This project consists of the removal of the existing built-up roof and the installation of a new built-up roof on G building.

Architect/engineer	Craig Salley & Associates, Gainesville, Florida
Construction manager/contractor	To be determined
Uniform building code inspector	In-house
Project budget	\$335,000
Source(s) of funds	PECO

Project Status:

The board granted permission at its January 20, 2004, meeting to advertise and bid this project. Bids were opened March 5, 2004, and posted as required on March 15. The outcome of that bid opening is as follows:

Big D Roofing, Inc.	\$186,314.00
Perry Roofing, Inc.	\$201,000.00
Childers Roofing and Sheet Metal, Inc.	\$202,000.00
Poole Roofing & Sheet Metal Co., Inc.	\$213,900.00
McCurdy-Walden, Inc.	\$261,800.00

Board Action(s) Requested:

Permission to award bid to Big D Roofing, Inc., the apparent low bidder, in the amount of \$186,314.00

Awarding of Continuing Contracts for 2004 - 2005

402.652, 03-04

The following faculty members have been voted on by their peers and approved by their supervisors to receive continuing contracts beginning in the 2004-2005 contract year.

2004 - 2005 Continuing Contract

Information being finalized and will be updated at a later date.

Board Action(s) Requested:

Approval

Report of Purchases for February 2004

202.514, 03-04

Below are the total amounts and a summary of purchases for the month of February 2004.

Purchasing	\$665,643.48
Risk Management Consortium	0.00
Library	0.00
Total	<u>\$665,643.48</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
X51649 (Fund 1)	\$ 31,015.20	Contract	Dell Marketing	Computers (20) Information Technology
X51667 (Fund 1)	\$ 29,868.13	Exempt	Academic Systems	Interactive Math Software College Prep
X51932 (Fund 1)	\$ 36,000.00	Exempt	BellSouth	Internet Access Information Technology
X52042 (Fund 1)	\$ 36,895.36	Contract	Dell Marketing	Laptop Computers (16) Information Technology
X52080 (Fund 7)	\$ 62,666.00	Contract	Automated Controls	N Building Replacement Controls General Renovation/Remodeling
X52081 (Fund 7)	\$ 36,448.00	Contract	Automated Controls	J Building Replacement Controls General Renovation/Remodeling
	<u>\$232,892.69</u>			

Purchases \$0 - \$25,000.00

Number of purchase orders: 444	Amount: \$417,990.50
Number of contracts awarded by the Board of Trustees: 3	Amount: \$ 14,760.29

Board Action(s) Requested:

Approval of report

Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of February 29, 2004
201.558, 03-04

The attached Fund 1 (Current Unrestricted) Revenue and Expenditure Report reflects the status of the college in relation to the percentage of unrealized and unencumbered funds as of February 29, 2004.

The following summary provides a comparison of actual revenues and expenditures for 2003-2004 vs. 2002-2003.

	2003-2004		2002-2003	
	<u>Dollar Amount</u>	<u>Percent of Budget</u>	<u>Dollar Amount</u>	<u>Percent of Total Year</u>
Revenue	40,070,359	73.26	39,108,269	73.21
Expenditures	32,263,041	55.85	30,378,471	57.85

Board Action(s) Requested:

Approval of report

Warrants Issued for February 2004

208.409, 03-04

In accordance with State Board of Education Rule 6A-14.073(5), a listing of all checks issued from February 1 through February 29, 2004, is available at this meeting for the board's information. The amount disbursed for the month was \$7,176,920.71.

Warrant Numbers

Manual Payroll: None
Manual Payables: 670 - 676
Payables: 342404 - 345230
Payroll: 587498 - 588369

Electronic Transfers

73924 – 76330

Board Action(s) Requested:

Approval

Colonel Harry M. Hatcher, Jr. Property Survey 04-05200.665, 03-04

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 February 24, 2004, 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
Stolen	7	\$ 13,102.00
Worn-Out Equipment with Salvageable Parts	17	42,704.80
Worn-Out Equipment with No Salvageable Parts	23	61,772.82
Surplus Property	22	46,668.71
Trade-Ins	0	0.00
Transfers	38	54,007.91
TOTAL	<u>107</u>	<u>\$218,256.24</u>

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
0	\$ 0.00	\$ 0.00	\$ 0.00
1	6,523.89	6,523.89	0.00
3	21,738.00	21,738.00	0.00
1	10,598.78	10,598.78	0.00
1	36,395.00	14,558.00	21,837.00
0	0.00	0.00	0.00
<u>6</u>	<u>\$75,255.67</u>	<u>\$53,418.67</u>	<u>\$21,837.00</u>

Notes

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

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

Worn-Out Equipment with No Salvageable Parts are items that are no longer in usable condition and are not cost-effective to repair.

Surplus Property is generally offered to Alachua and Bradford counties schools first. If the counties are not interested in these items, they will be offered to other non-profit organizations that have requested them. Items that are not requested will then be sold at a surplus auction.

Trade-Ins 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

Premises Use License Agreement Santa Fe Community College Bookstore

209.102, 03-04

At its October 21, 2003, meeting, the District Board of Trustees approved the bookstore management services contract with Barnes & Noble College Bookstores, Inc. Section 19 of the contract refers to renovation of the bookstore and the need for an addendum prior to the commencement of any renovations. The attached addendum outlines the responsibility of the parties in the renovation process. The contractor commits to spend up to \$250,000 to design, construct, equip, and install fixtures in the bookstore.

Board Action Requested:

Approve addendum

Approval of Technology and Applied Sciences Instructional Program Initiation for Emergency Administration and Management AS and AAS Degree Programs 101.40, 03-04

Technology and Applied Sciences (TAS) is seeking board approval to initiate Associate in Applied Science (AAS) and Associate in Science (AS) degrees in Emergency Administration and Management. These degree programs will be offered at the Institute of Public Safety.

The purpose of these proposed instructional programs is to improve emergency management capabilities and command and control operations during major and catastrophic disasters. Students will gain the knowledge and skills, including preparedness, response, and recovery, to effectively manage a comprehensive emergency management program.

Employment opportunities are available in state, local, federal, and international governmental agencies, business and industry, military installations, and health care facilities.

Board Action(s) Requested:

Approval

Request to Offer Out-of-District Group Study in Humanities in Europe, May 25-June 5, 2004

101.41, 03-04

In accordance with State Board of Education Rule 6H-1.017, FAC, the college requests approval to conduct out-of-district instruction for HUM 2230 Renaissance Through the Enlightenment (3 credits) and HUM 2930 Group Study in Humanities (1 credit) to be offered May 25-June 5, 2004, in Europe. The course will provide students with direct experience in the study of Western Humanities through travel in Germany, Austria, and Italy, including visits to Neuschwanstein, Hohensalsburg Castle, San Marco, the Uffizi, the Roman Forum, and the Vatican. The group study will include appropriate orientation, direct instruction, and field experiences, plus a debriefing session and evaluation. Upon approval by the Board of Trustees, this request will be submitted to the State Board of Education.

Board Action(s) Requested:

Approval

Request to Offer Out-of-District Group Study in Central American Political Ecology in Honduras and Guatemala, June 5-13, 2004 101.42, 03-04

In accordance with State Board of Education Rule 6H-1.017, FAC, the college requests approval to conduct out-of-district instruction for ISS 2930 Central American Political Ecology (3 credits) to be offered June 5-13, 2004. The course will provide students with direct experience in studying the interconnection between political decision-making and resource conservation through travel to Copan and Tela in Honduras, Esquipulas, Antigua Guatemala, and Lake Atitlan in Guatemala. The group study will include appropriate orientation, direct instruction, and field experiences, plus a debriefing session and evaluation. Upon approval by the Board of Trustees, this request will be submitted to the State Board of Education.

Board Action(s) Requested:

Approval

Request for Authorization of President's Signature on Standardized Affiliation Agreements for Health Information Management Program 408.1415, 03-04

The Health Information Management program seeks to place its students in professional practice experience positions in order to gain valuable, direct experience in their field of study. A list of all standard agreements executed shall be presented to the board as an information item at the meeting following the signing of such agreements. This authorization does not apply to non-standard agreements.

Board action(s) requested:

It is requested that the board authorize the president to execute on behalf of the board standardized form affiliation agreements in substantially the form attached hereto without further action by the board.

Articulation Agreement with Florida Gulf Coast University, Division of Justice Studies

408.1414, 03-04

The proposed articulation agreement will facilitate the transfer of graduates of the Legal Assistant program into the Bachelor of Science of Legal Studies program at Florida Gulf Coast University (FGCU). The agreement provides direct benefit to SFCC's graduates in that FGCU agrees to accept a stated maximum of credit hours for transfer. The Appendix A sets forth the specific legal assistant core courses that will be accepted for transfer to FCGU's four-year degree program. The agreement is in force for the 2003-04 academic year and for each successive year unless otherwise canceled by either institution.

Board Action(s) Requested:

Approval

Health Careers Opportunity Program (HCOP) -- Grant

409.1476, 03-04

The purpose of the Health Careers Opportunity Partnership (HCOP) is to facilitate the entry, retention, and graduation of economically and/or educationally disadvantaged students from one of seven targeted health science programs at SFCC or into upper division health professional schools. Thirty HCOP-eligible high school students will be chosen for preliminary education through a 20-week (120 hours) Saturday academy at Santa Fe's main campus. Thirty HCOP-eligible graduating seniors and college students will be selected for preliminary education starting with a six-week (180 hours) HCOP Summer Institute (structured program) and 20 college students will be selected for a non-structured program. Associated with both the structured and non-structured programs will be a comprehensive retention program that supports all HCOP college students from their prerequisite years until completion of a Health Sciences program or a general associate of arts (for transfer) curriculum.

The amount of funds requested from the U.S. Department of Health and Human Services, Public Health Service, Health Resources and Services Administration, Bureau of Health Professions, Division of Health Careers Diversity and Development, is \$305,604, with an in-kind match of \$16,535 from Santa Fe Community College.

Duration of this project is September 1, 2004, through August 31, 2005.

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.

All American Success Stories Career and Technical Education - 2003-2004 -- Grant

409.1477, 03-04

The purpose of this project is to enhance the Perkins-funded Success Services Program that provides support services for students with special needs, such as single parents, non-traditional students, and students with disabilities. This program serves approximately 400 students.

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

Duration of this project is February 19, 2004, 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.