

**The District Board of Trustees
Santa Fe Community College, Florida
Agenda for Board Meeting of September 21, 2004, at 4 p.m.
Charles L. Blount Downtown Center Board Room**

Adoption of Agenda

Agenda Item: 1.1
418.429, 04-05

1. General Functions

- 1.1 Adoption of Agenda for Meeting of September 21, 2004
- 1.2 Approval of Board Meeting Minutes of July 20, 2004

2. Information Items

- 2.1 President's Report
- 2.2 Standardized Clinical Facilities Use Agreement with Herman Goh, D.M.D. - Dental

3. Consent Items

Personnel

- 3.1 Contract Staff (Faculty)
- 3.2 Contract Staff (Administrative and Professional)
- 3.3 Community and Continuing Workforce Education Staff
- 3.4 Career Service Staff

Contracts, Grants

- 3.5 Ratification of
 - Non-Exclusive Indefinite Quantity Agreement with Alachua/Bradford Regional Workforce Board
 - Addendum to the Master Clinical Education Agreement with Shands Teaching Hospital and Clinics, Inc. (University of Florida Orthopaedics and Sports Medicine Institute) - Radiography
 - Addendum to Agreement with Barnes & Noble College Bookstores, Inc. - Cyber Café
- 3.6 Tech Prep Agreements with School Board of Levy County and School Board of Columbia County
- 3.7 Little School Food Program -- Grant
- 3.8 School Board of Alachua County Head Start/Pre-Kindergarten -- Grant
- 3.9 Institutional Application to Participate in Federal Student Financial Aid Programs for Fiscal Year 2005-2006 -- Grant
- 3.10 Work Exploration -- Grant

4. Facilities
 - 4.1 Project Report and Action Request - Health Sciences Addition
5. Personnel
 - 5.1 SFCC Senior Management Service Class Optional Retirement Program Local Annuity Plan
6. Finance/Business Affairs Items
 - 6.1 Annual Financial Report, Year Ended June 30, 2004
 - 6.2 Report of Investments, Quarter Ending June 30, 2004
 - 6.3 Report of Purchases for July and August 2004
 - 6.4 Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of August 31, 2004
 - 6.5 Warrants Issued for July and August 2004
 - 6.6 Budget Amendment #2, 2004-2005 Operating Budget, Current Unrestricted (Fund 1)
 - 6.7 2004-2005 Annual Budget, Unexpended Plant Fund (Fund 7)
 - 6.8 Colonel Harry M. Hatcher, Jr., Property Survey 05-02
 - 6.9 Acceptance of Donations 05-02
 - 6.10 Fee Waiver Report for Summer Term 2004
 - 6.11 Revision of Long-Term Investment Policy Statement with Wachovia National Bank
 - 6.12 Revision of Long-Term Investment Policy Statement with Wachovia National Bank as Fiscal Agent for the Florida Community Colleges Risk Management Consortium
7. Contracts/Grants
 - 7.1 Amendment to Agreement of June 18, 2002, with Allen, Norton and Blue, P.A.
 - 7.2 General Authority for Board Chair to Authorize Increase in Legal Fees
 - 7.3 Affiliation Agreement with BayCare Health System, Inc. -- Cardiovascular Technology
 - 7.4 Agreement with National Student Clearinghouse - DegreeVerify Agreement for Educational Institutions
 - 7.5 Agreement with University of Florida - Services of Dental Hygienist
 - 7.6 Munroe Regional Medical Center Contractual Addendum - Cardiovascular Technology, Radiologic, Diagnostic Medical Sonography, and Respiratory Care Programs
 - 7.7 Tallahassee Medical Center, Inc., d/b/a Capital Regional Medical Center
 - 7.8 Newman's Own - Children's Creative Corner at the 2005 Starke Fall Festival -- Grant
8. Endowment Corporation Liaison Update
9. Board Members' Remarks
10. Citizen's Requests
11. Adjournment

Board Action(s) Requested:

Approval

Approval of Board Meeting Minutes of July 20, 2004

401.422, 04-05

The minutes of the regular meeting of the District Board of Trustees of Santa Fe Community College held July 20, 2004, are presented for approval.

Board Action(s) Requested:

Approval

President's Report

Information Item

The president will discuss a variety of informational topics.

Standardized Clinical Facilities Use Agreement with Herman Goh, D.M.D. - Dental Information Item
408.1448, 04-05

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

C O N S E N T

District Board of Trustees
September 21, 2004

Agenda Item: 3.1

Contract Staff (Faculty)

402.657, 04-05

The individuals listed below and on the attached pages are being recommended for appointment for the year 2004-2005, or a portion of 2004-2005, as stated in the individual employee's contract.

Appointment Full Time

| <u>Name</u> | <u>Position</u> |
|-------------------------|--|
| Karen Bakuzonis | Assistant Professor, Health Information Management <i>M.S., Virginia Commonwealth University</i> |
| Phillip Bennett | Assistant Professor, Chemistry <i>Ph.D., Purdue University</i> |
| Marcy Carbajal-van Horn | Interim Assistant Professor, English <i>M.A., St. Michael's College</i> |
| Suzanne Carlton | Interim Assistant Professor, English <i>M.F.A., University of Florida</i> |
| Aharon Dagan | Interim Assistant Professor, Mathematics <i>M.Ed., University of Florida</i> |
| Daleen Diedericks | Assistant Professor, Nursing Programs <i>B.S., Ann Latsky College</i> |
| James Flanagan | Assistant Professor, EMS <i>M.S., Nova Southeastern University</i> |
| Sherry Gragg-Lindsay | Assistant Professor, Nursing Programs <i>M.S., University of Florida</i> |
| Kelly Gridley | Coordinator/Assistant Professor, Biotechnology Programs <i>Ph.D., University of Florida</i> |
| Ingrid Hermann | Interim Assistant Professor, Microbiology Programs <i>M.D., Universidad Autonoma de Guatemala</i> |
| Michael Hodge | Assistant Professor, Mathematics <i>M.S., Southern Illinois University</i> |
| Brett Holbrook | Assistant Professor, Mathematics <i>M.S., New Mexico State</i> |
| Clifford LeBlanc | Interim Assistant Professor, Social and Behavioral Sciences <i>Ph.D., University of Florida</i> |
| David Manning | Assistant Professor, Social and Behavioral Sciences <i>M.A., Central Michigan University</i> |
| Dawn Miller | Assistant Professor, Nursing Programs <i>M.S., University of Florida</i> |
| Vertigo Moody | Assistant Professor, Natural Sciences <i>Ph.D., University of Florida</i> |

| | |
|--------------------|---|
| Lynn Morales | Assistant Professor, Business Programs <i>M.A., University of South Florida</i> |
| Brittany Patterson | Assistant Professor, EMS <i>B.S., California College for Health Sciences</i> |
| Rhonda Peyton | Interim Assistant Professor, Information Technology Education <i>M.F.A., University of Florida</i> |
| Farzan Riazati | Assistant Professor, Mathematics <i>Ph.D., University of Florida</i> |
| Nancy Richards | Assistant Professor, Nursing Programs <i>M.A., University of South Florida</i> |
| Maria Rinehart | Assistant Professor, Academic Foundations <i>M.A., University of Florida</i> |
| Laurel Severino | Assistant Professor, Academic Foundations <i>M.Ed., University of Florida</i> |
| William Smith | Interim Assistant Professor, English <i>Ph.D., University of Florida</i> |
| Ann Weigl | Interim Assistant Professor, Academic Foundations <i>M.S., Nova Southeastern University</i> |
| Samia Williams | Assistant Professor, Sciences for Health Programs <i>M.D., Ainslams University</i> |

Part Time

| | | |
|---------------------------|--------------------|-------------------|
| Anastasia Albanese-Oneill | Jeremy Buehn | Melissa Flanagan |
| Afsheen Akbar | Benjamin Burkley | Denis Flanigan |
| Stephen Akridge | Deanne Bush | Laure Frank |
| Adenike Akinyode | Cathy Campbell | Samuel Frimpong |
| Andrew Anderson | Clifford Chapman | Karen Garren |
| Patti Anderson | Sharon Chapman | Kiesa Getz |
| Linda Archer | Nickles Chittester | Christina Gillis |
| Kathleen Arnold | Charna Cohn | Rebecca Green |
| David Ashley | Kevin Combs | Terry Green |
| Daniel Barnett | Jamie Coons | Katherine Guthrie |
| William Battle | Angela Conti | Helen Gyllstrom |
| Suzanne Benjamin | Sandra Cosgrave | Michele Hammond |
| Tamara Blagojevic | Susan Courtemanche | Stephen Hardy |
| Carl Boon | Kelly Coxe | Lynn Henderson |
| Beth Bonett | Nancy Dale | Justin Hillard |
| Cynthia Boucher | Gila Dikel | Frederick Hippeli |
| Vincent Bourke | Arthur Dimpas | James Hintze |
| Michael Bradley | Alania Doten | Amanda Hirshik |
| Joshua Braley | Mary Ellis | Jennifer Hotzman |
| Stacey Breheny | Jackie Erney | Jon Humphrey |
| Victor Brennan | Sharon Farrell | Deborah Ingram |
| Gretchen Brooks | Ryan Felknor | Vidhya Ithikkat |
| Brandon Brown | Robin Fennell | Jason Jackson |

Jon Jones
Sylvia Jones
Monica Kaczmarek
Clayton Kear
Alyson Kee
Tara Keels
Benjamin Killian
James Kocher
Kay Lane
Hazel Levy
Christine Link
William Little
Adrian Manley
George Mazzeo
Thomas McCrea
Kirsten McKaig
Bermann Mesadieu
Lou Ann Messina
Kathleen Miller
Jack Moorhead
Michael Morse
Jack Motta
Joshua Mueller
Angela Mulkin
Scott Murphy
Deborah Nicholson
Luke Nicholson
Jessica Noggle

Melissa Orobitg
Helyn Outler
Amy Oxner
Joycette Parker
Charles Parks
Deloris Paul
Jose Picardo
Jamie Pimlott
Joanne Platte
Sandra Plympton
Sharon Pope
Terrence Porter
Katharine Putnam
Dana Rasmussen
Kathleen Ratican
Julius Regalado
Shirley Rehberg
Li Ren-Kaplan
Amanda Reynolds
Jason Richards
Michael Riley
Evelyn Rodriquez
Kelly Rooney
Pamela Rosage
Kathie Russell
Pauline Schneider
Rachel Schremp
Lori Scott

Gerrie Scully
Frederick Seese
Anca Segal
Linda Sheffield
Lucille Skipper
Jeremiah Smith
Roger Smith
Cynthia Snell
Barbara Stakely
Linda Stephens
Jahala Stirling
Sherylee Thompson
Michael Thomas
Wendy Toure
Laura Turner-Reed
Casdana Vance
Fabiola Vasquez
Richard Vazquez
Dina Vouis
Ted Weseman
R. David Wiles
Marks Wills
Carole Windsor
Jeffrey Wright
Ray Yanke
Linda Yonutas
Chris Zurheide

Board Action(s) Requested:

Approval

C O N S E N T

**District Board of Trustees
September 21, 2004**

Agenda Item: 3.2

Contract Staff (Administrative and Professional)

411.254, 04-05

The individuals listed below and on the attached pages are being recommended for appointment for the year 2004-2005, or a portion of 2004-2005, as stated in the individual employee's contract.

Technical/Professional

Full Time

Appointment

| <u>Name</u> | <u>Position</u> |
|--------------------|--|
| Dwight Hulse | Accounting Supervisor, Office for Finance <i>M.P.A., Kentucky State University</i> |
| ^ Kari Mattox | Student Development Senior Specialist, Student Leadership <i>J.D., University of Florida</i> and Activities |
| Richard Nuthman | Software Specialist, Information Technology Services <i>5 years of IT experience</i> |
| * Wendy Pabian | Interim Career Advancement and Retention Senior Specialist <i>M.S., University of Georgia</i> |
| Colleen Scott-Hall | Student Development Specialist, Andrews Center <i>M.A., University of Phoenix</i> |
| David Tate | Coordinator, Apprenticeship Programs <i>20+ years of industry experience</i> |

Promotion

| | |
|--------------|---|
| Roy Alligood | Collections Manager, Office for Finance |
|--------------|---|

Part Time

| | |
|---------------------|--|
| * Phillip Achey | Oral Interpreter Specialist |
| * Sonya Anderson | Family Literacy Specialist |
| Sheila Baker | Interpreter Specialist |
| * Shellie Banfield | Adult Youth Literacy Senior Specialist |
| Soraya Benitez | Family Literacy Senior Specialist |
| Sandra Bradley | Customer Service Specialist |
| Erica Brooks | Computer Operator Specialist |
| Christopher Cabrera | Programming Specialist |
| * Connie Caldwell | Adult Geographical Specialist |
| * Joan Campbell | Test Proctor Specialist |

* Grant funded

^ Student Leadership and Activities funded

| <u>Name</u> | <u>Program</u> |
|--|--|
| Cheryl Canova | Test Proctor Specialist |
| * Jennifer Cohen | Vocational Evaluator Specialist |
| Kelly Coxe | Writing Lab Specialist |
| * Tamela Craig | Test Proctor Specialist |
| Julie Crucian | Staff Accompanist Specialist |
| Angela Cummings | Telephone Service Specialist |
| * David Dean | Student Support Specialist |
| * Casey DeLashmutt | Test Proctor Specialist |
| * Wilhemina DeNunzio | YES! Program Senior Specialist |
| * Jodi Doher | Educational Talent Search Specialist |
| * Heather Doles | Test Proctor Specialist |
| ^ Daniel Drost | Fitness Center Specialist |
| * Teri Edison | Educational Talent Search Specialist |
| * Sells Edwards | Vocational Evaluator Specialist |
| Mary Ellis | ESL Lab Specialist |
| * Heather Faison | Test Proctor Specialist |
| * Timothy Fitzpatrick | Adult Geographical Specialist |
| Andrea Gabrielli | Medical Director Respiratory Specialist |
| Jesse Hale | Staff Accompanist Specialist |
| * Robin Hardee | Study Abroad Specialist |
| * William Harmon | Test Proctor Specialist |
| * Julie Henderson | Adult Education Senior Specialist |
| Brian Jimison | Social and Behavioral Sciences Senior Specialist |
| * Daisy Johnson | One Stop Specialist |
| Ivy Johnson | Vocational Prep Senior Specialist |
| Monika Kaczmarek | ESL Lab Specialist |
| Chelsea LeBate | Life Model Specialist |
| Charles Lesch | Dental Programs Equipment Specialist |
| * Art Link | One Stop Specialist |
| * Vincent Locascio | Adult Education Specialist |
| * Julie McCollough-Patrick | Vocational Evaluator Specialist |
| Annette Merritt | Student Services Specialist |
| * Berman Messadieu | Adult Geographical Specialist |
| * Rayne Morency | Test Proctor Specialist |
| * Ade Ofunniyin | Adult Geographical Specialist |
| * Mary Oliver-Marney | Test Proctor Specialist |
| * Tara Orlowski | Test Proctor Specialist |
| * Priscilla Parker | Tech Prep Specialist |
| * Laura Predny | Adult Education Family Literacy Specialist |
| Shannon Raulerson | Surgical Tech Specialist |
| * Shirley Rehberg | Adult Education Senior Specialist |
| * Henry Reidelberger | Employment Specialist |
| Marianne Romeo | Life Model Specialist |
| Patricia Schlenker | Adult Education Specialist |
| Laurel Severino | Test Proctor Specialist |
| * Rita Shapiro | Yoga Specialist |
| * Grant funded | |
| ^ Student Leadership and Activities funded | |

| <u>Name</u> | <u>Program</u> |
|--|--|
| * Anne Signmond | Adults with Disabilities Senior Specialist |
| Christopher Simoneaux | Programming Specialist |
| June Simring | Life Model Specialist |
| Lucille Skipper | Test Proctor Specialist |
| Stuart Sotto | Adult Education Senior Specialist |
| * Ronnie Sowell | Upward Bound Specialist |
| Elizabeth Strickland | Library Specialist |
| Christine Sulander | Test Proctor Specialist |
| Brent Swanson | Lab Manager Specialist |
| * Ella Tabares | Graduate Assistant Specialist |
| Paola Vasquez | Assistant Lab Manager Specialist |
| * Dina Vous | Test Proctor Specialist |
| Ann Weigl | Downtown Lab Manager Specialist |
| Changyoung Yun | Biotechnology Lab Manager Specialist |
| Chris Zurheide | Writing Lab Specialist |
| * Grant funded | |
| ^ Student Leadership and Activities funded | |

Board Action(s) Requested:

Approval

C O N S E N T

**District Board of Trustees
September 21, 2004**

Agenda Item: 3.3

Community and Continuing Workforce Education Contract Staff

404.359, 04-05

The individuals listed below and on the attached pages are recommended for appointment for 2004-2005, or a portion of 2004-2005, as stated in the individual employee's contract.

Community Education

| <u>Name</u> | <u>Program</u> |
|--------------------|------------------------|
| Stephen Akridge | PC Fundamentals |
| Sandra Angelou | Yoga |
| Randall Arthur | Basic Greek |
| James Atyeo | Photography |
| Christine Aytug | Horse Skills |
| Lillian Bailey | Kid's Manners |
| Shenna Benarte | Moon Astrology |
| Gary Bone | Handbuilding |
| Elinore Bowman | Stenciling |
| Ryan Burgess | American Sign Language |
| Lawrence Caldara | Home Repair |
| Earnest Campbell | Quigong |
| Paul Campbell | Tai Chi |
| Lawrence Christian | Wealth Accumulation |
| Rosemary Copeland | Quilting |
| Eric Corley | Credit Management |
| Richard Crenshaw | Self Defense |
| Christopher Curry | Horticulture |
| Maureen Demers | Sewing |
| Margaret Dinegro | Papermaking |
| Stephen Dixon | Golf |
| Dietrich Dohrmann | Jewelry |
| Scott Dombeck | Golf |
| Maruja Duenas | Spanish |
| Kristine Dunn | Computer Skills |
| Lamia Elachchabi | French |
| David Elder | Golf |
| Tina Elmore | Natural Skin Care |
| Dorothy Field | Books Talks |
| Janet Foster | PC Fundamentals |
| Brian Fox | Computer Skills |
| Judith Funk | Painting |
| Cady Garey | New Moms |
| Karen Garren | Mushrooms |

| <u>Name</u> | <u>Program</u> |
|--------------------|------------------------|
| Janet Gelatt | Calligraphy |
| Charles Gold | Racquetball |
| Melinda Gros | Golf |
| Khalsa Harimandir | Yoga |
| James Hearne | Bridge |
| Alan Heck | Scuba |
| Marc Henri | Cooking |
| Natalie Hill | Crafts |
| Sara Hinds | Glasswork |
| Elizabeth Hodges | Collage |
| Thomas Ivines | Auto Repair |
| Jaroslaw Kaczmarek | Volleyball |
| Monika Kaczmarek | ESL |
| Julium Kazimier | Guitar |
| Tari Kendall | College for Kids |
| Barbara Kerkhoff | Tai Chi |
| Leon Larson | Handdrumming |
| Alison LeBaron | Clay Work |
| Lloyd LeZotte | Photography |
| Robert Lightner | Fencing |
| Dawn Lopresto | Accounting |
| Ellen Lord | Line Dance |
| Joseph Mahoney | Welding |
| Marjorie Malerk | Belly Dancing |
| Ruth Mansell | Home Decorating |
| Marion Mayer | Civil War |
| Kelli McChesney | Clogging |
| Jennifer McIntyre | Languages |
| Dolores Mitchell | Assertiveness |
| Fanny Navarro | Junior Zookeeping |
| Lois Nevins | ESL |
| Andrew Nichols | Ghost Hunting |
| Mildred Nickerson | One Stroke Painting |
| Robert Oehl | Aviation Ground School |
| Emelyn Palm | Art |
| Christina Parks | Computer Skills |
| Jody Peeling | Algebra |
| Linda Pence | Watercolor |
| Katrina Poleon | Jewelry |
| Lawrence Reeves | Tinwhistle |
| Linda Richards | Organize Your Home |
| Michael Ricker | College for Kids |
| Marguerite Romeis | Psychic Awareness |
| Maria Ruiz | Painting |
| John Seger | Comedy |
| Rita Shapiro | Yoga |
| Lucille Skipper | PC Fundamentals |

| <u>Name</u> | <u>Program</u> |
|-------------------|------------------|
| Halbert Smith | Italian |
| Janet Starling | Floral Design |
| George Sternfels | Wine Tasting |
| Janet Todd | Spanish |
| Maria Underhill | Spanish |
| Jacqueline Valdez | Yoga |
| Jeffrey Warnock | Computer Skills |
| Norma Wilson | Scottish Dance |
| Sara Wilson | College for Kids |
| Tina Wright | Skin Care |
| James Yawn | Digital Camera |

Continuing Workforce Education

| | |
|-------------------------|--------------------------|
| Cheryl Alldredge | MS Office Applications |
| Kristen Baggaly | CPR |
| Susan Beverung | IV Therapy |
| Denise Bogart-Caballero | SHRM Certification |
| Xenula Brown | CPR |
| Elizabeth Campfield | Computer Skills |
| Deborah Clark | Project Management |
| Peggy Cogar | CPR |
| David DePatie | A+ PC Technician |
| Heather Doles | Child Development |
| Jon Duff | CPR |
| Lois Ellis | Nursing CE |
| Heather Faison | Child Development |
| Earl Ference | Insurance |
| Janet Foster | MS Word |
| Zona Gale | PC Setup |
| Edna Gomez | MS Office Applications |
| Corrine Greenberg | Child Development |
| Douglas Henson | Insurance |
| Diane James | CPR |
| Cynthia Kachik | MS Office Applications |
| Ronald Lewis | CPR |
| Michelle Lucas | Web Authoring |
| Andrea Lybrand | Child Development |
| Ricardo Morales | CPR |
| Rayne Morency | Child Development |
| Kimberly Oliver | Professional Development |
| Mary Oliver-Marney | Child Development |
| Tara Orłowski | Child Development |
| Raul Perez | Machine Shop |

| <u>Name</u> | <u>Program</u> |
|--------------------|---------------------------|
| Toni Phillips | IV Therapy |
| Susan Robertson | QuickBooks |
| Christopher Rocher | Security in the Workplace |
| Sue Rocher | MS Office Applications |
| Kenneth Seebeck | Computer Skills |
| Mary Short | Professional Development |
| Allen Siorek | CPR |
| Lucille Skipper | MS Office Applications |
| Elaine Slocum | IV Therapy |
| Jennifer Smith | CPR |
| Sean Smith | CPR |
| LaShone Surrency | Child Development |
| Roberto Sutton | CPR |
| Richard Taylor | Insurance |
| Dan Tilton | CPR |
| Beverly Turner | IV Therapy |
| Dina Vouis | Child Development |
| Terrasa Wood | CPR |
| Linda Yonutas | IV Therapy |

Board Action(s) Requested:

Approval

C O N S E N T

**District Board of Trustees
September 21, 2004**

Agenda Item: 3.4

Career Service Staff

403.430, 04-05

The individuals listed below are recommended for appointment or promotion.

Name

Position

Appointment

| | |
|-----------------------|---|
| Wendy Borer | Preschool Aide, Little School |
| Tanisha Byars | Office Assistant, Student Leadership and Activities |
| Lee Davis | Custodian, Facilities Services |
| Charlie Fort | Maintenance and Trades Helper, Facilities Services |
| Jocelyn Fukai-Fitchue | Program Assistant, Office for Finance |
| Emily Hines | Human Resources Support Specialist 1 |
| Tanisha Kearse | Custodian, Facilities Services |
| Gail Little | Custodian, Facilities Services |
| Chester Rollins | Custodian, Facilities Services |
| Tanya Watson | Preschool Aide, Little School |

Promotion

| | |
|-------------------|--|
| Denise Bain-Kafka | Support Specialist 2, Center for Business |
| Helen Hafers | Property and Auxiliary Services Supervisor, Office for Finance |

Board Action(s) Requested:

Approval

C O N S E N T

**District Board of Trustees
September 21, 2004**

Agenda Item: 3.5

| | |
|--|-----------------|
| Ratification of | |
| Non-Exclusive Indefinite Quantity Agreement with Alachua/Bradford Regional Workforce Board | 408.1449, 04-05 |
| Addendum to the Master Clinical Education Agreement with Shands Teaching Hospital and Clinics, Inc. (University of Florida Orthopaedics and Sports Medicine Institute) - Radiography | 408.1450, 04-05 |
| Addendum to Agreement with Barnes & Noble College Bookstores, Inc. - Cyber Café | 408.1451, 04-05 |

The board has authorized the chair, or vice chair in the chair's absence, to execute documents, contracts, and change orders requiring board approval during the period between the July and September meeting, which actions if delayed until the September meeting would create difficulties. The chair has signed the above-listed agreements. The justification for the college to have the above-listed agreements executed prior to this meeting are set forth in the attached memoranda.

Board Action(s) Requested:

Approval

C O N S E N T

**District Board of Trustees
September 21, 2004**

Agenda Item: 3.6

Tech Prep Agreements with School Board of Levy County and School Board of Columbia County
408.1452, 04-05

The A.S. transfer degree programs, along with A.A.S. 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 Levy County and the School Board of Columbia County. Because all the contracts are essentially the same, only one is attached.

School Board of Levy County (New)

| | | |
|--|---|-------------------|
| Cardiovascular Technology A.S./A.A.S. Degree | } | Nursing Assistant |
| Nuclear Medicine A.S./A.A.S. Degree | | |
| Radiography A.S./A.A.S. Degree | } | Nursing Assistant |
| Respiratory Care A.S./A.A.S. Degree | | |
| Dental Hygiene A.S./A.A.S. Degree | | Dental Aide |

School Board of Columbia County (Renewal)

| | |
|--------------------------------------|-------------|
| Dental Assisting Certificate Program | Dental Aide |
|--------------------------------------|-------------|

Board Action(s) Requested:

Approval

C O N S E N T

**District Board of Trustees
September 21, 2004**

Agenda Item: 3.7

Little School Food Program -- Grant

409.1513, 04-05

The purpose of this project is to provide funds for nutritionally balanced meals for children enrolled in the Little School. Using provisions from the U.S. Department of Agriculture, each day breakfast, lunch, and an afternoon snack will be provided to all children enrolled in the childcare program. The food is served family style, with emphasis on developing independence in eating, serving, and cleaning up. Serving nutritious meals encourages awareness of good nutrition, and adults initiate conversation about mealtime etiquette and nutrition.

The amount of funds requested from the U.S. Department of Agriculture, Food and Nutrition Services, is \$61,025, with no matching funds from Santa Fe Community College.

Duration of this project is October 1, 2004, through September 30, 2005.

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
September 21, 2004**

Agenda Item: 3.8

School Board of Alachua County Head Start/Pre-Kindergarten -- Grant

409.1514, 04-05

The purpose of this project is to provide Associate in Science, Child Development Associate, and Child Care Worker Certification training for 30-65 trainees from the School Board of Alachua County Head Start/Pre-Kindergarten programs for staff and parents.

The amount of funds requested from the School Board of Alachua County is \$40,000, with no matching funds from Santa Fe Community College.

Duration of this project is July 1, 2004, through June 30, 2005. This project was submitted to the School Board of Alachua County for their approval on August 3, 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
September 21, 2004**

Agenda Item: 3.9

Institutional Application to Participate in Federal Student Financial Aid Programs for Fiscal Year
2005-2006 -- Grant 409.1515, 04-05

The purpose of this project is to apply for federal funding for the Federal Supplemental Education Opportunity Grant (FSEOG) and the Federal Work Study Program (FWSP). FSEOG is need-based gift aid and is awarded to exceptionally needy students. The program was designed to provide assistance to qualified students who have financial need. The FWSP provides part-time employment for students who demonstrate financial need. Approximately 1000 students will benefit from these programs.

The amount of funds requested from the U.S. Department of Education, Office of Postsecondary Education, is \$1,430,000, with no matching funds from Santa Fe Community College.

Duration of this project is July 1, 2005, through June 30, 2006.

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
September 21, 2004**

Agenda Item: 3.10

Work Exploration -- Grant

409.1516, 04-05

The purpose of this project is to address the needs of persons with disabilities who have employability barriers through the following three services: comprehensive vocational evaluation, employee development, and community employment. Each of these services maintains its own set of goals and is designed to promote the development and attainment of vocational objectives.

Comprehensive vocational evaluation seeks to assist in identifying vocational goals through a state-of-the-art program of services, including vocational evaluations, interest assessments, and career exploration activities. Employment development and community employment target specific issues impacting an individual's ultimate employability. Through these services, participants complete two weeks of employability skills classes and obtain assistance in resume writing, completing applications, interviewing skills, team building, job search training, and other job-related needs. Approximately 300 vocational rehabilitation customers will benefit from these services.

The amount of funds requested from the State of Florida, Department of Education, Division of Vocational Rehabilitation, is \$336,146, with an in-kind match of \$52,997 from Santa Fe Community College.

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

Project Report and Action Request - Health Sciences Addition

412.972, 04-05

Project Description:

The demand for health related professionals, both locally and nationally, has exceeded the supply for many years now. Program growth at Santa Fe in many areas has caused severe overcrowding in both classroom and lab space. This project will add 45,240 gross square feet of new space as an addition to the current Health Sciences building on the Northwest Campus.

| | |
|---------------------------------|--|
| Architect/engineer | HuntonBrady Architects, Orlando, Florida |
| Construction manager/contractor | To Be Announced |
| Uniform building code inspector | In-House |
| Project budget | \$7,668,904 |
| Source of funds | PECO |

Project Status:

In the July 2004 meeting, the board approved the recommendation of the selection committee for architectural services for the design of the new Health Sciences Addition. College staff is now requesting permission from the board to advertise for the services of a construction management firm to build the new facility.

Board Action(s) Requested:

Permission to advertise, select, and negotiate a contract with a construction management firm to build the new Health Sciences Addition

SFCC Senior Management Service Class Optional Retirement Program Local Annuity Plan
411.255, 04-05

The following information shall fully replace the information set forth in agenda item 4.5 dated October 16, 2001 (see copy attached), and shall be retroactive to October 16, 2001, except as stated otherwise.

Members of the Senior Management Service Class (SMSC) may choose to participate in the Florida Retirement System's SMSC or in a Senior Management Service Class Optional Retirement Program Local Annuity Plan ("ORP Local Annuity Plan") authorized and administered by the local District Board of Trustees. Contributions by the board on behalf of the employee in an ORP Local Annuity Plan are to be made through an established plan qualified under the provisions of section 403(b) rather than 401(a) of the Internal Revenue Code at the previously approved contribution rate of 12.65% of the employee's base annual salary or at a different rate in accordance with the governing plan documents. SMSC-eligible employees who wish to participate in the ORP Local Annuity Plan will designate the vendor to serve as the funding vehicle from the college-approved list of qualified providers.

In addition to authorizing the continuation of the ORP Local Annuity Plan, the board is also requested to authorize the Vice President for College and Governmental Relations or his designee to execute any plan documents, summary plan descriptions, and related documents.

Board Action(s) Requested:

Authorization and approval

Annual Financial Report, Year Ended June 30, 2004

201.568, 04-05

The Annual Financial Report for the fiscal year 2003-2004 was completed and filed with the Chancellor of Community Colleges and Workforce Education on August 13, 2004. Highlights of the report include:

REVENUE HIGHLIGHTS:

- Student Tuition and Fees increased \$1.4 million primarily due to the 7.5% increase in tuition rates.
- Federal Grants and Contracts slightly decreased this year due to decreases in various federal restricted funding sources.
- State, local, and private grants increased by \$200,000 primarily due to increases received this year in local government contracts and grants.
- State appropriations decreased by \$100,000.
- Other operating revenues increased by \$400,000, which is largely due to an increase in earnings from the Bookstore and Food Services contracts.
- Other non-operating revenue increased by \$900,000 as a result of slight increases in state scholarships and Federal Pell Grant awards.
- Investment income decreased by \$400,000 due to continued drops in investment interest rates and increases in unrealized losses on long-term investments.

EXPENSE HIGHLIGHTS:

- Salary expenses increased by \$1 million which is mainly attributed to the college-wide 2% salary increase that was given to all employees this fiscal year. Approximately \$900,000 of this increase went directly to salary for instructional positions.
- Benefit expenses paid/accrued by the college increased by \$900,000. \$400,000 was a result of the increase in the State of Florida Retirement System contribution rates for plan members for the fiscal year and \$300,000 in accrued leave expense.
- Scholarship and Waiver expenses remained fairly stable with a slight increase of \$400,000 due to increases in Federal Pell Grant Awards.
- All other operating expenses remained stable in comparison with the previous year.

GENERAL FUND (FUND 1) HIGHLIGHTS:

- Unallocated Fund Balance decreased by \$466,000 to \$4.7 million. The unallocated fund balance as a percent of total funds available is 7.71%.
- Cash, Cash Equivalents, and Investments at year-end were \$10.2 million.

PLANT FUND (FUND 7) HIGHLIGHTS:

- Unallocated Fund Balance at year-end was \$3.5 million.
- Cash and Cash Equivalents at year-end were \$2.5 million.
- Major Capital Projects this year included:
 - Renovate/remodeling and addition to building H (Workforce programs including Welding, Building Construction, and Automotive Technology) \$259,000
 - Roadways and Parking Facilities Enhancements \$150,000

STUDENT RECEIVABLES:

- At June 30 total net student receivables were \$764,000 detailed as follows:
 - Gross Short-Term Loans \$235,000 less an allowance for uncollectible notes totaling \$96,000 (\$54,000 of the allowance is for the write-offs approved in July)
 - Gross Title IV Federal Grant Repayments \$163,000 less an allowance for uncollectible accounts totaling \$81,000
 - Gross Student Fee Deferments and other miscellaneous student receivables \$209,000 less an allowance for uncollectible accounts totaling \$101,000
 - Gross Student Receivables due from third parties totaled \$435,000 (anticipate 100% to be collected)

CHANGES:

To better distinguish the financial activities of the Primary Institution, the financial statements this year report the college and the Florida Community College Risk Management Consortium in separate columns.

Board Action(s) Requested:

Approval of report

Report of Investments, Quarter Ending June 30, 2004

201.569, 04-05

Demand deposits are maintained in the board's operating funds account with Compass Bank. Daily collected balances earn interest at the average monthly federal funds rate less 70 basis points.

| | |
|--|----------|
| Average adjusted rate, month of June | 0.331% |
| Interest earnings, quarter | \$1,854 |
| Interest earnings, fiscal year to date | \$16,685 |

Short-term investments are maintained in the Florida State Board of Administration Local Government Surplus Trust Fund Investment Pool. These funds are available for transfer to the demand deposit account upon request.

| | |
|--|----------|
| Interest rate at June 30, 2004 | 1.27% |
| Interest earnings, quarter | \$12,238 |
| Interest earnings, fiscal year to date | \$43,839 |

Short-term investments are also maintained in the Florida Division of Treasury Special Purpose Investment Pool. These funds are available for transfer to the demand deposit account upon request.

| | |
|--|-----------|
| Interest rate at June 30, 2004 | 2.638% |
| Interest earnings, quarter | \$27,341 |
| Interest earnings, fiscal year to date | \$191,722 |

Long-term investments are managed through the investment advisory agreement with Evergreen Institutional Asset Management. Funds deposited in this account are those which the college finance staff has calculated can be invested for a longer term in that the investment policy is based on a maximum effective maturity of five years.

Current holdings: US Treasury notes and bonds, federal agency bonds, and mortgages, money markets, and corporate bonds

| | |
|--------------------------------|------------|
| Average effective maturity | 1.78 Years |
| Anticipated yield to maturity | 2.590% |
| Earnings, quarter | \$43,251 |
| Earnings, current year to date | \$184,786 |

Interest Earnings Comparison:

| | |
|---|-----------|
| Total interest earnings fiscal year to date 2003/2004 | \$437,032 |
| Total interest earnings fiscal year to date 2002/2003 | \$668,751 |

Board Action(s) Requested:

Approval of report

Report of Purchases for July and August 2004

202.519, 04-05

Below are the total amounts and a summary of purchases for the months of July and August 2004.

| | |
|----------------------------|------------------------------|
| Purchasing | \$6,686,075.79 |
| Risk Management Consortium | 1,614,690.94 |
| Library | <u>0.00</u> |
| Total | <u>\$8,300,766.73</u> |

| <u>P.O. No.</u> | <u>Amount</u> | <u>Procurement</u> | <u>Vendor</u> | <u>Class of Item-Department</u> |
|--------------------|----------------|--------------------|-----------------------|---|
| Y00050 (Fund 1) | \$ 31,008.00 | Special | Gainesville Regional | DS1 Line Charges Utilities Information Technology |
| Y00054 (Fund 1) | \$ 131,000.00 | Special | BellSouth | Phone Line Charges Telephone Services |
| Y00180 (Fund 1) | \$ 30,000.00 | Special | City of Starke | Andrews Centers Utilities |
| Y00232 (Fund 1) | \$1,500,000.00 | Special | Gainesville Regional | NW/Downtown/IPS Utilities Utilities |
| Y00296 (Fund 1) | \$ 26,256.00 | Exempt | Intermedia, Inc. | Point to Point T-1 Line Telephone Services |
| Y00423 (Fund 1) | \$ 100,000.00 | Contract | Baker & Taylor, Inc. | Books Library |
| Y00426 (Fund 1) | \$ 60,000.00 | Contract | EBSCO Industries | Periodical Subscriptions Library |
| Y00600 (Fund 6) | \$ 47,688.84 | Special | Florida Farm Bureau | Farm Bureau Rent Risk Management Consortium |
| Y00632 (Fund 2) | \$ 65,328.50 | Contract | University of Florida | Nursing Services Student Health Care Center |
| Y00703 (Fund 1) | \$ 38,000.00 | Special | State of Florida | SUNCOM Long Distance Telephone Services |

Agenda Item 6.3
September 21, 2004
Page 2

| | | | | |
|--------------------|---------------|-------------|----------------------------|---|
| Y00763 (Fund 1) | \$ 49,788.00 | Exempt | IBM Corporation | Mainframe Annual Software Information Technology |
| Y00774 (Fund 1) | \$ 225,655.00 | Contract | University of Florida | SFCC Dental Program Coordination Dental Programs |
| Y00872 (Fund 1) | \$ 59,720.00 | Contract | Dell Marketing | Computers (40) Information Technology |
| Y00927 (Fund 1) | \$ 31,976.00 | Exempt | Cornerstone | Mainframe Software Systems, Inc. Maintenance Information Technology |
| Y00941 (Fund 6) | \$ 228,109.00 | Special | Arthur J. Gallagher | Boiler and Machinery Insurance Risk Management Consortium |
| Y01088 (Fund 1) | \$ 53,710.28 | Sole Source | <i>The Gainesville Sun</i> | Community Ed Brochures Recreation and Leisure |
| Y01121 (Fund 1) | \$ 53,400.00 | Special | Florida U.C. Fund | Unemployment Insurance General Insurance |
| Y01126 (Fund 2) | \$ 40,000.00 | Special | Three Rivers Legal | Legal Services Student Legal Services |
| Y01143 (Fund 1) | \$ 27,512.37 | Special | IBM Corporation | Hardware Maintenance Information Technology |
| Y01152 (Fund 1) | \$ 136,034.40 | Contract | Dell Marketing | Computers (96) Information Technology |
| Y01201 (Fund 1) | \$ 65,479.39 | Bid | Coverall Cleaning | Custodial Services for Concepts, Inc. Centers Custodial/Janitorial |
| Y01276 (Fund 1) | \$ 50,000.00 | Exempt | U.S. Postal Service | Bulk Mail Charges Mail and Receiving |
| Y01277 (Fund 1) | \$ 160,000.00 | Exempt | U.S. Postal Service | First Class Mail Charges Mail and Receiving |
| Y01467 (Fund 6) | \$ 201,536.10 | Special | Arthur J. Gallagher | Student Accident Insurance Risk Management Consortium |
| Y01567 (Fund 7) | \$ 344,241.00 | Contract | Ferguson Enterprises | Utility Infrastructure Upgrade Utility Systems |

| | | | | |
|--------------------|-----------------------|-------------|---------------------|--|
| Y01587 (Fund 1) | \$ 117,983.03 | Sole Source | Gym Source Miami | Fitness Center Equipment, Inc. Athletic Administration |
| Y01607 (Fund 1) | \$ 65,624.00 | Special | City of Gainesville | Training Officer Agreement Criminal Justice Basic Recruit |
| Y01608 (Fund 1) | \$ 88,767.00 | Special | Alachua County | Training Officer Agreement Sheriff's Office Criminal Justice Basic Recruit |
| Y01763 (Fund 6) | \$1,074,063.00 | Special | Arthur J. Gallagher | Athletic Insurance Risk Management Consortium |
| Y01764 (Fund 6) | \$ 63,294.00 | Special | Arthur J. Gallagher | Athletic Insurance Risk Management Consortium |
| | <u>\$5,166,173.91</u> | | | |

Purchases \$0 - \$25,000.00

Number of purchase orders: 1,721

Number of contracts awarded by the Board of Trustees: 6

Amount: \$2,032,634.45

Amount: \$1,101,958.37

Board Action(s) Requested:

Approval of report

Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of
August 31, 2004

201.570, 04-05

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 August 31, 2004.

The following summary provides a comparison of actual revenues and expenditures for 2004-2005 vs. 2003-2004.

| | 2004-2005 | | 2003-2004 | |
|--------------|----------------------|--------------------------|----------------------|------------------------------|
| | <u>Dollar Amount</u> | <u>Percent of Budget</u> | <u>Dollar Amount</u> | <u>Percent of Total Year</u> |
| Revenue | 15,293,225 | 26.47 | 14,162,925 | 26.09 |
| Expenditures | 6,137,476 | 10.21 | 6,055,600 | 11.00 |

Board Action(s) Requested:

Approval of report

Warrants Issued for July and August 2004

208.414, 04-05

In accordance with State Board of Education Rule 6A-14.073(5), a listing of all checks issued from July 1 through August 31, 2004, is available at this meeting for the board's information.

For July 2004, the amount disbursed was \$6,928,755.99.

Warrant Numbers

| | |
|------------------|-----------------|
| Manual Payroll: | None |
| Manual Payables: | None |
| Payables: | 357149 - 360992 |
| Payroll: | 591465 - 592180 |

Electronic Transfers

85698 – 87876

For August 2004, the amount disbursed was \$10,319697.74.

Warrant Numbers

| | |
|------------------|-----------------|
| Manual Payroll: | None |
| Manual Payables: | None |
| Payables: | 360993 - 367904 |
| Payroll: | 592181 - 592703 |

Electronic Transfers

87877 – 89973

Board Action(s) Requested:

Approval of report

Budget Amendment #2, 2004-2005 Operating Budget, Current Unrestricted (Fund 1) 201.571, 04-05

The second amendment to the Fund 1 (Current Unrestricted) Operating Budget is submitted for approval. Approval is requested in order to budget net unallocated fund balance at July 1, 2004, to actual, increase capital and current expense to budget obligations carried forward from 2003-2004 for ongoing information technology projects, and to adjust compensated absences at July 1, 2004, to actual.

Board Action(s) Requested:

Approval of budget amendment

2004-2005 Annual Budget, Unexpended Plant Fund (Fund 7)

201.572, 04-05

The Fund 7 (Unexpended Plant Fund) is used to account for resources that are available for the acquisition or construction of physical property to be used for institutional purposes and resources designated for the major repair and/or replacement of institutional property, as well as associated liabilities.

The fiscal year 2004-2005 budget details by project the allocated budgets by fund source.

PECO (Public Education Capital Outlay): The primary source of funding for construction, remodeling, renovation, and repair of college facilities and for site acquisition. This source of funds comes from state-issued bonds backed by utilities services taxes.

CO and DS (Capital Outlay and Debt Service): Another source of funding for construction or remodeling of college educational facilities. These funds are provided directly to the college from an allocation of license tag fees. The board may elect to expend the funds directly or participate in a state bond issue backed by these funds.

CIF (Capital Improvement Fee): These funds are collected from student fees (currently \$1 per credit hour for in-state tuition and \$3 for out-of-state) to be used to maintain, improve, or enhance the educational facilities.

Interest is earned by project on unexpended funds and is allocated monthly.

Board Action(s) Requested:

Approval of the 2004-2005 annual Fund 7 budget

Approval to budget interest earnings to the related projects throughout the year as accumulated

Colonel Harry M. Hatcher, Jr., Property Survey 05-02

200.673, 04-05

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 August 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 | 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 | 6 | \$ 13,876.69 | 1 | \$ 7,550.00 | \$ 7,550.00 | \$0.00 |
| Worn-Out Equipment with No Salvageable Parts | 11 | 15,593.15 | 0 | 0.00 | 0.00 | 0.00 |
| Surplus Property | 15 | 35,385.37 | 2 | 16,978.50 | 16,978.50 | 0.00 |
| Trade-Ins | 1 | 3,468.00 | 8 | 64,560.00 | 64,560.00 | 0.00 |
| Transfers | 19 | 35,665.00 | 0 | 0.00 | 0.00 | 0.00 |
| TOTAL | 52 | \$103,988.21 | 11 | \$89,088.50 | \$89,088.50 | \$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.

Trade-Ins have been traded in towards the purchase of 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

Acceptance of Donations 05-02

200.674, 04-05

Santa Fe Community College Endowment Corporation has donated the following items to the college's Nursing program:

| <u>Item</u> | <u>Unit Value</u> | <u>Total Value</u> |
|---------------------------|-------------------|--------------------------|
| Projector, Sharp G-C45X | \$2,610.00 | \$2,610.00 |
| (2) Bed, Electric, HilRom | 2,819.16 | <u>5,638.32</u> |
| Total | | <u>\$8,248.32</u> |

Board Action(s) Requested:

Approval/acceptance of donations

Fee Waiver Report for Summer Term 2004

200.675, 04-05

Pursuant to Rule 7.13, the college grants fee waivers for matriculation and tuition, along with application fees for senior citizens. Below is the report of fee waivers granted by the college for the summer term. This report shows the number of students granted fee waivers, along with the amount of matriculation and tuition waived in each category.

| | <u>Number of Waivers</u> | <u>Amount</u> |
|----------------------------------|--------------------------|--------------------|
| <u>Summer C – Full</u> | | |
| <u>APPLICATIONS</u> | <u>1</u> | <u>\$ 30.00</u> |
| <u>COURSE FEE – CREDIT</u> | | |
| College Employee | 17 | \$ 2,899.00 |
| Senior Citizen | 4 | 836.25 |
| PSAV | 1 | 382.10 |
| State of Florida Employee | 10 | 2,518.75 |
| Employee Dependent | <u>11</u> | <u>2,062.75</u> |
| TOTAL | <u>43</u> | <u>\$ 8,698.85</u> |
| <u>SESSION TOTALS</u> | | |
| Credit | <u>43</u> | <u>\$ 8,698.85</u> |
| TOTAL | <u>43</u> | <u>\$ 8,698.85</u> |
| <u>Summer A</u> | | |
| <u>COURSE FEE – CREDIT</u> | | |
| College Employee | 20 | \$ 3,255.20 |
| Senior Citizen | 5 | 892.00 |
| PSAV | 3 | 732.60 |
| State of Florida Employee | 21 | 4,525.75 |
| Employee Dependent | <u>23</u> | <u>5,073.25</u> |
| TOTAL | <u>72</u> | <u>\$14,478.80</u> |
| <u>COURSE FEE – COMMUNITY ED</u> | | |
| Senior Citizen | <u>65</u> | <u>\$ 2,803.00</u> |
| Total | <u>65</u> | <u>\$ 2,803.00</u> |
| <u>SESSION TOTALS</u> | | |
| Credit | 72 | \$14,478.80 |
| Community Ed | <u>65</u> | <u>2,803.00</u> |
| TOTAL | <u>137</u> | <u>\$17,281.80</u> |

Summer B

COURSE FEE – CREDIT

| | | |
|---------------------------|------------------|---------------------------|
| Employee | 17 | \$ 3,066.25 |
| Senior Citizen | 4 | 724.75 |
| State of Florida Employee | 15 | 2,564.50 |
| Employee Dependent | <u>22</u> | <u>4,943.16</u> |
| TOTAL | <u>58</u> | <u>\$11,298.66</u> |

COURSE FEE -COMMUNITY ED

| | | |
|----------------|-----------|--------------------|
| Senior Citizen | <u>25</u> | <u>\$ 1,032.00</u> |
|----------------|-----------|--------------------|

SESSION TOTALS

| | | |
|---------------------|------------------|---------------------------|
| Credit | 58 | \$11,298.66 |
| Community Ed | <u>25</u> | <u>1,032.00</u> |
| TOTAL | <u>83</u> | <u>\$12,330.66</u> |

Summer D

COURSE FEE - CREDIT

| | | |
|---------------------------|-----------------|---------------------------|
| Employee | 3 | \$ 613.25 |
| State of Florida Employee | 4 | 892.00 |
| Employee Dependent | <u>1</u> | <u>167.25</u> |
| TOTAL | <u>8</u> | <u>\$ 1,672.50</u> |

SESSION TOTALS

| | | |
|---------------|-----------------|---------------------------|
| Credit | <u>8</u> | <u>\$ 1,672.50</u> |
|---------------|-----------------|---------------------------|

TERM TOTALS

| | | |
|---------------------|-------------------|---------------------------|
| Applications | 1 | \$ 30.00 |
| Credit | 181 | \$36,148.81 |
| Community Ed | <u>90</u> | <u>3,835.00</u> |
| TOTAL | <u>272</u> | <u>\$40,013.81</u> |

Board Action(s) Requested:

Approval

Revision of Long-Term Investment Policy Statement with Wachovia National Bank 209.108, 04-05

The college authorizes the manager of its Long-Term Institutional Investment Management Agreement with Wachovia National Bank, formerly known as First Union National Bank (First Capital Group), to invest in assets pursuant to the college's Investment Policy.

College staff recently met with the investment manager and recommends that the Investment Policy be updated by replacing the term "maturity" with the more risk-defining term of "duration."

These recommendations are made in keeping with the assessed risk tolerances of the college and do not result in any significant increase in risk or changes in the liquidity of the investment portfolio.

Board Action Requested:

Approval to make changes outlined above to the college's Investment Policy Statement

Revision of Long-Term Investment Policy Statement with Wachovia National Bank, as Fiscal Agent
for the Florida Community Colleges Risk Management Consortium 209.109, 04-05

As fiscal agent for the Florida Community Colleges Risk Management Consortium, the college maintains the long-term investment portfolio for the Consortium. Attachment B to this contract is the Investment Policy Statement. At the Florida Community Colleges Risk Management council meeting held on August 12, 2004, approval was given to make two changes to the Investment Policy Statement.

First, it was recommended that the Investment Policy allow for up to 45% of the portfolio to be invested in securities with a maturity of three to five years. The current policy only allows for a maximum of 20% of the portfolio to be invested in that range. This limitation, combined with the other limitation of no less than 10% of the portfolio invested with a maturity of less than a year, forces the portfolio to own a majority of its assets in the one to three year maturity sector and also limits the selection of securities from which we can buy and sell. The index by which the portfolio is measured for performance purposes, the Merrill 1-5 Year Treasury Index, usually holds approximately 35% of its holdings in the three to five year maturity range. By increasing this limitation to 45%, it will allow the college to be at least neutrally weighted vs. the benchmark, and in times such as these when the yield curve is flattening, it will allow us to be overweight this maturity range (a "barbell" strategy) in order to enhance performance. Regardless of the amount invested between three and five years, the portfolio will always keep an average maturity close to that of the index, typically 2.25 - 2.75 years.

Second, it was recommended that the Investment Policy be updated by replacing the term "maturity" with the more risk-defining term of "duration".

These recommendations are made in keeping with the assessed risk tolerances of the Florida Community Colleges Risk Management Consortium and do not result in any significant increase in risk or changes in the liquidity of the investment portfolio.

Board Action Requested:

Approval to make changes outlined above to Investment Policy Statement

Amendment to Agreement of June 18, 2004, with Allen, Norton and Blue, P.A. 408.1453, 04-05

This amendment to the June 2002 agreement with Allen, Norton and Blue, P.A. amends the fee stated in the agreement.

Because of unexpected employment discrimination complaints (one of which proceeded to trial) which arose during the term of the 2002-2003 contract, the college's fees rose beyond those stated in the agreement. The attached amendment states that the fees shall not exceed \$38,000, with excess fees not being compensable, thus making Section B.1. null and void. (Section B.1. covers compensations-fees.)

Board Action(s) Requested:

Approval

General Authority for Board Chair to Authorize Increase in Legal Fees

408.1454, 04-05

The board is requested to authorize the board chair, upon recommendation by the president, to approve increases to the amount of fees and costs in any existing legal services contracts on an emergency basis in between board meetings. The president will provide this information to the full board for ratification at the next regularly scheduled board meeting, at which time the board may take any action that would not adversely affect any third party's rights. The reason for this authorization is to allow us to fully respect the sanctity of the contracts while still maintaining the ability to zealously represent the college, especially when a case is beginning or continuing in litigation.

Board Action(s) Requested:

Approval

Affiliation Agreement with BayCare Health System, Inc. -- Cardiovascular Technology
408.1455, 04-05

This agreement with BayCare Health System, Inc. will replace the existing agreement with Morton Plant Hospital, which is now under the auspices of BayCare Health System, Inc. It will allow selected students from the Cardiovascular Technology program the opportunity to participate in the educational learning experiences at BayCare facilities.

Board Action(s) Requested:

Approval

Agreement with National Student Clearinghouse - DegreeVerify Agreement for Educational
Institutions 408.1456, 04-05

This agreement complements the college's current agreement with National Student Clearinghouse by providing a nationwide, central repository of information on postsecondary student enrollment and educational achievements. It allows employers, employment agencies, background checking firms, and others that require confirmation of degree status to contact the Clearinghouse to verify information about an individual's degrees and other educational achievements, as well as their dates of enrollment. Requests are made through the Clearinghouse website and the response is immediate.

The Clearinghouse will not charge the college for services provided under this agreement.

The Clearinghouse will abide by all FERPA guidelines and will only release directory information, as defined by the college, unless the requestor certifies that the student has provided a signed and dated written consent to release the specified information. Information will not be released if the student has blocked the release of his/her educational record by completing a directory exclusion form at the college.

This agreement will remain in effect until terminated by either party by providing 60-day written notice to the other party.

Information Technology Services has agreed to prepare and send the data according to schedule.

Board Action(s) Requested:

Approval

Agreement with University of Florida - Services of Dental Hygienist

408.1457, 04-05

This agreement sets out the arrangement with the University of Florida whereby the college will send one of its hygienists to assist the university's Department of Periodontology. The hygienist will work 12 hours per week under the direction of a faculty dentist and supervise university hygienists and students. The terms of the agreement state the University of Florida will pay the college \$4,140 for each university academic semester (fall 2004, winter 2005, and summer A 2005). The agreement is effective September 1, 2005, and shall remain in force until amended or terminated by either party.

Board Action(s) Requested:

Approval

Munroe Regional Medical Center Contractual Addendum - Cardiovascular Technology,
Radiologic, Diagnostic Medical Sonography, and Respiratory Care Programs 408.1458, 04-05

This addendum to the original affiliation agreement with Munroe Regional Medical Center allows selected students in the Cardiovascular Technology, Radiologic, Diagnostic Medical Sonography, and Respiratory Care programs the opportunity to participate in learning experiences at this facility.

Board Action(s) Requested:

Approval

Tallahassee Medical Center, Inc., d/b/a Capital Regional Medical Center - Cardiovascular
Technology 408.1459, 04-05

This agreement with Tallahassee Medical Center, Inc., d/b/a Capital Regional Medical Center will allow selected students in the Cardiovascular Technology program the opportunity to participate in learning experiences at this facility.

Board Action(s) Requested:

Approval

Newman's Own - Children's Creative Corner at the 2005 Starke Fall Festival -- Grant
409.1517, 04-05

The purpose of this project is to enhance the presentation of the 2005 Starke Fall Festival held in Starke's historic district. The festival showcases 100 regional and local artists and crafters and provides performing artists and youth art areas, including an art show from Bradford County schools. Funds will provide art materials and an artist-in-residence to educate the children participating in activities at the festival. Approximately 600 children are expected to benefit from these additional funds.

The amount of funds requested from Newman's Own is \$4,500, with no matching funds from Santa Fe Community College.

Duration of this project is July 1, 2005, through June 30, 2006.

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.