

**The District Board of Trustees
Santa Fe Community College, Florida
Agenda for Board Meeting of October 19, 2004, at 4 p.m.
Wattenbarger Student Services Building Board Room**

Adoption of Agenda

Agenda Item: 1.1
418.431, 04-05

1. General Functions
 - 1.1 Adoption of Agenda for Meeting of October 19, 2004
 - 1.2 Approval of Board Meeting Minutes of September 21, 2004
2. Information Items
 - 2.1 President's Report
 - 2.2 Contract Review Committee for the President's Contract
3. Consent Items
 - Personnel
 - 3.1 Contract Staff (Faculty)
 - 3.2 Contract Staff (Administrative and Professional)
 - Contracts, Grants
 - 3.3 Suwannee River Area Health Education Center, Inc. and Santa Fe Community College Nursing Programs -- Grant
 - 3.4 Suwannee River Area Health Education Center, Inc. and Santa Fe Community College High School Dental Aide Project -- Grant
4. Facilities Items
 - 4.1 Project Report and Action Request - Building G Re-Roofing Project (Final Completion)
 - 4.2 Project Report and Action Request - Utility Infrastructure (Deductive Change Order Update)
5. Finance/Business Affairs Items
 - 5.1 Report of Purchases for September 2004
 - 5.2 Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of September 30, 2004
 - 5.3 Warrants Issued for September 2004
 - 5.4 Colonel Harry M. Hatcher, Jr. Property Survey 05-03

6. Contracts/Grants
 - 6.1 Articulation Agreement with Embry-Riddle Aeronautical University - Daytona Beach Campus - Bachelor of Science in Aeronautical Science and Airline Pilot Specialty
 - 6.2 Amendment to Renew Affiliation Agreement with North Florida Regional Medical Center
 - 6.3 Adult Education and Family Literacy - Program for Parents/Caregivers of Middle School Students -- Grant
 - 6.4 Student Support Services -- Grant
7. Endowment Corporation Liaison Update
8. Board Members' Remarks
9. Citizen's Requests
10. Adjournment

Board Action(s) Requested:

Approval

Approval of Board Meeting Minutes of September 21, 2004

401.423, 04-05

The minutes of the regular meeting of the District Board of Trustees of Santa Fe Community College held September 21, 2004, are presented for approval.

Board Action(s) Requested:

Approval

President's Report

Information Item

The president will discuss a variety of informational topics.

**District Board of Trustees
October 19, 2004**

Agenda Item: 2.2

Contract Review Committee for the President's Contract

Information Item
411.256, 04-05

To be discussed at the meeting.

Board Action(s) Requested:

Approval

CONSENT

District Board of Trustees
October 19, 2004

Agenda Item: 3.1

Contract Staff (Faculty)

402.658, 04-05

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

Appointment Part Time

John Abbitt	Courtney Chambers
^ Christine Ahern	Allen Cheuvront
Abid Al-Agely	Mary Chourey
Ann Aldrich	Wayland Clifton
Panos Alexakos	Marvin Cohen
Pamela Alexander	Nolan Col
Sonia Alonso	Lizabeth Coleman
Christopher Amerman	Matthew Coleman
Mary Anderson-Lachnicht	Peter Colverson
Valerie Aslakson-Jennings	Angela Conti
Peter Backhaus	Marsha Cooper
Stacy Badics	Sharon Cooper
Claire Bakr	Natalie Cornell
Bhaska Bandyopadhyay	^ Stephen Cox
Daniel Barnett	Donna Crook
Laura Battle	Elaine Dale
Tanya Behling	Carrie Davis
Keith Bennett	David Dean
Marilyn Booher	Caroline Dennis
Austin Boyd	^ Norma Diaz
David Boydston	Angela Dobberfuhr
Elsa Boysha	Valerie D'Ortona
Charles Bradley	Vonetta Dotson
Wesley Breeden	Anna Dranishnikov
Mary Breshike	Mary Ellis
Patrick Breslin	Ledonna Fannin
Todd Brooks	Jeffrey Farrar
Gayle Brown	Kim Feigenbaum
Hubert Brown	Scott Finnen
Robert Brown	^ Justin Flaitz
Sherry Brumme	Melvin Flournoy
Sarah Brusky	Kelly Flowers
Thomas Bullard	Jonnie Folson
Judy Burford	Sheila Forrester
Henry Butler	Lesley Gamble
Sheri Butler	Oliver Ghobrial
Patricia Cannella	Susan Gildersleeve
George Canova	Raymond Godfrey
Leah Carlson	Shawn Graves
Julia Carson	Rebecca Green
John Chamberlain	Susan Greimel

Contract Staff, continued

Maryann Grottano	Andrea Mabry
Azza Guertin	Lisa Magary
Aparna Gupta	^ Andrea Magura
Albert Haddad	Gwendolyn Magee
Mohamed Hafizi	Deborah Mallard
Jesse Hale	Matthew Maloney
Heather Hall	Shawna Mansfield
Robin Hardee	William Martin
Gary Hardesty	Anne Matrin-Segrini
Steven Harrison	Diana Mathews
Mark Hills	Cherry May
Samuel Himes	Michael McAlhany
Ramon Hinojosa	Kimberly McCollough
Carol Hinton	Bruce McCord
Clay Hipke	Darrell McCormick
Mary Hoffer	Nancy McCurdy
Renate Hooper	Rebecca McDaniel
Shannon Houvouras	Deborah McEdward
Katherine Hutchinson	Sarah McIntosh
Thomas Idoyaga	Joanne McNeil
Coimatore Iswaran	Stuart McRae
^ Tammy Jackson	Matthew Meadows
Paul Jernigan	James Meier
Brian Jimison	Albert Mellen
Paula Johnson	Stephen Mercandante
Patricia Johnson	Paul Meyers
Deborah Johnson-Simon	Rebecca Micha
Phillip Kabler	Kimberly Mitchell
Elizabeth Kallis	Ruby Montgomery
Jason Kassel	Joseph Moro
Janet King	Sara Morsey
Walter Kirkconnell	Charles Mott
Erika Kisvarsanyi	Jack Motta
Traci Klass	Adriano Navarro
Paul Ladnier	Vanessa Norris
Jennifer Lane	April O'Connell
Nicole Larose	Julia Odom
Beverly Leibach	Elisabeth Odom
Jayson Levy	Frank Oquendo
Ronald Lewis	Joyce Orr
Lee Libby	Marilyn Palumbo
Randall Liles	Joycette Parker
Anne Lisca	Antal Pavai
* William Little	Jody Peeling
^ Lauren Lopez	Jocelyn Peskin
Heather Long	Suzon Peterson
Linda Lotz	Jonathan Pinkston
James Lybarger	Jeffrey Plant
Stephen Lyons	Elizabeth Pooley

Contract Staff, continued

Chittur Radhakrishnan
Julius Regalado
John Reitzel
Cheri Reyes
Darnel Rhea
John Richman
Wade Ring
Robert Rohan
Gerald Rosenberg
Kathryn Rush
Abrena Sandefur
Jose Santiago-Anadon
Michael Schentrup
Christine Schmitz
Jere Scola
Ann Scroggie
Gerrie Scully
Frederick Seese
Angelenia Semegon
Billy Senn
Tscharna Senn
Jack Shaw
Timothy Shay
Linda Sheffield
Joseph Shuford
Patty Simmons
Allen Siorek
Meggen Sixbey
Marin Smillov
Charles Smith
Frederick Smith
Jerold Smith
Mark Smith
Kenneth Smylie
Henry Spurlin
Cynthia Snell
Kathy Southall
Carmen Stefan
Daniel Stepp
Paul Stern

Jahala Stirling
Susan Strauss
Elizabeth Strickland
Jeremy Sundgren
Brent Swanson
George Swicord
Nacira Tache
Patricia Telesco
John Terry
Janet Thomas
Michael Thomas
Christine Thompson
Richard Tovar
Bradley Tripp
Gregory Turner
Robert Ulmer
Mary Ulseth
Robert Uttaro
Tanya Van Winkle
Pauline Vickery
William Vickory
Jeanie Vincent
Adam Walker
Neill Wallis
Judy Ward
Anita Webster
Neil Weinstein
Maisha Wester
Clark Wheeler
^ Cory Whitby
Beverley White
Roxanne Wilde
Brandy Williams
Bryan Williams
Cynthia Willming
William Winkler
Clinton Wilson
William Wright
Angela Yau
Lavi Zamstein

* Grant funded

^ Student Leadership and Activities funded

Board Action(s) Requested:

Approval

CONSENT

District Board of Trustees
October 19, 2004

Agenda Item: 3.2

Contract Staff (Administrative and Professional)

411.257, 04-05

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

Technical/Professional

Name

Position

Full Time

Appointment

- | | |
|---|--|
| * Deborah Nicholson
<i>12 years of experience in field</i> | Biotraining Specialist, Biotechnology Programs |
|---|--|

Promotion

- | | |
|--------------|--|
| Lois Ellis | Coordinator, Nursing Simulated Lab |
| Paul Stephan | Director, Respiratory Care and Surgical Technology |

Part Time

- | | |
|-------------------------|---|
| * Afsheen Akbar | Adult Geographical Specialist |
| Mary Anderson | Holistic Scoring Specialist |
| * Jody Bermann | Community Technology Specialist |
| Marcy Carbajal-Van Horn | Holistic Scoring Specialist |
| * Sandra Cosgrave | VSP Lab Specialist |
| * Jonathan Crosson | Family Literacy Specialist |
| Caroline Dennis | Holistic Scoring Specialist |
| Valerie D'Ortona | Holistic Scoring Specialist |
| * Sherry Hallman | Math Specialist |
| Renate Hooper | Holistic Scoring Specialist |
| * Constance Jones | Family Literacy Specialist |
| Nicole Larose | Holistic Scoring Specialist |
| * Beverly Leibach | ESL Lab Specialist |
| Joy Lewis | Test Proctor Specialist |
| * Laura Minor | VSP Lab Specialist |
| Angela Mulkin | Writing Lab Specialist |
| Daming Ng | Downtown Lab Specialist |
| Julie Odom | Holistic Scoring Specialist |
| Sandra Plympton | Writing Lab Specialist |
| Heather Robalik | International and Multi-cultural Student Specialist |
| Kenneth Smylie | Telephone Research Senior Specialist |

Technical/Professional Part Time, continued

<u>Name</u>	<u>Position</u>
Barbara Stakely	ESL Lab Specialist
Maisha Wester	Writing Lab Specialist
Feryle Wright	Recreation and Leisure Specialist
Lakeidra Young	English Tutor Specialist

* Grant funded

Board Action(s) Requested:

Approval

CONSENT

District Board of Trustees
October 19, 2004

Agenda Item: 3.3

Suwannee River Area Health Education Center, Inc. and Santa Fe Community College Nursing
Programs -- Grant 409.1518, 04-05

The purpose of this project is to create an academic and community collaboration to influence health professions education and the future health professions workforce. The project helps provide information and support services to community health professions, addresses state health priorities, and delivers health promotion/disease prevention and primary care services to rural and medically underserved communities. These funds will benefit approximately 270 students in the Associate of Science in Nursing degree programs. This is a renewal of an existing project that was previously approved by the board. Funding for this project was approved by the Suwannee River Area Health Education Center, Inc. in September 2004.

The amount of funds requested from the Suwannee River Area Health Education Center, Inc. is \$2,750, with no matching funds from Santa Fe Community College.

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

CONSENT

District Board of Trustees
October 19, 2004

Agenda Item: 3.4

Suwannee River Area Health Education Center, Inc. and Santa Fe Community College High
School Dental Aide Project -- Grant 409.1519, 04-05

The purpose of this project is to support the Dental Aide program for the 2004-2005 academic year for health academy students from the Gainesville High School Institute of Health Professions and students enrolled in the Academy of Health Related Professions at both Lake City High School and Bell High School. Approximately 12 high school students will participate in the program. This is a renewal of an existing project that was previously approved by the board. Funding for this project was approved by the Suwannee River Area Health Education Center, Inc. in September 2004.

The amount of funds requested from the Suwannee River Area Health Education Center, Inc. is \$2,500, with no matching funds from Santa Fe Community College.

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

Project Report and Action Request - Building G Re-Roofing (Final Completion)

412.973, 04-05

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	Big D Roofing, Inc.
Uniform building code inspector	In-house
Project budget	\$335,000
Source(s) of funds	PECO

Project Status:

In their March 2004 meeting, the board approved the bid award for this project to Big D Roofing, Inc. This project achieved final completion on September 17, 2004, and college staff is requesting that the board accept this project as complete.

Board Action(s) Requested:

Acceptance of project as complete

Project Report and Action Request - Utility Infrastructure Project
(Deductive Change Order Update)

Information Item
412.974, 04-05

Project Description:

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

Architect/engineer	Affiliated Engineers, Gainesville, Florida
Contractor/construction manager	PPI Construction Management, Gainesville, Florida
Uniform building code inspector	In-house
Total project budget	\$7,756,467
Source(s) of funding	PECO

Project Status:

In their July 2004 meeting, the board approved a budget increase and granted pre-approval of a change order that was originally intended to cover three things: 1) the addition of the remaining appropriation, 2) the addition of time to the contract to perform the phase II work, and 3) deductions to the contract for direct purchases. In order to keep the additions and deductions to the contract as clear as possible, more than one change order was initiated.

Current construction contract amount	\$3,567,987.00
<u>Additive Change Order #1</u> was initiated to add the phase II work to the project, along with the budget increase from the additional allocations.	\$3,545,481.00
Revised current construction contract amount	\$7,113,468.00
<u>Deductive Change Order #2</u> was initiated to allow the college to direct purchase piping, valves, and fittings. The total deduction was \$364,895.46, comprised of \$344,241.00 in materials and \$20,654.46 in sales tax.	\$ 364,895.46
Revised current construction contract amount	\$6,748,572.54

Deductive Change Order #3 was initiated to allow the college to direct purchase pipe rollers, slides, rigid conduit, elbows, and cable tube. The total deduction was \$303,698.74, comprised of \$286,508.25 in materials and \$17,190.49 in sales tax.

\$ 303,698.74

Revised current construction contract amount

\$6,444,873.80

Deductive Change Order #4 was initiated to allow the college to direct purchase electrical pull boxes and ground boxes. The total deduction was \$37,818.78 comprised of \$35,678.09 in materials and \$2,140.69 in sales tax.

\$ 37,818.78

Revised current construction contract amount

\$6,407,055.02

One of the benefits of construction management occurs during the start up of a project while materials and equipment are approved and ordered. Where significant amounts of materials are purchased from one vendor, such as pipe in this case, the college may elect to purchase these materials directly from the supplier, hence the term direct purchase, which saves the college the sales tax. A deductive change order is executed and the amount of the purchase plus the tax is deducted from the project purchase order. A separate purchase order is then initiated to the supplier, minus the tax.

The total savings to the college to date from these direct purchase deductive change orders is \$ 39,985.64

Board Action(s) Requested:

None

Report of Purchases for September 2004

202.520, 04-05

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

Purchasing	\$1,107,583.29
Risk Management Consortium	340,659.00
Library	<u>0.00</u>
Total	<u>\$1,448,242.29</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y02032 (Fund 7)	\$ 53,767.24	Contract	Ferguson Enterprises	Direct Purchase - Pipe Rollers/Slides Utilities Systems
Y02033 (Fund 7)	\$ 47,816.70	Contract	Rexel Southern	Direct Purchase - Rigid Conduit and Elbows Utilities Systems
Y02034 (Fund 7)	\$ 184,924.31	Contract	Point 2 Point	Direct Purchase - Tube Cable and Fiber Optics Utilities Systems
Y02061 (Fund 1)	\$ 53,000.00	Special	Morse Communications	Phone System Maintenance Agreement Telephone
Y02147 (Fund 1)	\$ 28,273.00	Contract	Office Furniture USA	Office Furniture Watson Center
Y02244 (Fund 1)	\$ 33,200.00	Contract	Edward M. P. Break	Equity Study Human Resources
Y02302 (Fund 2)	\$ 46,564.00	Contract	E-TechServices.com	Server Equipment (for Consolidation Project) Title III
Y02335 (Fund 2)	\$ 81,288.00	Exempt	Rightnow Technologies	Software Maintenance for Customer Relationship Management Title III

Risk Management Consortium

Y01923 (Fund 6)	\$ 340,659.00	Special	Arthur J Gallagher & Co.	Property/Casualty Risk Management Consortium
	<u>\$ 869,492.25</u>			

Purchases \$0 - \$25,000.00

Number of purchase orders: 455

Amount: \$488,509.05

Number of contracts awarded by the Board of Trustees: 3

Amount: \$ 90,240.99

Board Action(s) Requested:

Approval of report

Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of September 30, 2004
201.573, 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 September 30, 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	18,351,404	31.76	16,830,665	31.00
Expenditures	10,567,095	17.51	10,140,399	18.42

Board Action(s) Requested:

Approval of report

Warrants Issued for September 2004

208.415, 04-05

In accordance with State Board of Education Rule 6A-14.073(5), a listing of all checks issued from September 1 through September 30, 2004, is available at this meeting for the board's information. The amount disbursed for the month was \$9,427,200.90

Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	367905 - 371757
Payroll	592704 - 593358

Electronic Transfers

89974 – 92134

Board Action(s) Requested:

Approval of report

Colonel Harry M. Hatcher, Jr. Property Survey 05-03200.676, 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 September 23, 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 No Salvageable Parts	6	\$10,798.50	2	\$54,432.50	\$54,432.50	\$0.00
Trade-Ins	31	\$70,276.90	0	\$0.00	\$0.00	\$0.00
TOTAL	<u>37</u>	<u>\$81,075.40</u>	<u>2</u>	<u>\$54,432.50</u>	<u>\$54,432.50</u>	<u>\$0.00</u>

Notes

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

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

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

Articulation Agreement with Embry-Riddle Aeronautical University - Daytona Beach Campus -
Bachelor of Science of Aeronautical Science and Airline Pilot Specialty 408.1461, 04-05

As part of the Santa Fe Community College University Center, this new articulation agreement between Santa Fe Community College (SFCC) and Embry-Riddle Aeronautical University (ERAU) is designed to facilitate the transfer of students from SFCC to ERAU with a minimal to no loss of credits. The agreement contains no expiration date but may be terminated upon 90 days' written notice to the other institution.

The primary benefit is that students are assured that courses completed at SFCC will satisfy specific degree requirements for the Bachelor of Science Degree in Aeronautical Science - Airline Pilot Specialty at ERAU. The agreement ensures that students become subject to the requirements of the ERAU curriculum set forth in their catalog at the time the student is accepted into the program at SFCC. Another major benefit of the agreement is the potential for our students to save considerable money by completing the first two years at SFCC.

Board Action(s) Requested:

Approval

Amendment to Renew Affiliation Agreement with North Florida Regional Medical Center

408.1462, 04-05

The clinical affiliation agreement with North Florida Regional Medical Center has been in effect since December 1, 2003, and is up for renewal. The contract covers Nursing, Health Information Management, Diagnostic Medical Sonography, Cardiopulmonary Technology, Radiography, Biotechnology, Respiratory Therapy, Nuclear Medicine Technology, Surgical Technology, and Emergency Medical Services programs. This amendment merely renews the previous agreement. The term of the amendment is December 1, 2004, through November 30, 2005.

Board Action(s) Requested:

Approval

Adult Education and Family Literacy – Program for Parents/Caregivers of Middle School Students --
Grant 409.1520, 04-05

The purpose of this project is to improve the literacy skills of at-risk middle school students by working with their under-educated parents. The program will provide families with activities to develop skills that will enable children to stay in school and successfully complete their education. This project will serve at least 50 families.

The amount of funds requested from the Florida Department of Education, Office of Workforce Education, is \$50,000, with no matching funds from Santa Fe Community College.

Duration of this project is October 20, 2004, through June 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.

Student Support Services Grant

409.1521, 04-05

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

The amount of funds requested from the U.S. Department of Education, Office of Postsecondary Education, is \$267,986, with an in-kind match of \$15,806 from Santa Fe Community College.

Duration of this project is September 1, 2005, through August 31, 2006.

Operating budget impact: 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.