

**The District Board of Trustees  
Santa Fe Community College, Florida  
Agenda for Board Meeting of January 18, 2005, at 4 p.m.  
Wattenbarger Student Services Building Board Room**

**Adoption of Agenda**

**Agenda Item: 1.1**  
418.433, 04-05

1. General Functions
  - 1.1 Adoption of Agenda for Meeting of January 18, 2005
  - 1.2 Approval of Board Meeting Minutes of November 16, 2004
2. Information Items
  - 2.1 President's Report
  - 2.2 Standardized Clinical Facilities Use Agreement with Notami Hospital of Florida, Inc., dba Lake City Medical Center - Health Information Management
3. Consent Items
  - Personnel
    - 3.1 Contract Staff (Administrative and Professional)
    - 3.2 Career Service Staff
  - Contracts, Grants
    - 3.3 Starke Fall Festival 2005 -- Grant
    - 3.4 Scholarships for Disadvantaged Nursing Students -- Grant
4. Facilities Items
  - 4.1 Project Report and Action Request - Annual Contract for Construction Management Services (Permission to Advertise, Select, and Negotiate Annual Contracts)
  - 4.2 Project Report and Action Request - Health Sciences Addition - Selection of Construction Management Services
5. Finance/Business Affairs Items
  - 5.1 Report of Purchases for November and December 2004
  - 5.2 Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of December 31, 2004
  - 5.3 Warrants Issued for November and December 2004
  - 5.4 Fee Waiver Report for Fall Term 2004
  - 5.5 Colonel Harry M. Hatcher, Jr. Property Survey 05-05

6. General Institutional Items
  - 6.1 Amendment to Zoo Animal Technology Advisory Committee
7. Contracts/Grants
  - 7.1 BioTechnology Articulation Agreement with Pasco-Hernando Community College
  - 7.2 Agreement with Gulf Atlantic Airways, Inc. dba University Air Center - Aviation Sciences
  - 7.3 Life Sciences Jobs for Florida's Future -- Grant
  - 7.4 Reconstruction of an Introductory Biology Lab Into Inquiry-Based Integrative Curriculum to Enhance Undergraduate Education -- Grant
  - 7.5 Santa Fe Community College Teaching Zoo Destination Enhancement -- Grant
8. Endowment Corporation Liaison Update
9. Board Members' Remarks
10. Citizen's Requests
11. Adjournment

**Board Action(s) Requested:**

**Approval**

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Approval of Board Meeting Minutes of November 16, 2004

401.425, 04-05

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The minutes of the regular meeting of the District Board of Trustees of Santa Fe Community College held November 16, 2004, are presented for approval.

**Board Action(s) Requested:**

**Approval**

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President's Report

Information Item

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The president will discuss a variety of informational topics.

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Standardized Clinical Facilities Use Agreement with Notami Hospital of Florida, Inc., dba Lake City  
Medical Center - Health Information Management Information Item  
408.1468, 04-05

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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 Notami Hospital of Florida, Inc., dba Lake City Medical Center for students enrolled in the SFCC Health Information Management program.

**CONSENT**

**District Board of Trustees  
January 18, 2005**

**Agenda Item: 3.1**

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Contract Staff (Administrative and Professional)

411.261, 04-05

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The individuals listed below are being recommended for promotion or appointment 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

Promotion

Linda Sweet

Compensation Specialist, Human Resources

**Part Time**

\* Kimberly Baker  
\* Cristina Gillis  
\* Susan Kulmacz  
Elizabeth Reynolds

Test Proctor Specialist  
Test Proctor Specialist  
Test Proctor Specialist  
Lighting Technician Specialist

\* Grant funded

**Board Action(s) Requested:**

**Approval**

**CONSENT**

**District Board of Trustees  
January 18, 2005**

**Agenda Item: 3.2**

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Career Service Staff

403.432, 04-05

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

Name

Position

Appointment

- |                                      |  |
|--------------------------------------|--|
| * Terri Hutchinson<br>Dorothy Taylor | Administrative Assistant 1, Student Development Programs<br>Program Support Specialist 1, Institute of Public Safety |
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Promotion

Willie Nattiel	Senior Custodian, Facilities Services
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- \* Grant funded

**Board Action(s) Requested:**

**Approval**

## CONSENT

District Board of Trustees  
January 18, 2005

Agenda Item: 3.3

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Starke Fall Festival 2005 -- Grant

409.1523, 04-05

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The purpose of this project is to present the 19<sup>th</sup> annual Starke Fall Festival in Starke's historic district showcasing 100 regional and local artists and crafters, as well as performing artists. There will also be a youth art area that will include an art show from Bradford County schools. The festival is sponsored by the Santa Fe Community College Andrews Center, the Santa Fe Community College Endowment Corporation, and the Bradford County Tourist Development Council in conjunction with the Starke Shriners' Parade.

The amount of funds requested from the State of Florida, Division of Cultural Affairs, is \$25,000, with an in-kind match of \$25,000 from Santa Fe Community College.

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

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.**



## CONSENT

District Board of Trustees  
January 18, 2005

Agenda Item: 3.4

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Scholarships for Disadvantaged Nursing Students -- Grant

409.1524, 04-05

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The purpose of this project is to provide scholarship funds for minority and disadvantaged students in the Nursing program. Program participants will be nursing students who have demonstrated a commitment to pursuing a career in the health professions field. Grant funds may be used for tuition, books, supplies, and related expenses for an estimated three to five students.

The amount of funds requested from the U.S. Department of Health and Human Services, Bureau of Health Professions, is \$5,815, 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.**

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Project Report and Action Request - Annual Contract for Construction Management Services  
(Permission to Advertise, Select, and Negotiate Annual Contracts) 412.977, 04-05

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Project Description:

The college frequently requires construction management services for minor projects (under \$1,000,000). Pursuant to college Rule 6.15, there are clear procedures in place for the selection process. The selected firms are retained on annual contract. Specific projects are negotiated individually under the terms established in the annual contract.

Project Status:

College staff is requesting that the board grant permission to advertise, select, and negotiate contracts as prepared by legal counsel for firms to furnish these services.

**Board Action(s) Requested:**

**Permission to advertise, select, and negotiate contracts for minor projects  
construction management services**

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Project Report and Action Request - Health Sciences Addition - Selection of Construction  
Management Services

Information Item  
412.978, 04-05

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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	Flad & Associates, Gainesville, Florida
Construction manager/contractor	To be announced
Uniform building code inspector	In-house
Project budget	\$7,668,904
Source of funds	PECO

Project Status:

At their September 21, 2004, meeting, the board granted permission to advertise, select, and negotiate a contract with a construction management firm to build the new Health Sciences addition. On November 30, 2004, the selection committee interviewed three firms they had previously short-listed. The selection committee's rank-order of those firms is as follows. Negotiations with the top-ranked firm are ongoing.

1. PPI Construction Management, Gainesville, Florida
2. HJ High Construction Company, Orlando, Florida
3. Dooley Mack Constructors, Inc., Sarasota, Florida

**Board Action(s) Requested:**

**None**

Report of Purchases for November and December 2004

202.522, 04-05

Below are the total amounts and a summary of purchases for the months of November and December 2004.

Purchasing	\$1,489,332.61
Risk Management Consortium	43,168.00
Library	<u>0.00</u>
<b>Total</b>	<b><u>\$1,532,500.61</u></b>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y03086 (Fund 2)	\$ 27,694.00	Contract	School Board of Bradford County	Perkins Grant Contract Bradford Union Vocational-Technical
Y03262 (Fund 7)	\$142,012.00	Contract	PPI Construction	Restroom Renovation ManagementADA General Maintenance
Y03334 (Fund 7)	\$417,000.00	Contract	Flad & Associates	Architectural Services Building W Addition
Y03431 (Fund 7)	\$141,618.00	Contract	PPI Construction Management	Concourse Painting and Washing General Maintenance
Y03534 (Fund 7)	\$ 32,954.00	Contract	PPI Construction Management	Building E Panel Replacement General Renovation/Remodeling

Risk Management Consortium

Y03147 (Fund 6)	\$ 43,168.00	Special	Arthur J Gallagher & Company	Workers Compensation Risk Management Consortium
	<u>\$804,446.00</u>			

Purchases \$0 - \$25,000.00

Number of purchase orders: 655	Amount: \$610,548.00
Number of contracts awarded by the Board of Trustees: 15	Amount: \$117,506.61

**Board Action(s) Requested:**

**Approval of report**

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Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of December 31, 2004  
201.576, 04-05

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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 December 31, 2004.

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

	<b>2004-2005</b>		<b>2003-2004</b>	
	<u>Dollar Amount</u>	<u>Percent of Budget</u>	<u>Dollar Amount</u>	<u>Percent of Total Year</u>
Revenue	34,421,332	59.57	31,468,657	57.96
Expenditures	24,691,235	40.92	23,381,491	42.47

**Board Action(s) Requested:**

**Approval of report**

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Warrants Issued for November and December 2004 208.417, 04-05

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

For November 2004: The amount disbursed was \$7,653,546.62.

Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	376895 - 378600
Payroll	594216 - 595029

Electronic Transfers

94662 -97238

December 2004: The amount disbursed was \$6,619,918.77.

Warrant Numbers

Manual Payroll	None
Manual Payables	677
Payables	378601 - 379738
Payroll	595030 - 595757

Electronic Transfers

97239 - 99768

**Board Action(s) Requested:**

**Approval of report**

Fee Waiver Report for Fall Term 2004

200.678, 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 fall 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>
<b>Fall – Full</b>		
<u>Course Fee- Credit</u>		
College Employee	52	\$17,301.75
Senior Citizen	13	3,510.00
PSAV	4	1,548.90
State of Florida Employee	48	13,630.50
Employee Dependent	81	43,118.75
Dependent of Deceased Law Officer	1	740.00
Total	<u>199</u>	<u>\$79,849.00</u>
 <u>Course Fee - Community Education</u>		
Senior Citizen	<u>61</u>	<u>\$ 2,799.00</u>
Total	<u>61</u>	<u>\$ 2,799.00</u>
 <b>SESSION TOTALS</b>		
Credit	199	\$79,849.00
Community Ed	<u>61</u>	<u>2,799.00</u>
TOTAL	<u>260</u>	<u>\$82,648.00</u>
 <b>Fall A</b>		
<u>Course Fee - Credit</u>		
College Employee	5	\$ 819.00
Employee Dependent	<u>4</u>	<u>618.75</u>
Total	<u>9</u>	<u>\$ 1,437.75</u>
 <b>SESSION TOTALS</b>		
Credit	<u>9</u>	<u>\$ 1,437.75</u>
TOTAL	<u>9</u>	<u>\$ 1,437.75</u>
 <b>Fall B</b>		
<u>Course Fee - Credit</u>		
Employee	3	\$ 526.50
PSAV	1	167.40
State of Florida Employee	1	351.00
Employee Dependent	<u>3</u>	<u>702.00</u>
Total	<u>8</u>	<u>\$ 1,746.90</u>

	<u>Number of Waivers</u>	<u>Amount</u>
<b><u>SESSION TOTALS</u></b>		
Credit	8	\$ 1,746.90
TOTAL	<u>8</u>	<u>\$ 1,746.90</u>
<b><u>TERM TOTALS</u></b>		
Credit	16	\$83,033.65
Community Ed	<u>61</u>	<u>2,799.00</u>
TOTAL	<u>277</u>	<u>\$85,832.65</u>

**Board Action(s) Requested:**

Approval



Colonel Harry M. Hatcher, Jr. Property Survey 05-05200.679, 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 December 9, 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	2	\$ 4,182.00
Worn-Out Equipment with Salvageable Parts	3	\$ 4,362.00
Worn-Out Equipment with No Salvageable Parts	16	\$33,341.53
Surplus Property	11	\$35,639.49
Transfers	8	\$13,192.00
<b>TOTAL</b>	<b>40</b>	<b>\$90,717.02</b>

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
0	\$ 0.00	\$ 0.00	\$0.00
0	\$ 0.00	\$ 0.00	\$0.00
2	\$11,854.74	\$11,854.74	\$0.00
0	\$ 0.00	\$ 0.00	\$0.00
<b>2</b>	<b>\$11,854.74</b>	<b>\$11,854.74</b>	<b>\$0.00</b>

**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.

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 that are greater than \$750 but less than \$5,000 are not depreciated or capitalized. They 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**

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Amendment to Zoo Animal Technology Advisory Committee

417.66, 04-05

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It is requested that Ms. Carol Kriegal, Assistant Zoo Manager at the Houston Zoo, serve as a replacement for Ms. Margo McKnight on the Zoo Animal Technology Advisory Committee. Ms. Kriegal has agreed to serve in this capacity. Her term on the committee is January 1, 2005, through December 31, 2005.

**Board Action(s) Requested:**

**Approval**

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BioTechnology Articulation Agreement with Pasco-Hernando Community College 408.1469, 04-05

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The articulation agreement with Pasco-Hernando Community College (PHCC) will facilitate PHCC students' enrollment in biotechnology courses at Santa Fe. Students may choose to pursue an Associate of Science degree in Biotechnology awarded by Santa Fe after having taken their general education courses at PHCC. Another option is for students pursuing an Associate of Arts degree awarded by PHCC to take elective courses in biotechnology at SFCC.

There is no money involved other than the tuition funds and possible performance funds, if available for completers and placements, that Santa Fe may earn for students enrolled in our biotechnology classes and/or program.

The agreement is effective for the 2005-2006 academic year. This agreement may be renewed on an annual basis following review by the parties, unless either party provides the other with written notice of intent to terminate no later than sixty days prior to the expiration of the academic year.

**Board Action(s) Requested:**

**Approval**

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Agreement with Gulf Atlantic Airways, Inc. dba University Air Center - Aviation Sciences

408.1470, 04-05

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The University Air Center agrees to provide professional pilot training and other instructional services to the college's Aviation Sciences program. All instruction and flight training that has FAA oversight will be provided by the air center as the college will neither own aircraft nor apply for FAA certification to offer flight training. Incorporated in this program is the flight training necessary to obtain the private pilot license, multi-engine rating, and instrument pilot rating.

The college will provide academic courses in support of a two-year degree leading to an Associate in Science degree that fully articulates with Embry-Riddle Aeronautical University.

The contract establishes responsibilities, accountabilities, and sets fees for our students for the training provided by the University Air Center. The term of the agreement is January 1, 2005, through July 31, 2007. No college funds will be expended in relation to this agreement.

**Board Action(s) Requested:**

**Approval of contract**

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Life Sciences Jobs for Florida's Future -- Grant

409.1525, 04-05

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The purpose of this project is to expand selected life sciences programs of emphasis by increasing enrollment and restructuring curricula to meet the dynamic workforce needs of specific life sciences industries. These selected programs include Biotechnology, Imaging Sciences and, Emergency Medical Services. Funds will be used to develop two new online courses in Biotechnology and revise three existing courses in the Imaging Sciences program to expand student laboratories to accommodate additional students, and to introduce state-of-the-art transformational technology in the workplace. Enrollments will increase by 40% over a three-year period. During year one of the project, 405 students will be enrolled in these life sciences programs of emphasis. Of these, at least 80% will complete (324) and 90% (292) will be placed in high-skill, high-wage, high-demand jobs.

The amount of funds requested from the Florida Department of Education, Division of Community College and Workforce Education, is \$750,000, with no matching funds from Santa Fe Community College.

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

Operating budget impact: College funds for equipment maintenance and sustainability of expanded enrollments will be needed after completion of the grant period, during fiscal year 2006-07.

**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.**

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Reconstruction of an Introductory Biology Lab Into Inquiry-Based Integrative Curriculum to Enhance Undergraduate Education -- Grant 409.1526, 04-05

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The purpose of this project is to increase the understanding of basic biological concepts and scientific methodologies for approximately 1,500 students enrolled in the introductory biology laboratory courses each year by reconstructing the laboratory curriculum to incorporate hands-on, open-ended, research-based experiments that promote curiosity and cooperative learning. This new curriculum will address the weaknesses in the current laboratory and will be a permanent, self-sustaining curriculum for our students.

The amount of funds requested from the National Science Foundation is \$58,657, with no matching funds from Santa Fe Community College.

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

Operating budget impact: Recurring costs should be anticipated for equipment maintenance

**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.**

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Santa Fe Community College Teaching Zoo Destination Enhancement -- Grant                      409.1527, 04-05

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The purpose of this project is to give guests at the Santa Fe Community College Teaching Zoo information about the zoo and campus initiatives. Informational kiosks will be placed at the zoo entrance as well as signage near animal exhibits. Additionally, funds will be used for printing and television advertising in an effort to attract visitors to special events. Approximately 30,000 visitors tour the zoo on an annual basis.

The amount of funds requested from the City of Gainesville, Department of Cultural Affairs, is \$7,616, with no matching funds from Santa Fe Community College.

Duration of this project is January 18, 2005, 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.**