

**The District Board of Trustees
Santa Fe Community College, Florida
Agenda for Board Meeting of March 22, 2005 at 4 p.m.
Santa Fe Community College Zoo Classroom**

Adoption of Agenda

Agenda Item: 1.1
418.435, 04-05

1. General Functions
 - 1.1 Adoption of Agenda for Meeting of March 22, 2005
 - 1.2 Approval of Board Meeting Minutes of February 15, 2005
2. Information Items
 - 2.1 President's Report
 - 2.2 Continuing and Community Education EnRich! Brochure for Spring 2005
3. Consent Items
 - Personnel
 - 3.1 Contract Staff (Faculty)
 - 3.2 Contract Staff (Administrative and Professional)
 - 3.3 Community and Continuing Workforce Education Contract Staff
 - 3.4 Career Service Staff
 - Contracts, Grants
 - 3.5 School Board of Alachua County Head Start/Pre-Kindergarten -- Grant
4. Personnel Items
 - 4.1 Continuing Contract Candidates for 2005-2006
5. Finance/Business Affairs Items
 - 5.1 Report of Purchases for February 2005
 - 5.2 Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of February 28, 2005
 - 5.3 Warrants Issued for February 2005
 - 5.4 Colonel Harry M. Hatcher, Jr., Property Survey 05-07
 - 5.5 Accountable Property Threshold Change
6. Contracts/Grants
 - 6.1 Tech Prep Regional Partnership Agreement with Central Florida Community College
 - 6.2 Office for Community Service, Center for Student Leadership and Activities, Santa Fe Community College - Standardized Memorandum of Understanding with Volunteer Service Sites

- 6.3 Santa Fe Health Careers Opportunity Partnership -- Grant
- 6.4 Santa Fe Community College Planetarium Project -- Grant
- 6.5 Santa Fe Community College Democracy Lab Partnership -- 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 February 15, 2005

401.427, 04-05

The minutes of the regular meeting of the District Board of Trustees of Santa Fe Community College held February 15, 2005, are presented for approval.

Board Action(s) Requested:

Approval

President's Report

Information Item

The president will discuss a variety of informational topics.

Today's presentation will be given by Mr. Jack Brown, Zoo Director and Professor, and Mr. Buz Bireline, Associate Professor in the Zoo program.

Continuing and Community Education EnRich! Brochure for Spring 2005

Information Item
415.105, 04-05

In accordance with College Rule 7.11, the Continuing and Community Education EnRich! brochure for the spring term 2005 is presented for the board's information. Classes begin the week of April 9, 2005, and registration for classes begins March 21, 2005.

CONSENT

**District Board of Trustees
March 22, 2005**

Agenda Item: 3.1

Contract Staff (Faculty)

402.662, 04-05

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

Part Time

Kristen Conway
Christopher Drum
George Duren
Stephen Hayes
Erica Jacobs
Paul McCoy
Constance Myrick
Donald Tyson

Board Action(s) Requested:

Approval

CONSENT

District Board of Trustees
March 22, 2005

Agenda Item: 3.2

Contract Staff (Administrative and Professional)

411.263, 04-05

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

Technical/Professional

Part-time

<u>Name</u>	<u>Position</u>
Valerie Aslakson-Jennings	Art Specialist
Nancy Brannen	Student Development Specialist
Timothy Buchner	Software Specialist
^ Salvatore Campagna	Personal Fitness Senior Specialist
Mijin Chung	Multicultural Student Center Specialist
* Phyllis Decker	Displaced Homemaker Program Specialist
* David Diem	Adults with Disabilities Specialist
* Corinne Greenberg	Test Proctor Specialist
* Rebecca Hassell	Adults with Disabilities Specialist
Lynn Henderson	Math Specialist
* Ashley Kirby	Test Proctor Specialist
* Ivan Klahn	VSP Reading Lab Specialist
Jennifer Le Zotte	Writing Lab Specialist
Gwendolyn Magee	Photographer Specialist
* Adrian Manley	Counseling Center Specialist
* Nancy Nipper	Criminal Justice Trust Fund Manager
Joanne Platte	Photography Preparation Specialist
* Lee Anne Privette	Math Specialist
Amanda Reynolds	English Specialist
Kathryn Rush	Ceramics Preparation Specialist
Sarah Shine	Life Model Specialist
* Kimberly Thomas	Test Proctor Specialist
* Shelton Wright	Family Literacy Specialist
^ Student Leadership and Activities funded	
* Grant funded	

Board Action(s) Requested:

Approval

CONSENT

District Board of Trustees
March 22, 2005

Agenda Item: 3.3

Community and Continuing Workforce Education Contract Staff

404.361, 04-05

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

Community Education

<u>Name</u>	<u>Position</u>
Dorothy Coar	FCAT Instruction
Valerie Freeman	FCAT Instruction
Isaac Harmon	FCAT Instruction
Karen Harmon	FCAT Instruction
Loretta Hawkins	FCAT Instruction
Jo Jenkins	FCAT Instruction
Reginald Lewis	FCAT Instruction
Olivia Roberts	FCAT Instruction
Mae Steward	FCAT Instruction
Doris Raven	FCAT Instruction
Cottie Wright	FCAT Instruction

Board Action(s) Requested:

Approval

CONSENT

**District Board of Trustees
March 22, 2005**

Agenda Item: 3.4

Career Service Staff

403.434, 04-05

The individual listed below is being recommended for promotion.

Name

Position

Carol Wilson

Compensation Support Specialist, Human Resources

Board Action(s) Requested:

Approval

CONSENT

District Board of Trustees
March 22, 2005

Agenda Item: 3.5

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

409.1534, 04-05

The purpose of this project is to provide Associate in Science, Child Development Associate, and Child Care Worker Certification training for 45-90 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 \$60,000, 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.

Continuing Contract Candidates for 2005-2006

402.663, 04-05

The following faculty members have been voted on by their peers and approved by their supervisors to receive continuing contracts beginning in the 2005-2006 contract year.

2005-2006 Continuing Contract

Erin Amerman
Ellen Hulslander
Wesley Lindberg
Robert Mitchell
Lauren Poe
Robin Rompre
^Bruce Tucker

^ Student Leadership and Activities funded

Board Action(s) Requested:

Approval

Report of Purchases for February 2005

202.524, 04-05

Below are the total amounts and a summary of purchases for the month of February 2005.

Purchasing	\$462,917.23
Risk Management Consortium	31,186.00
Library	0.00
Total	<u>\$494,103.23</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y04143 (Fund 1)	\$ 58,382.80	Contract	Dell Marketing	Computers (40) Information Technology
Y04295 (Fund 7)	\$ 55,000.00	Contract	PPI Construction Management	Pre-Construction Services Building W Addition

Risk Management Consortium

Y04523 (Fund 6)	\$ 31,186.00	Special	Arthur J. Gallagher & Company	Aviation Coverage - Miami-Dade Community College Risk Management Consortium
	<u>\$144,568.80</u>			

Purchases \$0 - \$25,000.00

Number of purchase orders: 485	Amount: \$333,692.23
Number of contracts awarded by the Board of Trustees: 2	Amount: \$ 15,842.20

Board Action(s) Requested:

Approval of report

Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of February 28, 2005
201.579, 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 February 28, 2005.

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	42,349,836	73.29	40,070,359	73.80
Expenditures	33,714,225	55.87	32,263,041	58.60

Board Action(s) Requested:

Approval of report

Warrants Issued for February 2005

208.419, 04-05

In accordance with State Board of Education Rule 6A-14.073(5), a listing of all checks issued from February 1 through February 28, 2005, is available at this meeting for the board's information. The amount disbursed for the month was \$7,240,513.29.

Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	390583 - 393733
Payroll	596250 - 597064

Electronic Transfers

1883 - 4450

Board Action(s) Requested:

Approval

Colonel Harry M. Hatcher, Jr., Property Survey 05-07

200.682, 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 February 24, 2005, 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
Stolen	2	\$ 2,387.00	0	\$ 0.00	\$ 0.00	\$0.00
Worn-Out Equipment with Salvageable Parts	1	\$ 2,493.95	0	\$ 0.00	\$ 0.00	\$0.00
Worn-Out Equipment with No Salvageable Parts	5	\$12,580.03	0	\$ 0.00	\$ 0.00	\$0.00
Surplus Property	5	\$ 8,340.22	1	\$ 6,725.00	\$ 6,725.00	\$0.00
Trade-Ins	1	\$ 4,489.45	1	\$29,500.00	\$29,500.00	\$0.00
Transfers	32	\$39,047.88	2	\$14,821.05	\$14,821.05	\$0.00
TOTAL	<u>46</u>	<u>\$69,388.53</u>	<u>4</u>	<u>\$51,046.05</u>	<u>\$51,046.05</u>	<u>\$0.00</u>

Notes

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

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

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

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

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

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

Acquisition Value represents the college's acquisition cost, NOT the current value of the items. The college depreciates and capitalizes items costing \$5,000 or greater. Items that cost greater than \$750 but less than \$5,000 are not depreciated or capitalized. Instead 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

Accountable Property Threshold Change

200.683, 04-05

In accordance with college Rule 5.7 and Florida Statute 274.02, and by the recommendation of the Property Survey Committee, the Property Office is requesting that the president approve changing the cost at which an item of furniture or equipment is inventoried from \$750.00 to \$1,000.00. The effective date for new purchases will be April 1, 2005.

Approval of the board is requested to remove items under \$1,000.00 from the existing property inventory. There are 927 items in this category with a total cost or value of \$740,255.95. The detailed list of these items will be available for review at the board meeting. Certain items, although removed from the accounting side of inventory, will retain a property decal and continue to be physically accounted for each year. Items in this category include computers, laptops, cameras, projectors, and firearms.

Board Action(s) Requested:

Approval

Tech Prep Regional Partnership Agreement with Central Florida Community College

408.1473, 04-05

This agreement will facilitate articulation and acceleration in order to serve high school students with increased choices in the Santa Fe Tech Prep Consortium and the Mid-Florida Tech Prep Consortium.

Board Action(s) Requested:

Approval

Office for Community Service, Center for Student Leadership and Activities, Santa Fe Community College - Standardized Memorandum of Understanding with Volunteer Service Sites

408.1474, 04-05

Many Santa Fe courses require service-learning hours as a component of the curriculum. Additionally, community service hours are performed by many students on an individual basis and as a part of their involvement in college organizations. This memorandum of understanding identifies the rights and responsibilities of the college and the community agency that intends to utilize Santa Fe student volunteers, and brings the process in line with that of the University of Florida.

It is requested that this memorandum be approved as a standard form without further review by the board. The college also requests that the Director for Student Life be authorized to execute these agreements on behalf of the college.

Board Action(s) Requested:

Approval and authorization for Director for Student Life to execute agreement

Santa Fe Health Careers Opportunity Partnership -- Grant

409.1531, 04-05

The purpose of the Health Careers Opportunity Partnership Grant (HCOP) is to increase the numbers and percent of under-represented and disadvantaged students (emphasizing minority population) who graduate from Health Sciences programs, and who understand and respect the differences and commonalities of the varied cultures within Florida. This project will implement a recruitment plan and establish a pipeline of motivated, disadvantaged students beginning in middle school and continuing through high school and college. Academic, career, and cultural awareness preparation will be provided at all levels. Recruitment activities will be provided for 200 students at all levels each year. From the high school applicant pool, 30 rising 9th and 10th graders will be chosen for the unstructured 2-week, 6 hours/day High School Summer Enrichment Program. Thirty 11th and 12th graders will be chosen for the structured 20-week, 6 hours/day hours High School Saturday Academy, which provides leadership training, academic enrichment, cultural competency training, and health professional career awareness. Students will visit underserved clinical sites, use technical healthcare diagnostic equipment, and prepare for SAT/ACT examinations and college life. Also, from the college applicant pool, 30 students will be chosen for the College Summer Institute, which is a 6-week, 6 hour/day structured summer program that includes communications, hands-on science, math and technology instruction, college success, and community service projects with a cultural competency base. Twenty-four College Summer Institute graduates will be selected to receive pre-admissions retention services. All disadvantaged students enrolled in targeted Health Sciences programs will receive progression and retention services that will maximize completion and graduation opportunities. Students will be tracked in the HCOP program via a database system which will include number of participants in each phase, pre/post evaluation of cultural competency and healthcare issues awareness, academic/testing performance, application and acceptance into a targeted Health Sciences program, retention, graduation, and job placement. This is year one of a three-year project.

The amount of funds requested from the US Department of Health and Human Services, Public Health Service, Health Resources and Services Administration, Bureau of Health Professions, Division of Health Careers Diversity and Development, is \$281,712, with an in-kind match of \$27,468 from Santa Fe Community College.

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

Operating budget impact: Funds 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.

Santa Fe Community College Planetarium Project -- Grant

409.1532, 04-05

The purpose of this project is to establish a planetarium/astronomy museum in the college's Natural Science Division and to expand the curriculum to include planetarium programs. Grant funds will provide for the projectors and ancillaries to present the planetarium programs to the identified target audiences.

The planetarium will help increase math and science literacy to an under-funded, under-served rural population. In addition to Santa Fe Community College students, the planetarium programs will be made available to K-12 students and schools, the University of Florida, and to the general public to increase math and science literacy through family literacy programming.

The amount of funds requested from the U.S. Department of Education, Office of Postsecondary Education, is \$496,000, with a cash match of \$122,144 from Santa Fe Community College.

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

Operating budget impact: Funds 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.

Santa Fe Community College Democracy Lab Partnership -- Grant

409.1533, 04-05

The purpose of this project is to fund service learning group projects for students in the honors section of International Relations (INR 2002). The group projects include preparing the SFCC Model United Nations Team for competition at the South Florida Regional Model United Nations and designing and operating the website for the Gainesville Chapter of the United Nations Association. Approximately 25 students will benefit from this project, some of whom will do a presentation at the National Collegiate Honors Conference held annually.

The amount of funds requested from the Lock Haven University of Pennsylvania Center for Civic Life for Democracy Lab is \$1,000, with no matching funds from Santa Fe Community College.

Duration of this project is March 23, 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.