

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

**Adoption of Agenda**

**Agenda Item: 1.1**  
418.441, 05-06

1. General Functions
  - 1.1 Adoption of Agenda for Meeting of October 18, 2005
  - 1.2 Approval of Board Meeting Minutes of September 20, 2005
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)
    - 3.3 Career Service Staff
    - 3.4 Leave of Absence
  - Contracts, Grants
    - 3.5 Suwannee River Area Health Education Center, Inc. - Nursing -- Grant
    - 3.6 Suwannee River Area Health Education Center, Inc. - Dental Aide Project -- Grant
4. Facilities Items
  - 4.1 Project Report and Action Request - Elevator Upgrade  
(Budget, Phase III Drawings, Guaranteed Maximum Price)
5. Finance/Business Affairs Items
  - 5.1 Report of Purchases for September 2005
  - 5.2 Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of September 30, 2005
  - 5.3 Warrants Issued for September 2005
  - 5.4 Colonel Harry M. Hatcher, Jr., Property Survey 06-02
  - 5.5 Permission to Execute Contracts for Manual Food Service, Snack Vending, and Beverage Vending
  - 5.6 Amendment to Food and Vending Agreement with Compass Group

6. Contracts/Grants
  - 6.1 Program Addendum No. 2 to Agreement with Tallahassee Memorial Healthcare, Inc., Tallahassee - Cardiovascular Technology
  - 6.2 Northside Christian Academy, Starke - Articulated Acceleration Early Admission/Academic Dual Enrollment
  - 6.3 Affiliation Agreement with Sarasota County Public Hospital Board d.b.a. Sarasota Memorial Health Care System, Sarasota, Florida -- Cardiovascular Technology
  - 6.4 Fulbright Scholar-in-Residence Program -- Grant
7. Endowment Corporation Liaison Update
8. Board Members' Remarks
9. Citizen's Requests
10. Adjournment

**Board Action(s) Requested:**

**Approval**

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Approval of Board Meeting Minutes of September 20, 2005

401.433, 05-06

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The minutes of the regular meeting of the District Board of Trustees of Santa Fe Community College held September 20, 2005, 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.

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

**Agenda Item: 2.2**

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Contract Review Committee for the President's Contract

Information Item  
411.269, 05-06

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To be discussed at the meeting.

## CONSENT

District Board of Trustees  
October 18, 2005

Agenda Item: 3.1

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Contract Staff (Faculty)

402.669, 05-06

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The individuals listed below are being recommended for appointment for the 2005-2006 year as stated in the individual employee's contract.

### **Full Time**

<u>Name</u>	<u>Position</u>
Ellen Audet <i>M.S.N., University of South Alabama</i>	Assistant Professor, Nursing Programs
Gertrude Jordan <i>M.S.N., University of Central Florida</i>	Assistant Professor, Nursing Programs
Pamela Tarras <i>M.S.N., Michigan State University</i>	Assistant Professor, Nursing Programs

### **Part Time**

John Abbitt	Todd Brooks	Daniel Davis
Erika Aippersbach	Gretchen Brooks	David Dean
Adenike Akinyode	Eric Brown	John Deese
Anastasia Albanese-O'Neill	Gayle Brown	Caroline Dennis
Ann Aldrich	Robert Brown	Angela Dobberfuhr
Panos Alexakos	Sherry Brumme	Joanne Docherty-Goldstein
Sonia Alonso	Timothy Buchner	Kendra Doten
Robert Anderson	Thomas Bullard	Anna Dranishnikov
Marion Andrews	Deanne Bush	Christopher Drum
Betty Arnette	Sheri Butler	Paul Drummond
Peter Backhaus	Patricia Cannella	John Dryden
Martyn Baker	George Canova	Marie Duchatelier
Bhaskar Bandyopadhyay	Julia Carson	Jennifer Duncan
Darlene Banks	Kristen Cartwright	Dusti Durden
Robert Bartley	Michele Chalmers	Jackie Erney
Laura Battle	John Chamberlain	Stacey Ettel
Edward Bennett	Courtney Chambers	Abioye Fayiga
Keith Bennett	Allen Chevront	Kim Feigenbaum
Steven Bingham	Nickles Chittester	Melvin Flournoy
James Birdsall	Wayland Clifton	Kelly Flowers
Ronald Blake	Florence Cline	Johnnie Folsom
Beth Bonnett	Charna Cohn	
Carl Boon	Nolan Col	
Cynthia Boucher	Lizabeth Coleman	
Vincent Bourke	Matthew Coleman	
David Boydston	Kristen Conway	
Elsa Boysha	Marsha Cooper	
Charles Bradley	Sharon Cooper	
Joshua Braley	William Craig	
Stacey Breheny	Joshua Crews	
Nancy Brannen	Terry Crews	
Victor Brennan	Donna Crook	
Robert Brinson	Carrie David	

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Sheila Forrester  
Daniel Gerard  
Oliver Ghobrial  
Betty Gibson  
James Greco  
Azza Guertin  
Albert Haddad  
Robin Hardee  
Gary Hardesty  
Stephen Hardy  
Daniel Harmeling  
Steven Harrison  
Linda Hauzer  
Stephen Hayes  
Samuel Himes  
Clay Hipke  
Mary Hoffer  
Gary Hoffman  
Millard Holder  
John Holley  
Margaret Howell  
Stephen Howell  
Jon Humphrey  
William Hutchinson  
Thomas Idoyaga  
Vidhya Ithikkat  
David Jacks  
Brian Jimison  
Patricia Johnson  
Russell Johnson  
Deborah Johnson-Simon  
Phillip Kabler  
Erika Kisvarsanyi  
Martin Krpan  
Paul Ladnier  
Louis LaFache  
Joel Lambert  
Leon Larson  
Clifford LeBlanc  
Jayson Levy  
Lee Libby  
Anne Lisca  
Linda Lotz  
Tom Maida  
Matthew Maloney  
Tami Mandro-Weaver  
Adrian Manley  
Cherry May  
George Mazzeo

Kimberly McCollough  
Bruce McCord  
Darrell McCormick  
Paul McCoy  
Thomas McCrea  
Nancy McCurdy  
Rebecca McDaniel  
Harold McGee  
Stuart McRae  
James Meier  
Albert Mellen  
Stephen Mercandante  
Vanessa Merriex  
Cindy Moore  
Joseph Moro  
Karron Morrow  
Michael Morse  
Sara Morsey  
Charles Mott  
John Nabet  
Adriano Navarro  
April O'Connell  
Mallory O'Connor  
Frank Oquendo  
Melissa Orobity  
Tara Orlowski  
Josue Ostolaza  
Amy Oxner  
Marilyn Palumbo  
Stephen Panella  
Alex Pastos  
William Patten  
Darin Patterson  
Antal Pavai  
Jody Peeling  
Suzon Peterson  
Robert Pham  
Jamie Pimlott  
Mark Pitts  
Jeffrey Plant  
Joanne Platte  
William Pokorny  
Timothy Price  
Chittur Radhakrishnan  
Michael Ramsey  
Voara Randrianasolo  
Dana Rasmussen  
Kathleen Ratican  
Elizabeth Reynolds

Evelyn Rodriguez  
Robert Rohan  
Gerald Rosenberg  
Ingrid Rosenshein  
Russell Roy  
Kathryn Rush  
Jose Santiago-Anadon  
Rachel Schremp  
Ann Scroggie  
Billy Senn  
Tscharna Senn  
Julie Shay  
Timothy Shay  
Joseph Shuford  
Allen Siorek  
Marin Smillov  
Charles Smith  
Frederick Smith  
Jeremiah Smith  
Jerrold Smith  
Mark Smith  
Kenneth Smylie  
Kathy Southall  
Philip Spann  
Henry Spurlin  
Nancy Starrett  
Eli Stav  
Daniel Stepp  
Zachary Stepp  
Susan Strauss  
Elizabeth Strickland  
Briton Summers  
Brent Swanson  
George Swicord  
Marvin Swindell  
Patricia Telesco  
Janet Thomas  
Michael Thomas  
Christine Thompson  
Seaborn Thompson  
Dan Tilton  
Donald Tyson  
Mary Ulseth  
Robert Uttaro  
Tanya Vanwinkle  
William Vickory

John Richman  
Michael Riley  
Wade Rinn

Jeanie Vincent  
Adam Walker  
Judy Ward  
Jamey Weare  
Neil Weinsten  
Ted Weseman

Clark Wheeler  
Beverley White  
Stephen Wilder  
R. David Wiles  
Cynthia Willming  
William Wright

Angela Yau  
Michael Yawn  
David Young  
Todd Yurchisin  
Lavi Zamstein  
Joshua Zingg

**Board Action(s) Requested:**

**Approval**



## CONSENT

District Board of Trustees  
October 18, 2005

Agenda Item: 3.2

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Contract Staff (Administrative and Professional)

411.270, 05-06

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The individuals listed below are being recommended for appointment for the 2005-2006 year as stated in the individual employee's contract.

### **Technical/Professional**

#### **Full Time**

#### **Appointment**

<u>Name</u>	<u>Position</u>
Tammy Burgard <i>M.Ed., University of Florida</i>	High School Dual Enrollment Counseling Specialist
Julie Garrett <i>10 years of experience in the field</i>	Communications Specialist, College Relations

#### **Part Time**

* Elliott Adams	Upward Bound Computer Specialist
Daniel Barnett	Writing Lab Specialist
* Soraya Benitez	Adult Education Specialist
* Jody Bermann	Adult Education Specialist
Kevin Combs	Writing Lab Specialist
* Sandra Cosgrave	Critical Thinking Lab Specialist
Lydia Floyd	Life Model Specialist
* Deborah Handberg	Adult Education Specialist
Mark Hills	Holistic Scoring Specialist
* Kerri-Ann Hue	Adult Education Specialist
* Monika Kaczmarek	VSP/ESL Lab Specialist
Beverly Leibach	ESL Lab Specialist
Charles Lesch	Dental Programs Equipment Specialist
* Maite Lizaso	Adult Education Specialist
* Laura Maurer	Adult Education Specialist
* Karron Morrow	Dental Programs Specialist
* Linda Mussillo	Adults with Disabilities Specialist
* Melissa Orbitg	Dental Programs Specialist
Jennifer Pritchett	Student Development Specialist
* Jennifer Seyez	Educational Talent Search Specialist
* Jonathan Sherwood	Fitness Center Supervisor Specialist
* Sara Sill	Test Proctor Specialist
Barbara Stakely	ESL Lab Specialist
Wendy Toure	Downtown Lab Specialist
* Grant funded	

### **Board Action(s) Requested:**

**Approval**

**CONSENT**

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

**Agenda Item: 3.3**

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Career Service Staff

403.440, 05-06

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The individuals listed below are recommended for appointment.

<u>Name</u>	<u>Position</u>
Janet Foster	Administrative Assistant, Mathematics
Hong Le	Custodian, Facilities Services
Oanh Ngo	Custodian, Facilities Services
Christina Sollenberger	Financial Aid Support Specialist 1
Polly Werner	Senior Word Processor, Educational Document Development

**Board Action(s) Requested:**

**Approval**

**CONSENT**

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

**Agenda Item: 3.4**

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Leave of Absence

420.138, 05-06

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Elizabeth Engel, full-time faculty member in the library, has requested a leave of absence from January 1, 2006, through December 31, 2006. This request is supported by the Director and the Interim Vice President of Academic Affairs.

**Board Action(s) Requested:**

**Approval**

## CONSENT

District Board of Trustees  
October 18, 2005

Agenda Item: 3.5

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Suwannee River Area Health Education Center, Inc. - Nursing -- Grant

409.1572, 05-06

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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 approved by the Board of Trustees in the past. Funding for this project was approved by the Suwannee River Area Health Education Center, Inc. in August 2005.

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, 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.**

## CONSENT

District Board of Trustees  
October 18, 2005

Agenda Item: 3.6

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Suwannee River Area Health Education Center, Inc. - Dental Aide Project -- Grant

409.1572, 05-06

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The purpose of this project is to support the Dental Aid program for the 2005-2006 academic year for health academy students from the Gainesville High School Institute of Health Professions, Lake City High School, and Bell High School Academy of Health Related Professions. Approximately 12 high school students will participate in the program. This is a renewal of an existing project that was approved by the Board of Trustees in the past. Funding for this project was approved by the Suwannee River Area Health Education Center, Inc. in August 2005.

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, 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 - Elevator Upgrade (Budget,  
Phase III Drawings, Guaranteed Maximum Price)

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412.989, 05-06

Project Description:

This project involves the renovation of seven of the college's oldest elevators in order to bring them up to current code with respect to operations, accessibility, and communications. These elevators are all original equipment and do not comply with current code.

Architect/engineer	Affiliated Engineers SE, Inc., Gainesville, Florida
Construction manager/contractor	PPI Construction Management, Inc., Gainesville, Florida
Uniform building code inspector	In-house
Project budget	\$473,392
Source of funds	Capital Outlay and Debt Service, and Public Education Capital Outlay (PECO)

Project Status:

At the inception of this project the estimate of probable costs was below the threshold of approval by the college's Purchasing Director. However, code changes as well as material and labor increases since that time have increased the construction cost of this project to the point at which board approval is required. Therefore, college staff is requesting approval of the project budget in the amount of \$473,392. College staff is also requesting approval of the phase III drawings for this project and for the guaranteed maximum price to construct it in the amount of \$418,080.

**Board Action(s) Requested:**

- A. Approval of project budget in the amount of \$473,392**
- B. Approval of the phase III drawings**
- C. Approval of the guaranteed maximum price of \$418,080**

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Report of Purchases for September 2005

202.530, 05-06

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

Purchasing	\$628,146.27
Risk Management Consortium	0.00
Library	<u>0.00</u>
<b>Total</b>	<b><u>\$628,146.27</u></b>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u> Y08626
(Fund 7)	\$28,800.00	Contract	Flad & Associates	Additional Architectural Services Building W Addition

Purchases over \$25,000 Amount: \$ 28,800.00

Purchases \$0 - \$25,000.00

Number of purchase orders: 476

Amount: \$496,591.89

Number of contracts awarded by the Board of Trustees: 1

Amount: \$102,754.38

**Board Action(s) Requested:**

**Approval of report**

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Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of September 30, 2005  
201.593, 05-06

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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 September 30, 2005

The following summary provides a comparison of actual revenues and expenditures for 2005-2006 vs. 2004-2005.

	<b>2005-2006</b>		<b>2004-2005</b>	
	<u>Dollar Amount</u>	<u>Percent of Budget</u>	<u>Dollar Amount</u>	<u>Percent of Total Year</u>
Revenue	18,640,996	30.61	18,351,404	31.76
Expenditures	10,988,922	17.51	10,567,095	18.21

**Board Action(s) Requested:**

**Approval of report**



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Warrants Issued for September 2005

208.425, 05-06

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A listing of all checks issued from September 1 through September 30, 2005, is available at this meeting for the board's information. The amount disbursed for the month was \$12,233,662.73.

Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	413744 - 420497
Payroll	600780 - 601242

Electronic Transfers

18752 - 21063

**Board Action(s) Requested:**

**Approval**

Colonel Harry M. Hatcher, Jr., Property Survey 06-02

200.695, 05-06

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 19, 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
Worn-Out Equipment with Salvageable Parts	11	\$ 15,610.23	0	\$ 0.00	\$ 0.00	\$0.00
Worn-Out Equipment with No Salvageable Parts	13	\$ 24,509.07	2	\$13,950.00	\$13,950.00	\$0.00
Surplus Property	13	\$ 23,927.06	1	\$ 8,123.00	\$ 8,123.00	\$0.00
Trade-Ins	3	\$ 6,510.00	0	\$ 0.00	\$ 0.00	\$0.00
Transfers	45	\$ 63,435.37	0	\$ 0.00	\$ 0.00	\$0.00
<b>TOTAL</b>	<b><u>85</u></b>	<b><u>\$133,991.73</u></b>	<b><u>3</u></b>	<b><u>\$22,073.00</u></b>	<b><u>\$22,073.00</u></b>	<b><u>\$0.00</u></b>

**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 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 \$1,000 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**

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Permission to Execute Contracts for Manual Food Service, Snack Vending, and Beverage Vending

209.117, 05-06

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On August 5, 2005, a Request for Proposal (RFP) for manual food service, snack vending, and beverage vending was issued. The proposals were publicly opened on September 16, 2005. An evaluation committee of 15 people (representing career service, faculty, staff, and students, as well as academic and non-academic areas of the college) reviewed the proposals for consideration.

Vendor responses were received as follows:

- Manual food service - Domino's Pizza and Subway
- Snack vending - Canteen and Tampa Bay Vending
- Beverage vending - Coca Cola, Pepsi, and Tampa Bay Vending

Currently, campus food service operations are moving toward the food court arrangement in order to provide more diverse offerings and enhance potential auxiliary revenues as well. Since this arrangement is a three-bay concept, the college will be issuing a focused (local area) RFP for the third bay to satisfy the food choices not represented in the responses above, for example, traditional breakfast items.

The evaluation committee recommends the following:

1. Award Manual Food Service contracts for a period of five years with one five-year renewal option to Domino's and Subway.
2. Award the Snack Vending contract for a period of five years with one five-year renewal option to Canteen Vending Services.
3. Award the Beverage Vending (exclusivity) contract for a period of five years with one five-year renewal option to Coca-Cola Enterprises, Inc.

The board is requested to authorize Chief Financial Officer Rochelle Prince and General Counsel Patti Locascio to complete contract negotiations with each of the above referenced vendors. If for any reason negotiations for the contract cannot be completed with each of the vendors as referenced above under the provisions of the Request for Proposal and the successful vendor's response, the college requests authority to begin negotiations with the next best proposer.

**Board Action(s) Requested:**

1. **Approval for board chair to execute contracts with each of the above-referenced vendors for Santa Fe Community College following negotiations by staff listed above without further review by the board.**
2. **Authorization for college staff to re-solicit proposals if for any reason the negotiations cannot be completed with selected proposers as listed above.**

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Amendment to Food and Vending Agreement with Compass Group

209.118, 05-06

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The Food and Vending Services Agreement between the board and Compass Group USA, Inc. is being amended to reflect a new annual dining service guaranteed dollar amount, a change to the termination date from June 30, 2005, to May 5, 2005, and a modification to the termination clause.

**Board Action(s) Requested:**

**Approval**

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Program Addendum No. 2 to Agreement with Tallahassee Memorial Healthcare, Inc., Tallahassee -  
Cardiovascular Technology 408.1528, 05-06

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The original agreement with Tallahassee Memorial Hospital requires that a Program Addendum be executed annually. This addendum is substantially the same as the one attached to the agreement which was approved by the board in July 2004 as part of the total agreement.

**Board Action(s) Requested:**

**Approval**

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Northside Christian Academy, Starke - Articulated Acceleration Early Admission/Academic Dual Enrollment 408.1529, 05-06

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This agreement details the responsibility of the institution regarding academic Dual Enrollment and early college admissions. The agreement commences August 2005.

**Board Action(s) Requested:**

**Approval**

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Affiliation Agreement with Sarasota County Public Hospital Board d.b.a. Sarasota Memorial Health  
Care System, Sarasota, Florida -- Cardiovascular Technology 408.1530, 05-06

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This agreement allows selected students in the Cardiovascular Technology program the opportunity to participate in learning experiences at this facility.

**Board Action(s) Requested:**

**Approval**



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Fulbright Scholar-in-Residence Program -- Grant

409.1573, 05-06

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The purpose of the Fulbright Scholar-in-Residence Program is to increase mutual understanding between the people of the United States and the people of other countries through educational and cultural exchange. The objective of the worldwide Scholar-in-Residence Program is to bring scholars and professionals from abroad to U.S. college campuses to significantly internationalize host institutions' campuses and curricula. Santa Fe Community College is requesting a scholar from the humanities discipline from China, Taiwan, or Hong Kong. The scholar-in-residence will provide supplementary instruction and team-teach several classes in tandem with a SFCC faculty member. The scholar will also help develop a new interdisciplinary course on economic development in China and east Asia.

The scholar-in-residence will also provide a series of public community outreach events in Alachua and Bradford counties. The scholar will also visit Lake City Community College and Central Florida Community College.

Grant funds will be paid directly to the visiting scholar and includes air travel and a salary honorarium. A cash match of \$11,600 will provide a salary supplement to assist with housing, attendance at a professional conference, and local transportation.

Duration of this project is December 1, 2006, through May 31, 2007.

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.**