

The District Board of Trustees
Santa Fe Community College, Florida
Agenda for Board Meeting of October 16, 2007, at 4 p.m.
Wattenbarger Student Services Center

Adoption of Agenda

Agenda Item: 1.1
418.461, 07-08

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Meeting of October 16, 2007
- 1.2 Approval of Board Meeting Minutes of September 18, 2007

2. Information Items

- 2.1 President's Report
- 2.2 Contract Review Committee for the President's Contract
- 2.3 Amended Rule 7.11: Fees

3. Consent Items

Personnel

- 3.1 Contract Staff (Faculty)
- 3.2 Contract Staff (Administrative and Professional)
- 3.3 Career Service Staff

Contracts, Grants

- 3.4 Department of Labor - Rural North Florida Healthcare Workforce Alliance Project -- Grant
- 3.5 School Board of Alachua County Head Start/School Readiness Program -- Grant

Finance/Business Affairs Items

- 3.6 Warrants Issued for September 2007
- 3.7 Report of Purchases for September 2007

4. Facilities Items

- 4.1 Alachua Training Center - Selection of Construction Management Firm

5. Finance/Business Affairs Items

- 5.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of September 30, 2007
- 5.2 Colonel Harry M. Hatcher, Jr. Property Survey 08-02

6. General Institutional Items
 - 6.1 Permission to Expend Dr. Philip Benjamin Matching Grant Program for Community Colleges - Fine Arts Enhancement Fund
 - 6.2 Permission to Expend Dr. Philip Benjamin Matching Grant Program for Community Colleges - Fine Arts and Media Production Program "Dance of My Heart" Film Project
 - 6.3 College Calendar for 2008-2009
7. Rules
 - 7.1 Amended Rule 3.2: Qualifications for Instructional Personnel
8. Endowment Corporation Liaison Update and Board Members' Remarks
9. Citizen's Requests
10. Adjournment

Board Action Requested:

Approval

Approval of Board Meeting Minutes of September 18, 2007

401.452, 07-08

The minutes of the regular meeting of the District Board of Trustees of Santa Fe Community College held September 18, 2007, are presented for approval.

Board Action Requested:

Approval

President's Report

Information Item

The president will discuss a variety of informational topics.

District Board of Trustees
October 16, 2007

Agenda Item: 2.2

Contract Review Committee for the President's Contract

Information Item
411.295, 06-07

To be discussed at the meeting.

Amended Rule 7.11: Fees

Information item
410.407, 07-08

The state legislature convened a special session on Wednesday, October 3, 2007, that is intended in part to address state fiscal issues. At this time, it is believed that a 5% fee increase, effective for spring term 2007-2008, will be adopted. However, it is unknown whether the governor will support it.

Based on the current information, and in an effort to avoid delays for spring enrollment, the college plans to begin assessing the increased fee rates to students when spring term registration begins in early November. Final spring term fee calculations will be determined pending final action approved by the legislature and governor and the adoption by the board of the proposed changes to college Rule 7.11.

Proposed changes to Rule 7.11, based on an anticipated 5% increase, are presented for reference. If the change is adopted, the estimated total annual increase for a full-time student taking 36 semester hours per year would be \$135 for credit courses.

CONSENT

District Board of Trustees
October 16, 2007

Agenda Item: 3.1

College Goal: Human Resources - Recruit, develop, assess, and retain quality full- and part-time faculty and staff.

Contract Staff (Faculty)

402.692, 07-08

The individuals listed below are being recommended for appointment for 2007-2008, or a portion of 2006-2007, as stated in the individual employee's contract.

Appointment Part Time

| | | |
|-------------------------|-------------------------|--------------------|
| Deanna Abernethy | John Catron | Hayden Garriques |
| Virginia Agnew | Courtney Chambers | Lucette Gates |
| Afsheen Akbar | Susan Chikagwa-Malunga | Oliver Ghobrial |
| Ann Aldrich | Karen Chin | Betty Gibson |
| Matthew Allen | Deborah Clark | Susan Gildersleeve |
| Linda Archer | Florence Cline | Arthur Grant |
| James Atyeo | Richard Cohen | Lyntressa Grant |
| Agbe Asiamigbe | Nolan Col | ^Gary Green |
| James Baer | Matthew Coleman | Susan Greimel |
| Scott Balcerzak | Sandra Cosgrave | Daniel Griffin |
| Lance Bardsley | Chester Cowart | Nicholas Grimaudo |
| Daniel Barnett | Jeremy Cullins | Katherine Guthrie |
| Laura Battle | Amanda Culp | Albert Haddad |
| William Battle | Stella DaCruz | Michele Hammond |
| Keith Bennett | Nancy Dale | Daniel Harmeling |
| Robert Bias | Bradley Daniels | Zane Hasan |
| Tamara Blagojevic | Garth Davis | Mirian Hay-Roe |
| Susan Block | ^Norma Diaz | Stephen Harrison |
| Carl Boon | Gila Dikel | Mark Hills |
| David Bosarge | David Dillard | Shirley Hintze |
| Austin Boyd | Kevin Dore | Millard Holder |
| David Boydston | Kendra Doten | Melanie Holton |
| Mary Brabham | Valerie D'Ortona | Jennifer Hooks |
| Nancy Brannen | Anna Dranishnikov | Renate Hooper |
| Victor Brennan | Orisatalabi Efunbumi | Lisa Houston |
| Braze Brickwedel | James Ebbeling | Stephen Howell |
| Gretchen Brooks | Mary Ellis | Kerri-Ann Hue |
| Thomas Bullard | William Erickson | David Jacks |
| Henry Butler | Stephen Everett | Erica Jacobs |
| Sheri Butler | Dominique Faison-Harris | Andrew Jenkins |
| Robert Brown | Jeffrey Farrar | Lisa Jerry |
| Luzceline Cabading | Brent Ferraro | John Jones |
| Cindy Cable | Rodney Fitzpatrick | Michael Joseph |
| Patrick Carmichael | Melissa Flanagan | Monika Kaczmarek |
| Patricia Carrico | Margaret Franklin | Robert Kalis |
| Katherine Casey-Sawicki | Karen Garren | Willard Keeran |

Deborah Kellerman
Cindy Keys
Michael Kidd
Birgitta Kimura
Walter Kirkconnel
John Kish
Dorothy Kondas
Larry Kondas
Reju Korah
Fiona Lama
Cheri Landry
Patrick Larkin
Aaron Lay
Elizabeth LeClear
John Lee
Beverly Leibach
Randall Liles
Dana Lindsey
James Lloyd
Tammy Mandro-Weaver
James Maggio
Edward Malone
Regina Martin
Cherry May
Thomas Mayfield
Robert Mazalewski
Jyrece McClendon
Angela McDonough
Harold McGee
Barbara McGraw
Sarah McIntosh
Kirsten McKaig
David L. McKinney
Susan McLennon
Stuart McRae
Albert Mellen
Bermann Mesadieu
Lou Ann Messina
Maureen Meyerson
Bryan Miller
Kathleen Miller
Marshelle Moore
Jack Moorhead
Robert Morton
Charles Mott

Jack Motta
Angela Mulkin
Antonis Mytidis
Kimberly Neal
James Nelson
Jane Nelson
Joanna Neville
Deborah Nicholson
Sylvia Noland
Frank Oquendo
Christopher O'Steen
William Palow
Jody Peeling
Delaney Pettijohn
Toni Phillips
Jeffrey Plant
Sandra Plympton
Sharon Pope
Aimee Pricher
^Philip Puccia
Tania Querido
Clare Quint
Linda Raccioppi
Julius Regalado
William Renkus
Darnell Rhea
Kharyssa Rhodes
Thomas Richardson
Wade Ring
Melanie Roberti
Evelyn Rodriguez
Kelly Rooney
Gerald Rosenberg
Ingrid Rosenshein
^Lauren Rousel
Andrew Rubin
Jason Rummmler
Caronne Rush
Kathie Russell
Souheil Sassi
Christine Schmitz
Anca Segal
Timothy Shay
Linda Sheffield
Carol Shelley

Matthew Shine
Peter Silver
Charles Smith
Jerrold Smith
Kathy Southall
Barbara Stakely
Linda Stanley
Richard Stanojev
Nancy Starrett
Zachary Stepp
Jahala Stirling
Stephan Sussman
Jeffrey Tennant
Jennifer Thomas
Saidi Tunga-Lergo
Gregory Turner
Laura Turner-Reed
Robert Ulmer
Jennifer Van Bergen
Melanie Veige
William Vickory
Jeanie Vincent
Lucinda Waldron
Judy Ward
Milton Waters
Cynthia Watson
Kutura Watson
Marcia Wehr
Ted Weseman
Ellen West
Sean Witty
William Wolf
Karla Wooten
Jeffrey Wright
Angela Yau
Rachel Yff
Linda Yonutas
Lavi Zamstein
Shadai Zaine
Xiqiang Zheng
Gay Zieger
Emory Zing
Lara Zwilling
Chris Zurheide

^ Student Leadership and Activities funded

Board Action Requested: Approval

CONSENT

District Board of Trustees
October 16, 2007

Agenda Item: 3.2

College Goal: Human Resources - Recruit, develop, assess, and retain quality full- and part-time faculty and staff.

Contract Staff (Administrative and Professional)

411.296, 07-08

The individuals listed below are being recommended for appointment or promotion for 2007-2008, or a portion of 2006-2007, as stated in the individual employee's contract.

Name

Position

Technical/Professional Full Time

Appointment

Selena Riess
A.A., Santa Fe Community College

Lead Transcript Evaluator, Records and
Admissions

Promotion

Edward Braddy
M.A., James Madison University

Coordinator, Assessment Center

Part Time

| | | |
|---|----------------------|---------------------------------------|
| | Howard Anderson | Visual and Performing Arts Specialist |
| * | Isabel Barten | Adult Education Specialist |
| ^ | Sheena Benarte | Yoga Specialist |
| * | Jody Berman | Adult Education Specialist |
| * | Anne Bowman | Adult Education Specialist |
| | Courtney Chambers | Downtown Lab Specialist |
| * | Jackie Davis | Adult Education Specialist |
| | Orisatalabi Efunbumi | Downtown Lab Specialist |
| * | Alyne Farrell | Adult Education Specialist |
| * | Lacheryl Lee Foltz | Displaced Homemakers Specialist |
| ^ | Scott Jamison | Sports Information Specialist |
| * | Maria Huff | Adult Education Specialist |
| | James Kocher | Academic Foundations Specialist |
| | Fiona Lama | Writing Lab Specialist |
| | Beverly Leibach | ESL Lab Specialist |
| * | Margarett Martin | Adult Education Specialist |
| | Pauline McCanless | Community Education Specialist |
| * | Rhonda Orr | Health Sciences Specialist |
| * | Jawon Park | Adult Education Specialist |
| * | Lee Anne Privette | Upward Bound Math Specialist |

Technical/Professional Part Time, cont.

- | | | |
|---|--|---------------------------------------|
| | Jason Rummler | Downtown Lab Specialist |
| * | Tami Smith | Upward Bound Computer Specialist |
| | Barbara Stakely | ESL Lab Specialist |
| | Abou Sylla | Visual and Performing Arts Specialist |
| | Cyrus Williams | Counseling Center Specialist |
| | | |
| * | Grant funded | |
| ^ | Student Leadership and Activities funded | |

Board Action Requested:

Approval

CONSENT

**District Board of Trustees
October 16, 2007**

Agenda Item: 3.3

***College Goal: Human Resources - Recruit, develop, assess, and retain quality full-
and part-time faculty and staff.***

Career Service Staff

403.458, 07-08

The individual listed below is recommended for appointment.

Name

Position

Steve Hulst

Police Officer, SFCC Police Department

Board Action Requested:

Approval

CONSENT

District Board of Trustees
October 16, 2007

Agenda Item: 3.4

College Goal: Resources - Develop, obtain, and allocate the necessary resources to implement the college's mission.

Department of Labor - Rural North Florida Healthcare Workforce Alliance Project -- Grant
409.1680, 07-08

The purpose of this project is to increase the capacity of the Santa Fe Community College Health Sciences and Nursing programs and to increase the number of qualified trained workers for the healthcare industry, which is a high-growth, high-demand targeted industry. Grant funds will provide state-of-the-art classrooms and laboratories and will include new human body simulators and simulated hospital and operating rooms. The project will provide increased student recruitment, retention, and completion strategies. Training strategies include providing training opportunities and information to secondary school faculty, students' parents, and One-Stop Career Center participants. Curriculum will be revised to include the use of new, state-of-the-art equipment and simulation technology, emphasize problem-based learning, and increase the cultural competency of faculty. Approximately 510 students in eight healthcare programs will benefit from this program. In addition, approximately 400 middle and high school students and 900 continuing education professionals will benefit. This is year three of a three-year project.

The amount of funds requested from U.S. Department of Labor, Employment and Training Administration, is \$96,911, with no matching funds from Santa Fe Community College. Total funding for the three-year project is \$1,072,339.

Duration of this project is November 1, 2007, through October 31, 2008.

Operating budget impact: None

Board Action(s) Requested:

Approval of grant. Upon legal review and approval, the president or his designee, Charles W. Clemons, Sr., Vice President for Development, is authorized to execute any agreements and related documents associated with this grant.

CONSENT

District Board of Trustees
October 16, 2007

Agenda Item: 3.5

College Goal: Resources - Develop, obtain, and allocate the necessary resources to implement the college's mission.

School Board of Alachua County Head Start/School Readiness Program -- Grant 409.1681, 07-08

The purpose of this project is to provide Associate in Science, Child Development Associate, and Child Care Worker certification training for 45 to 50 trainees from the School Board of Alachua County Head Start programs for staff and parents.

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

Duration of this project is August 21, 2007, through July 30, 2008.

Operating budget impact: None

Board Action(s) Requested:

Approval of grant. Upon legal review and approval, the president or his designee, Charles W. Clemons, Sr., Vice President for Development, is authorized to execute any agreements and related documents associated with this grant.

CONSENT

District Board of Trustees
October 16, 2007

Agenda Item: 3.6

College Goal: Resources - Develop, obtain, and allocate the necessary resources to implement the college's mission.

Warrants Issued for September 2007

208.444, 07-08

A listing of all checks issued from September 1 through September 30, 2007, is available at this meeting for the board's information. The amount disbursed for the month was \$8,536,238.10.

Warrant Numbers

| | |
|-----------------|-----------------|
| Manual Payroll | None |
| Manual Payables | None |
| Payables | 519252 - 523496 |
| Payroll | 615626 - 615941 |

Electronic Transfers

81466 – 84070

Board Action Requested:

Approval

CONSENT

**District Board of Trustees
October 16, 2007**

Agenda Item: 3.7

College Goal: Resources - Develop, obtain, and allocate the necessary resources to implement the college's mission.

Report of Purchases for September 2007

202.549, 07-08

Below are the total amounts and a summary of purchases for the month of September 2007.

| | |
|----------------------------|----------------------------|
| Purchasing | \$916,720.55 |
| Risk Management Consortium | <u>5,218.63</u> |
| Total | <u>\$921,939.18</u> |

| <u>P.O. No.</u> | <u>Amount</u> | <u>Procurement</u> | <u>Vendor</u> | <u>Class of Item-Department</u> |
|--------------------|---------------------|--------------------|------------------------|--|
| Y20367 (Fund 1) | \$ 53,169.30 | Contract | Dell Marketing | Laptops (30) Information Technology |
| Y20444 (Fund 1) | \$ 27,990.00 | Exempt | GAP Technologies, Inc. | Online Course Evaluations Center for Instructional Design |
| Y20465 (Fund 7) | \$350,287.00 | Contract | Flad & Associates | Architectural Services Alachua Center |
| Y20585 (Fund 1) | \$ 58,632.96 | Contract | Dell Marketing | Computers (48) Information Technology |
| | <u>\$490,079.26</u> | | | |

Purchase orders for previously awarded contracts: 12
Number of purchase orders \$0-\$25,000: 347

Amount: \$100,560.38
Amount: \$331,299.54

Board Action Requested:

Approval of report

College Goal: Resources - Develop, obtain, and allocate the necessary resources to implement the college's mission.

Alachua Training Center - Selection of Construction Management Firm

412.1020, 07-08

Project Description

This project involves the design and construction of a new training center in Alachua, Florida. The building will be approximately 23,000 gross square feet and contain classrooms, computer labs, and chemistry and biology labs, as well as program space for the areas of biotechnology, information technology, and bio-manufacturing.

| | |
|---------------------------------|----------------------------|
| Architect/engineer | Flad & Associates |
| Contractor/construction manager | To be determined |
| Uniform building inspector | In-house |
| Revised project budget | \$6,722,230 |
| Source of funds | Private and matching grant |

Project Status

This project is currently in design, and in order to provide pre-construction services during design, the college requests permission to advertise, select, and negotiate a contract with a construction management firm for the construction of this facility.

Board Action Requested

Permission to advertise, select, and negotiate a contract with a construction management firm for the construction of this facility

College Goal: Resources - Develop, obtain, and allocate the necessary resources to implement the college's mission.

Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of
September 30, 2007

201.638, 07-08

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, 2007.

The following summary provides a comparison of actual revenues and expenditures for 2007-2008 vs. 2006-2007.

| | 2007-2008 | | 2006-2007 | |
|--------------|----------------------|--------------------------|----------------------|------------------------------|
| | <u>Dollar Amount</u> | <u>Percent of Budget</u> | <u>Dollar Amount</u> | <u>Percent of Total Year</u> |
| Revenue | 20,165,921 | 30.84 | 19,642,936 | 30.59 |
| Expenditures | 10,937,764 | 16.16 | 11,362,275 | 18.81 |

Board Action Requested:

Approval of report

College Goal: Resources - Develop, obtain, and allocate the necessary resources to implement the college's mission.

Colonel Harry M. Hatcher, Jr. Property Survey 08-02200.727, 07-08

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 on September 25, 2007, 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 | 12 | \$ 20,275.61 | 0 | \$ 0.00 | \$ 0.00 | \$0.00 |
| Found/Reclassified | 1 | 1,132.00 | 0 | 0.00 | 0.00 | 0.00 |
| Worn-Out Equipment with No Salvageable Parts | 29 | 74,038.90 | 2 | 67,210.36 | 67,210.36 | 0.00 |
| Surplus Property | 8 | 18,890.34 | 1 | 8,000.00 | 8,000.00 | 0.00 |
| Transfers | 24 | 34,442.04 | 0 | 0.00 | 0.00 | 0.00 |
| TOTAL | <u>74</u> | <u>\$148,778.89</u> | <u>3</u> | <u>\$75,210.36</u> | <u>\$75,210.36</u> | <u>\$0.00</u> |

Notes

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

Found/Reclassified items were reported as stolen or not found/missing during a prior inventory year, but were found during the current year's inventory. The items dispositions will be changed to reflect the correct disposition methods that will be used to dispose of them. (The disposition for the computer will be changed from missing to scrapped.)

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 lab computers replaced through the PC replacement plan that are to be transferred to Alachua and Bradford counties schools, sold, or scrapped.

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 Requested:

Approval of survey

District Board of Trustees
October 16, 2007

Agenda Item: 6.1

College Goal: Resources - Develop, obtain, and allocate the necessary resources to implement the college's mission.

Permission to Expend Dr. Philip Benjamin Matching Grant Program for Community Colleges - Fine Arts Enhancement Fund 400.503, 07-08

The Santa Fe Community College Endowment Corporation requests permission to expend a total of \$15,040 from the Dr. Phillip Benjamin Matching Grant Program to train students in our Fine Arts program. Attached is a list of expenditures and the rationale. Approximately 400 students will benefit from this which will be used for multi-disciplinary (Music, Dance, Visual Arts, and Theatre programs) training.

Board Action Requested:

Approval to expend these funds

District Board of Trustees
October 16, 2007

Agenda Item: 6.2

College Goal: Resources - Develop, obtain, and allocate the necessary resources to implement the college's mission.

Permission to Expend Dr. Philip Benjamin Matching Grant Program for Community Colleges
Funds - Fine Arts and Media Production Program "Dance of My Heart" Film Project 400.504, 07-08

The Santa Fe Community College Endowment Corporation requests permission to expend a total of \$276,767 from the Dr. Phillip Benjamin Matching Grant Program to produce a documentary film, "Dance of My Heart," a story about Alberto Alonso. This film will be utilized in 12 to 15 courses, such as Dance, Social Science, English, Media, and Photography. Approximately 400 students will benefit from this film, which will be used for multi-disciplinary training.

Board Action Requested:

Approval

College Calendar for 2008-2009

414.56, 07-08

The college calendar for 2008-2009 is presented to the board for approval. The College Senate and the Career Service Council have reviewed and endorsed the college calendar. The calendar coincides with the University of Florida calendar, which is important to students at both institutions who are often jointly enrolled. The calendar calls for an exception to the authorized start date for summer term 2009.

Upon board approval, a request will be made to the community college state office to approve the calendar and this exception so that the college's calendar will coincide with that of the university.

Board Action(s) Requested:

Approval

College Goal: Human Resources - Recruit, develop, assess, and retain quality full- and part-time faculty and staff.

Amended Rule 3.2: Qualifications for Instructional Personnel

410.406, 07-08

This rule clarifies the minimum qualifications for college instructional personnel in accordance with accreditation agencies and establishes procedures for the verification of credentials through appropriate documentation of educational and experiential credentials. The amended rule introduces the Faculty Credentialing Manual, which is maintained by and housed in the Office of the Provost and Vice President for Academic Affairs, as the primary mechanism for establishing minimum qualifications.

Board Action Requested:

Approval