

[□ Back to Agenda Listing](#)

District Board of Trustees Santa Fe Community College
Minutes for Board Meeting of April 10, 2002, 4 p.m.
Jones-Rosenberg Auditorium, Starke, Florida

Adoption of Agenda

Agenda Item: 1.1
418.406, 01-02

1. General Functions

1.1 Adoption of Agenda for Meeting of April 10, 2002

1.2 Approval of Board Meeting Minutes of March 19, 2002

2. Information Items

2.1 President's Report

2.2 Standardized Clinical Facilities Use Agreements with:

Notami Hospital of Florida, Inc., dba Lake City Medical Center, Lake City,
Florida -
Surgical Technology
Lin Care, Inc. - Respiratory Care
Prescribed Pediatrics Extended Care, Inc., dba Pediatric Health Choice -
Respiratory Care

2.3 Revision to Rule 7.22: Petitions Committee

2.4 Report of Continuing Workforce Education Courses

3. Consent Items

Personnel

3.1 Contract Staff (Faculty)

3.2 Contract Staff (Administrative and Professional)

Grants

3.3 State Touring Company Production - Orlando Opera Company -- Grant

3.4 State Touring Company Production - Sangoyami Ajoke Ogunsanya -- Grant

4. Facilities

4.1 Project Report and Action Request - Building P, Phase II

4.2 Permission to Advertise for Construction Management Services for Minor Projects

Annual Contract(s)

4.3 Project Report and Action Request — Storm Water Pond A Reconfiguration

4.4 Project Report and Action Request - Building U Renovation and Addition

5. Personnel Recommendations

5.1 Leave of Absence

6. Financial/Business Affairs

6.1 Report of Purchases for March 2002

6.2 Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of March 31, 2002

6.3 Warrants Issued

7. General Institutional

7.1 Summer Flex Schedule Proposal

8. Grants

8.1 Permission to Expend Dr. Philip Benjamin Academic Improvement Trust Funds

9. Citizen's Requests

10. Adjournment

Board Action(s) Requested:

Approval

Action: Motion to adopt agenda: McRae

Second: Roundtree

Vote: Bradley - yes, Brashear - yes, Davis - yes, Jackson - yes, McRae - yes, Perry - yes, Roundtree - yes

**District Board of Trustees
April 10, 2002**

Agenda Item: 1.2

Approval of Board Meeting Minutes of March 19, 2002

401.397, 01-02

The minutes of the regular meeting of the District Board of Trustees of Santa Fe Community College held March 19, 2002, are presented for approval.

Board Action(s) Requested:

Approval

Action: Motion to approve: McRae

Second: Perry

Vote: Bradley - yes, Brashear - yes, Davis - yes, Jackson - yes, McRae - yes, Perry - yes, Roundtree - yes

District Board of Trustees

April 10, 2002

Agenda Item: 2.1

President's Report

Information Item

President Sasser recognized Terry Thomas, Chapter President of FACC, and Ward Scott, College Senate President. Career Service Chair Yvonne Currie was delayed in arriving and Student Government President Matt Vecchio was unable to attend today's meeting.

The president reported on the success of the 33rd annual SFCC Spring Arts Festival. There were about 129,000 people in attendance and 250 artists exhibiting. Dr. Sasser noted that this was a wonderful event and one of the finest things the college does for the community. He also thanked Harvey Sharron and Kathryn Lehman for their hard work in coordinating and planning the festival.

The president mentioned he had participated in the east Gainesville planning charettes. The college was well represented at the meetings.

President Sasser thanked the board for allowing him time to consult with his colleagues to strengthen the art selection process. He expressed his appreciation to a number of people who assisted with the art exhibit issues: Tina Crosby, Cathy Hitchcock, Larry Keen, Patti Locascio, Portia Taylor, Ward Scott, Tony Blalock and staff, the library staff, Leslie Lambert, Curtis Jefferson, and Pat Grunder. He also thanked Guy York for dealing with related issues in Tallahassee.

He explained that Leslie Lambert, while not initially involved in the selection process of the last exhibit, had immediately assumed responsibility for the exhibit, including explaining the purpose of the exhibit and the intent of the artist. Ms. Lambert distributed fliers around campus and posted a faculty member outside of the exhibit to monitor and warn the public about the exhibit content. She assumed the role of curator and decided to move four of the pieces from the exhibit area. The proposed art selection process was brought forward to the president by Ms. Lambert and acknowledges the concerns of the board.

Dr. Sasser mentioned he had visited with staff members at the Harn Museum and learned that they have three curators on staff. In response to a question by Trustee Bradley, the president clarified that the new process will include review by the art faculty, the curator in charge, and an advisory committee comprised of Ward Scott, Larry Keen, Marsha Kiner, and Harvey Sharron. The president stated that artists often work in a sphere in which there are no bounds and that art faculty members

had expressed to him their surprise at the community's reaction to the exhibit.

Trustees received copies of the Santa Fe Report and the College for Kids brochure.

**District Board of Trustees
April 10, 2002**

Agenda Item: 2.2

Standardized Clinical Facilities Use Agreements with:	Information Item
Notami Hospital of Florida, Inc., dba Lake City Medical Center, Lake City, Florida - Surgical Technology	408.1310, 01-02
Lin Care, Inc. - Respiratory Care	408.1311, 01-02
Prescribed Pediatrics Extended Care, Inc., dba Pediatric Health Choice - Respiratory Care	408.1312, 01-02

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 agreements have been executed with the above listed facilities for students enrolled in the SFCC Surgical Technology and Respiratory Care programs.

**District Board of Trustees
April 10, 2002**

Agenda Item: 2.3

Revision to Rule 7.22: Petitions Committee	Information Item 410.328, 01-02
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The amendment to Rule 7.22 is intended to update the rule and to clarify the role of the Petitions Committee as a deliberative and recommending body.

**District Board of Trustees
April 10, 2002**

Agenda Item: 2.4

Report of Continuing Workforce Education Courses	Information Item 415.91, 01-02
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Rule 7.11: Fees states that continuing workforce education courses offered and the established fees shall be reported to the board on a quarterly basis. These classes took place between January and March of 2002.

<u>Course Number</u>	<u>Name of Course</u>	<u>Number of Attendees</u>	<u>Fee Per Student</u>
BUS0350.001	Basics of Electricity	13	\$192.31
BUS0855.001	Excel Fundamentals	10	300.00
BUS0725.001	Tool Box for Success	17	163.24
NUR0571.001	Prevention of Medical Errors	21	25.00
NUR0571.002	Prevention of Medical Errors	15	25.00

C O N S E N T I T E M

**District Board of Trustees
April 10, 2002**

Agenda Item: 3.1

Contract Staff (Faculty)	402.634, 01-02
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The individuals listed below are being recommended for appointment for 2001-2002, or a portion of the year, as stated in the individual employee's contract.

**Part Time
Name**

- Angela Braun
- Janice Bird
- Tingting Cai
- Dawn Miller
- Tracey Philips
- Amanda Rice

Board Action(s) Requested:

Approval

Discussion: Trustee Roundtree expressed his preference for having all the consent agenda items together.

Action: Motion to approve items 3.1 through 3.4: Roundtree

Second: McRae

Vote: Bradley - yes, Brashear - yes, Davis - yes, Jackson - yes, McRae - yes, Perry - yes, Roundtree - yes

C O N S E N T I T E M

**District Board of Trustees
April 10, 2002**

Agenda Item: 3.2

Contract Staff (Administrative and Professional)

411.223, 01-02

The individuals listed below are being recommended for appointment for the year 2001-2002, or a portion of the year, as stated in the individual employee's contract.

Technical/Professional

Part Time

<u>Name</u>	<u>Position</u>
* Kerry Chancey	Manager, Health Careers Opportunity Program
* Tim Hollingsworth	Placement Mentor Specialist
* Joan Miller	Specialist, Reading Lab
Margaret Tison	Advisement Senior Specialist

* Grant funded

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1.

C O N S E N T I T E M

**District Board of Trustees
April 10, 2002**

Agenda Item: 3.3

State Touring Company Production - Orlando Opera Company -- Grant

409.1371, 01-02

The purpose of this project is to provide funds for a performing arts program to be held at the Santa Fe Community College Jones-Rosenberg Building during the SFCC Starke Fall Festival in Bradford County, an underserved arts community. The festival will be held October 12 and 13, 2002.

The amount of funds requested from the State of Florida, Division of Cultural Affairs, is \$1,320 with a cash match of \$680 from Santa Fe Community College.

Duration of this project is October 12, 2002, through October 13, 2002.

Operating budget impact: Matching contribution will be from existing college budget

Board Action(s) Requested:

Approval

Upon legal review and approval, the president or his designee, W. Harvey Sharron, Jr., Vice President for Development, is authorized to execute any agreements associated with this grant.

Action: Approved. See item 3.1.

C O N S E N T I T E M

**District Board of Trustees
April 10, 2002**

Agenda Item: 3.4

State Touring Company Production - Sangoyami Ajoke Ogunsanya -- Grant	409.1372, 01-02
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The purpose of this project is to provide funds for a performing arts program to be held at the Santa Fe Community College Jones-Rosenberg Building during the SFCC Starke Fall Festival in Bradford County, an underserved arts community. Sangoyami offers workshops in traditional Yoruba woodcarving and traditional African arts and crafts. The festival will be held October 12 and 13, 2002.

The amount of funds requested from the State of Florida, Division of Cultural Affairs, is \$167 with a cash match of \$83 from Santa Fe Community College.

Duration of this project is October 12, 2002, through October 13, 2002.

Operating budget impact: Matching contribution will be from existing college budget

Board Action(s) requested:

Approval

Upon legal review and approval, the president or his designee, W. Harvey Sharron, Jr., Vice President for Development, is authorized to execute any agreements associated with this grant.

Action: Approved. See item 3.1.

**District Board of Trustees
April 10, 2002**

Agenda Item: 4.1

Project Report and Action Request - Building P, Phase II

409.1372, 01-02

Project Description

Building P, Phase II, Northwest Campus. This project involves remodeling the eastside of building P following occupancy of the new library in December 2001. Phase I included the southwest portion of the second floor of this building. Phase II will address the remainder of the original library area that currently houses library stacks and administrative area that will be used for classroom functions.

Architect/engineer	Ponikvar & Associates, Gainesville, Florida
Contractor/construction manager	Perry-Parrish, Incorporated, Gainesville, Florida
Uniform building code inspector	In-house
Total project budget	\$2,223,191
Source(s) of funding	PECO

Project Status

College staff has received and incorporated the first and second deductive change orders for direct purchases for this project.

Current construction contract amount	\$1,943,210.00
Deductive change order #1 - direct purchase for HVAC equipment	
Material cost	\$40,000.00
Sales tax	<u>2,450.00</u>
	(\$42,450.00)
Deductive change order #2 - direct purchase for hollow metal and wood doors, frames, and hardware	
Material cost	\$36,279.00
Sales tax	<u>2,226.74</u>
	(\$38,505.74)
Revised current construction contract amount	\$1,862,254.26

Board Action(s) Requested:

None

Discussion: Director of Facilities Bill Reese reviewed facilities items 4.1 through 4.4. Trustee McRae asked what the original cost was for the old library, noting that the renovation is \$2 million. Mr. Reese will report back to the board at its May meeting with the figure.

**District Board of Trustees
April 10, 2002**

Agenda Item: 4.2

Permission to Advertise for Construction Management Services for Minor Projects Annual Contract(s)	412.907, 01-02
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Project Description

The college frequently requires construction management services for minor projects (under \$500,000). Pursuant to college Rule 6.15, there are clear procedures in place for the selection process and the selected firm(s) are retained on annual contract. Specific projects are negotiated individually under the terms established in the annual contract.

Project Status

The contract of one of our former construction managers has lapsed and another will lapse at the end of this fiscal year. College staff is therefore requesting that the board grant permission to advertise, select, and negotiate a contract as prepared by legal counsel for firm(s) to furnish these services.

Board Action(s) Requested:

Approval to advertise, select, and negotiate a contract for construction management services

Action: Motion to approve items 4.2 and 4.3: Roundtree
 Second: McRae
 Vote: Bradley - yes, Brashear - yes, Davis - yes, Jackson - yes, McRae - yes, Perry - yes, Roundtree - yes

**District Board of Trustees
April 10, 2002**

Agenda Item: 4.3

Project Report and Action Request — Storm Water Pond A Reconfiguration	412.908, 01-02
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Project Description

With the recent approval of the Northwest Campus storm water master plan by our local water district,

the St. Johns River Water Management District, we are developing plans for the reconfiguration of the primary detention basin next to I-75. This master planning effort has established pre-development conditions, inventoried all storage and transfer structures, both natural and man-made, and categorized all current impervious surfaces on the campus. By establishing this information, we will approach this project with our campus development master plan in mind. Sufficient capacity will be created in the primary basin to handle buildings on our master plan that have not yet been built.

Architect/engineer	Water & Air Research, Inc., Gainesville, Florida
Contractor/construction manager	To be determined
Uniform building code inspector	To be determined
Project budget	\$250,000

Project Status

College staff has reviewed probable cost information from the engineering firm that produced the original study, as well as our minor project civil engineers who will design the work associated with pond A.

Board Action(s) Requested:

Approval of budget

Action: Approved. See item 4.2.

**District Board of Trustees
April 10, 2002**

Agenda Item: 4.4

Project Report and Action Request - Building U Renovation and Addition	412.909, 01-02
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Project Description:

Building U, Northwest Campus: This project consists of the addition of office, filing, and conference space to correct a major deficiency for facilities.

Architect/engineer	Craig Salley and Associates, Gainesville, Florida
Contractor/construction manager	Perry-Parrish Incorporated, Gainesville, Florida
Uniform building code inspector	In-house
Total project budget	\$476,150
Source(s) of funding	Capital Improvement Fees, PECO

Project Status:

During the design of the addition to U building, numerous issues arose dealing with known deficiencies in the existing roof, mechanical system, and fire alarm system, and the advisability of including these renovations in the project. In order to separate and quantify these deficiencies, the architect was instructed to prepare the construction documents clearly showing what was work in support of the addition and what was attributed to the maintenance/renovation required in the existing

space to accommodate the addition. Analysis of the construction documents and the imminent need for the renovations clearly indicate that the renovations and maintenance work should proceed with the addition. Funds for the renovation are included in current PECO funds.

College staff is requesting the board approve a revised budget for U building that includes both the addition and the maintenance/renovation work. Staff has received and reviewed a guaranteed maximum price in the amount of \$266,150 for the maintenance/renovation work. In order to include this work under one project, the amount of the total revised budget is \$476,150.

Board Action(s) Requested:

- A. Approval of a total revised budget of \$476,150**
- B. Approval of the additional guaranteed maximum price in the amount of \$266,150 for renovations/maintenance work**

Discussion: Trustee Perry abstained from voting on item 4.4 citing his affiliation with Perry-Parrish, Incorporated. He filed a conflict of interest form 8B as appropriate.

Action: Motion to approve: Roundtree

Second: McRae

Vote: Bradley - yes, Brashear - yes, Davis - yes, Jackson - yes, McRae - yes, Perry - abstained, Roundtree - yes

**District Board of Trustees
April 10, 2002**

Agenda Item: 5.1

Leave of Absence

420.123, 01-02

Judith McBride requests a leave of absence from her full-time, ten-month faculty position in Behavioral Sciences from August 23, 2002, to August 13, 2003. This request is supported by the program Director, the Associate Vice President, and the Vice President for Educational Services.

Board Action(s) Requested:

Approval

Action: Motion to approve: Bradley

Second: Roundtree

Vote: Bradley - yes, Brashear - yes, Davis - yes, Jackson - yes, McRae - yes, Perry - yes, Roundtree - yes

**District Board of Trustees
April 10, 2002**

Agenda Item: 6.1

Report of Purchases for March 2002

202.495, 01-02

Below are the total amounts and a summary of purchases for the month of March 2002.

Purchasing	\$ 953,881.61
Library	0.00
Risk Management Consortium	<u>425,980.40</u>
Total	\$1,379,862.01

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
X38586 (Fund 1)	\$ 49,700.00	Contract	Dell Marketing	Computers (35) Support - Information Technology
X38647 (Fund 6)	\$208,910.00	Special	Arthur J. Gallagher	Fees/Workers Compensation Property/Casualty 3/02-3/03
X38648 (Fund 6)	\$ 26,924.40	Special	Gallagher Bassett	Claims dept. Temp. Services Property/Casualty 3/02-3/03
X38649 (Fund 6)	\$120,146.00	Special	Gallagher Bassett	Contracted Service Fees Property/Casualty 3/02-3/03
X38651 (Fund 6)	\$ 70,000.00	Exempt	Health Ink & Vitality	Subscription to <i>Vitality Magazine</i> Property/Casualty 3/02-3/03
X38925 (Fund 7)	\$143,519.00	Sole Source	Simplex Grinnill	Life Safety System Campus Security Upgrade
X38931 (Fund 7)	\$139,997.00	Contract	Perry-Parrish, Inc.	Building F Wall Panel Replacement, General Building Exterior/Drainage
X38932 (Fund 7)	\$123,587.00	Contract	Perry-Parrish, Inc.	Building G Wall Panel Replacement, General Building Exterior/Drainage
X38934 (Fund 7)	\$178,949.00	Contract	Perry-Parrish, Inc.	Building U Renovation and Remodeling Construction Manager Services Building U Expansion

Purchases \$0 - \$25,000.00

Number of purchase orders: 412

Amount: \$298,970.15

Number of contracts awarded by the Board of Trustees: 2

Amount: \$ 19,159.46

Board Action(s) Requested:**Approval of report**

Discussion: Rochelle Prince, Associate Vice President for Finance, reviewed items 6.1 through 6.3.

Action: Motion to approve: McRae
 Second: Roundtree
 Vote: Bradley - yes, Brashear - yes, Davis - yes, Jackson - yes, McRae - yes, Perry - yes, Roundtree - yes

**District Board of Trustees
 April 10, 2002**

Agenda Item: 6.2

Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of March 31, 2002 201.518, 01-02

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 March 31, 2002.

The following summary provides a comparison of actual revenues and expenditures for 2001-2002 vs. 2000-2001.

	2001-2002		2000-2001	
	<u>Dollar Amount</u>	<u>Percent of Budget</u>	<u>Dollar Amount</u>	<u>Percent of Total Year</u>
Revenue	40,436,887	81.31	38,461,841	77.64
Expenditures	34,745,625	65.85	32,485,321	64.41

Board Action(s) Requested:

Approval of report

Action: Motion to approve to approve items 6.2 and 6.3: McRae
 Second: Roundtree
 Vote: Bradley - yes, Brashear - yes, Davis - yes, Jackson - yes, McRae - yes, Perry - yes, Roundtree - yes

**District Board of Trustees
 April 10, 2002**

Agenda Item: 6.3

Warrants Issued 208.518, 01-02

In accordance with State Board of Education Rule 6A-14.073(5), a listing of all checks issued from March 1 through March 31, 2002, is available at this meeting for the board's information. The amount

disbursed for the month was \$6,067,678.32.

Warrant Numbers

Manual Payroll	125
Manual Payables	None
Payables	253225 - 255143
Payroll	568517 - 569440

Electronic Transfers

23615 - 25866

Board Action(s) Requested:

Approval of report

Action: Approved. See item 6.2.

**District Board of Trustees
April 10, 2002**

Agenda Item: 7.1

Summer Flex Schedule Proposal

400.421, 01-02

A proposal for optional flex scheduling from June 3 through August 16, 2002, has come forward from college staff. The proposal has been reviewed and endorsed by the President's Cabinet, pending board approval, with the following caveats:

- A. There are three work plan options available:
 - 1. Monday - Thursday 7:30 a.m. - 6:00 p.m.
 - 2. Tuesday - Friday 7:30 a.m. - 6:00 p.m.
 - 3. Monday - Friday 8:00 a.m. - 4:30 p.m.
- B. It applies only to twelve-month employees.
- C. Supervisors may require employees to return to the regular workweek if this option is not serving students and the college in a favorable manner.

Board Action(s) Requested:

Approval of the flex scheduling proposal for summer 2002

Discussion: Trustee Bradley asked how many people participated in the summer flex schedule last year. Guy York, Associate Vice President for College and Governmental Relations, replied about 20

employees participated.

Action: Motion to approve: Jackson

Second: Roundtree

Vote: Bradley - yes, Brashear - yes, Davis - yes, Jackson - yes, McRae - yes, Perry - yes, Roundtree - yes

District Board of Trustees

April 10, 2002

Agenda Item: 8.1

Permission to Expend Dr. Philip Benjamin Academic Improvement Trust Funds 409.1374, 01-02

The Santa Fe Community College Endowment Corporation requests permission to expend a total of \$26,894 from the Dr. Philip Benjamin Academic Improvement Trust Fund to purchase scientific and technical equipment to train students in our Associate in Applied Science program and in our Certificate program. These expenditures are specifically to replace the obsolete automotive alignment equipment used to train SFCC automotive students. Attached are the rationale and a list of equipment for these purchases. Approximately 70 students will benefit from the purchase of this equipment, as well as students in our community and continuing education courses. The board is asked to approve the submission of the equipment list to the Division of Community Colleges for permission to expend these funds.

Operating budget impact: None

Board Action(s) Requested:

Approval to submit the equipment list to the Division of Community Colleges for permission to expend these funds

Action: Motion to approve: Roundtree

Second: McRae

Vote: Bradley - yes, Brashear - yes, Davis - yes, Jackson - yes, McRae - yes, Perry - yes, Roundtree - yes