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**District Board of Trustees of Santa Fe Community College
Minutes for Board Meeting of **May 21, 2002, 4 p.m.**
Wattenbarger Student Services Building Board Room**

Adoption of Agenda

Agenda Item: 1.1
418.407, 01-02

1. General Functions

- 1.1 Adoption of Agenda for Meeting of May 21, 2002
- 1.2 Approval of Board Meeting Minutes of April 10, 2002
- 1.3 Board Organization for 2002-2003

2. Information Items

- 2.1 President's Report
- 2.2 Proposed Board Meeting Schedule for 2002-2003
- 2.3 Revised Rule 7.11: Fees

3. Consent Items

Personnel

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

Contracts/Grants

- 3.3 University of Florida Department of Exercise and Sports Sciences, College of Health and Human Performance - Athletic Trainer
- 3.4 Alachua County Sheriff's Office - Promotional Testing
- 3.5 University of Florida - Veterans' Affairs - Counseling Services
- 3.6 School Board of Bradford County - Interinstitutional Articulation
- 3.7 Displaced Homemaker Program: Focus on the Future -- Grant
- 3.8 Tech Prep Education, Title III, Part E, Section 204 -- Grant
- 3.9 132 Postsecondary and Adult Vocational Programs -- Grant
- 3.10 Carl D. Perkins Rural and Sparsely Populated Postsecondary -- Grant

3.11 Perkins Leadership: The Dignity Project -- Grant

4. Facilities Items

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

4.2 Project Report and Action Request - Building D, Phase III

5. Personnel Recommendations

5.1 Leave of Absence

6. Finance/Business Affairs Items

6.1 Report of Purchases for April 2002

6.2 Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of April 30, 2002

6.3 Warrants Issued for April 2002

6.4 Report of Investments, Quarter Ending March 31, 2002

6.5 Colonel Harry M. Hatcher, Jr. Property Survey 02-08

6.6 Fee Waiver Report for Spring Term 2002

6.7 Renewal of Bookstore Agreement with Barnes and Noble College Bookstores, Inc.

7. General Institutional Items

7.1 Educational Equity Act Report for 2001-2002

8. Rules

8.1 Revised Rule 7.22: Petitions Committee (Student Registration)

9. Contracts/Grants

9.1 Shands at the University of Florida - Funding for Nursing Faculty Position

9.2 North Florida Regional Medical Center - Funding for a Nursing Faculty Position

9.3 National Student Loan Clearinghouse - Transmittal of Information - Financial Aid

9.4 Thomas Maren Foundation, Displaced Homemaker Program -- Grant

9.5 National Science Foundation Science Alliance Partnership -- Grant

10 . Board Members' Remarks

11. Citizen's Requests

12. Adjournment

Board Action(s) Requested:

Approval

Action: Motion to adopt the agenda: Perry

Second: Jackson

Vote: Bradley - yes, Brashear - yes, Jackson - yes, McRae - yes, Perry - yes, Womack - absent at time of vote.

**District Board of Trustees
May 21, 2002**

Agenda Item: 1.2

Approval of Board Meeting Minutes of April 10, 2002

401.398, 01-02

The minutes of the regular meeting of the District Board of Trustees of Santa Fe Community College held April 10, 2002, are presented for approval.

Board Action(s) Requested:

Approval

Action: Motion to approve: McRae

Second: Perry

Vote: Bradley - yes, Brashear - yes, Jackson - yes, McRae - yes, Perry - yes, Womack - absent at time of vote.

**District Board of Trustees
May 21, 2002**

Agenda Item: 1.3

Board Organization for 2002-2003

416.77, 01-02

Chair Brashear asked Trustee Womack to serve as the nominating committee for the board organization for 2002-2003; Mrs. Womack agreed to serve in this capacity. Trustee Bradley suggested that the process of a nominating committee is not necessary, that the size of the board membership is not so large. He further suggested the board could serve as a nominating committee as a whole. Chair Brashear noted that this procedure has been in place for at least 10 years, and that she wasn't sure whether or not it was required. She asked our General Counsel, Patti Locascio, to research this issue and report back to the board at the June meeting.

District Board of Trustees

May 21, 2002

Agenda Item: 2.1

President's Report

Information Item

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

The president asked the board to join him in recognizing this board meeting as Cathy Hitchcock's last meeting. The board and audience gave Cathy a standing ovation for her 30 years of dedication to the college.

The president mentioned the current SFCC Art History students' artwork that is on display in the president's lobby area. Mallory O'Connor explained that the works were from students from the past two semesters. The particular piece of work brought today's meeting was an octopus vase by Pam Sexton which is a replica of a vase made by a Minoan ceramist around 1500 B.C. The Minoans inhabited the island of Crete from around 200-1300 B.C. and were known throughout the region for their beautiful paintings and pottery.

The president recognized Dug Jones and Dan Rodkin as this year's recipients of the League for Innovation's "Innovation of the Year" award for their success in creating and using objective criteria to determine student organization advisor honoraria amounts. Also recognized were Linda Traupane and Pam Blanton, this year's co-chairs for March of Dimes campus campaign. Dr. Sasser noted over \$11,000 was raised, which exceeded last years amount of \$6,000.00.

The president noted that SFCC Student Government purchased a memorial bench in memory of the September 11 victims. The bench will be installed outside of S building by the pond on May 30, 2002.

Trustees received copies of the SFCC Wellness Day Schedule, Dance Theatre performance invitation letter from Leslie Lambert, Title III Newsletter, Institutional Research Notes, Saint-Sentinel, and Graphic Design Student Show flyer.

**District Board of Trustees
May 21, 2002**

Agenda Item: 2.2

Proposed Board Meeting Schedule for 2002-2003 Information Item

416.78, 01-02

Below is the proposed schedule of the Board of Trustees meetings for 2002-2003.

PROPOSED

The District Board of Trustees of Santa Fe Community College
 (All Meetings Begin at 4:30 p.m.)

July 23, 2002
 Wattenbarger Student Services Building

No August Meeting

September 10, 2002
 Blount Downtown Center

October 22, 2002
 Wattenbarger Student Services Building

November 12, 2002
 Jones-Rosenberg Building

No December Meeting

January 21, 2003
 Wattenbarger Student Services Building

February 18, 2003
 Blount Downtown Center

March 25, 2003
 Wattenbarger Student Services Building

April 15, 2003
 Jones-Rosenberg Building

May 20, 2003
 Wattenbarger Student Services Building

June 17, 2003
 Wattenbarger Student Services Building

**District Board of Trustees
 May 21, 2002**

Agenda Item: 2.3

Revision to Rule 7.11: Fees Information Item	410.329, 01-02
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Information is not yet complete regarding the legislative funding package for Florida's community colleges. Authorization for fee increases is contained in legislative proposals. Pending final approval by the legislature and the Governor, the new fees will be presented by a proposed change to college Rule 7.11.

The total increase for credit courses is expected to be approximately three percent for an in-state student, or \$53.28 per year for a full-time student taking 36 semester hours.

The fee increase for non-credit postsecondary adult vocational courses is the result of a statutory requirement that these fees be 25% of total cost.

C O N S E N T

**District Board of Trustees
May 21, 2002**

Agenda Item: 3.1

Contract Staff (Administrative and Professional)

411.224, 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

Full Time

Name

Position

Appointment:

- * Kerry Chancey Project Coordinator, Health Careers Opportunity Program B.S., University of Florida
- * Donna Kang Job Developer, One Stop Career Center B.A., University of Florida

Promotion

Marsha Kiner Recruitment and Retention Senior Specialist, Human Resources

Part Time

Name

Position

- * Jannette Cowart Summer Enrichment Specialist
- * Dikassa Dixon Summer Enrichment Specialist
- * Natalie Peeples Summer Enrichment Specialist
- * Ronnie Sowell Upward Bound Coordinator
- * Deatra Spratling Summer Enrichment Specialist
- * Valinda Taylor Summer Enrichment Specialist
- * Grant funded

Board Action(s) Requested:

Approval

Action: Motion to approve consent items 3.1 through 3.11: Jackson

Second: McRae

Vote: Bradley - yes, Brashear - yes, Jackson - yes, McRae - yes, Perry - yes, Womack - yes.

C O N S E N T

**District Board of Trustees
May 21, 2002**

Agenda Item: 3.2

Career Service Staff

403.408, 01-02

The individual listed below is presented for promotion.

<u>Name</u>	<u>Position</u>
Bonnie Keith	Admissions Records Specialist

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1.

C O N S E N T

**District Board of Trustees
May 21, 2002**

Agenda Item: 3.3

University of Florida Department of Exercise and Sports Sciences,
College of Health and Human Performance - Athletic Trainer

408.1313, 01-02

This contract is for the provision of an athletic trainer for the 2002-2003 school year. The term of the agreement is July 1, 2002, through June 30, 2003. The trainer will provide health-related duties and additional sport trainer duties for all SFCC intercollegiate athletic programs. The terms and conditions are the same as last year's contract.

Board Action(s) Requested:

Approval of contract

Action: Approved. See item 3.1.

C O N S E N T

**District Board of Trustees
May 21, 2002**

Agenda Item: 3.4

 Alachua County Sheriff's Office - Promotional Testing

408.1314, 01-02

This contract allows the Criminal Justice Selection Center at the Institute of Public Safety to develop, administer, and score promotional processes for the Alachua County Sheriff's Office (ACSO) in the areas of detention and law enforcement. A thorough review of their job-task analysis will be done prior to the administration of the promotional processes.

The promotion processes will be administered either at Santa Fe Community College or at the Alachua County Sheriff's Office. A similar agreement has been in place for one year. This new agreement is essentially the same with some minor modifications. The term, which commences July 1, 2002, is indefinite; either party may terminate the agreement upon 15 days' notice. The cost to ACSO for each promotional process is \$4,500 unless otherwise agreed by the parties' representatives.

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

Action: Approved. See item 3.1.

C O N S E N T**District Board of Trustees
May 21, 2002****Agenda Item: 3.5**

 University of Florida - Veterans' Affairs - Counseling Services

408.1315, 01-02

This contract, which contains the same terms and conditions as last year's contract, authorizes Santa Fe to provide services to University of Florida veterans and other eligible program recipients. The SFCC veterans' affairs coordinator works 12 hours per week at the University of Florida for this purpose and maintains a staff of UF veteran work-study students who staff the office during the rest of the week. This arrangement has worked well for the past two years and our coordinator is willing to continue in this position for another year. The contract will run through June 30, 2003, and is renewable on a yearly basis. The University of Florida agrees to pay the college \$16,174.08 per year for this service.

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

Action: Approved. See item 3.1.

C O N S E N T

**District Board of Trustees
May 21, 2002**

Agenda Item: 3.6

School Board of Bradford County - Interinstitutional Articulation

408.1316, 01-02

This agreement outlines the programs, services, and acceleration mechanisms that are provided by the college for the School Board of Bradford County. These programs and services include Technology and Applied Science dual enrollment, academic dual enrollment, fine arts dual enrollment, early admissions, Tech-Prep/School-to-Work, remediation reduction, and teacher preparedness. This agreement has been reviewed by each of the SFCC programs involved and has been updated and modified slightly from last year according to specific requests made by representatives of the Bradford County School Board.

Board Action(s) Requested:

Approval of agreement

Action: Approved. See item 3.1.

C O N S E N T

**District Board of Trustees
May 21, 2002**

Agenda Item: 3.7

Displaced Homemaker Program: Focus on the Future -- Grant

409.1375, 01-02

The purpose of this project is to provide services to women over 35 years of age who have lost financial support and have been unable to secure adequate employment in Alachua and surrounding counties. Services to be provided through a 92-hour class include personal growth and development with emphasis on self esteem building, time and money management, communication skills, and career and vocational testing and skill building which will include applications, resume writing, interview techniques, job search planning, and information and referral. This comprehensive program offers services designed to assist the individual toward independence and economic security. This program will serve, without charge, the displaced homemaker, as defined in Florida Statute 446.50, in Alachua, Bradford, Columbia, Dixie, Gilchrist, Putnam, and Union counties. It is estimated that 250 individuals will be served.

The amount of funds requested from the Florida Department of Education, Division of Community Colleges, is \$85,030, with an in-kind match of \$26,343 and a cash match of \$2,000 from Santa Fe Community College.

Duration of this project is July 1, 2002, through June 30, 2003.

Operating budget impact: In-kind and cash contributions from existing college Operating 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 associated with this grant.

Action: Approved. See item 3.1.

C O N S E N T

**District Board of Trustees
May 21, 2002**

Agenda Item: 3.8

Tech Prep Education, Title III, Part E, Section 204 -- Grant

409.1376, 01-02

The purpose of this project is to expand existing Tech Prep programs and to research and develop new programs. Emphasis will be on curriculum, which will prepare students for employment in rapidly changing technological fields. The integration of academic and vocational education will be a major focus.

Santa Fe Community College and schools in Alachua and Bradford counties are participating in a Tech Prep consortium, which will strengthen the links among these institutions in a systematic, comprehensive program. Students will benefit from planned, sequential programs of study, which integrate academic and technical education. Business and industry partners are encouraged to offer input and to provide cooperative and exploratory work experience and job placement for students who seek employment and/or plan to continue their education. Approximately 7,000 students benefit from over 120 articulated academic and technical courses, as well as work-based learning, which prepare students for lifelong learning and careers.

The amount of funds requested from the Florida Department of Education, Division of Workforce Development, is \$160,664, with no matching funds from Santa Fe Community College.

Duration of this project is July 1, 2002, through June 30, 2003.

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 associated with this grant.

Action: Approved. See item 3.1.

C O N S E N T

**District Board of Trustees
May 21, 2002**

Agenda Item: 3.9

132 Postsecondary and Adult Vocational Programs -- Grant

409.1377, 01-02

The purpose of this project is to provide assistance for student attainment of state-established academic, vocational, and technical skills proficiencies and attainment of a postsecondary degree or certificate. Retention in and completion of postsecondary education, advanced training placement in military service, or placement or retention in employment are emphasized. This project also focuses on increased student participation in and completion of vocational and technical education programs leading to nontraditional training and employment. Other special populations will also be served. The use of a technology and contextual, integrated curriculum will be expanded. Approximately 3,000 students will be served.

The amount of funds requested from the Florida Department of Education, Division of Workforce Development, is \$459,199, with no matching funds from Santa Fe Community College.

Duration of this project is July 1, 2002, through June 30, 2003.

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 associated with this grant.

Action: Approved. See item 3.1.

C O N S E N T

**District Board of Trustees
May 21, 2002**

Agenda Item: 3.10

Carl D. Perkins Rural and Sparsely Populated Postsecondary -- Grant

409.1378, 01-02

The purpose of this project is to develop more fully the academic, vocational, and technical skills of postsecondary students in Bradford County. Licenses will be purchased for the Nova Net System in the Technical Resource Center, allowing for take-home computers and distance learning. Public awareness activities will attract rural students to high wage/high demand technical and career programs. Travel for technical training will be provided. MathCad and calculator-based laboratory training will also be supplied. A maintenance contract will be purchased for MathCad. Approximately 500 students will be served.

The amount of funds requested from the Florida Department of Education, Division of Workforce Development, is \$20,000, with no matching funds from Santa Fe Community College.

Duration of this project is July 1, 2002, through June 30, 2003.

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 associated with this grant.

Action: Approved. See item 3.1.

C O N S E N T

**District Board of Trustees
May 21, 2002**

Agenda Item: 3.11

Carl D. Perkins Rural and Sparsely Populated Postsecondary -- Grant	409.1379, 01-02
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The purpose of this project is to provide mentoring, tutoring, and vocational-technical training to high school students through the Dignity Project Auto Club and to high school dropouts through the Dignity Project Academy. Funding for salaries, automotive repair equipment, and computer equipment will be used for vocational-technical training for approximately 30 participants in the auto club and academy. Program participants repair vehicles that are distributed to needy families.

The amount of funds requested from the Florida Department of Education, Division of Workforce Development, is \$120,000, with no matching funds from Santa Fe Community College.

Duration of this project is July 1, 2002, through June 30, 2003.

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 associated with this grant.

Action: Approved. See item 3.1.

**District Board of Trustees
May 21, 2002**

Agenda Item: 4.1

Project Report and Action Request - Building P, Phase II

412.910, 01-02

Project Description:

Building P, Phase II, Northwest Campus. This project involves remodeling the east side 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 an 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 a third deductive change order for direct purchases for this project.

Current construction contract amount	\$1,862,254.26
Deductive change order #3 - direct purchase for lights, fixtures, and other related electrical materials	
Material cost	\$64,646.00
Sales tax	<u>3,929.00</u>
	(\$68,575.00)
Revised current construction contract amount	\$1,793,679.26

Board Action(s) Requested:

None

Discussion: Director of Facilities Bill Reese reviewed the facilities items 4.1 and 4.2. Following the project status report for D building, Mr. Reese informed the board that this project now exceeded the minor projects threshold of \$500,000. This increase was in part due to changes in user requirements as well as the fact that pre-existing conditions, uncovered during design, necessitated changes in the scope. Because the college entered into this project in good faith, and with a reasonable expectation that it would in fact fall within the rules governing minor projects, it would be best to continue even though it is above the limit. He further stated he had been advised by OEF to prepare a letter for the file outlining the conditions. The architect's original cost estimate was \$276,000. Trustee McRae asked if the increase in cost was due to the telephone switch.

Mr. Reese responded that it was not.

Responding to a request at the previous board meeting by Trustee McRae, Mr. Reese gave the following report on the original construction project for P building: The firm of Ferendino, Grafton, Spillis & Candela under a contract dated March 1, 1975, originally designed P Building. P&C

Thompson Bros. Construction was the contractor for the project. The cost of construction for the project, excluding design fees, was \$1,926,569, which included four additive change orders and one deductive change order. The cost to construct in today's dollars would be approximately \$3,296,190.

**District Board of Trustees
May 21, 2002**

Agenda Item: 4.2

Project Report and Action Request - Building D, Phase III

412.911, 01-02

Project Description:

Building D, Northwest Campus. This building houses the college's telecommunications center, word processing, printing services, and custodial services. The project consists of a total renovation of the telecommunications area to include the installation of a new telephone switch and provide for an auxiliary network operations center. Custodial services will relocate to E Annex allowing for the renovation of their existing space to house word processing. The entire building will receive infrastructure, fire alarm, ADA, and cosmetic upgrades. This project is being conducted as a minor project pursuant to Florida Statutes.

Architect/engineer	Skinner & Associates, Gainesville, Florida
Contractor/construction manager	To be determined
Uniform building code inspector	To be determined
Project budget	\$490,432
Revised budget	\$659,943
Source(s) of funding	PECO

Project Status:

College staff has received and reviewed phase III documents, as well as a guaranteed maximum price of \$582,918 for the construction of this project, and is requesting subsequent approval from the board. Due to the increase in the scope of work and the subsequent cost to construct, the college is also requesting the board approve an increase in the overall project budget.

Board Action(s) Requested:

- 1. Approval of phase III documents**
- 2. Approval of revised project budget of \$659,943**
- 3. Approval of guaranteed maximum price of \$582,918**

Discussion: Please see related discussion on item 4.1.

Trustee Perry abstained from voting on this item, citing his affiliation with the firm of Perry-Parrish, Incorporated. He filed the conflict of interest, form 8B, as appropriate.

Action: Motion to approve: Bradley
 Second: Jackson
 Vote: Bradley - yes, Brashear - yes, Jackson - yes, McRae - yes, Perry - abstained, Womack - yes.

**District Board of Trustees
 May 21, 2002**

Agenda Item: 5.1

Leave of Absence 420.124, 01-02

Patricia Rowe, a 10-month faculty member in the High School dual enrollment program, has requested an extension of her leave of absence that expired May 2, 2002. She is requesting her current leave of absence be extended through August 16, 2002. This request is supported by her program director, associate vice president, and vice president.

Action: Motion to approve: Bradley
 Second: Perry
 Vote: Bradley - yes, Brashear - yes, Jackson - yes, McRae - yes, Perry - yes, Womack - yes.

**District Board of Trustees
 May 21, 2002**

Agenda Item: 6.1

Report of Purchases for April 2002 202.496, 01-02

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

Purchasing	\$1,246,771.81
Library	0.00
Risk Management Consortium	<u>70,000.00</u>
Total	\$1,316,771.81

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
X39091 (Fund 7)	\$ 40,000.00	Contract	Tom Borrow	HVAC Materials Building P
X39093 (Fund 7)	\$ 36,279.00	Contract	Gulfside Supply	Doors/Hardware Materials Building P
X39101 (Fund 7)	\$ 73,000.00	Special	Ponikvar & Associates	Architect Service Fees Building P
X39158 (Fund 1)	\$ 95,571.00	Contract	Dell	PC Replacement IT Support

X39160 (Fund 1)	\$ 50,061.00	Contract	Dell	PC Replacement IT Support (Downtown)
X39164 (Fund 1)	\$ 30,920.00	Contract	Dell	PC Replacement IT Support
X39194 (Fund 7)	\$266,150.00	Contract	Perry-Parrish Construction Incorporated	Manager Services Building U
X39195 (Fund 1)	\$ 64,936.30	Exempt	Academic Systems	Agreement College Prep
X39241 (Fund 7)	\$ 58,534.49	Contract	Automated Controls	HVAC Building S
X39301 (Fund 1)	\$ 26,250.00	Exempt	Kenexa	Tech Testing Agreement Assessment
X39324 (Fund 7)	\$64,646.00	Contract	General Electric	Lighting Fixtures Building P
X39372 (Fund 6)	\$ 40,000.00	Special	Price Waterhouse	Contracted Service Fees Health Program/Consortium
X39374 (Fund 6)	\$ 30,000.00	Special	Price Waterhouse	Contracted Service Fees Property Program/Consortium
<u>\$876,347.79</u>				

Purchases \$0 - \$25,000.00

Number of purchase orders: 547

Amount: \$439,468.22

Number of contracts awarded by the Board of Trustees: 1

Amount: \$ 955.80

Board Action(s) Requested:

Approval of report

Discussion: Rochelle Prince, Vice President for Finance, reviewed items 6.1 through 6.7 individually. The board then voted on items 6.1-6.7 simultaneously.

Action: Motion to approve items 6.1 through 6.7: Womack

Second: McRae

Vote: Bradley - yes, Brashear - yes, Jackson - yes, McRae - yes, Perry - yes, Womack - yes.

**District Board of Trustees
May 21, 2002**

Agenda Item: 6.2

Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of April 30, 201.519, 01-2002 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 April 30, 2002.

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

	2001-2002		2000-2001	
	Dollar Amount	Percent of Budget	Dollar Amount	Percent of Total Year
Revenue	43,005,561	86.47	41,548,232	83.87
Expenditures	38,722,719	73.38	36,529,071	72.42

Board Action(s) Requested:

Approval of report

Action: Approved. See item 6.1.

**District Board of Trustees
May 21, 2002**

Agenda Item: 6.3

Warrants Issued for April 2002

208.391, 01-02

In accordance with State Board of Education Rule 6A-14.073(5), a listing of all checks issued from April 1 through April 30, 2002, is available at this meeting for the board's information. The amount disbursed for the month was \$6,159,002.66.

Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	255144 - 257058
Payroll	569441 - 570426

Electronic Transfers

25867- 28131

Board Action(s) Requested:

Approval

Action: Approved. See item 6.1.

**District Board of Trustees
May 21, 2002**

Agenda Item: 6.4

 Report of Investments, Quarter Ending March 31, 2002

201.520, 01-02

Demand deposits are maintained in the board's operating funds account with Compass Bank. Daily collected balances earn interest at the average monthly federal funds rate less 70 basis points.

Average rate, month of March	1.05%
Interest earnings, quarter	\$ 19,652
Interest earnings, fiscal year to date	\$107,311

Short-term investments are maintained in the Florida State Board of Administration investment pool. These funds are available for transfer to the demand deposit account upon request.

Interest rate at March 31, 2002	1.95%
Interest earnings, quarter	\$ 38,892
Interest earnings, fiscal year to date	\$157,694

Long-term investments are managed through the investment advisory agreement with Evergreen Institutional Asset Management. Funds deposited in this account are those which the college finance staff has calculated can be invested for a longer term in that the investment policy is based on a maximum effective maturity of five years.

Current holdings: US Treasury notes and bonds, federal agency bonds and mortgages, money markets, and corporate bonds

Average effective maturity	1.64 years
Anticipated yield to maturity	4.066%
Earnings, quarter	\$ 45,590
Earnings, fiscal year to date	\$109,337

INTEREST EARNINGS COMPARISON:

Total interest earnings fiscal year to date 2001/2002	\$374,342
Total interest earnings fiscal year to date 2000/2001	\$788,617

Board Action(s) Requested:

Acceptance of report

Action: Approved. See item 6.1.

District Board of Trustees
May 21, 2002

Agenda Item: 6.5

Colonel Harry M. Hatcher, Jr. Property Survey 02-08

200.268, 01-02

The items presented for the board's review 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 requests from departments before they are presented to the board.

The Property Survey Committee met April 30, 2002, to consider departmental requests to be relieved from inventory accountability. The committee concluded that the following requests should be accepted and recommends the board approve removal of the items listed below from the active property control inventory records. A detailed list of all items from each category is attached.

<u>Category</u>	<u>Number of Items</u>	<u>Acquisition Value</u>
Stolen Items	1	\$ 1,620.00
Worn-out Equipment with No Salvageable Parts	8	22,879.43
Worn-out Equipment with Salvageable Parts	2	4,806.00
Missing Property	52	108,963.70
Surplus Property	19	77,639.87
Transfers	63	115,969.49
Lab Replacement-Transfers	17	22,933.00
Tech Prep Transfers	52	87,637.35
TOTAL	214	\$442,448.84

Notes

Stolen Items - These items have been investigated by the SFCC Police Department.

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

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

Missing Property - These are items that were not found during the inventory process. They have been investigated by the SFCC Police Department and have not been located.

Surplus Property - These items are 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 - These items are to be transferred to the institution shown. These institutions are always non-profit entities.

Lab Replacement-Transfers - These are lab computers replaced through the PC replacement plan which are to be transferred to the institution shown.

Tech Prep Transfers - These are items which were purchased under the Tech Prep grant which is ending June 30, 2002. As part of the grant, these items are already located in Alachua and Bradford counties schools. We are requesting to officially transfer them to the county schools as part of this survey.

Acquisition Value - This represents the college's acquisition cost, NOT the current value of the items. At this time the college does not depreciate the value of its assets. The present value of most of the items listed here is substantially lower than the amount indicated.

Board Action(s) Requested:

Approval of survey

Action: Approved. See item 6.1.

**District Board of Trustees
May 21, 2002**

Agenda Item: 6.6

Fee Waiver Report for Spring Term 2002	200.269, 01-02
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Pursuant to Rule 7.13, the college grants fee waivers for matriculation and tuition, along with application fees for senior citizens. Below is the report of fee waivers granted by the college for the spring term. This report shows the number of students granted fee waivers, along with the amount of matriculation and tuition in each category. It also shows application fees waived for senior citizens.

	Number of Waivers	Amount
<u>Applications</u>		
Senior Citizens	4	\$ 120.00
<u>Course Fee – Credit</u>		
College Employee	68	\$10,039.55
Senior Citizens	34	9,176.95
PSAV	5	2,063.12
Employee Dependent	76	21,210.50
Total Credit	183	\$42,490.12
<u>Course Fee – Non-Credit</u>		
<u>Winter A</u>		
Senior Citizens	60	\$ 2,622.00
<u>Winter B</u>		
Senior Citizens	30	1,162.00

Total Non-Credit	90	\$ 3,784.00
<u>Term Totals</u>		
Applications	4	\$ 120.00
Credit	183	42,490.12
Non-Credit	90	3,784.00
Total	277	\$46,394.12

Board Action(s) Requested:

Approval

Action: Approved. See item 6.1.

**District Board of Trustees
May 21, 2002**

Agenda Item: 6.7

Renewal of Bookstore Agreement with Barnes and Noble College Bookstores, Inc. 209.84, 01-02

The college's current contract with Barnes and Noble College Bookstores, Inc., with an original effective date of August 22, 1998, is a three-year contract with two one-year renewal options. The first one-year renewal option that the college exercised last year expires on August 31, 2002. We request approval to exercise the final renewal option and extend this contract to cover the period of September 1, 2002, through August 31, 2003.

The SFCC bookstore recently received several awards at the annual "Back to Class" show. It ranked in the top ten stores (out of 500+) for the highest percent increase in used textbooks bought back from students. The bookstore ranked in the top 20 stores for the lowest return of textbooks to publishers, indicating that the right number of textbooks were ordered. The bookstore staff was recognized for "team spirit" for assistance in helping Central Florida Community College and Spring Hill College transition their bookstores to Barnes and Noble College Bookstores, Inc. In 1998, the ratio of new textbooks to used textbooks sold was 82% new and 18% used. This past contract year the ratio was 69.9% new and 30.1% used. This approximate 12% increase in used textbooks sales has directly resulted in cost savings to our students. On the latest secret shopper appraisal, bookstore employees scored 100%. Secret shoppers are people hired by the company to assess customer service skills. Bookstore staff is evaluated on acknowledgement, assistance, closing (customer checkout), and satisfaction.

The 1998-1999 Graduate Survey indicated that approximately 67.2% of respondents (1422 graduates) rated the bookstore as good or very good. Two years later, the 2000-2001 Graduate Survey showed that approximately 68.1% of the respondents (1408 graduates) also rated the bookstore as good or very good. This indicates a 0.9% increase in overall satisfaction by SFCC graduates over two years.

The contract with Barnes and Noble College Bookstores, Inc. has produced revenues in excess of the minimum guarantee (\$250,000) in past years and shows a similar pattern for this year. Year one resulted in an additional 18% over the guaranteed amount (approximately) \$45,700; year two

resulted in an additional 21% over the guaranteed amount (approximately) \$53,600; year three resulted in an additional 51% over the guaranteed amount (approximately) \$127,000; year four (the current year) is estimated to produce at least the same amount as year three.

Board Action(s) Requested:

Approval to extend current contract

Action: Approved. See item 6.1.

**District Board of Trustees
May 21, 2002**

Agenda Item: 7.1

Educational Equity Act Report for 2001-2002

400.422, 01-02

The Educational Equity Act Report for 2001-2002 documents the college's progress in attaining equity in the following areas: analysis of A.A. degree program completion rates, student enrollments and completions, enhancing services for students with disabilities, institutional employment, a review of local One Florida Initiatives, and minority business contracts. Also included is the revised college rule detailing admission/graduation requirements for students with disabilities.

The college is pleased with the progress made in these areas of equity.

Board Action(s) Requested:

Approval pending review and possible modifications requested by the state

Discussion: Dr. Grunder provided an overview of the report. She noted the purpose of the report is to provide an ongoing assessment of the college's efforts to ensure that we are providing equal access and equal opportunities to all our constituents. The report tracks student participation and completion rates, accountability in employment, and reports on expenditures with minority-owned businesses, and other special initiatives.

Trustee Bradley asked for clarification about a statement included in the report's cover letter about the college's ranking among the 28 community colleges. Dr. Grunder explained that Santa Fe ranks in the top 3 out of the 28 community colleges. This change will be made to the letter prior to submitting it to the state.

Trustee Bradley stated that, in the report of expenditures for self-reported minority businesses, he felt the number of participants and the amount expended were low, and he would like the college to work to improve participation. Mr. Phil Chaney, Director of Purchasing, reviewed the processes currently in place to enhance and increase minority vendor participation. For facilities bids, this includes faxing a bid advertisement to minority subcontractors, advising them that a copy of the bid document is available for review, and encouraging them to attend pre-bid conferences so that they can see the contractors that will bid the project. Furthermore, contractors are required to submit with their bid a notarized affidavit of their efforts to solicit bids from college identified and other minority subcontractors. Contractors are provided a list of minority subcontractors that

provide services that are necessary for the project. The college also participates in small and minority vendor workshops to provide information about doing business with governmental agencies. The following processes are in place for soliciting goods, services, and equipment: our own college rule requires that we solicit at least three quotes for any item or services that exceeds \$1,000 (though state law sets this parameter at \$25,000) and at least one must be from a minority vendor. The college maintains a list of minority vendors on our website and mainframe so that departments can easily check for minority vendors that provide the product or service they need. College staff conducts monthly purchasing workshops for campus personnel. All bid invitations are also posted on the web.

Discussion about minority vendor participation continued, with staff and trustees acknowledging the need to educate and train to better prepare and increase the local workforce and minority business owners, as well as to look beyond the immediate area for minority vendors. Trustee Perry talked at length about apprenticeship efforts to try to meet these needs.

Trustee Bradley also asked about the numbers and goals in employment and student categories. Dr. Grunder responded goals are set as a result of census data and expected populations. Trustee Bradley commented that some of the goals appear to be unattainable. He feels if the college sets goals, the college should have a plan in place to reach the set goals. Dr. Grunder stated that the student goals are aggressive and attainable based on high school demographics. Dr. Sasser stated he felt the college would diligently strive to meet the goals.

Action: Motion to approve the report pending the modification discussed: McRae

Second: Perry

Vote: Bradley - yes, Brashear - yes, Jackson - yes, McRae - yes, Perry - yes, Womack - yes.

**District Board of Trustees
May 21, 2002**

Agenda Item: 8.1

Revised Rule 7.22: Petitions Committee (Student Registration)

410.330, 01-02

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.

Board Action(s) Requested:

Approval

Discussion: Trustee Bradley asked how other matters would be handled besides "registration" for students. Pat Grunder responded that the college has other rules in place (Student Conduct Code) to provide students with avenues of review for matters other than those related to registration.

Action: Motion to approve: McRae

Second: Perry

Vote: Bradley - yes, Brashear - yes, Jackson - yes, McRae - yes, Perry - yes, Womack - yes.

District Board of Trustees

May 21, 2002**Agenda Item: 9.1**

Shands at the University of Florida - Funding for Nursing Faculty Position 408.1317, 01-02

This contract provides \$42,000 annually from Shands at the University of Florida for three years to the Nursing Programs to add a faculty line in the Associate of Science Nursing (ASN) programs as long as enrollment in the ASN programs is increased beyond 10% of 2001 enrollment. The contract term is for three years and is predicated on the fact that other associated costs are handled by the college or other entities (see contract with North Florida Regional Medical Center, agenda item 9.2).

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

Motion to approve items 9.1 and 9.2: McRae

Second: Perry

Vote: Bradley - yes, Brashear - yes, Jackson - yes, McRae - yes, Perry - yes, Womack - yes.

District Board of Trustees**May 21, 2002****Agenda Item: 9.2**

North Florida Regional Medical Center - Funding for a Nursing Faculty Position 408.1318, 01-02

This contract provides \$22,000 annually from North Florida Regional Medical Center for three years to the Associate in Science Nursing (ASN) programs in order to support a tenured faculty line and cost associated with part-time faculty in the ASN programs as long as enrollment is increased in the ASN programs above 10% of 2001 enrollment. The contract covers three years and is predicated on the fact other associated costs are handled by SFCC or other entities (see also contract with Shands at University of Florida, agenda item 9.1).

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

Action: Approved. See item 9.1

District Board of Trustees**May 21, 2002****Agenda Item: 9.3**

National Student Loan Clearinghouse - Transmittal of Information - Financial Aid	408.1319, 01-02
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This agreement will allow the college to send information electronically to the National Student Loan Clearinghouse at set points in each term so that the clearinghouse can inform lenders of the enrollment status of students at Santa Fe receiving financial aid. It will eliminate the need for the Financial Aid Office to prepare and send the Student Status Conformation Report, which is now sent every 60 days to the National Student Loan Database to record enrollment for the several thousand Santa Fe students receiving financial aid. It will also eliminate the need for our records office to send hundreds of loan deferment forms each term for our students. Santa Fe will save a considerable amount on postage.

The college will pay no fees to the clearinghouse for their services.

This agreement will remain in force until cancelled in writing by either party. There is no minimum enrollment period. The agreement may be terminated by either party with a 60-day written notice.

The clearinghouse performs financial aid reporting services for 2,700 institutions and 91% of the students enrolled across the country. Their services not only save work for the institutions, but also reduce the technical default rates on loans to students who do not follow through on their responsibilities to have deferment forms completed by their institutions.

National Student Loan Clearinghouse will keep all information confidential, but since financial aid reporting does not fall under FERPA, it will not be constrained by directory exclusion orders.

Information Technology Services has agreed to prepare and send the data according to schedule.

Board Action(s) Requested:

Approval

Action: Motion to approve: McRae

Second: Jackson

Vote: Bradley - yes, Brashear - yes, Jackson - yes, McRae - yes, Perry - yes, Womack - yes.

**District Board of Trustees
May 21, 2002**

Agenda Item: 9.4

Thomas Maren Foundation, Displaced Homemaker Program -- Grant	409.1380, 01-02
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The purpose of this project is to provide funds to supplement the salary of an existing part -time instructor position to upgrade it to a full-time instructor position for the Displaced Homemaker Program. Under the leadership of a full-time instructor, the program has been able to serve an additional 32 persons this past year, an increase of 22%. These funds enhance and supplement the level of services that are currently provided in the Displaced Homemaker Program grant.

The amount of funds requested from the Thomas Maren Foundation is \$10,000, with no matching funds from Santa Fe Community College.

Duration of this project is July 1, 2002, through June 30, 2003.

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 associated with this grant

Action: Motion to approve: McRae

Second: Perry

Vote: Bradley - yes, Brashear - yes, Jackson - yes, McRae - yes, Perry - yes, Womack - yes.

**District Board of Trustees
May 21, 2002**

Agenda Item: 9.5

National Science Foundation Science Alliance Partnership -- Grant	409.1381, 01-02
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The purpose of this project is to increase the capacity of the participating schools to provide challenging curriculum materials and effective teaching methods to encourage more students to participate and succeed in advanced mathematics and science courses. This project will demonstrate how technology can be used in the classroom to deepen the scientific and mathematical understanding of teachers as well as students and to promote higher student achievement. The project will also demonstrate an effective model for high-quality teacher professional development in these areas of education and use of technology that can be implemented nationally. Santa Fe Community College will partner with the School Board of Bradford County as members of the Science Alliance, a consortium of school systems in Ohio, Florida, and Texas collaborating with neighboring colleges in the League for Innovation in the Community College (Sinclair, Dallas, Cuyahoga, Miami Dade, Maricopa), the Stevens Institute of Technology (NJ), and the League for Innovation to improve student achievement in K-12. Approximately 200 Bradford County rural teachers in K-12 will receive training and professional development support to implement new curriculum. An estimated 18,000 rural students will be directly impacted. This is year one of a five-year project.

The amount of funds requested from the National Science Foundation through the Stevens Institute of Technology as fiscal agent is \$150,000, with no matching funds from Santa Fe Community College.

Duration of this project is October 1, 2002, through September 30, 2003.

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 associated with this grant.

Action: Motion to approve: Jackson

Second: McRae

Vote: Bradley - yes, Brashear - yes, Jackson - yes, McRae - yes, Perry - yes, Womack - yes.