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**District Board of Trustees of Santa Fe Community College**  
**Minutes for Board Meeting of June 18, 2002**  
**Wattenbarger Student Services Building Board Room**

## Adoption of Agenda

Agenda Item: 1.1  
418.408, 01-02

### 1. General Functions

- 1.1 Adoption of Agenda for Meeting of June 18, 2002
- 1.2 Approval of Board Meeting Minutes of May 21, 2002
- 1.3 Proposed Board Meeting Schedule for 2002-2003
- 1.4 Board Organization for 2002-2003

### 2. Information Items

- 2.1 President's Report
- 2.2 Amendment to Rule 4.3: Degree and Certificate Requirements: Associate in Arts, Associate in Science, Associate in Applied Science, Technical Certificate, Applied Technology Diploma, and Vocational Certificate
- 2.3 Amendment to Rule 1.3: Board of Trustees: Organization
- 2.4 Standardized Clinical Facilities Use Agreements with:  
  
Adventist Health System/Sunbelt, Inc., dba Florida Hospital Heartland Medical Center, Sebring, FL - Surgical Technology Sebring Hospital Management Associates, Inc., dba Highlands Regional Medical Center, Sebring, FL - Surgical Technology

### 3. Consent Items

#### Personnel

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

#### Contracts, Grants

- 3.3 Renewal of Legal Services Agreement with Brashear and Associates, P.L.
- 3.4 Renewal of Legal Services Agreement with Allen, Norton, and Blue, P.A.
- 3.5 North Central Florida Educational Talent Search -- Grant

- 3.6 Upward Bound -- Grant
- 3.7 Upward Bound Supplemental Money Management Institute -- Grant
- 3.8 Student Support Services -- Grant
- 3.9 Criminal Justice Training Trust Fund -- Grant
- 3.10 Mid-Florida College Reach-Out Program -- Grant
- 3.11 Adults with Disabilities -- Grant
- 3.12 Adult Education and Family Literacy - Geographical Allocation -- Grant
- 3.13 Commitment to the League for Innovation in the Community College
- 3.14. Advisory Committee Appointments:
  - Biotechnology Technician
  - Graphic Design
  - Legal Assisting
  - Nuclear Medicine Technology
  - Respiratory Care Technology

#### 4. Facilities Items

- 4.1 Project Report and Action Request - Building W, Phase III
- 4.2 Project Report and Action Request - North Road Extension, Northwest Campus
- 4.3 Project Report and Action Request - Parking Lot 15B, Northwest Campus
- 4.4 Project Report and Action Request - Minor Projects Construction Management Services Annual Contract
- 4.5 Annual Safety Inspection Report

#### 5. Rules

- 5.1 Amended Rule 7.11: Fees

#### 6. Personnel Items

- 6.1 2002-2003 Salary Schedule
- 6.2 Leaves of Absence

#### 7. Finance/Business Affairs Items

- 7.1 Report of Purchases for May 2002
- 7.2 Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of May 31, 2002
- 7.3 Warrants Issued for May 2002

- 7.4 Budget Amendment #3, 2001-2002 Operating Budget (Fund 1)
- 7.5 Approval of 2002-2003 Operating Budget, Current Unrestricted (Fund 1)
- 7.6 Approval of 2002-2003 Unexpended Plant Fund Budget (Fund 7)
- 7.7 Permission to Write Off Uncollectible Accounts
- 7.8 Required Changes in the Financial Reporting of the College's Capital Assets
- 7.9 Recommendation for Awarding a Proposal to Tempforce

## 8. General Institutional Items

- 8.1 Proposal for Naming the Administration Building
- 8.2 Certification of IRS Form 990 as Required of Direct Support Organizations
- 8.3 Certification of Endowment Corporation, Inc. Activity
- 8.4 Acceptance of Endowment Corporation, Inc. Independent Auditors' Report
- 8.5 Approval of Little School Supply Fee
- 8.6 Credit and Postsecondary Adult Vocational Lab Fee Schedule for 2002-2003
- 8.7 2002-2003 College Catalog

## 9. Contracts/Grants

- 9.1 Contract with the University of Florida's Student Health Care Center for SFCC Student Health Care and Education
- 9.2 Strengthening Educational Services Through Student-Centered Technologies and Practice; Title II - Part A -- Grant
- 9.3 Community Technology Program -- Grant
- 9.4 Adult Education and Family Literacy - Comprehensive Family Literacy -- Grant
- 9.5 Adult Education and Family Literacy - Senior Adult Learner -- Grant
- 9.6 Adult Education and Family Literacy - English Literacy and Civics Education -- Grant
- 9.7 Alachua/Bradford One-Stop Career Center -- Grant
- 9.8 YES! Youth Employment Start Program -- Grant
- 9.9 Welfare-to-Work Career Program -- Grant

## 10. Board Members' Remarks

## 11. Citizen's Requests

12. Adjournment

**Board Action(s) Requested:**

**Approval**

Action: Motion to adopt the agenda: Roundtree

Second: McRae

Vote: Bradley - yes, Brashear - yes, Davis - yes, McRae - yes, Roundtree - yes, Womack - yes

**District Board of Trustees**

**June 18, 2002**

**Agenda Item: 1.2**

Approval of Board Meeting Minutes of May 21, 2002

401.399, 01-02

The minutes of the regular meeting of the District Board of Trustees of Santa Fe Community College held May 21, 2002, are presented for approval.

**Board Action(s) Requested:**

**Approval**

Action: Motion to approve the minutes: Womack

Second: McRae

Vote: Bradley - yes, Brashear - yes, Davis - yes, McRae - yes, Roundtree - yes, Womack -- yes

**District Board of Trustees**

**June 18, 2002**

**Agenda Item: 1.3**

Proposed Board Meeting Schedule for 2002-2003

416.79, 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

Discussion: Trustee McRae asked if we would need to revisit the board schedule in regards to the new code. Dr. Sasser replied that it does not go into effect until January and that we would look at the schedule then.

**Board Action(s) Requested:**

**Approval**

Action: Motion to approve: Roundtree

Second: McRae

Vote: Bradley - yes, Brashear - yes, Davis - yes, McRae - yes, Roundtree - yes, Womack -- yes

**District Board of Trustees  
June 18, 2002**

**Agenda Item: 1.4**

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Board Organization for 2002-2003

416.80, 01-02

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Trustee Brashear stated that Trustee Womack was appointed at the last board meeting as nominating chair and would report back at the July meeting.

**District Board of Trustees  
June 18, 2002**

**Agenda Item: 2.1**

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President's Report

Information Item

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President Sasser recognized Terry Thomas, Chapter President of FACC; Yvonne Currie, Career Service Chair; Chantel Wilson, Student Government President; and Ward Scott, College Senate President.

The president asked the board to join him in acknowledging service to the college by Dr. Mary Etta Fisher who is leaving on June 19 to take a position at Jefferson Community College in Louisville Kentucky.

The president mentioned the current SFCC Graphic Design Art Show that is on display in the president's lobby area.

The following quarterly employee award winners were recognized and received a plaque in appreciation of their service and a pin: part-time non-instructional, Alfred Scott; career service, Marc Morgan; part-time faculty, John Fitzgerald; faculty, Robert Connelly; and administrative and professional, Steve Yongue

Trustees received copies of the "Santa Fe Report", Zoo newsletter, Council for Resource Development Founder's Award brochure featuring Harvey Sharron, SFCC Student Planner, Annual Vocational Student Follow-up Study 2000-2001, new brochures for Technology and Applied Sciences area, and a FACC volunteer program brochure.

**District Board of Trustees  
June 18, 2002**

**Agenda Item: 2.2**

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Amendment to Rule 4.3: Degree and Certificate Requirements: Associate in Arts, Associate in Science, Associate in Applied Science, Technical Certificate, Applied Technology Diploma, and Vocational Certificate Information Item 410.332, 01-02

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In accordance with Recommendation 4 of the Southern Association of Colleges and Schools Site Visit Team in March of this year, revisions to Rule 4.3 will correctly identify the general education areas that are to be included in the degree program requirements as follows:

Humanities/Fine Arts  
Mathematics/Natural Sciences  
Social/Behavioral Sciences

**District Board of Trustees  
June 18, 2002**

**Agenda Item: 2.3**

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Amendment to Rule 1.3: Board of Trustees: Organization

Information  
410.333, 01-02

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The proposed amendment serves to clarify the roles of the board chair and vice chair and to prohibit a trustee from serving consecutive terms as chair. It also designates a preferred nomination process when electing the chair and vice chair.

**District Board of Trustees  
June 18, 2002**

**Agenda Item: 2.4**

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Standardized Clinical Facilities Use Agreement with: Information Item  
Adventist Health System/Sunbelt, Inc., dba Florida Hospital Heartland Medical  
Center,  
Sebring, FL - Surgical Technology

408.1320, 01-02

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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 program.

**C O N S E N T**

**District Board of Trustees  
June 18, 2002**

**Agenda Item: 3.1**

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Contract Staff (Administrative and Professional)

411.225, 01-02

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The individuals listed below are being recommended for appointment or reappointment for the year 2002-2003 or a portion of the year, or a portion of the year 2001-2002, as stated in the individual employee's contract.

**Executive/Managerial**NamePositionAppointment

Byron Dyce

Interim Chair, Mathematics

Reappointment

Benny Alligood

Assistant to the President

Harvey Blalock

Director, Institute of Public Safety/EMS and Chief, SFCC  
Police Department

Phillip Chaney

Director, Purchasing

Deborah Clark

Director, Business Technology

John Cowart

Assistant to the Vice President for Educational Services

Charles Curry

Director for Development Services

Sture Edvardsson

Chairperson, Natural Sciences

Steven Fisher

Director, Student Affairs and Financial Aid

Patsy Frenchman

Associate Vice President for Student Affairs

Virginia Gibson

Director, Business Services

Cynthia Fran Holm

Associate Vice President, Technology and Applied Science

Paul Hutchins

Director, Andrews Center

Curtis Jefferson

Associate Vice President, Liberal Arts and Sciences

Douglas Jones

Director, Student Life

Eugene Jones

Director, Information Technology Education

Margaret Karrh

Director, Enrollment Services

Lawrence Keen

Associate Vice President, News and Public Information

James Keites

Director, Athletics

Kimball Kendall

Director, Center for Academic Technologies

\*Anne Kress

Director, Title III Projects

Leslie Lambert

Chairperson, Creative Arts and Humanities

Linda Lanza-Kaduce

Director, High School Programs and Little School

Patti Locascio

Legal Counsel

James McMullen

Director, Construction and Technical Programs

\*Susan Motz

Director, One-Stop Center

Timothy Nesler

Associate Vice President, Information Technology Services

Lynn Powers

Director, Accounting Services

Rochelle Prince

Associate Vice President, Finance

William Reese

Director, Facilities Services

Michael Reiner

Chairperson, Social Sciences and History



Margaret Rogers	Director, Information Technology Services Operations
Geraldine Singleton	Director, Ethnic Diversity
Karen Cole Smith	Assistant Vice President and Director, Center for Academic and Professional Development
Preston Harley Smith	Director, Educational Media
Patsy Smittle	Associate Vice President, Academic Resources
William Stephenson	Chairperson, English
Myra Sterrett	Director, Library
Joan Suchorski	Assistant Vice President for Development
Lynn Sullivan	Director, Academic Advisement
William Vivian	Director, Institutional Research and Planning
James Watson	Director, Student Development Programs
Kristin Williams	Director, Continuing and Community Education
Guy York	Associate Vice President, College and Governmental Relations

• **Technical/Professional**

Promotion

LaVette Burnette	Downtown Lab Manager
Lynda McDaniel	Property/Contract Supervisor

• **Part Time**

Andrew Anderson	Test Proctor Specialist
Mary Daryl Anderson	Holistic Scoring Specialist
*Connie Caldwell	Adult Education Specialist
Suzanne Carlton	Holistic Scoring Specialist
Shelley Carroll	Test Proctor Specialist
Robert Connelly	Holistic Scoring Specialist
*Kelly Coxe	ESL Lab Specialist
Angela Falcone	Holistic Scoring Specialist
*Timothy Fitzpatrick	Adult Education Specialist
Matt Forester	Holistic Scoring Specialist
Dick Gerard	Investigative Specialist
Yvette Giles	Holistic Scoring Specialist
Mary Hardage	Test Proctor Specialist

Mila Henderson	Test Proctor Specialist
Mark Hills	Holistic Scoring Specialist
Lisa Houston	Holistic Scoring Specialist
*Ivy Johnson	Adult Education Specialist
Marsha Kiner	Test Proctor Specialist
Jennifer Lane	Writing Lab Specialist
Margaret Luongo	Holistic Scoring Specialist
*Rosalie McCuddy	Adult Education Specialist
Daniel McEachern	Test Proctor Specialist
Sarah McIntosh	Holistic Scoring Specialist
*Joan Miller	Reading Lab Specialist
Elizabeth Ostermayer	Test Proctor Specialist
*Charles Parks	Adult Education Specialist
Linda Porter	Library Specialist
Chris Pumphrey	Test Proctor Specialist
*Shirley Rehberg	Adult Education Specialist
*Pat Schlenker	Adult Education Specialist
Cydney Schwartz	Holistic Scoring Specialist
*Karen Shaddeau	Adult Education Specialist
Lucille Skipper	Reading Lab Specialist
Elizabeth Strickland	Library Specialist
Christine Sulander	Test Proctor Specialist
*John Summerfield	ESL Specialist
*Tanja VanDerVeen	Adult Education Specialist
Judith Weech	Holistic Scoring Specialist

### Reappointment

Alfred Aberns	Specialist, Microcomputer Systems
Denise Acevedo	Coordinator, Continuing Education
Martha Adams	Associate Director, Development
Marjorie Alexander	Associate Director, Community Outreach
*Deborah Allison	Career Facilitator Specialist
Kathleen Anderson	Database Systems Coordinator
Susan Antonucci	Hardware Technician, Network
Linda Asbell	Zoo Administrative Support Specialist
*Elizabeth Auerbach	Interim Systems Coordinator

Shelia Baker	Coordinator, Health Sciences Counseling
Michael Barber	Specialist, Student Development
Kelly Barnash	MacIntosh Lab Maintenance Specialist
Sara Benefield	Special Projects Manager
Karen Bennett	Coordinator, Little School
*Equilla Bjerregaard	Senior Information Specialist, Title III
Pamela Blanton	Graphics Coordinator
Edward Braddy	Access and Retention Senior Specialist
Richard Braun	Supervisor, Desktop
Deborah Brazee	Senior Specialist, Counseling Center
Alicia Brennan	Accounting Supervisor
Sandra Brigman	Programmer/Analyst, Applications
*Christina Brown	Supervisor, Youth Employment
*Sherry Browne	Specialist, Career Facilitator
LaVette Burnette	Downtown Lab Manager
Myrna Cabrera-Rivero	Coordinator, Multicultural Student Center
John Caldwell	Software Specialist, Network
John Carr	Cable Technician
Jaime Castro	Coordinator, Research and Database
*Kerry Chancey	Coordinator, Health Careers Opportunity Program
*Velma Chandler	Youth Specialist
John Chapman	Manager, Applications
Saint Cherry-Clark	Special Projects Coordinator
*Angela Clifford	Coordinator, Perkins Program
John Coleman	Manager, Facilities Services
*Marcey Corey	Senior Specialist, Health Careers Opportunity Program
*Susan Courtemanche	Basic Skills/Academic Specialist
Kathleen Coyne-Russell	Senior Specialist, Zoo Programs
Rebecca Craig	Clinical Specialist, Dental
*Oties Cramer	Supervisor, One-Stop Center
*Warren Croke	I/Link Specialist
Nancy Darr	Coordinator, Open Campus
Billie Davis	Admissions, Advisement Technology Specialist
*William Deitenbeck	Career Manager
Jess Delaney	Coordinator, Communications
Donna Del Buco	Coordinator, Educational Services Budget
James Diercks	Systems Coordinator, Applications

Betty Drost	Specialist, Advising
Julius Dunmore	Evening Custodial Manager
Phouc Duong	Manager, Lab Facilities
Sherry Dupree	Coordinator, Bibliographic Instruction
Lela Elmore	Coordinator, Human Resources
Fredrick Evans	Supervisor, Customer Service
John Feiber	Coordinator, Fitness Center and Athletics Facilities
Barbara Fields	Business Lab Manager
John Fitchue	Software Specialist, Desktop
Donald Terry Flake	Planning Coordinator
*Joy Flowers	Career Manager
Scott Fortner	Occupational Specialist
Brian Fox	Coordinator, Business Programs
*Marie Gaddy-Robinson	Mentoring Senior Specialist
Lisa Gagne	Coordinator, Center for Business and Professional
John Gebhardt	Supervisor, Veteran's Affairs
John Gentry	Coordinator, Apprenticeship Programs
Charmaine Godwin	Clinical Specialist, Dental
Edna Gomez	Computer Institute Specialist
Kathryn Gordon	Specialist, Community Education
Bradford Grant	Hardware Technician, Desktop
*Kevin Greetham	Career Manager
*Nancy Griffin	Coordinator, Displaced Homemaker
Sara Grubbs	Programmer/Analyst, Applications
*Barry Handberg	Coordinator, Project Independence
Kim Hankins	Specialist, Library
*Alexandra Harris	Community Employment Specialist
*Adam Hartmann	Specialist, Lead Career Facilitator
Robert Hatker	Project Manager, Facilities Services
Mila Henderson	Enrollment Services Specialist
Rex Henderson	Hardware Technician, Network
*Anita Howard	Specialist, Job Developer
*Kim Hudson	Career Manager Specialist
Joy Hughes	Youth Specialist
*Michael Hutley	Specialist, Disability Resource Center
Hellen Ingle	Specialist, SFCC Police Department
*Carlos Iriarte	Counseling Coordinator, Upward Bound

Anne Jacob	Associate Director, EMS
Eva Jansen	Network Software Systems Specialist
*Ruthanne Jansen	Career Manager
Stephen Jensen	Specialist, Instructional Systems
David Johnson	Manager, Printing Services
Herschel Johnson	Specialist, Admission Advisor
Kenneth Johnson	Manager, Cashier
Daryl Johnston	Associate Director, Criminal Justice
Christy Jones	Transcript Evaluation Advising Specialist
*Isaac Jones	Coordinator, Student Support Service
*Susan Jones	Educational Talent Search Coordinator
*Carolyn Joseph	Specialist, Talent Search Project
Louis Kalivoda	Coordinator, Criminal Justice Services
*Santosh Kamath	Senior Assessment Specialist
Brice Keith	Systems Coordinator, Applications
Gloria Kersh	Software Specialist, CAT Lab
Marsha Kiner	Recruitment and Retention Specialist
William Kiser	Specialist, Disabilities Resource Center
Terri Knecht	Coach, Softball
Dan Lackey	Programmer, Applications
Grace Lai	Administrator, Mainframe
*Michele Lamoso-Frank	Youth Specialist
Teresa Lanier	Business Manager, Student Leadership and Activities
James Layton	Project Manager, Facilities Services
Lesley Lebaron	Senior Specialist, Counseling Center
Kathryn Lehman	Coordinator, Cultural Programs
James Lewis	Associate Director, Follow Up and Reporting
Robert Lightner	Manager, TV Productions
*Tamara Lux	Youth Specialist
*R.A. Mangol	Career Manager Specialist
Michael Manlove	Manager, Lab Facilities
Thomas Mason	Construction and Technical Program Advisement Specialist
John McCall	Senior Systems Specialist
Lynda McDaniel	Property/Contract Supervisor
Daniel McEachern	Associate Director, Enrollment Services
Deborah McElroy	Compensation Specialist, Human Resources
Dorothy McGinnes	Senior Assessment Specialist

Marie McMillan	Systems Coordinator, Application
Scott McMillan	Head Men's Basketball Coach
Ouida McNeil	College Prep Advisement Coordinator
William Meeker	Manager, Physics Lab
James Miller	Specialist, Ethnic Diversity
Ramona Miller	Senior Library Specialist
*Cecelia Mitchell	Coordinator, Pilot for Success
*Billie Monroe	Program Improvement Specialist
Joan Moore	Specialist, Prep Advisor
*Debra Morgan	Career Manager
Martha Morton	Curriculum Support Specialist
Elizabeth Mott	Specialist, Advising
*Erica Mott	Senior Career Manager
*Marsha Mott	Lead Career Manager
Susan Muggeo	Systems Coordinator, Applications
Claudia Munnis	Specialist, Disabled Student Services
James Murphey	Associate Director, IPS Programs
Kenneth Murphy	CLAST Lab Specialist
Fanny Navarro	Zoo Education Specialist
Keith Nelson	Software Specialist, Web
Angel Nieves	Math Lab Senior Specialist
Michael Ordish	Software Specialist
*William Orr	Youth Specialist
*Jorge Ortiz	Coordinator, College Reach Out Program
Takela Perry	College Prep Advisor Specialist
Beverly Polk	Benefits Specialist
Sharon Pope	Specialist, Reading Lab
Eric Powell	Network Software Specialist
*Brent Ransom	Senior Specialist, Criminal Justice
*Andrea Rawls	Youth Career Development Specialist
Maria Remer	Occupational Specialist
Nasrin Rezaei	Systems Coordinator
Eleanor Rich	Manager, ICL Open Lab
*Charles Richardson	Database Programmer/Analyst
Jerri Richardson	Specialist, Career Facilitator
Leoris Richardson	Specialist, Student Development
Michael Ridlon	Software Specialist

Ines Rios	Software Specialist, Operations
Douglas Robertson	Business Programs Advisor Specialist
*Ana Robles-Rhoads	Career Manager
Daniel Rodkin	Coordinator, Student Leadership and Activities
Raymond Ross	Cable Technician, Telecommunications
Phil Scarpace	Software Specialist
Allan Schisel	Manager, Sciences, Health Program Lab
Mark Schroepfel	Coordinator, Utilities Maintenance and Service
*Rebecca Schroepfel	Adult Education Transition Specialist
*Rebecca Severance	Lead Career Manager
Nuzhat Shamim	Specialist, Little School
*Patricia Shirkey	Career Manager
David Shlafer	Purchasing Specialist
*Vernon Singleton	Academic Coordinator, Upward Bound
Diana Smith	Coordinator, Student Services, Downtown Center
Felecia Smith	Specialist, Computer and Information Research
*Michael Smith	Youth Specialist
*Kimbley Standifer	Specialist, BITCAP
*Jacqueline Stevens	Lead Vocational Evaluator/Career Specialist
*Christine Sulander	Family Literacy Adult Education Specialist
Tina Summers	Grant Coordinator, Child Development
Kalpana Swamy	Senior Specialist, Counseling Center
*Priscilla Tanner	Specialist, Career Manager
Deborah Taube	Specialist, Mainframe
Jan Taylor	Software Specialist, Telecommunications
Michael Terreri	Software Specialist
Tommy Terry	Associate Director, Criminal Justice Selection Center
Mary Thames	Advising Specialist
Terry Thomas	Coordinator, Facilities
Judy Tison	High School Dual Enrollment Counseling Specialist
Linda Traupane	Specialist, HS Counseling
*Bruce Vannostrand	Career Manager
Christopher Wagoner	Specialist, High Liability Training
James Ward	Associate Director, Police Services
*Wendy Wasserman	Senior Career Manager
Jennifer Weeks	CPT Lab Manager
*Rebecca Weir	Senior Job Development Specialist

Peggy Werts	Associate Director, Financial Aid
*Patricia West	Specialist, Talent Search
Patti West	Manager, Network
*Joann Wilkes	Displaced Homemakers Program Specialist
*Mary Williams	Career Manager
Nancy Williamson	Systems Coordinator, Applications
Paul Williamson	Specialist, Payroll Manager
Stephen Williamson	Manager, Systems and Operations
Sandra Wittmer	Associate Director, High School Dual Enrollment
*Karla Wooten	Work Exploration Placement Specialist
Paulette Wright	Specialist, Advising
James Yawn	Specialist, Career Resources
David Yonutas	Coordinator, Educational Technologies
Steve Yongue	Coordinator, Web Design
Eric Ziecheck	Specialist, Advising

\*Grant funded

Discussion: Trustee Brashear abstained from voting on Item 3.3, citing her affiliation with the firm of Brashear and Associates. She filed the conflict of interest Form 8B, as appropriate.

**Board Action(s) Requested:**

**Approval**

Action: Motion to approve consent items 3.1 through 3.14: Roundtree

Second: McRae

Vote: Bradley - yes, Brashear - yes, Davis - yes, McRae - yes, Roundtree - yes, Womack - yes

**C O N S E N T**

**District Board of Trustees  
June 18, 2002**

**Agenda Item: 3.2**

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Career Service Staff

403.409, 01-02

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The individuals listed below are being recommended for appointment.

Name

Position



- \* Mary Mosley      Administrative Secretary, YES! Program
- Angela Ray        Custodian, Facilities Services
- \* Grant funded

**Board Action(s) Requested:**

**Approval**

Action: Approved. See item 3.1.

**C O N S E N T**

**District Board of Trustees  
June 18, 2002**

**Agenda Item: 3.3**

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Renewal of Legal Services Agreement with Brashear and Associates, P.L.      408.1322, 01-02

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It is requested that the board approve renewal of the contract for legal services with Bruce Brashear, Esq., for legal representation of the board. The proposed contract for 2002-2003 is basically the same as the contract currently in force, with a few minor administrative changes required by the Attorney General's Office.

**Board Action(s) Requested:**

**Approval**

Action: Approved. See item 3.1.

**C O N S E N T**

**District Board of Trustees  
June 18, 2002**

**Agenda Item: 3.4**

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Renewal of Legal Services Agreement with Allen, Norton, and Blue, P.A.      408.1323, 01-02

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It is requested that the board approve renewal of the legal services contract with Allen, Norton and Blue, P.A. in order that Robert Norton, Esq. can continue to provide legal representation for the college. The proposed contract for 2002-2003 is basically the same as the contract currently in force, with a few minor administrative changes required by the Attorney General's Office, and a

\$10 per hour rate increase to \$185.00.

**Board Action(s) Requested:**

**Approval**

Action: Approved. See item 3.1.

**C O N S E N T**

**District Board of Trustees  
June 18, 2002**

**Agenda Item: 3.5**

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North Central Florida Educational Talent Search -- Grant	409.1382, 01-02
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The purpose of this project is to provide educational services and information to 700 low-income and potential first-generation college students in grades 8-12 in order to encourage them to complete high school and enroll in postsecondary education. Santa Fe Community College, Central Florida Community College, and Lake City Community College have developed a consortium for the purpose of implementing the project in concert with local school districts. Schools served in our district include Hawthorne Middle School, Hawthorne High School, Newberry High School, Bradford Middle School, and Bradford High School. This is year four of a four-year grant.

The amount of funds requested from the U.S. Department of Education, Office of Postsecondary Education, is \$260,033, with no matching funds from Santa Fe Community College.

Duration of this project is September 1, 2002, through August 31, 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  
June 18, 2002**

**Agenda Item: 3.6**

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 Upward Bound -- Grant

409.1383, 01-02

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The purpose of this project is to generate in participants the academic skills and personal motivation necessary to persist in completing high school and to enter and complete a program in postsecondary education. The project will serve at least 50 students per year from target schools in Alachua (Newberry High School) and Bradford (Bradford High School) counties. Students will participate in an academic year component of tutoring, supplemental instruction, and personal, academic, and career counseling. Students all participate in a six-week, non-residential summer enrichment component.

The amount of funds requested from the U. S. Department of Education, Office of Postsecondary Education, is \$251,937, with no matching funds from Santa Fe Community College.

Duration of this project is September 1, 2002, through August 31, 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  
June 18, 2002**

**Agenda Item: 3.7**

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 Upward Bound Supplemental Money Management Institute -- Grant

409.1384, 01-02

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The purpose of this project is to generate the academic skills and personal motivation that are necessary to persist in completing high school and to enter and complete a program of postsecondary education. The second purpose of this project is to enhance the long-term economic position of participants whose knowledge of personal money management and financial careers (accounting, banking, investments, insurance, and real estate) will be improved through a planned sequence of financial workshops and activities. The project will serve an additional 20 students (from the neediest backgrounds) per year from target schools in Alachua (Newberry High School) and Bradford (Bradford High School) counties. The students will participate in a six-week, non-residential summer enrichment component.

The amount of funds requested from the U.S. Department of Education, Office of Postsecondary

Education, is \$90,813, with no matching funds from Santa Fe Community College.

Duration of this project is September 1, 2002, through August 31, 2003.

Operating budget impact: None (computer equipment not on replacement plan)

**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  
June 18, 2002**

**Agenda Item: 3.8**

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Student Support Services -- Grant	409.1385, 01-02
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The purpose of this project is to provide supplementary support services to low-income, first-generation, or disabled college students in order to increase student success as measured by retention, graduation, and transfer rates. Individual counseling, tutoring, and other extensive work in the basic academic subjects (reading, writing, and mathematics) will be the substance of the program. An additional part of the program includes a two-year/four-year initiative section, the purpose of which is to assist Santa Fe Community College project students in securing admission to and financial assistance for enrollment in four-year institutions of higher education. Approximately 200 students will be served by this project. This is year two of a four-year program.

The amount of funds requested from the U.S. Department of Education, Office of Postsecondary Education, is \$222,948, with an in-kind match of \$82,805 from Santa Fe Community College.

Duration of this project is September 1, 2002, through August 31, 2003.

Operating budget impact: In-kind match 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  
June 18, 2002**

**Agenda Item: 3.9**

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Criminal Justice Training Trust Fund -- Grant

409.1386, 01-02

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The purpose of this project is to provide advanced and specialized training for approximately 927 law enforcement, correctional, and probation and parole officers in the college's service region.

The amount of funds requested from the Florida Department of Law Enforcement, Division of Criminal Justice Professionalism Programs, is \$74,160, 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  
June 18, 2002**

**Agenda Item: 3.10**

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Mid-Florida College Reach-Out Program -- Grant

409.1387, 01-02

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The purpose of this project is to strengthen the educational motivation and preparation of economically and educationally disadvantaged students in grades 6 through 12. The project will provide a five-week summer college experience for eligible 6th, 7th, and 8th graders. The 9th graders will also participate in a one-week residential component at the University of Florida. The project will also provide parent information sessions, after-school homework club, orientation programs, career counseling, cultural field trips, student mentoring, and guest speakers. Santa Fe Community College will be in the consortium with the University of Florida and Central Florida Community College. Approximately 240 students will be served during the 2002-2003 academic year.

The amount of funds requested from the Florida Department of Education, Office of Postsecondary Education, is \$106,743, with in-kind matching funds of \$94,530 from Santa Fe Community College.

Duration of this project is September 1, 2002, through August 31, 2003.

Operating budget impact: In-kind 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  
June 18, 2002**

**Agenda Item: 3.11**

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Adults with Disabilities -- Grant	409.1388, 01-02
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The purpose of this project is to provide literacy instruction, life skills training, pre-vocational training, and a variety of leisure and recreational activities to adults with disabilities so that they can improve the quality of their lives and be as self-sufficient as possible. Approximately 50 students will be served by this project.

The amount of funds requested from the Florida Department of Education, Division of Workforce Development, is \$82,978, 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 (computer equipment not on replacement plan)

**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  
June 18, 2002**

**Agenda Item: 3.12**


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Adult Education and Family Literacy - Geographical Allocation -- Grant 409.1389, 01-02

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The purpose of this project is to provide transition services (intake, workplace readiness, and a Santa Fe Community College program transition) for Santa Fe adult basic education and GED students; to teach adult education students basic computer skills and to provide adult basic education/GED/computerized placement test review/test of adult basic education skill enhancement classes; and to provide Santa Fe Community College transition information and materials for Lofton High School adult education program. This grant is in collaboration with Lofton High School, which is the fiscal agent. Approximately 50 students will be served by this project.

The amount of funds requested from the Florida Department of Education, Division of Workforce Development, is \$50,000, 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  
June 18, 2002**

**Agenda Item: 3.13**


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Commitment to the League for Innovation in the Community College 400.427, 01-02

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Santa Fe Community College has been actively involved with the League for Innovation in the Community College since 1970 and has continually provided leadership and direction in League activities, including its Board of Directors. The president, vice presidents, and numerous faculty and staff have attended League events, served on committees, provided additional leadership, and otherwise supported the goals and outcomes of the League for Innovation.

To continue this involvement, the District Board of Trustees of Santa Fe Community College commits its support for continued involvement by faculty and staff in League efforts to improve our community college and to provide information and assistance to other community colleges. The

board is committed to ensuring that quality higher education is available to all who desire such education and training and is committed to adding value to the lives of students while enriching our community.

To these ends, the District Board of Trustees of Santa Fe Community College does seek and requests continued affiliation with the League for Innovation in the Community College and reaffirm its commitment to and support of the mission and goals of the League for Innovation in the Community College and pledge its continued involvement in the League initiatives and conferences.

**Board Action(s) Requested:**

**Approval**

Action: Approved. See item 3.1.

**C O N S E N T**

**District Board of Trustees  
June 18, 2002**

**Agenda Item: 3.14**

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Advisory Committee Appointments:	417.58, 01-02
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Biotechnology Technician  
Graphic Design  
Legal Assisting  
Nuclear Medicine Technology  
Respiratory Care Technology

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The advisory committee appointments are being recommended to the board effective July 1, 2002 through June 30, 2004. All individuals have been contacted and have agreed to serve for the two-year period.

**Biotechnology Technician**

Reappointments

Mr. Michael Esch, Regeneration Technologies, Inc., Alachua, Florida  
Ms. Lisa Graham Dukes, Bradford County Vocational Center, Starke, Florida  
Mr. Dean Gabriel, Integrated Plant Genetics, Inc., Alachua, Florida  
Mr. Weaver Gaines, Ixion Biotechnology, Inc, Alachua, Florida  
Mr. Scherwin Henry, Interdisciplinary Center for Biotechnology Research, University of Florida, Gainesville, Florida  
Ms. Mary Jo Koroly, Center for Precollegiate Education and Training, University of Florida, Gainesville, Florida  
Mr. David Moraga, Interdisciplinary Center for Biotechnology Research, University of Florida, Gainesville, Florida  
Ms. Cindy Regen, Exactech, Inc., Gainesville, Florida



Mr. Sheldon Schuster, Interdisciplinary Center for Biotechnology Research, University of Florida, Gainesville, Florida  
 Mr. Dan Sharp, Equitech Laboratories, Alachua, Florida  
 Ms. Emily Sperling, IFAS Academic Programs, University of Florida, Gainesville, Florida  
 Mr. William H. Woodruff, Department of Biotechnology, Alamance Community College, Graham, North Carolina

### **Legal Assisting**

#### Reappointments

Ms. Jenese M. Bolduc, Legal Assistant, Salter, Feiber, Yenser, Murphy, & Hudson, Gainesville, Florida  
 Mr. Robert A. Green, Jr., Attorney at Law, Starke, Florida  
 Mr. Charles I. Holden, Jr., Attorney at Law, Gainesville, Florida  
 The Honorable Phyllis D. Kotey, Alachua County Judge, Gainesville, Florida  
 Ms. Marcie Lockart, Pro Bono Coordinator, Three-Rivers Legal Services, Gainesville, Florida  
 Ms. Nadine Smith, Legal Assistant, Clayton, Johnson, et al, Gainesville, Florida  
 Mr. Franklin Walters, Certified Public Accountant, Gainesville, Florida

#### New Members

Mr. Steve Mercadante, Attorney at Law, Gainesville, Florida

### **Nuclear Medicine Technology**

#### Reappointments

Dr. Walter Drane, Director, Nuclear Medicine, Shands Teaching Hospital and Clinics, Gainesville, Florida  
 Mr. Harry Lundy, Supervisor, Nuclear Medicine Department, Shands at Alachua General Hospital, Gainesville, Florida  
 Mr. Mike Nicole, Supervisor, Department of Nuclear Medicine, Shands Teaching Hospital and Clinics, Gainesville, Florida  
 Ms. Ramona Shannon, Supervisor, Nuclear Medicine Department, Munroe Regional Medical Center, Ocala, Florida  
 Ms. Nancy Slaydon, Supervisor, Nuclear Medicine Department, Veterans Affairs Medical Center, Gainesville, Florida  
 Dr. Carol Younathan, Department of Radiology, North Florida Regional Medical Center, Gainesville, Florida

#### New Members

Mr. Dorian Lucey, Supervisor, Nuclear Medicine Department, North Florida Regional Medical Center, Gainesville, Florida  
 Dr. Suzanne Mastin, Nuclear Medicine Department, Veterans Affairs Medical Center, Gainesville, Florida  
 Dr. Glenn Rousseau, Department of Radiology, Shands at Alachua General Hospital, Gainesville, Florida  
 Ms. Jennifer Wood, Supervisor, Nuclear Medicine, Ocala Regional Medical Center, Ocala, Florida

### **Respiratory Care**

#### Reappointments

Mr. Dan Blaquier, Ocala, Florida  
 Ms. Karin Blaquier, Technical Director, Cardiopulmonary Department, Ocala Regional Medical Center, Ocala, Florida  
 Mr. Timothy Coons, Technical Director, Respiratory Care Services, Shands Teaching Hospital and Clinics, Gainesville, Florida  
 Mr. Rick Francis, Mallinckrodt, Inc., Largo, Florida  
 Dr. Andrea Gabrielli, Department of Anesthesiology, Shands Hospital and Clinics, Gainesville,

Florida  
 Dr. Richard Gutekunst, Gainesville, Florida  
 Mr. Dick Hahn, Technical Director, Respiratory Therapy Department, North Florida Regional Medical Center, Gainesville, Florida  
 Mr. Steve Johnson, Director, Therapy Services, Shands at Alachua General Hospital, Gainesville, Florida  
 Mr. Jacob Koens, Gainesville, Florida  
 Ms. Donna Stout, Technical Director, Respiratory Therapy Department, Veterans Affairs Medical Center, Gainesville, Florida

New Members

Mr. Bill Cunningham, Shands at UF, Gainesville, Florida  
 Ms. Lisa Marary, Pediatric Health Choice, Gainesville, Florida  
 Ms. Denise Mathias, Respiratory Care Department, Munroe Regional Medical Center, Ocala, Florida  
 Mr. Ben Pardo, United Professional Companies, Inc., Clearwater, Florida  
 Ms. Vlasia Pelfer, Option Care, Gainesville, Florida  
 Ms. Karla Stringfellow, Shands at UF, Gainesville, Florida  
 Mr. Jim Whitman, VitalAire, Gainesville, Florida

**Board Action(s) Requested:**

**Approval**

Action: Approved. See item 3.1.

**District Board of Trustees  
 June 18, 2002**

**Agenda Item: 4.1**

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Project Report and Action Request - Building W, Phase III	412.912, 01-02
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Project Description:

This project involves remodeling portions of building W for the Biotechnology program through a PECO allocation for workforce projects. This project is one of three funded from a single allocation, based on earlier survey recommendations. Once the design process clarifies the true scope of this project, its budget, as well as the budgets of the two other workforce projects, will be revised. The board approved the educational specifications at the April 17, 2001 meeting. The initial budget for the project was presented to the board in September 2001.

Architect/engineer	Craig Salley & Associates, Gainesville, Florida
Contractor/construction manager	To be determined
Uniform building code inspector	In-house
Total project budget	\$418,976
Source(s) of funding	PECO

Project Status:

College staff has received and reviewed the phase III documents for this project and is asking for subsequent approval by the board.

**Board Action(s) Requested:**

**Approval of phase III documents**

Discussion: Dr. Sasser noted that in item 4.2 the bid amount for John Hipp Construction had changed. The correct bid amount is \$180,200, not \$80, 200, the figure received earlier. Director of Facilities Bill Reese reviewed the facilities items 4.1 through 4.5. Trustee Roundtree asked if two bids could be combined on items 4.2 and 4.3. Mr. Reese responded that the funds are from two different funding sources and cannot be combined for bidding purposes.

Action: Motion to approve: Roundtree

Second: McRae

Vote: Bradley - yes, Brashear - yes, Davis - yes, McRae - yes, Roundtree - yes, Womack - yes

**District Board of Trustees**

**June 18, 2002**

**Agenda Item: 4.2**

Project Report and Action Request - North Road Extension, Northwest Campus 412.913, 01-02

This project consists of the installation of the western portion of North Road, as proposed in the campus master plan, connecting the northern parking lots to NW 91st Street. When complete, this project will alleviate some of the traffic congestion at the gym intersection, as well as the existing intersection of North Road and NW 83rd Street and give students direct access to an external thoroughfare.

Architect/engineer	Water & Air Research, Incorporated, Gainesville, Florida
Contractor	To be determined
Uniform building code inspector	In-house
Project budget	
Planning	\$ 8,700
Construction	\$111,300
Total project budget	\$120,000
Proposed budget	\$192,245
Source(s) of funds	Other Local

Project Status:

At their March 19, 2002, meeting, the board approved the phase III drawings, as well as granted approval to bid this project. The bid opening for this project was held on June 7, 2002. The results of that bid are as follows:

Andrews Paving, Gainesville, Florida	\$173,045
John C. Hipp Construction, Alachua, Florida	\$ 80,200
WCC Site Development, LaCrosse, Florida	\$194,500
Harlis R. Ellington Construction, Lake Butler, Florida	\$204,373
Heard Construction, Inc. Gainesville, Florida	\$252,200

Given the increase in cost of this project at bid date, college staff is requesting the board approve an increase in the amount of \$72,245 from other local funds, bringing the total budget for this project to \$192,245. Following the required posting, the Director of Purchasing, pursuant to authority granted under Florida Statute 287.017 and college Rule 5.2, will award this bid to Andrews Paving in the amount of \$173,045

**Board Action(s) Requested:**

**Approval of budget increase**

Action: See item 4.1.

**District Board of Trustees  
June 18, 2002**

**Agenda Item: 4.3**

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Project Report and Action Request - Parking Lot 15B, Northwest Campus	412.914, 01-02
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This project consists of the renovation of what is now a dirt parking lot with temporary lighting north of the gym. It includes the installation of base materials and asphalt paving, as well as curbing, lighting, and landscaping. This parking lot, along with the proposed addition of the western portion of the new North Road extension, will relieve some of the traffic congestion at the gym intersection and create a safer environment for our students.

Architect/engineer	Water & Air Research, Incorporated, Gainesville, Florida
Construction manager/contractor	To be determined
Uniform building code inspector	In-house
Project budget	
Planning	\$ 25,520

Construction	\$459,480
Total project budget	\$485,000
Proposed budget	\$546,425
Sources(s) of funds	PECO

Project Status:

At their March 19, 2002, meeting, the board granted approval to bid and award this contract. The bid opening for this project was held on June 7, 2002. The results are listed below:

Harlis R. Ellington Construction, Lake Butler, Florida	\$487,525
Andrews Paving, Inc., Gainesville, Florida	\$500,924
Heard Construction, Gainesville, Florida	\$577,000
John C. Hipp Construction, Alachua, Florida	\$581,400
O'Steen Brothers, Gainesville, Florida (incomplete bid)	

Since the low bid has exceeded the estimated construction cost, we are requesting that the board approve a revised budget of \$546,425. We are also asking the board to grant permission to award the contract to the low bidder, Harlis R. Ellington Construction, in the amount of \$487,525, and execute a contract as prepared by legal counsel.

**Board Action(s) Requested:**

- A. Approve budget increase**
- B. Award of bid to the low bidder**
- C. Give permission to execute a contract with the low bidder as prepared by legal counsel**

Action: See item 4.1.

**District Board of Trustees**  
**June 18, 2002**

**Agenda Item: 4.4**

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Project Report and Action Request - Minor Projects Construction Management Services Annual Contract	412.915, 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:**

At the April 2002 meeting, the board granted approval to advertise, select, and negotiate an annual contract for construction management services for minor projects. Of the eight submitting firms, four were selected to give their presentations to the committee. The outcome of that selection process is listed below in rank-order. Given the anticipated project work at the college, staff has negotiated contracts with the first two firms.

1. PPI Construction Management, Gainesville, Florida
2. Burns Brothers, Inc., Gainesville, Florida
3. Allstate Construction, Tallahassee, Florida
4. A.D. Morgan, Tampa, Florida

**Board Action(s) Requested:**

**None**

**District Board of Trustees  
June 18, 2002**

**Agenda Item: 4.5**

Annual Safety Inspection Report

412.916, 01-02

Florida Statutes and State Board of Education rules require that each community college board of trustees provide for periodic inspection of its physical plant at least once a year to determine compliance with sanitation, casualty, and fire safety standards. This inspection report was conducted in April and prepared by Mr. Piper Walton with the Florida Community College Risk Management Consortium, in conjunction with certified college staff.

This year saw an approximate 32% decrease in the number of items needing attention by the college. Eighty-five percent of these items have been corrected through routine maintenance. The remainder of the items will be rectified as part of scheduled renovation projects within the coming year. A few items, such as relocating fire alarm pulls, are necessitated by changes in code and, as such, are required only when major renovation of the facility is undertaken. They will be corrected in future years as required.

**Board Action(s) Requested:**

**Approval**

Action: See item 4.1.

**District Board of Trustees  
June 18, 2002**

**Agenda Item: 5.1**

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Amendment to Rule 7.11: Fees

410.331, 01-02

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The attached amendment to Rule 7.11: Fees is presented for approval, subject to final action by the Governor.

For credit courses, the total increase is approximately 2.9% for an in-state student, or \$52.20 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.

**Board Action(s) Requested:**

**Approval**

Action: Motion to approve: McRae

Second: Roundtree

Vote: Bradley - yes, Brashear - yes, Davis - yes, McRae - yes, Roundtree - yes, Womack - yes

**District Board of Trustees**

**June 18, 2002**

**Agenda Item: 6.1**

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2002-2003 Salary Schedule

405.93, 01-02

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The proposed 2002-2003 Salary Schedule is submitted for review and approval by the board. The Santa Fe Community College Salary Schedule is established annually. The president recommends this schedule to the board of Trustees at the June board meeting, and once adopted, it becomes the sole instrument used in determining employee compensation.

The following is a summary of proposed rate increases for 2002-2003:

Contract Personnel (Administrative and Professional) Salary Increases for 2002-2003

Salary ranges for technical/professional level I and level II are revised to increase starting salaries to a competitive level based on the local market.

Effective July 1, 2002, administrative and professional personnel may receive a 2.5% increase on their 2001-2002 base. Individual adjustments may vary.

Part-time professionals hired prior to July 1, 2002, may receive an increase of 2.5% to their hourly rate, effective July 1, 2002.

Contract Personnel (Faculty) Salary Increases for 2002-2003

Basic Salary Contract – Effective August 23, 2002, full-time instructional personnel may receive a 2.5% increase on their 2001-2002 base.

210-Day Instructional Contract – Effective August 23, 2002, full-time instructional personnel may receive a 2.5% increase on their 2001-2002 base. A supplement of \$2,949 will be added for the additional days of service beyond the basic salary contract period.

Twelve-Month Contract – Effective July 1, 2002, twelve-month faculty may receive 2.5 % increase on their 2001-2001 base salary.

Part-Time Instruction – Part-time instructional service will be paid on the basis of \$538 per semester credit hour and \$21.52 per clock/contact hour, which represents a 2.5% increase. Substitute pay received a 2.5% increase on the hourly rate.

#### Career Service Salary Increases for 2002-2003

Salary ranges for Career Service levels 2-14 have been revised to increase starting salaries to a competitive level based on the local market.

Effective July 1, 2002, full-time career service personnel may receive a 2.5% increase on their 2001-2002 base and part-time employees may receive a 2.5% increase on their 2001-2002 hourly rate. Individual salary adjustments may vary.

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

##### **Approval**

Discussion: The president expressed his appreciation to the Budget Advisory Committee for preparation of this year's budget.

Action: Motion to approve: Womack

Second: McRae

Vote: Bradley - yes, Brashear - yes, Davis - yes, McRae - yes, Roundtree - yes, Womack - yes

#### **District Board of Trustees Agenda June 18, 2002**

**Item: 6.2**

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Leaves of Absence	420.125, 01-02
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Edward Bonahue is currently on an approved leave of absence through June 30, 2002, from his full-time, 10-month faculty position, serving as the Interim Assistant Chair of Creative Arts and Humanities. He has requested a one-year extension of this leave of absence, through June 30, 2003, to continue to serve as Interim Assistant Chair of Humanities and Foreign Languages.

Byron Dyce has requested a leave of absence from his full-time, ten-month faculty position from July 1, 2002, through June 30, 2003, to serve as the Interim Chair, Mathematics.

Arthur Larralde, full-time, 10-month faculty member in the High School Dual Enrollment program, has requested a leave of absence for the entire 2002-2003 contract year beginning August 23, 2002, and ending August 13, 2003. This request is supported by the program director, associate vice president, and vice president.



Barbara Oberlander is currently on an approved leave of absence through June 30, 2002, from her full- time, 10-month faculty position, serving as the Interim Assistant Chair of Social Sciences and History. She has requested a one-year extension of this leave of absence, through June 30, 2003, to continue to serve as Interim Assistant Chair of Social and Behavioral Sciences.

**Board Action(s) Requested:**

**Approval**

Action: Motion to approve: Roundtree

Second: McRae

Vote: Bradley - yes, Brashear - yes, Davis - yes, McRae - yes, Roundtree - yes, Womack - yes

**District Board of Trustees  
June 18, 2002**

**Agenda Item: 7.1**

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Report of Purchases for May 2002	202.497, 01-02
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Attached are the total amounts and a summary of purchases for the month May 2002.

Purchasing	\$1,135,645.73
Risk Management Consortium	0.00
Library	14,880.80
<b>Total</b>	<b>\$1,150,526.53</b>

P.O. No.	Amount	Procurement	Vendor	Class of Item-Department
X39158 (Fund 1)	\$ 25,228.00	Contract	Dell	PC Replacement (17) IT Support
X39558 (Fund 1)	\$ 45,750.00	Exempt	Point 2 Point	Rewire Building R Communications IT Support
X39723 (Fund 1)	\$ 40,671.00	Contract	PPI Construction Management	Renovations - Communication Rooms IT Support
X39950 (Fund 1)	\$ 12,424.00	Bid	Creasey Printing	Print College Catalog Publication
X40111 (Fund 7)	\$ 43,382.38	Contract	Dell	Microsoft Campus Agreement IT Support
	\$167,455.38			

Purchases \$0 - \$25,000.00

Number of purchase orders: 939 Amount: \$931,849.87

Number of contracts awarded by the Board of Trustees: 3 Amount: \$ 36,340.48

**Board Action(s) Requested:**

**Approval of report**

Discussion: Rochelle Prince, Vice President for Finance, reviewed items 7.1 through 7.9 individually; the board then voted on items 7.1-7.9 simultaneously. Trustee McRae asked under the new school code would the warrants book be discarded. Jan Bullard replied that the interpretation of the code is still under review by legal counsel. Trustee Roundtree asked if there was a mechanism in place with other institutions or specifically with UF regarding unpaid SFCC student debts. Rochelle replied no, that the individual student records are flagged, which would prevent them from obtaining a transcript to transfer to any other institution.

Action: Motion to approve items 7.1 through 7.9: Roundtree

Second: Womack

Vote: Bradley - yes, Brashear - yes, Davis - yes, McRae - yes, Roundtree - yes, Womack - yes

**District Board of Trustees  
June 18, 2002**

**Agenda Item: 7.2**

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Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of May 31, 2002	201.521, 01-02
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The attached Fund 1 (Current Unrestricted) Revenue and Expenditure Report reflects the status of the college in relation to the percentage of unrealized and unencumbered funds as of May 31, 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	46,300,706	93.10	46,349,708	93.57
Expenditures	42,810,487	81.13	40,635,049	80.57

**Board Action(s) Requested:**

**Approval of report**

Action: Approved. See item 7.1

**District Board of Trustees  
June 18, 2002**

**Agenda Item: 7.3**

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Warrants Issued	208.392, 01-02
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In accordance with State Board of Education Rule 6A-14.073(5), a listing of all checks issued from May 1 through May 31, 2002, is available at this meeting for the board's information. The amount disbursed for the month was \$7,114,874.31.

Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	257059 - 261230
Payroll	570427 - 571200

Electronic Transfers

28132 - 30320

**Board Action(s) Requested:**

**Approval of report**

Action: Approved. See item 7.1

**District Board of Trustees  
June 18, 2002**

**Agenda Item: 7.4**

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Budget Amendment #3, 2001-2002 Operating Budget (Fund 1)	201.522, 01-02
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The third amendment to the Fund 1 (Current Unrestricted) Operating Budget is submitted for approval. Approval is requested in order to budget revenue and expenditures for the transfer of

Community Education from Auxiliary (Fund 3) to the Operating Fund (Fund 1), increase transfers in from Auxiliary (Fund 3) to cover changes in accounting for the accrual of faculty salaries (to be transferred back in a future year), as well as budget the salary to accommodate this change, increase transfers out to Plant Fund (Fund 7) to cover the interest expense for the land acquisition, and reallocate budget between expenditure categories to reflect actual use of contingency.

**Board Action(s) Requested:**

**Approval of budget amendment**

Action: Approved. See item 7.1

**District Board of Trustees  
June 18, 2002**

**Agenda Item: 7.5**

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Approval of 2002-2003 Operating Budget, Current Unrestricted (Fund 1)	201.523, 01-02
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The college Operating Budget has been presented and reviewed by the board at an annual budget workshop.

**Board Action(s) Requested:**

**Approval of 2002-2003 Operating Budget**

Action: Approved. See item 7.1

**District Board of Trustees  
June 18, 2002**

**Agenda Item: 7.6**

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Approval of 2002-2003 Unexpended Plant Fund Budget (Fund 7)	201.524, 01-02
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Following the close of accounting records for fiscal year 2001-2002, Fund 7 budget can be prepared. That budget will be presented for board approval at its September 2002 meeting. In the meantime, board approval is requested to expend from the Unexpended Plant Fund beginning July 1, 2002, as follows:

Projects approved in the 2001-2002 budget to the extent of balances carried forward, including interest earnings through June 30, 2002, at June 30:

Projects for which PECO (Public Education Capital Outlay) funds were appropriated

by the 2002 Florida legislature, i.e.:

General maintenance	\$500,963
Adjacent land acquisition (partial)	\$800,000

**Board Action(s) Requested:**

**Approval of budget**

Action: Approved. See item 7.1

**District Board of Trustees  
June 18, 2002**

**Agenda Item: 7.7**

Permission to Write Off Uncollectible Accounts 200.270, 01-02

The college requests permission to write off the accounts listed below as uncollectible. All of these accounts are at least two years past due and the students' records will continue to be flagged, which will stop registration and other activity until the amount is repaid.

Returned Checks	\$ 1,807.42
Short-Term Loans	
Regular	\$15,261.74
Tuition	16,133.41
Bankruptcy	1,000.00
Accounts Receivable	
Little School	\$ 2,757.33
Financial Aid Repayments	5,612.00
Pell Overpayments	3,009.03
Other	195.00
Tuition Deferments	
Financial Aid	\$ 426.80
Veterans	422.01
<b>Total</b>	<b>\$46,624.74</b>

**Returned Checks/Returned Check Charges**

<u>Name</u>	<u>Invoice Date</u>	<u>Amount</u>
Angers, Erica	05/16/00	\$20.00
Brewington, Marcus	08/11/99	\$20.00
Bryant, Tonya	08/13/99	\$50.00
Carnley, Kimberly	10/06/99	\$110.00
Catlett, Katrina	05/18/00	\$20.00
Churchill, John	08/23/99	\$20.00
Clark, Victoria	12/20/99	\$501.92
Days, Gladys	09/30/99	\$20.00
Deffense, Jeanguy	11/02/99	\$20.00
Deffense, Jeanguy	11/02/99	\$20.00
Escobedo, Anthony	08/27/99	\$20.00
Ferrante, Joyce	12/20/99	\$20.00
Flowers, Pamela	02/28/00	\$20.00
Focco, Jason	08/26/99	\$20.00
Fragassi, Tracy	01/04/00	\$20.00
Franks, Deborah	11/19/99	\$85.00
Giachetti, Michael	01/04/00	\$20.00
Gill, Donna	01/07/00	\$50.00
Goodson, Laura	01/08/00	\$20.00
Grayson, Tryone	05/10/00	\$20.00
Gutierrez, Rodrigo	01/21/00	\$20.00
Harris, Patrick	12/20/99	\$20.00
Humbert, Gary	07/21/99	\$50.00
Jackson, Lea	07/28/99	\$40.00
Jamarik, Amanda	03/21/00	\$50.00
Johns, Sandra	08/20/99	\$50.00
Katanich, Eric	08/25/99	\$20.00
Lea, Tony	08/25/99	\$20.00
McClendon, Terrance	05/26/00	\$50.00
McCloud, Tonette	03/20/00	\$20.00
Oymayan, Johni	12/09/99	\$30.00
Quaterman, Cordelia	03/22/00	\$20.00
Randall, Michelle	08/02/99	\$55.10
Sherfield, Michelle	08/25/99	\$20.00
Smith, Gerald	01/04/00	\$64.30
Smith, Gerald	01/18/00	\$81.10
Street, Jacob	05/12/00	\$20.00
Washington, Nathasha	08/27/99	\$20.00
Washington, Rosalyn	06/01/00	\$40.00
Yule, Josh	08/25/99	\$20.00

**\$ 1,807.42****Short-Term Loans**

Due diligence has been followed which includes forwarding these accounts to a collection agent, reporting to the credit bureau, and using skip-tracing techniques when an address becomes invalid.

<u>Name</u>	<u>Invoice Date</u>	<u>Invoice #</u>	<u>Amount</u>
Regular			
Allen, Jason	04/30/00	S23173	\$719.30
Aycox, Roxie	12/03/99	S21848	\$275.21
Beauge, Kendy	03/30/00	S23052	\$300.00
Beauge, Kendy	04/27/00	S23180	\$200.00
Bryan, Ava	05/30/00	S23118	\$ 70.00
Champion, Shaun	02/14/99	S19680	\$100.00
Church, Valerie	09/30/99	S21343	\$200.00
Church, Valerie	09/30/99	S21678	\$300.00
Combs, Valerie	11/01/99	S22121	\$573.20
Connor, Valdridge	04/30/99	S19848	\$158.43
Davis, Wayne	09/30/99	S21493	\$300.00
Delgado, Elaine	10/30/99	S21297	\$300.00
Desmarais, Todd	09/30/99	S21595	\$ 80.00
Douglas, Rebecca	06/17/99	S20255	\$ 93.70
Gaffney, Melinda	04/15/00	S23059	\$300.00
Godfrey, Rhonda	09/23/99	S21299	\$200.00
Gorrelick, Andrew	02/15/00	S22903	\$300.00
Grant, Samantha	10/30/99	S21510	\$300.00
Green, Patrick	10/20/99	S21872	\$ 75.11
Hines, Marcus	10/30/99	S21479	\$203.10
Hines, Marcus	03/29/00	S23130	\$474.90
Holmes, David	03/31/00	S22966	\$500.00
Johnson, Miranda	03/19/00	S22964	\$ 30.40
Lazier, Lexi	02/20/99	S19718	\$500.00
Ledoux, Christopher	10/30/99	S21327	\$300.00
Lewis, Joshua	10/15/99	S21224	\$300.00
Lindholm, Inge	02/28/99	S19685	\$300.00
Lindholm, Inge	03/31/99	S19755	\$300.00
Mayes, Raven	11/21/99	S22244	\$300.00
McBride, Marcia	07/29/99	S20708	\$112.38
McBride, Marcia	09/15/99	S21170	\$300.00
McIntyre, Terry	03/28/99	S19812	\$500.00
Nattiel, Reginald	10/30/99	S21673	\$200.00

Nattiel, Reginald	10/07/99	S21767	\$300.00
Oehlschlager, Athena	02/08/99	S19619	\$300.00
Pak, Jennifer	02/28/99	S19569	\$223.02
Paxton, Tom	02/26/00	S22517	\$300.00
Posa, James	08/30/99	S21542	\$300.00
Razz, Willie	11/15/99	S22092	\$248.76
Roberts, Evangline	10/01/99	S21723	\$500.00
Rogers, Alphonso	10/15/99	S21688	\$300.00
Shackelford, Kizzy	04/30/99	S19641	\$400.00
Sheppard, Tara	12/15/99	S22317	\$900.00
Sheppard, Tara	01/10/00	S22354	\$201.53
Taningco, Marcus	12/10/99	S22224	\$687.70
Tyson, Lakesha	02/05/99	S19527	\$300.00
Wagner, Gregory	04/30/00	S23110	\$265.50
Waters, Katherine	05/30/99	S20020	\$100.00
Williams, Andrea	05/06/99	S19859	\$769.50
			<b>\$15,261.74</b>

<u>Name</u>	<u>Invoice Date</u>	<u>Invoice #</u>	<u>Amount</u>
<u>Tuition:</u>			
Angier, Dean	03/10/00	S22363	\$276.60
Bathgate, Jonathan	10/23/99	S20919	\$296.60
Bathgate, Richard	02/26/99	S19742	\$312.81
Brann, Jessica	10/23/99	S20806	\$1,311.90
Briggs, Jason	03/05/99	S19765	\$556.60
Carroll, Camille	06/10/99	S20117	\$364.40
Carroll, Camille	07/29/99	S20769	\$132.90
Corbin, Christy	10/23/99	S20903	\$424.90
Delosua, Sandra	07/29/99	S20707	\$376.11
Drake, Heather	04/05/99	S19222	\$518.51
Dunmore, Christine	10/23/99	S20844	\$286.60
Edwards, Laurie	03/05/99	S19412	\$355.10
Fisher, Ansuan	06/10/99	S20185	\$513.00
Gorrelick, Andrew	03/07/00	S22670	\$496.00
Healey, Natashua	07/29/99	S20656	\$256.50
Hirst, Candy	06/10/99	S19933	\$231.50
Hunter, Earnest	06/10/99	S20120	\$265.80
Icard, Karen	03/10/00	S22370	\$796.50
Lang, Ruby	06/10/99	S20106	\$473.70
Mathis, Anthony	03/05/99	S19491	\$243.71
Nattiel, Reginald	10/23/99	S20816	\$644.30



Penny, Angela	10/23/99	S20852	\$531.00
Perry, Marvin	10/23/99	S21148	\$654.30
Rippel, Peter	10/23/99	S20825	\$291.60
Robinson, Franwartha	03/10/00	S22630	\$378.80
Robinson, Gregory	03/05/99	S19235	\$431.82
Sims, Andrea	03/05/99	S19325	\$615.90
Spivak, Ryan	06/10/99	S19926	\$231.50
Swearing, Alethia	06/10/99	S20013	\$1,665.00
Tarpley, Robert	03/05/99	S19552	\$345.10
Traxler, Douglas	03/05/99	S19549	\$265.80
White, Tracy	03/05/99	S19322	\$389.40
Wilkerson, Robert	03/10/00	S22429	\$771.50
Wilkerson, Robert	03/10/00	S22836	\$ 25.00
Williams, Deloris	03/05/99	S19250	\$364.40
Williams, Samantha	06/10/99	S19908	\$ 38.25
			<b>\$16,133.41</b>
<u>Bankruptcy</u>			
Johnson, Tammy L	03/15/00	S23025	<b>\$1,000.00</b>
			<b>\$ 1,000.00</b>

**Accounts Receivable**Little School

<u>Name</u>	<u>Amount</u>
Browning, Nakesha	\$ 48.33
Cannon, Ticea	\$100.00
Christmas, Jenika	\$ 29.50
Cook, Jennifer	\$ 24.00
Crearer, Marsha	\$139.96
Daniels, Angela	\$150.00
Eubanks, Elizabeth	\$322.00
Gaffney, Melinda	\$ 18.00
Gaffney, Melinda	\$ 58.00
Haughton, Karima	\$ 5.00
Hurtado, Norma	\$195.00
Johnson, Deborah	\$225.20
Kiernan, Mishayla	\$126.00
Kirchaine, Vanessa	\$ 80.00
Lantow, Vivian	\$257.77
Mayes, Danielle	\$372.57

Sanchez, Jennifer	\$ 97.00
Schmidt, Elizabeth	\$509.00
	<b>\$ 2,757.33</b>

**Financial Aid Repayments**

Abunza, Gustavo	6/30/1995	C09676	\$100.00
Bolden, Dan	3/23/1998	C13383	\$1,671.00
Kang, Hee Sun	10/1/1998	C00006	\$3,328.00
Lundy, Tacti	11/4/1999	C01117	\$513.00
			<b>\$ 5,612.00</b>

**Pell Overpayments**

Acosta, Tamar	3/8/2000	C01538	\$ 26.11
Cason, Ebony	2/9/1998	C13188	\$629.00
Curtis, Amy	6/1/2000	C01765	\$291.87
Days, Freder	9/24/1999	C00947	\$253.02
Eldridge, Denise	4/25/2000	C01677	\$ 21.20
McMinn, Emily	4/6/2000	C01630	\$340.42
Neal, Brad	8/31/1999	C00919	\$875.00
Rushing, Tina	2/9/1998	C13189	\$187.80
Wilder, Amy	9/24/1999	C00955	\$327.39
Winnen, Erin	9/24/1999	C00957	\$ 57.22
			<b>\$ 3,009.03</b>

**Other**

Mobley, Erma*	2/7/2001	C02618	\$195.00
			<b>\$ 195.00</b>

\* This account is less than two years past due, but the college will not be able to collect these funds due to student's inability to comprehend the charges for a CDA visit.

**Tuition Deferments****Financial Aid**

<u>Name</u>	<u>Invoice Date</u>	<u>Amount</u>
Bergmann, Christine	Spring '00	\$112.00
Hughes, Ronnie	Spring '00	\$173.00
Norczyk, Jennifer	Summer B '00	\$138.30
Threet, Lucinda	Summer A '00	\$ 3.50
		<b>\$ 426.80</b>

**Veterans**

Blanchard, Brian	Spring '00	\$140.01
Mess, Keith	Summer B '00	\$230.50

Moss, Gregory	Summer A '00	\$ 51.50
		<b>\$ 422.01</b>

**Board Action(s) Requested:**

**Approval to write off uncollectible accounts**

Action: Approved. See item 7.1

**District Board of Trustees  
June 18, 2002**

**Agenda Item: 7.8**

Required Changes in the Financial Reporting of the College's Capital Assets    200.271, 01-02

The Governmental Accounting Standards Board (GASB) has mandated financial reporting changes for all public colleges and universities. The college must implement these new requirements in its financial reporting for this fiscal year (July 1, 2001-June 30, 2002). One of the major reporting changes involves capital assets. The college will be required to report its capital assets net of depreciation. In order to comply with this change, staff has calculated depreciation through 2000-2001 for all three classes of capital assets noted below.

Buildings

In the college's 2000-2001 Annual Financial Report (AFR), buildings were reported at cost. In order to comply with the changes, the following adjustments need to be made:

2000-2001 Buildings Reported value at cost	\$66,137,030.18
Less Accumulated Depreciation for prior years	15,530,699.69
Less Depreciation Expense for 2000-2001	1,441,534.03
Restated Building Book Value for 2000-2001	\$49,164,796.46

Other Structures and Improvements

In the college's 2000-2001 AFR, other structures and improvements were reported at cost. In order to comply with the changes, the following adjustments need to be made:

2000-2001 Other Structures and Improvements Reported value at cost	\$10,288,881.93
Less Accumulated Depreciation for prior years	8,242,190.38
Less Depreciation Expense for 2000-2001	547,589.49
Restated Other Structures and Improvements Book Value for 2000-2001	\$ 1,499,102.06

Furniture and Equipment

In accordance with Florida Statutes, the college is required to track for inventory purposes all furniture and equipment that costs \$750 or greater. The college will continue to comply with this requirement. The Florida Community College System has chosen for financial reporting to capitalize items in this class that cost \$5,000 or greater. In the college's 2000-2001 AFR, furniture and equipment were reported at cost for all items \$750 or greater. In order to comply with the changes, the following adjustments need to be made:

2000-2001 Furniture and Equipment Reported value at cost	\$15,654,483.49
Less Items less than \$5,000 reported on Board Surveys 02-01 through 02-08	1,762,407.26
Less remaining items less than \$5,000	<u>9,187,467.31</u>
Revised cost of items \$5,000 or greater	<b>\$ 4,704,608.92</b>
Less Accumulated Depreciation for prior years	3,039,059.46
Less Depreciation Expense for 2000-2001	605,243.45
Restated Book Value for 2000-2001	<b>\$ 1,060,306.01</b>

**Board Action(s) Requested:**

**Approval of changes to capital assets as outlined**

Action: Approved. See item 7.1

**District Board of Trustees  
June 18, 2002**

**Agenda Item: 7.9**

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Recommendation for Awarding a Proposal to Tempforce	209.85, 01-02
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A request for proposal was sent on April 4, 2002, for an agreement for the provision of temporary employee services to the college. The term of the contract is to be July 1, 2002, through June 30, 2005, with an option for two one-year renewals contingent upon satisfactory performance by the firm.

Mandatory attendance was required at the pre-proposal conference. Three vendors attended: Kelly Services, TempForce, and Wal-Staf. Final proposals were due on May 2.

Wal-Staf submitted a no-bid response. Kelly Services submitted a proposal that was deemed non-responsive due to a Kelly Services requirement to change the conditions of the proposal.

A committee comprised of six members from various campus departments met on May 15 to consider the proposal from TempForce, and found it to be both responsive and acceptable. Each proposal was to be graded on four criteria: price (60 possible points), qualifications (including references and experience, 25 points), employee benefits (25 points), and staffing capabilities (5

points). A summary of the results appears below:

Proposers	Average Score (out of 115 possible)
TempForce	109.33
Kelly Services	Non-responsive
Wal-Staf	No Proposal

**Board Action(s) Requested:**

**Approval of award to TempForce**

Action: Approved. See item 7.1

**District Board of Trustees  
June 18, 2002**

**Agenda Item: 8.1**

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Proposal for Naming the Administration Building

412.917, 01-02

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It is proposed for the board's consideration that the administration building be named in honor of the college's second president, Alan J. Robertson, in recognition of his substantial contributions to Santa Fe Community College, the Florida Community College System, and Alachua and Bradford counties over a period of 21 years.

**Board Action(s) Requested:**

**Authorize and direct that the administration building be named the Alan J. Robertson Administration building**

Discussion: Trustee Brashear stated that more than twelve years ago, a chair of the board of trustees had to set a somber theme at a board meeting. He said, "It is with great regret that we accept the resignation of Alan J. Robertson from the presidency of Santa Fe Community College. Mr. Robertson guided Santa Fe Community College in its earlier years to the wide recognition that the college is one of the best in Florida and the nation."

Now I have the opportunity to rewrite a happier theme. "It is with great satisfaction that I introduce a motion to name the college administration building the Alan J. Robertson Administration building. This will be a permanent reminder that Alan built a strong foundation and forged a stronger future. Now more that ever, Santa Fe is one of the best colleges in Florida and the nation."

Trustee Roundtree noted it was a well-deserved and past due honor.

Action: Motion to rename F building the Alan J. Robertson Administration building: Roundtree:

Second: Davis

Vote: Bradley - yes, Brashear - yes, Davis - yes, McRae - yes, Roundtree - yes, Womack - yes

**District Board of Trustees  
June 18, 2002**

**Agenda Item: 8.2**

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Certification of IRS Form 990 as Required of Direct Support Organizations	400.424, 01-02
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In compliance with Florida Statute 240.331(5), on July 1 of each year the board is asked to certify to the Florida Community College System that the Santa Fe Community College Endowment Corporation, Inc. has completed the appropriate IRS forms. The form submitted for certification is the federal IRS Return of Organization Exempt from Income Tax form (Form 990).

**Board Action(s) Requested:**

**Certification of Form 990**

Action: Motion to approve items 8.2 through 8.7: Roundtree

Second: Womack

Vote: Bradley - yes, Brashear - yes, Davis - yes, McRae - yes, Roundtree - yes, Womack - yes

**District Board of Trustees  
June 18, 2002**

**Agenda Item: 8.3**

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Certification of Endowment Corporation, Inc. Activity	400.425, 01-02
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In compliance with Florida Statute 240.331, on July 1 of each year, the board is asked to certify to the Florida Community College System that the Santa Fe Community College Endowment Corporation, Inc. is operating in a manner consistent with the goals of the college.

**Board Action(s) Requested:**

**Certification that the Endowment Corporation, Inc. is operating in a manner consistent with the goals of the college**

Action: Approved. See item 8.2

**District Board of Trustees  
June 18, 2002**

**Agenda Item: 8.4**

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Acceptance of Endowment Corporation, Inc. Independent Auditors' Report 400.426, 01-02

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Attached is the Financial Statements and Independent Auditors' Report dated December 31, 2001, for the Endowment Corporation, Inc.

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

Action: Approved. See item 8.2

**District Board of Trustees  
June 18, 2002**

**Agenda Item: 8.5**

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Approval of Little School Supply Fee 200.272, 01-02

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The Little School is requesting permission to charge a \$25 supply fee per family per semester, beginning fall term 2002. A family with a child (or children) enrolled only half of the summer (summer A or summer B term) will be charged \$12.50 for that semester.

This fee is necessary to offset the high cost of expendable materials such as construction paper, paint, markers, cot sheets, broken toys, and playground balls (to name a few) that need to be replaced on a regular basis. Charging the supply fee to cover these expenses is a common practice in child care facilities.

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

Action: Approved. See item 8.2

**District Board of Trustees Agenda  
June 18, 2002**

**Item: 8.6**

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Credit and Postsecondary Adult Vocational Lab Fee Schedule for 2002-2003 301.103, 01-02

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The attached credit and postsecondary adult vocational lab fee schedule is to be effective for the 2002-2003 academic year, beginning fall term 2002.

**Board Action(s) Requested:**

**Approval**

Action: Approved. See item 8.2

**District Board of Trustees  
June 18, 2002**

**Agenda Item: 8.7**

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2002-2003 College Catalog

400.428, 01-02

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The 2002-2003 college catalog is currently online at [pending/](#). [Print and online versions will be made available to the public in early July 2002.](#)

**Board Action(s) Requested:**

**Approval**

Action: Approved. See item 8.2

**District Board of Trustees  
June 18, 2002**

**Agenda Item: 9.1**

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Contract with the University of Florida's Student Health Care Center for SFCC Student Health Care and Education

408.1324, 01-02

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The attached contract is a renewal of the ongoing collaboration between the University of Florida's (UF) Student Health Care Center and Santa Fe Community College's (SFCC) Center for Student Leadership and Activities to provide health care information and education to SFCC students. As in last year's agreement, UF provides health care staff, medical supplies and equipment, and supervision of personnel. SFCC provides the physical facility and administrative equipment and support.



This year's agreement has been expanded to include on-site access for SFCC students to a Nurse Practitioner (ARNP) 10 hours per week while classes are in session. The increase in cost for this expanded service is \$13,616. This brings the overall contract value to \$93,568. The new agreement continues to provide student access to a Registered Nurse (RN) on a full-time basis and a part-time Health Educator. The facility is located in S-120 and will NOT provide emergency care. Clarifying changes have also been added throughout the rule as needed.

The agreement expires June 30, 2003.

**Board Action(s) Requested:**

**Approval**

Action: Motion to approve items 9.1 through 9.9: Roundtree

Second: Davis

Vote: Bradley - yes, Brashear - yes, Davis - yes, McRae - yes, Roundtree - yes, Womack - yes

**District Board of Trustees**

**June 18, 2002**

**Agenda Item: 9.2**

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Strengthening Educational Services Through Student-Centered Technologies and Practice; Title II - Part A -- Grant

409.1390, 01-02

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The purpose of this project is to move Santa Fe Community College toward self-sufficiency by reforming its approach to arts and sciences (AA) student services by using technology to build an online, comprehensive student support system and by transforming college culture to promote student-centered practices. These practices will include implementation of a web-enabled student support system, and preparation of faculty, staff, and administrators to deliver innovative, student-centered academic and support services. This is year three of a five-year project.

The amount of funds requested from the U. S. Department of Education, Strengthening Institutions Program; Title III-Part A, is \$350,000, with an in-kind match of \$29,809 and a cash match of \$139,287 from Santa Fe Community College.

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

Operating budget impact: Matching contributions will be from existing college funds

**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 9.1.

**District Board of Trustees**

**June 18, 2002**

**Agenda Item: 9.3**

Community Technology Program -- Grant

409.1391, 01-02

The purpose of this project is to provide adult basic literacy, family literacy, and computer training and access to adults while enhancing the use of existing computer labs in neighborhoods where many homes do not have computers. This project will create a partnership with the Southeast Boys and Girls Club, which is a site designated by the State of Florida as a "PowerUp" site. The Santa Fe Community College Adult Education program will provide the following services for adults at the Southeast Boys and Girls Club site: assistance for employment and self-sufficiency; assistance in becoming full partners in the educational development of their children; and assistance in obtaining computer technology skills and computer access. This project will serve approximately 75 participants.

The amount of funds requested from the Florida Department of Education, Division of Workforce Development, is \$125,000, 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 9.1.

**District Board of Trustees  
June 18, 2002**

**Agenda Item: 9.4**

Adult Education and Family Literacy - Comprehensive Family Literacy -- Grant 409.1392, 01-02

The purpose of this project is to assist adults in completing a GED and/or to increase their literacy skills. This will improve their opportunities for employability and/or postsecondary training, and assist them in becoming full partners in the education of the dependent children under their care. The planned activities will include classroom sessions, discussion groups, educational workshops, and parent and children together time to explore and experiment with new ways of interacting within families. The program will serve approximately 50 students and their children.

The amount of funds requested from the Florida Department of Education, Division of Workforce

Development, is \$75,000 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 (computer equipment not on replacement plan)

**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 9.1.

**District Board of Trustees  
June 18, 2002**

**Agenda Item: 9.5**

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Adult Education and Family Literacy - Senior Adult Learner -- Grant	409.1393, 01-02
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The purpose of this project is to assist senior adults, age 55 and over, to become literate, to obtain the knowledge and skills necessary for employment and self-sufficiency, and to complete a GED, and/or enter postsecondary education. The focus will be on integrating literacy skills with the acquisition of computer and technology skills using real-life interests and context for instruction. The program will serve approximately 50 senior adult learners.

The amount of funds requested from the Florida Department of Education, Division of Workforce Development, is \$75,000, 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 (computer equipment not on replacement plan)

**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 9.1.

**District Board of Trustees  
June 18, 2002**

**Agenda Item: 9.6**

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Adult Education and Family Literacy - English Literacy and Civics Education -- Grant 409.1394, 01-02

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The purpose of this project is to assist adults who are limited in English proficiency and who do not have a secondary school diploma become literate and obtain the knowledge and skills necessary for employment, self-sufficiency, and full partnership in their children's education. An additional focus of this project is to provide an integrated program of services that incorporates English literacy and civics education while preparing participants for the GED. This project will serve approximately 30 participants.

The amount of funds requested from the Florida Department of Education, Division of Workforce Development, is \$16,874, 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 9.1.

**District Board of Trustees  
June 18, 2002**

**Agenda Item: 9.7**

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Alachua/Bradford One-Stop Career Center -- Grant 409.1395, 01-02

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The purpose of this project is to provide a comprehensive, coordinated workforce development program through a One-Stop Career Center system to meet the needs of both area businesses and job seekers. Intensive services and vocational training opportunities will be available for WAGES recipients, Workforce Investment Act, and Welfare-to-Work customers. Approximately 1,500 adults will be served in this program.

The amount of funds requested from Alachua/Bradford Regional Workforce Development Board is \$1,726,854, 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 9.1.

**District Board of Trustees  
June 18, 2002**

**Agenda Item: 9.8**

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YES! Youth Employment Start Program -- Grant 409.1396, 01-02

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The purpose of this project is to provide work experience, academic enhancement, career exploration, vocational training, and job placement activities for youth ages 14-21, in partnership with area schools and youth organizations. Approximately 600 youth will participate in this program.

The amount of funds requested from Alachua/Bradford Regional Workforce Development Board is \$850,000, 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 9.1.

**District Board of Trustees  
June 18, 2002**

**Agenda Item: 9.9**

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Welfare-to-Work Career Program -- Grant 409.1397, 01-02

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The purpose of this project is to provide on-the-job vocational and apprenticeship training leading to full-time employment for 100 Welfare-to-Work participants, including non-custodial parents, youth aging out of the foster care system, and long-term welfare recipients. Participants will be assessed, receive pre-employment training, placed on work sites, and mentored for six months after job placement.

The amount of funds requested from Alachua/Bradford Regional Workforce Board is \$434,076,

with no matching funds from Santa Fe Community College.

Duration of this project is July 15, 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 9.1.

**District Board of Trustees  
June 18, 2002**

**Agenda Item: 10.1**

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Board Members' Remarks

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Trustee Bradley suggested that a rule or policy be formulated that would attach a financial contribution (exceptions allowed for outstanding contribution to the college) to the naming of a building. The consensus from the board was that this is a worthwhile method of fund raising. The board would like to address this at the next meeting.

Additionally, Trustee Bradley reiterated that the board chairperson should be limited to serving one consecutive term, as addressed in item 2.3. The nominating committee shall continue as outlined in the May 2002 minutes.