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**District Board of Trustees of Santa Fe Community College  
Minutes for Board Meeting of July 23, 2002  
Wattenbarger Student Services Building Board Room**

**Adoption of Agenda**

**Agenda Item: 1.1  
418.409, 02-03**

1. General Functions

1.1 Adoption of Agenda for Meeting of July 23, 2002

1.2 Organization of the Board for 2002-2003

1.3 Ratification of Board Meeting Schedule for 2002-2003

1.4 Approval of Board Meeting Minutes of June 18, 2002

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2.2 Report of Continuing Workforce Education Courses

2.3 Amended Rule 2.8: Prohibition Against Discrimination and Harassment

2.4 Standardized Clinical Facilities Use Agreements with:

Interventional Cardiologists of Gainesville, P.A. - Cardiopulmonary Technology  
Halifax Medical Center, Inc. - Cardiopulmonary Technology  
University of Florida - Biotechnology Laboratory Technology

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3.3 Career Service Staff

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3.5 Dual Enrollment Agreement with Cornerstone Academy

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3.8 Tech Prep Articulation Agreements (See the Item for Listing)

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5.4 Budget Amendment #1, 2002-2003 Operating Budget Unrestricted (Fund 1)

5.5 Colonel Harry M. Hatcher, Jr. Property Survey Report 03-01

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5.7 Continued Use of Facsimile Signature

5.8 Approval of Fee for ID Card Replacement and Other User Fees and Fines

5.9 Florida Community Colleges Risk Management Consortium Agreement for Professional Technical Services **ADDED**

#### 6. General Institutional Items

6.1 Community Education and Center for Business and Professional Development EnRich Brochure

6.2 Emergency Contract Authority

#### 7. Rules

7.1 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

7.2 Amendment to Rule 1.3: Board of Trustees: Organization

#### 8. Contracts, Grants

8.1 Community Technology Center -- Grant

8.2 Exactech, Inc., Quick Response Training -- Grant

8.3 The World Learning Enrichment Center Grant Project

9. Board Members' Remarks

10. Citizen's Requests

11. Adjournment

**Board Action(s) Requested:**

**Approval**

Discussion: Chair McRae stated that, for good cause, the following item was added to the agenda:

**Added:** Item 5.9: Florida Community Colleges Risk Management Consortium Agreement for Professional Technical Services

Action: Motion to adopt the agenda as amended: Womack

Second: Roundtree

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

\* Recommended consent agenda items

**District Board of Trustees  
July 23, 2002**

**Agenda Item: 1.2**

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Organization of the Board for 2002-2003

416.81, 02-03

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Trustee Evelyn Womack, serving as the Nominating Committee, recommended that Arley McRae serve as chair and Robert Roundtree, Jr. serve as vice chair.

Discussion: Chair McRae expressed his appreciation to the board, faculty, staff, and Dr. Sasser for the opportunity serve on this board, and stated that he is happy to be a part of such an outstanding organization. He thanked the board and looks forward to a demanding, but rewarding year.

Action: Motion to approve: Davis

Second: Bradley

Vote: Bradley - yes, Davis - yes, McRae - yes, Roundtree - yes, Womack – yes.

**District Board of Trustees  
July 23, 2002**

**Agenda Item: 1.3**

## Ratification of Board Meeting Schedule for 2002-2003

416.82, 02-03

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

**PROPOSED**  
(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

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

Action: Motion to ratify the schedule for 2002-2003, with rights for a review pending the state code re-write: Bradley

Second: Roundtree

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

**District Board of Trustees**

**July 23, 2002****Agenda Item: 1.4**


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 Approval of Board Meeting Minutes of June 18, 2002

401.400, 02-03

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 The minutes of the regular meeting of the District Board of Trustees of Santa Fe Community College held June 18, 2002, are presented for approval.
**Board Action(s) Requested:****Approval**

Action: Motion to approve: Roundtree

Second: Bradley

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

**District Board of Trustees****July 23, 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, President of Student Government; and Ward Scott, College Senate President.

President Sasser mentioned his upcoming trip to Washington D.C. where he will meet with representatives from the League of Innovation and American Association of Community Colleges in regards to the national trend of the loss of experienced employees to retirement. He noted that Santa Fe could lose about 40 positions to the Deferred Retirement Option Program (DROP). The goal is to obtain more leaders in training for positions in the community college system.

The president mentioned the current art exhibit on display by the Micanopy Council for the Arts in the Alan J. Robertson Administration lobby. The exhibit will be on display until the end of August.

Trustees received copies of the SFCC Library Calendar, English as a Second Language program brochure, Institutional Research and Planning Associate of Arts Follow-up Study 2000-2001, Santa Fe Report, SFCC College Catalog, SFCC Wall Calendar, and an invitation to SFCC College Achievement Program (CAP) closing ceremony.

**District Board of Trustees****July 23, 2002****Agenda Item: 2.2**

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 Report of Continuing Workforce Education Courses Information Item

415.93, 02-03

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In accordance with Rule 7.11, the president of the college is authorized to approve course fees for continuing workforce education (CWE) courses on course-by-course basis. The president is directed to establish such course fees so that total fees collected are equal to at least 50% of the total costs of the CWE program within the fiscal year. The following classes were approved by the president from March through June 2002:

<u>Course</u>	<u>Course Name</u>	<u>Number of Students</u>	<u>Fee Per Student</u>
NS0903.C01	Business Insurance	27	\$ 22.00
INS0301.C01	Personal Lines Auto/Homeowners	30	25.00
ELE0211.C01	Power Quality and Reliability	8	10.00
INS0706.001	Commercial Property	26	22.00
INS0300.001	Personal Lines-Auto	28	50.00
INS0012.001	Regular Customer Service Representative	10	203.75
CDA0811.001	BOS Training (Child Development) February 16 - 21, 2002	9	30.00
CDA0811.001	BOS Training (Child Development) April 13 - 18, 2002	9	30.00

**District Board of Trustees**  
**July 23, 2002**

**Agenda Item: 2.3**

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 Amended Rule 2.8: Prohibition Against Discrimination  
and Harassment

 Information Item  
410.334, 02-03
 

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The new Rule 2.8 consolidates and supplements current Rule 2.8: Antidiscrimination and Harassment: Policy/Procedure and current Rule 2.5: Sexual Harassment, which will be repealed by virtue of this change, to provide more clarity and consistency and to facilitate the reader's understanding of the college's policies regarding discrimination and harassment. This consolidation was one of the recommendations made by the state's equity officer and by our Equal Access/Equal Opportunity Officer. The portions of the current rules that address complaint and appeal procedures have been extracted and will be found in Procedure 2.8, which will be internally adopted by the president after approval by the cabinet.

**District Board of Trustees**  
**July 23, 2002**

**Agenda Item: 2.4**

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Standardized Clinical Facilities Use Agreements with:	Information Item
Interventional Cardiologists of Gainesville, P.A. - Cardiopulmonary Technology	408.1325, 02-03
Halifax Medical Center, Inc. - Cardiopulmonary Technology	408.1326, 02-03
University of Florida - Biotechnology Laboratory Technology	408.1327, 02-03

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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 Cardiopulmonary and Biotechnology Laboratory programs.

**C O N S E N T**

**District Board of Trustees  
July 23, 2002**

**Agenda Item: 3.1**

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Contract Staff (Faculty)	402.635, 02-03
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The individuals listed below are being recommended for appointment for the year 2002-2003, or a portion of the year 2001-2002, as stated in the individual employee's contract.

**Full Time**

<u>Name</u>	<u>Position</u>
Robert Mitchell M.A., Rollins College	Assistant Professor, Criminal Justice

**Part Time**

- Gary Anglin
- Joann Beningo
- Allen Chevront
- Phyllis Cook
- Kelly Coxe
- Brody Harris
- Thomas Harris
- Patricia Kibert
- William Martino
- William McCabe
- Lonnie Mott
- Joyce Orr
- Jason Ostolaza

Gary Pierce  
Rebekah Reneka  
Olga Rivera-Cruz  
Marie Rinehart  
Jere Scola  
Paul Stern  
David Tuck  
Meggen Tucker

**Board Action(s) Requested:**

**Approval**

Discussion: President Sasser noted that there had been a change on item 3.5. The contract for the Cornerstone Academy agreement previously distributed to trustees contained a reference to "high school coursework" on the fifth paragraph of the first page and to "11th and 12th grade high school courses" on the last page. Both of those references have been deleted as inapplicable in the final version of the agreement. We will not be offering high school courses to these students. Trustee Bradley asked for a definition of the Cornerstone Academy. Dr. Grunder stated that Cornerstone Academy is a private home schooling institution located in the old Trinity United Methodist Church and the students attend three days at this location and the other two days at home.

Action: Motion to approve consent items 3.1 through 3.8: Roundtree

Second: Davis

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

**C O N S E N T**

**District Board of Trustees  
July 23, 2002**

**Agenda Item: 3.2**

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Contract Staff (Administrative and Professional)

411.226, 02-03

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

**Technical/Professional**

**Full Time**

Name

Position

Appointment:

^ Chanda Stebbins Interim Head Women's Basketball Coach  
B.A., University of Florida

Serafin Roldan-Santiago Library Instruction and Reference Services Specialist



## M.L.S., University of Puerto Rico

Promotion

Ruth Brennan Payroll Specialist

**Part Time**

- \* Andrew Anderson Downtown Lab Specialist
- Shellie Banfield Downtown Lab Specialist
- Virginie Crisalle Programmer, Information Technology Services
- \* Jennifer Duncan Adult Education Specialist
- Mary Ellis ESL Lab Specialist
- Becky Foster Biotech Lab Manager
- \* Donna Foust Adult Education Specialist
- Sarah Huffines CLAST Lab Specialist
- \* Yvonne Hughes Summer Enrichment Specialist
- \* Patricia Klaus Advisement Specialist
- \* Rosalie McCuddy Adult Education
- \* Kevin McHale Math Lab Specialist
- \* Ade Ofunniyin Adult Education Specialist
- \* Laura Predney Downtown Lab Specialist
- Marianne Preisler Programmer, Information Technology Services
- \* Doris Raven Summer Enrichment Specialist
- \* Suzanne Sheridan Downtown Lab Specialist
- Barbara Stakely ESL Lab Specialist
- \* Tanja VanDerVeen Adult Education Specialist

^ Student Leadership and Activities funded

\* Grant funded

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

Action: Approved. See item 3.1.

**C O N S E N T**

**District Board of Trustees  
July 23, 2002**

**Agenda Item: 3.3**

Career Service Staff

403.410, 02-03

The individuals listed below are being recommended for appointment.

<u>Name</u>	<u>Position</u>
Clifford Ferguson	Custodian, Facilities Services
Aleksei Moskrin	Custodian, Facilities Services
Ulysees Rushing	Police Officer, Police Department

**Board Action(s) Requested:**

**Approval**

Action: Approved. See item 3.1.

**C O N S E N T**

**District Board of Trustees  
July 23, 2002**

**Agenda Item: 3.4**

Mutual Aid Agreement with City of Gainesville Police Department  
and Santa Fe Community College Police Department

408.1328, 02-03

This agreement gives authority for the City of Gainesville Police Department to provide operational support for the purpose of requesting and rendering assistance in law enforcement intensive situations and emergencies, and for assistance of a routine law enforcement nature that crosses jurisdictional lines. The terms are the same as last year.

**Board Action(s) Requested:**

**Approval**

Action: Approved. See item 3.1.

**C O N S E N T**

**District Board of Trustees  
July 23, 2002**

**Agenda Item: 3.5**

High School Dual Enrollment Agreement with Cornerstone Academy

408.1329, 02-03

Cornerstone Academy has requested that Santa Fe Community College enter into an articulation agreement for dual enrollment. The agreement details the responsibilities of each institution regarding Technology and Applied Science, academic, and fine arts dual enrollment programs, as well as early admission. Cornerstone Academy has documented that it meets the state requirements for dual enrollment participation. Tuition will be assessed for high school and college prep courses.

**Board Action(s) Requested:**

**Approval**

Action: Approved. See item 3.1.

**C O N S E N T**

**District Board of Trustees  
July 23, 2002**

**Agenda Item: 3.6**

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Bradford County Public Library 408.1330, 02-03

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This is a renewal agreement that allows Santa Fe students attending the Andrews Center to use the Bradford County Library. The college has had an agreement with Bradford County Library since 1996.

**Board Action(s) Requested:**

**Approval**

Action: Approved. See item 3.1.

**C O N S E N T**

**District Board of Trustees  
July 23, 2002**

**Agenda Item: 3.7**

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University of Florida College of Dentistry - Dental Program Staffing 408.1331, 02-03

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The agreement was designed to enhance opportunities for students and faculty to participate in clinical, educational, research, and administrative responsibilities/activities. The students of SFCC's Dental programs are given opportunities to be involved in multiple clinical activities associated with the University of Florida College of Dentistry. Both dental hygiene and dental assisting students participate in clinical activities that include experiences with dental students, dental graduate level specialist residents, and dental faculty. The affiliation agreement allows the dental hygiene students to have

didactic learning experiences from experienced UF Dental College faculty in the specialty areas of oral medicine, periodontology, pharmacology, community dentistry, and oral pathology.

The patient population in the Dental Clinic is primarily low income, thus providing all involved the opportunity to add value to their experiences, as well as improving and enriching the dental health of our community. Through this participation, the values of social responsibility, cultural diversity, caring, and ethical behavior can be taught, experienced, learned, and practiced.

The agreement is effective July 1, 2002, through June 30, 2003. As compensation for their services, the college has agreed to pay the university an annual amount of \$175,655.

**Board Action(s) Requested:**

**Approval**

Action: Approved. See item 3.1.

**C O N S E N T**

**District Board of Trustees  
July 23, 2002**

**Agenda Item: 3.8**

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Tech Prep Articulation Agreements(see below)

408.1334, 02-03

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The A.A. and A.S. transfer degree programs, along with A.A.S. and certificate programs listed below have been identified as accelerated paths by which students will have the opportunity to receive college credit as described in the articulation agreements with the School Board of Alachua County and the School Board of Bradford County. Because the agreements are essentially identical, only one is attached.

**School Board of Alachua County:**

- Business Administration A.S. and A.A.S Degrees - Academy of Information Technology
- Business Administration A.S. and A.A.S Degrees - Administrative Assistant
- Business Administration A.S. and A.A.S Degrees - Food Management, Production and Services
- Business Administration A.S. and A.A.S Degrees - Food Production and Services;
- Business Administration A.S. and A.A.S Degrees - PC Support Services
- Business Administration A.A.S. Degree - Diversified Career Technology
- Cardiopulmonary Technology A.A.S. Degree - Administrative Assistant
- Computer Information Technology A.A.S. Degree - Academy of Information Technology
- Computer Information Technology A.A.S. Degree - Administrative Assistant
- Computer Information Technology A.A.S. Degree - PC Support Services
- Computer Programming/Analysis A.A.S. Degree - Academy of Information Technology
- Computer Programming/Analysis A.A.S. Degree - Administrative Assistant
- Computer Programming/Analysis A.A.S. Degree - PC Support Services
- Dental Hygiene A.A.S. Degree - Administrative Assistant
- Health Information Management A.S. Degree - Academy of Information Technology
- Health Information Management A.S. Degree - Administrative Assistant
- Health Information Management A.S. Degree - PC Support Services
- Legal Assisting A.S. Degree - Academy of Information Technology

- Legal Assisting A.S. Degree - Administrative Assistant
- Legal Assisting A.S. Degree - PC Support Services
- Network Service Technology A.A.S. Degree - Academy of Information Technology
- Network Service Technology A.A.S. Degree - Administrative Assistant
- Network Service Technology A.A.S. Degree - PC Support Services
- Nuclear Medicine A.A.S. Degree - Administrative Assistant
- Nursing A.S. Degree - Administrative Assistant
- Office Systems Technology A.S and A.A.S. Degrees - Academy of Information Technology
- Office Systems Technology A.S and A.A.S. Degrees - PC Support Services
- Office Systems Technology A.A.S. Degree - Administrative Assistant
- OST: Medical Office Systems Specialist A.S. and A.A.S. Degree - Academy of Information Technology
- OST: Medical Office Systems Specialist A.S. and A.A.S. Degree - Administrative Assistant
- OST: Medical Office Systems Specialist A.S. and A.A.S. Degree - PC Support Services
- Radiography A.A.S. Degree - Administrative Assistant
- Respiratory Care A.A.S. Degree - Administrative Assistant
- Accounting Applications Certificate - Academy of Entrepreneurship
- Accounting Applications Certificate - Academy of Finance
- Accounting Applications Certificate - Accounting Operations
- Accounting Applications Certificate - Business Supervision and Management
- Accounting Applications Certificate - Food Management, Production, and Services
- Accounting Applications Certificate - Food Production and Services
- Accounting Applications Certificate - Marketing
- Business Management Certificate - Food Management, Production, and Services
- Business Management Certificate - Food Production and Services
- Dental Assisting Certificate - Administrative Assistant
- Office Systems Specialist Certificate - Academy of Information Technology
- Office Systems Specialist Certificate - P.C. Support Services
- Practical Nursing Certificate - Administrative Assistant
- Surgical Technology Certificate - Administrative Assistant
- AA Transfer Degree - Administrative Assistant
- AA Transfer Degree - Agricultural Machinery Mechanics
- AA Transfer Degree - Engineering Technology
- AA Transfer Degree - Materials and Process Technology
- AA Transfer Degree - Web Internet Services

#### **School Board of Bradford County:**

- Business Administration A.S. and A.A.S. Degrees - Administrative Assistant
- Cardiopulmonary Technology A.A.S. Degree - Administrative Assistant
- Computer Information Technology A.A.S. Degree - Administrative Assistant
- Computer Programming/Analysis A.A.S. Degree - Administrative Assistant
- Dental Hygiene A.A.S. Degree - Administrative Assistant
- Health Information Management A.S. Degree - Administrative Assistant
- Legal Assisting A.S. Degree - Administrative Assistant
- Network Service Technology A.A.S. Degree - Administrative Assistant
- Nuclear Medicine A.A.S. Degree - Administrative Assistant
- Nursing A.S. Degree - Administrative Assistant
- Office Systems Technology A.A.S. Degree - Administrative Assistant
- OST: Medical Office Systems Specialist A.S. Degree - Administrative Assistant
- Radiography A.A.S. Degree - Administrative Assistant
- Respiratory Care A.A.S. Degree - Administrative Assistant
- Accounting Applications Certificate - Accounting Operations
- Dental Assisting Certificate - Administrative Assistant
- Practical Nursing Certificate - Administrative Assistant
- Surgical Technology Certificate - Administrative Assistant

**Board Action(s) Requested:**

**Approval of agreements. Upon legal review and approval, the President of the Vice President for Educational Services is authorized to execute these tech prep agreements.**

Action: Approved. See item 3.1.

**District Board of Trustees  
July 23, 2002**

**Agenda Item: 4.1**

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Project Report and Action Request - Building W Renovation/Remodeling (Approval of Guaranteed Maximum Price	412.918, 02-03
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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. It is one of three funded from a singular allocation, based on earlier survey recommendations. Once the design process clarifies the true scope of this project, all three workforce project budgets will be revised. The educational specifications were approved at the April 17, 2001, board meeting. The initial budget for the project was presented during the September 2001 meeting (item 5.6, 2001-2002 Annual Budget, Unexpended Plant Fund (Fund 7)).

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

Project Status:

Phase III documents for this project were approved at the June 2002 board meeting. College staff has received the guaranteed maximum price in the amount of \$241,675 and is requesting board approval.

**Board Action(s) Requested:**

**Approval of guaranteed maximum price of \$241,675**

Discussion: Director of Facilities Bill Reese reviewed the facilities items 4.1 through 4.3.

Action: Motion to approve items 4.1 through 4.3: Roundtree

Second: Davis

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

**District Board of Trustees  
July 23, 2002**

**Agenda Item: 4.2**

Project Report and Action Request - Building N  
Renovation/Remodeling (Approval of Phase III Documents) 412.919, 02-03

Project Description:

This project involves remodeling portions of building N for the Multimedia Production program through a PECO allocation for workforce projects. It is one of three funded projects from a singular allocation based on earlier survey recommendations. Once the design process clarifies the true scope of this project, all three workforce project budgets will be revised. The educational specifications were approved at the April 17, 2001, board meeting. The initial budget for the project was presented to the board at the September 2001 meeting (item 5.6, 2001-2002 Annual Budget, Unexpended Plant Fund (Fund 7)).

Architect/engineer	Craig Salley & Associates
Contractor/construction manager	To be determined
Uniform building code inspector	In-house
Total project budget	\$353,606
Source(s) of funding	PECO

Project Status:

College staff has received and reviewed the phase III documents and is requesting board approval.

**Board Action(s) Requested:**

**Approval of phase III documents**

Action: Approved. See item 4.1.

**District Board of Trustees  
July 23, 2002**

**Agenda Item: 4.3**

Annual Capital Improvement Plan 412.920, 02-03

The Capital Improvement Plan is the legislative funding request for 2002-2003 PECO funds that cover proposed renovation, remodeling, and new construction for the next five years. The Capital Improvement Plan is based on the most recent plant survey for the college. It is requested that the board approve this plan for submission to the Division of Community Colleges in Tallahassee.

**Board Action(s) Requested:**

**Approval of Capital Improvement Plan**

Action: Approved. See item 4.1.

**District Board of Trustees  
July 23, 2002**

**Agenda Item: 5.1**

Report of Purchases for June 2002

202.498, 02-03

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

Purchasing	\$1,609,213.50
Risk Management Consortium	0.00
Library	<u>0.00</u>
<b>Total</b>	<b>\$1,609,213.50</b>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
X40574	\$ 592,847.00	Contract	PPI Construction	Building D Renovation/Remodel Management - Utility Systems
(Fund 7)				
X40622	\$ 45,525.00	Contract	MSCI-Florida	Projectors (12) Renovation/Remodel Building P
(Fund 7)				
X40623	\$ 487,525.00	Bid	Harlis R. Ellington	Parking Lot 15B Renovation Building Y
(Fund 7)				
X40642	\$ 173,045.00	Bid	Andrews Paving, Inc.	North Road Paving Parking Improvements
(Fund 7)				
X40672	\$ 27,737.00	Contract	PPI Construction	Building H Mechanical Repairs Management - Utility Systems
(Fund 7)				
X40673	\$ 73,995.44	Contract	Krueger International	Classroom Furniture Renovation/Remodel Building P
(Fund 7)				
	<b>\$1,400,674.44</b>			

Purchases \$0 - \$25,000.00

Number of purchase orders: 161

Amount: \$201,043.06



Number of contracts awarded by the Board  
of Trustees: 1

Amount: \$ 7,496.00

**Board Action(s) Requested:**

**Approval of report**

Discussion: Rochelle Prince, Associate Vice President for Finance, reviewed items 5.1 through 5.9 individually. The board then considered the items together. Rochelle Prince noted that on item 5.5 the format had changed to reflect the items \$5,000 and under. Trustee Bradley asked what kinds of changes were made to the contract on item 5.6. Rochelle Prince explained it went from a flat fee charge to a per student (per meal) charge. Trustee Womack asked for clarification on the other existing fees and fines also included in item 5.8. Rochelle Prince explained that there were several smaller fees, mainly as a way to recoup costs for items such as lost equipment that needed to be covered under this agenda item. Ms. Prince has asked to convene a group to analyze and rejustify all fees charged to students. This item will be brought back at the October board meeting. Rochelle Prince noted that item 5.9 was an added item and President Sasser stated that this item was added for the good cause as determined by the board chair for emergency situations for the benefit of Santa Fe and the other 27 community colleges in order to continue insurance coverage without a lapse in coverage. Trustee Bradley asked if the fee would remain the same. Rochelle Prince responded no, there was an increase each year.

Action: Motion to approve items 5.1 through 5.9: Roundtree

Second: Davis

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

**District Board of Trustees  
July 23, 2002**

**Agenda Item: 5.2**

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

201.525, 02-03

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Closing for the fiscal year ending June 30, 2002, will be completed on August 15, 2002. The attached Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report is PRELIMINARY and does not reflect all of the accounting activity for the 12-month period. The Annual Financial Report for fiscal year 2001-2002 will be presented at the September meeting.

**Board Action(s) Requested:**

**Approval of report**

Action: Approved. See item 5.1.

**District Board of Trustees  
July 23, 2002**

**Agenda Item: 5.3**

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 Warrants Issued as of June 30, 2002

208.393, 02-03

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In accordance with State Board of Education Rule 6A-14.073(5), a listing of all checks issued from June 1 through June 30, 2002, is available at this meeting for the board's information. The amount disbursed for the month was \$6,177,368.29.

Warrant Numbers

Manual Payroll	None
Manual Payables	658
Payables	261231- 263290
Payroll	571201- 571936

Electronic Transfers

30321 – 32326

**Board Action(s) Requested:**

**Approval**

Action: Approved. See item 5.1.

**District Board of Trustees  
July 23, 2002**

**Agenda Item: 5.4**

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 Budget Amendment #1, 2002-2003 Operating  
 Budget Unrestricted (Fund 1)

201.526, 02-03

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The first amendment to the Fund 1 (Current Unrestricted) Operating Budget is submitted for approval. Approval is requested in order to incorporate the estimated budget required to pay obligations carried forward from 2001-2002, budget reserves carried forward for performance based incentive funding, and increase revenue for revised lab fees. With increased revenue, approval is also requested to budget associated expenditures.

**Board Action(s) Requested:**

**Approval of budget amendment #1**

Action: Approved. See item 5.1.

**District Board of Trustees  
July 23, 2002**

**Agenda Item: 5.5**

Colonel Harry M. Hatcher, Jr. Property Survey Report 03-01

200.273, 02-03

The items presented for the board's review are requests from the various custodians to remove property from their inventory for the reasons indicated. The college has a Property Survey Committee composed of representatives from around the college who review the requests from departments before they are presented to the board.

The Property Survey Committee was provided, via e-mail, the departmental requests to be relieved from inventory accountability. The committee members sent their approvals that the following requests should be accepted and recommends board approve removal of the items listed below from the active property control inventory records. A detailed list of all items from each category is attached.

Category	Number of Items	Original Cost or Value Items < \$5,000 to be Removed from Inventory	Number of Items	Original Cost or Value Items > \$5,000 to be Removed from Inventory and Financial Records	Depreciated Value of Items > \$5,000	Total Book Value Items to be Removed from Inventory and/or Financial Records
Worn-out Equipment with No Salvageable Parts	11	\$20,792.05	0	\$0.00	\$0.00	\$20,792.05
Worn-out Equipment with Salvageable Parts	2	\$4,340.00	0	\$0.00	\$0.00	\$4,340.00
Surplus Property	16	\$36,660.36	1	\$5,590.00	\$5,590.00	\$39,660.36
Rural and Sparsely Populated Areas Grant Transfers	7	\$10,993.91	0	\$0.00	\$0.00	\$10,993.91
Lab Replacements	206	\$316,129.00	0	\$0.00	\$0.00	\$316,129.00
Transfers	<u>43</u>	<u>\$71,629.54</u>	<u>0</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$71,629.54</u>
<b>TOTAL</b>	<b>285</b>	<b>\$460,544.86</b>	<b>1</b>	<b>\$5,590.00</b>	<b>\$5,590.00</b>	<b>\$460,544.86</b>

Notes

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

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

Surplus Property is generally offered first to Alachua and Bradford counties schools. If the counties are not interested in these items, they will be offered to other non-profit organizations that have requested them. Items that are not requested will then be sold at a surplus auction.

Rural and Sparsely Populated Areas Grant Transfers include items purchased from the Rural and Sparsely Populated Areas grant. As part of the grant, these items are already located at the Bradford Vo-Tech Center. We are requesting to officially transfer them to the Bradford Vo-Tech Center as part of this survey.

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

Acquisition Value represents the college's acquisition cost, NOT the current value of the items. The college depreciates and capitalizes items costing \$5,000 or greater. Items greater than \$750 but less than \$5,000 are not depreciated or capitalized, but tracked for inventory purposes ONLY. The present value of most of the items less than \$5,000 listed here is substantially lower than the amount indicated.

**Board Action Requested:****Approval of survey**

Action: Approved. See item 5.1.

**District Board of Trustees  
July 23, 2002**

**Agenda Item: 5.6**

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Addendum to Food Service Contract with Compass  
Group USA - Athletic Meal Plan

209.86, 02-03

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Permission is requested to amend the food and vending services agreement with Compass Group USA to provide meals for the Scholarship Enhancement Athletes' Meal Plan for student athletes. Substantive changes include an increase in per meal costs and a provision to pay only for meals consumed. This is expected to result in significant savings to the college.

This addendum would be effective for the fall 2002 and spring 2003 academic terms.

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

Action: Approved. See item 5.1.

**District Board of Trustees  
July 23, 2002**

**Agenda Item: 5.7**

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Continued Use of Facsimile Signature

200.274, 02-03

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It is requested that the college be allowed to use the current facsimile signature of the former board chair, used for checks, certificates, etc., until a new one is prepared.

**Board Action(s) Requested:**

**Approval of facsimile signature**

Action: Approved. See item 5.1.

**District Board of Trustees  
July 23, 2002**

**Agenda Item: 5.8**

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Approval of Fee for ID Card Replacement and Other User Fees and Fines

200.275, 02-03

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In the recent special audit of student fees statewide, the State Auditor General found that the \$5 fee charged to a student for replacement of a lost ID card is subject to a statutory requirement for approval by the District Board of Trustees. Upon further review of the finding and the specifics of the cited statute, staff has determined that the amounts of other such user fees and fines may need District Board of Trustees approval. Such fees include but are not limited to copier usage charges, repair and replacement costs of damaged and lost Student Leadership and Activities equipment, and the direct cost of certain immunizations and tests provided via the Student Health Care Center. A thorough review is being made of all such user fees and fines for future District Board of Trustees' approval at specified amounts.

**Board Action(s) Requested:**

**Approval of the \$5 student ID card replacement charge and continuation of other existing fees and fines pending further review and presentation to the District Board of Trustees for specific action.**

Action: Approved. See item 5.1.

**A D D E D**

**District Board of Trustees  
July 23, 2002**

**Agenda Item: 5.9**


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Florida Community Colleges Risk Management  
Consortium Agreement for Professional Technical Services

209.87, 02-03

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The college's existing fiscal agency agreement with the Florida Community Colleges Risk Management Consortium contains language (paragraph D) specifying a reserve of consortium funds required by an insurance carrier. In the post September 11 insurance and bonding environment, carriers are requiring larger reserves against claims and bonding is no longer available to partially cover the reserve. Consequently, the carrier requires that the reserve amount be amended in the formal agreement between the college and the consortium. Consortium funds are more than adequate to cover the required reserve. No college funds are involved.

**Board Action(s) Requested:**

**Approval of the agreement**

Action: Approved. See item 5.1.

**District Board of Trustees  
July 23, 2002**

**Agenda Item: 6.1**


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Community Education and Center for Business and  
Professional Development EnRich Brochure

415.93, 02-03

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As required by State Board of Education regulations, the schedule of community education and the Center for Business and Professional Development EnRich courses for fall term 2002 is presented for board approval. Term dates are September 21 through December 20, 2002, with registration beginning on September 3, 2002, and continuing throughout the term. The schedule is subject to further changes as certain classes may be added to or deleted from the schedule. Generally, additions would only be made for online courses from contracted vendors as such courses become available. Deletions may be made based on instructor and space availability.

**Board Action(s) Requested:**

**Approval and authorization for the Vice President for College and Community Services to approve final changes to the Enrich brochure.**

Action: Motion to approve items 6.1 and 6.2: Roundtree

Second: Womack

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

**District Board of Trustees  
July 23, 2002**

**Agenda Item: 6.2**


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 Emergency Contract Authority

408.1333, 02-03

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The board is requested to authorize the chair, or vice chair in the chair's absence, to execute the documents, contracts, and change orders requiring board approval during the period between the July meeting and the September meeting, which actions if delayed until the September meeting would create operational or financial difficulties for the college. The president shall indicate in writing the reason that the document should be executed prior to the September board meeting. The board will be asked to ratify the chair's/vice chair's decision at the board meeting immediately following the execution of the document.

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

Action: Approved. See item 6.1.

**District Board of Trustees**  
**July 23, 2002**

**Agenda Item: 7.1**


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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

410.335, 02-03

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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

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

Action: Motion to approve items 7.1 and 7.2: Womack

Second: Roundtree

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

**District Board of Trustees**  
**July 23, 2002**

**Agenda Item: 7.2**

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Amendment to Rule 1.3: Board of Trustees: Organization

410.336, 02-03

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The proposed amendment serves to clarify the roles of the board chair and vice chair by stating explicitly their duties and responsibilities. Additionally, the amendment prohibits a trustee from serving consecutive terms as chair and designates a preferred nomination process when electing the chair and vice chair, and permits the college to use the facsimile signature of the former board chair until a new one is prepared.

**Board Action(s) Requested:**

**Approval**

Action: Approved. See item 7.1.

**District Board of Trustees  
July 23, 2002**

**Agenda Item: 8.1**

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Community Technology Center -- Grant

409.1398, 02-03

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The purpose of this project is to create a community technology center in the Archer-Newberry area to provide residents of these economically distressed rural communities, as characterized by poverty and low/slow economic development, access to information technology and related training. Grant funds will provide education and technology training for adults and also at-risk youth ages 8-16 who are at risk of academic failure. Approximately 210 students will benefit from this project.

The amount of funds requested from the U.S. Department of Education, Office of Vocational and Adult Education, is \$290,904, with in-kind funds of \$24,495 from Santa Fe Community College and \$154,496 from the School Board of Alachua County.

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

Operating budget impact: In-kind funds from existing college budget

**Board Action(s) Requested:**

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

Action: Motion to approve items 8.1 through 8.3: Womack

Second: Davis

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

**District Board of Trustees  
July 23, 2002**



**Agenda Item: 8.2**


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Exactech, Inc., Quick Response Training -- Grant

409.1399, 02-03

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The purpose of this project is to provide Exactech Inc. with funds for training 110 new employees in their biotechnology firm in Gainesville. All training will be provided by offsite training vendors. At this time, Santa Fe Community College will act solely as a fiscal agent for Workforce Florida, Inc. and will provide no training.

The amount of funds requested from Workforce Florida, Inc. is \$147,062, with in-kind funds of \$3,000 from Santa Fe Community College.

Duration of this project is July 15, 2002, through July 14, 2004.

Operating budget impact: In-kind funds from existing college budget

**Board Action(s) Requested:**

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

Action: Approved. See item 8.1.

**District Board of Trustees  
July 23, 2002**

**Agenda Item: 8.3**


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The World Learning Enrichment Center Grant Project

409.1340, 02-03

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The purpose of this project is to develop and integrate innovating and empowering world learning and community service components in academic and student development programs. This project will provide for new course development, service-learning practicums, field studies, and capstone projects. A new presidential seminar on world citizenship will also be developed. An estimated 350 students will benefit from this project.

The amount of funds requested from the Florida Campus Compact is \$29,738, with in-kind funds of \$35,516 from Santa Fe Community College.

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

Operating budget impact: In-kind funds from existing college budget

**Board Action(s) Requested:**

**Approval of grant. Upon legal review and approval, the president or his designee,**

**W. Harvey Sharron, Jr., Vice President for Development, is authorized to execute any agreements associated with this grant.**

Action: Approved. See item 8.1.

**District Board of Trustees  
July 23, 2002**

**Agenda Item: 9.1**

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Board Members' Remarks

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Trustee Bradley noted that the June minutes stated under item 10 the board would address a method of fund raising for naming of buildings at the next board meeting. President Sasser apologized for the oversight, and said it would be addressed at the September board meeting.

Trustee Womack asked why we have stopped showing construction videos. She stated that she found them helpful and informative since some of the trustees may not have the opportunity to walk around the campus. President Sasser suggested we should plan a campus tour and have a dinner afterwards.