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District Board of Trustees Santa Fe Community College
Minutes for Board Meeting of [September 10, 2002](#)
Charles L. Blount Downtown Center, Gainesville, Florida

Adoption of Agenda

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418.410, 02-03

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10. Adjournment

Board Action(s) Requested:

Approval

Action: Motion to approve the agenda: Jackson

Second: Brashear

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

* Recommended consent agenda items

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

Agenda Item: 1.2

Approval of Board Meeting Minutes of July 23, 2002

401.401, 02-03

The minutes of the regular meeting of the District Board of Trustees of Santa Fe Community College held July 23, 2002, are presented for approval.

Board Action(s) Requested:

Approval

Action: Motion to approve: Brashear

Second: Davis

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

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

Agenda Item: 2.1

President's Report

Information Item

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

Dr. Sasser presented board member Glenna Brashear with a crystal bowl and plaque for her service as board chair from January 2001 through May 2002. She expressed her appreciation to board members and the president.

Dr. Sasser requested a short workshop be conducted following the October 22 board meeting to discuss raising funds and naming buildings on campus. This would allow time to present some samples of policies and procedures and discuss factors to consider with the new policy. Dinner and a campus tour will follow the workshop.

The president commented on the high attendance at the SFCC Starke Fall Festival held this past weekend. Eleven thousand people attended the two-day event, with eighty vendors participating.

Dr. Sasser was pleased to report that enrollment is up 8.37% and the student headcount is 14,041. Also, he congratulated Gerri Singleton for her diligence and dedication as director of the SFCC College Achievement Program (CAP). For the first time in the program's twelve-year history, all sixteen participants earned a scholarship to Santa Fe.

The president mentioned the current art exhibit by Kurt Benton on display in the Alan J. Robertson Administration lobby. The exhibit will be on display until the end of October.

Dr. Sasser noted that at the June board meeting, under consent agenda items, the board confirmed its commitment to the college's pledge to continue its involvement in League initiatives and conferences. He asked that each board member sign the agenda item, which will be forwarded as part of our reaffirmation documents.

The college's Automotive Service Technology program was recently selected by the Industry Planning Council to receive national recognition as a postsecondary education leader. The president congratulated James McMullen, Ron Chappel, Mario Schwartz, and Lewis Nellinger for their part in the program receiving this outstanding recognition.

Trustees received copies of the Santa Fe Report, SFCC Saint-Sentinel, SFCC Continuing and Community Education Enrich brochure, Annual Facts, SFCC Strategic Plan 2000, SFCC East Gainesville Initiative information sheet, SFCC Center for Business brochure, and the SFCC Starke Fall Festival poster.

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

Agenda Item: 2.2

Amendment to Rule 2.2: College Organization

410.337, 02-03
Information Item

The proposed organizational charts are attached for board review.

Discussion: Dr. Sasser noted that there was a change to the organizational chart. Under Academic Affairs (Pat Grunder's area) the title of Academic Resources was changed to Academic Foundations and the Director for Academic Foundations was filled by Carole Windsor.

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

Agenda Item: 2.3

Amendment to Rule 7.38: Student Publications

410.338, 02-03
Information Item

Rule 7.38: Student Publications is being revised to reflect current practice. The proposed change has advisor(s) responsible for the editing the publications in accordance with college practices and adds guidance by reference to a statement of philosophy to be developed for each student publication.

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

Agenda Item: 2.4

Standardized Clinical Facilities Use Agreement with
William Storoe, D.D.S., P.A., Gainesville, Florida - Dental

408.1335, 02-03
Information Item

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 an agreement has been executed with William Storoe, D.D.S. for students enrolled in the SFCC Dental program.

C O N S E N T

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

Agenda Item: 3.1

Contract Staff (Faculty)

402.636, 02-03

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

Full Time

Sherry Dupree	Professor, Librarian M.A., University of Michigan
Karl Eckberg	Assistant Professor, Nuclear Medical Technology B.A., University of Florida
Joanne LaFramboise-Otto	Assistant Professor, Nursing Programs M.S., University of Western Ontario

Wesley Lindberg	Assistant Professor, Programming Technology A.S., Santa Fe Community College
Stephen Lyons	Interim Assistant Professor, Fire Science/EMS A.S., Santa Fe Community College
Alan Miller	Interim Assistant Professor, Psychology Ph.D., University of Florida
Ramona Miller	Assistant Professor, Librarian M.S., Florida State University
Lauren Poe	Interim Assistant Professor, High School Dual Enrollment M.Ed., University of Florida
Serafin Roldan-Santiago	Assistant Professor, Librarian M.S., University of Puerto Rico
Robin Rombre	Assistant Professor, Nursing Programs M.S., Catholic University of America
Jack Shaw	Interim Assistant Professor, Mathematics M.A., North Texas State University

Part Time

Heather Faison
Cynthia Garvan
Betty Gibson
Tanisha Henry
Sarah Huffiness
Jason Jackson
Hazel King
Cynthia McCallum
Orrie McCrea
Cheri Reyes
Olga Rivera
William Ross
William Smith
Patti West

Board Action(s) Requested:

Approval

Action: Motion to approve items 3.1 through 3.10: Roundtree

Second: Brashear

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

C O N S E N T

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

Agenda Item: 3.2

 Contract Staff (Administrative and Professional)

411.227, 02-03

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

Technical/Professional

Full Time

<u>Name</u>	<u>Position</u>
James Earles	International Student Senior Specialist
Charles Griggs	Coordinator, Safety and Risk Management
Andrew Lievertz	Hardware Technician, Information Technology Education

Part Time

<u>Name</u>	<u>Position</u>
Sheila Baker	Interpreting Specialist
*Mary Ellis	ESL Specialist
April Fleming	Test Proctor Specialist
Mila Henderson	Test Proctor Specialist
Mark Hills	Holistic Scoring Specialist
Lisa Houston	Holistic Scoring Specialist
Traci Klass	Holistic Scoring Specialist
*Cherie Lucia	ESL Specialist
Christine Malpartida	Specialist, President's Office
Sarah McIntosh	Holistic Scoring Specialist
Julia Odom	Holistic Scoring Specialist
Elizabeth Outler	Test Proctor Specialist
Linda Porter	Library Specialist
*Scott Sloan	Graduation Specialist
Clay Smith	Holistic Scoring Specialist
Christine Sulander	Test Proctor Specialist
Karen Thigpen	Choreograph Specialist

* Grant funded

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1.

C O N S E N T

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

Agenda Item: 3.3

Community and Continuing Workforce Education Staff

404.351, 02-03

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

<u>Name</u>	<u>Class</u>
Michael Adnot	Registered Residential Appraisals Course
Cheryl Alldredge	MS Office Applications
Elaina Allen	Forensic Anthropology Part I and Part II
Sandra Angelou	Come to Your Center
James Atyeo	Basic Photography: Beyond the Snapshot
Kristin Baggaly	Basic Life Support for Health Care Providers - CPR
Lillian Bailey	Best Babysitters
Michelle Bancalari	Dreamweaver 4.0
Elizabeth Bartlett	Creating Your First Web Site
Shenna Benarte	Introduction to Feng Shui
Denise Bogart-Caballero	Fundamentals of Human Resource Management
Elinore Bowman	Stenciling for the Home
Michael Broas	Massage for Relaxation
Valerie Broas	Massage for Relaxation
Stacey Brown	Creative Holiday Gifts Using Essential Oils
Elaine Brown	Introduction to Watercolor
Xenula Brown	Basic Life Support for Health Care Providers - CPR
Timothy Buchner	PC Repairs and Troubleshooting
Jane Burnette	45 Hour Post-Licensing Education
Beth Campfield	Introduction to AutoCad 2000
Lawrence Christian	Living Trusts and Estate Planning
Cynthia Christianson	Work Yourself Happy

Deborah Clark	Achieve Global: The Leader in Each of Us
Cheryl Collins	Native American Beliefs and Practices
Diadra Collins	Gourmet Chocolate Creations
Harry Collins	Basic Life Support for Health Care Providers - CPR
Rosemary Copeland	Quilting
Susan Courtemanche	Critical Thinking - Preparation for CCTST
Ed Cox	Exhibition Management Program
Christopher Curry	Container Gardening
Dorothy Delfino	Book Collecting for Fun and Enrichment
David DePatie	Using Your Palm Pilot
Diane DePuydt	English Country Dancing
Stephen Dixon	Golf
Dietrich Dohrmann	Jewelry Construction
Scott Dombek	Golf
Maruja Duenas	Spanish
John Duff	Basic Life Support for Health Care Providers - CPR
Jennifer Duncan	GRE/SAT Math Review
Mary Duncan	Clogging Workshop
Earl Ference	Business Insurance
Barbara Fields	PC Fundamentals I and II
Janet Foster	Word Processing for Business Use with MS Word
Brian Fox	PC Fundamentals for Seniors
Ardagh Futterknecht	ESL: The Multimedia Approach
Ken Glover	Bats and Bat House Building
Charles Gold	Racquetball - Intermediate Level
Eddy Gomez	Powerful Presentations for Business with PowerPoint
Beatriz Gonzalez	Parchment Paper Embossing
James Gorgans	Come Be A Clown!
Jim Griswold	Psychopharmacology
Carole Hambrick	Delicious Hors D'oeuvres
James Hearn	Bridge I and II
Alan Heck	Scuba Diving
Alice Heim	Tatting - A Lace Making Adventure
Marc Henri	Fundamentals of Cooking
Doug Henson	Life Insurance, then, Now and Tomorrow
Fanny Hernandez	Zookeeping 101
Natalie Hill	Beginning Accounting and Bookkeeping

Marya Hinderer	Stained Glass
Haseeb Jabbar	Arabic for Beginners
Diane James	Basic Life Support for Health Care Providers - CPR
Terri Jones	"Fabrege Egg" Christmas Ornament
Cynthia Kachik	PC Fundamentals
Donald Kanipe	GRE Verbal Review
Julian Kazimier	Guitar
Barbara Kerkhoff	The Yoga Workshop for Reducing Stress
Patricia Krikos	Lip Reading
Leon Larson	Hand Drumming
Ron Lewis	Basic Life Support for Health Care Providers - CPR
Stephanie Levinus	Basic Life Support for Health Care Providers - CPR
Robert Lightner	Fencing I and II
Chad Liming	Powerful Reasoning and Logic Skills
Carolyn Long	Prevention of Medical Errors
Ellen Lord	Western Line Dancing
Marjorie Malerk	Belly Dancing
Ruth Mansell	Creating a Beautiful Home
Thomas Mason	ESL - Beginning Reading and Writing
Timothy McCann	The Art of Writing Novels - for Kids
James Miller	African History
Delores Mitchell	Don't Be A Doormat - Assert Yourself
Douglas Morin	Bonsai
Tammy Murray	Beginning Old-Time Fiddle
Andre Nichols	Ghost Hunting 101
Kim Oliver	Fish Sticks
Luis Ortega	Troubleshooting Your PC
Patti Page	Thermoregulation of the Newborn
Catherine Parlapiano	Basic Photography: Beyond the Snapshot
Linda Pence	Introduction to Watercolor
Hubert Pritchell	What's Inside Your Car?
G.M. Pugh	Basic Life Support for Health Care Providers - CPR
Victor Raymos	Dream Home Design and Construction
Steven Reed	HIV/AIDS Update
Terri Regotti	Drawing, Part III
Debra Reid	Typing and Keyboarding
Amy Richter	Whose Line Is It?

Sonya Robbins	One Stroke Decorative Art
Don Robertson	Car Control Techniques
Susan Robertson	Quickbooks Pro 2002
Marguerite Romeis	Psychic Connections
Maria Ruiz	Oil Painting
Rita Shapiro	Yoga for Women
Janos Shoemyen	Creative Writing Workshop
Mary Singley	Genealogy
Allen Siorek	Basic Life Support for Health Care Providers - CPR
Lucille Skipper	Spreadsheets for Business Use with MS Excel
Elaine Slocum	LPNS in Nursing Home Facilities
George Sternfels	Wine Tasting
L.M. Sukhatankar	Yoga for Total Health
Deborah Taube	PC Fundamentals I for Seniors
Jonathan Taylor	Personal Automobile Coverage
Dan Tilton	Basic Life Support for Health Care Providers - CPR
Janet Todd	Spanish for Beginners
Mary Tolbert	Knitting
Beverly Turner	End of Life Care/Palliative Health Care
Mack Tyner	Citrus Grafting and Growing
Jackie Valdezs	Yoga for Elders
Floriana Verilo	Accent Modification
Dina Vouis	Best Babysitters
William Wagner	Golf
James Walker	Beginning Banjo
Geoffrey Warnock	PC Fundamentals I
Gina White	Creating Newsletters with Publisher
Samia Williams	Mediterranean Cooking
Terresa Wood	Basic Life Support for Health Care Providers - CPR
Yosef Yariv	Introduction to Hebrew
Jimmy Yawn	Digital Camera II – Getting Creative

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

Action: Approved. See item 3.1.

C O N S E N T

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

Agenda Item: 3.4

Career Service Staff

403.411, 02-03

The individuals listed below are being recommended for appointment.

<u>Name</u>	<u>Position</u>
Rebecca Alexis	Account Clerk, Financial Aid
Susan Balmer	Accountant, Office for Finance
Daniel Barker	Carpenter, Creative Arts
Danielle Breeden	Senior Clerk, Records Office
Allison Burns	Receptionist, Student Life
Natalie Dyksterhouse	Administrative Assistant, College and Governmental Relations
Julie English	Administrative Secretary, Records Office
Rufus Ferguson	Custodian, Facilities Services
Clyde Gallo	Paraprofessional, Police Dispatcher
Nives-Marie Lawan	Account Clerk, Financial Aid
Nina Trombi-Shein	Administrative Specialist, Academic Resources
Donna White	Custodian, Facilities Services
Ebony Williams	Custodian, Facilities Services
Sirrisa Young	Custodian, Facilities Services

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1.

C O N S E N T

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

Agenda Item: 3.5

Statewide Mutual Aid Agreement

408.1337, 02-03

This is a standard agreement with the Florida Department of Community Affairs, State of Florida, used as a vehicle to provide support to the college in the case of a catastrophic event or for the same type of circumstance where the college can provide support to other colleges or governmental agencies. A request to give or receive aid under this agreement is voluntary on the part of the college. Included in the agreement is a mechanism for the college to recover costs and/or pay for requested services in the case of an emergency or natural disaster.

This contract will be effective upon execution, will remain in effect for one year, and shall automatically be renewed for an additional year, unless, within 60 days prior to that date, the college notifies the Department of Community Affairs of its interest to withdraw from the contract.

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1.

C O N S E N T

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

Agenda Item: 3.6

Florida Educational Fund, Center of Excellence -- Grant	409.1341, 02-03
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The mission of the Florida Education Fund program has been implemented through a number of related programs intended to provide access and create diversity programs related to education. The Center of Excellence mission includes: 1) assuming a more proactive stance in the education of youth, 2) employing the development of a group achievement module for African American elementary and secondary students, 3) increasing the pool of African American and other historically disadvantaged minority students who are prepared, motivated, and qualified to enter higher education. The Center of Excellence project will support two centers and reach an estimated 300 students.

The amount of funds requested from the State of Florida is \$26,000, 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 and related documents associated with this grant.

Action: Approved. See item 3.1.

C O N S E N T

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

Agenda Item: 3.7

Little School Food Program 2002-2003 -- Grant

409.1342, 02-03

The purpose of this project is to provide funds for nutritionally balanced meals for children at the Little School. Using provisions from the U.S. Department of Agriculture, each day breakfast, lunch, and an afternoon snack will be provided to all children enrolled in the childcare program. The food is served family style, with emphasis on developing independence in eating, serving, and cleaning up. Serving nutritious meals encourages awareness of good nutrition, and adults initiate conversation about mealtime etiquette and nutrition.

The amount of funds requested from U.S. Department of Agriculture, Food and Nutrition Services, is \$49,767, with no matching funds from Santa Fe Community College.

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

Operating budget impact: None

Board Action(s) Requested:

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

Action: Approved. See item 3.1.

C O N S E N T

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

Agenda Item: 3.8

School Board of Alachua County Head Start/Pre-kindergarten Program -- Grant 409.1343, 02-03

The purpose of this project is to provide Associate in Science, Child Development Associate, and Child Care Worker Certification training to approximately 25 trainees from the School Board of Alachua County Head Start/Pre-kindergarten programs.

The amount of funds requested from School Board of Alachua County is \$24,000, 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 and related documents associated with this grant.

Action: Approved. See item 3.1.

C O N S E N T

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

Agenda Item: 3.9

Starke Fall Festival -- Grant

409.1344, 02-03

The purpose of this project is to present the 17th annual Starke Fall Festival, showcasing 100 local and regional artists and crafters. Also included will be performing and youth art areas. The Starke Fall Festival is held in Starke's historic district and is sponsored by the Santa Fe Community College Andrews Center, the Santa Fe Community College Endowment Corporation, and the Bradford County Tourist Development Council in conjunction with the Starke Shriners' Parade.

The amount of funds requested from the State of Florida, Division of Cultural Affairs, is \$25,000, with in-kind matching funds of \$25,000 from Santa Fe Community College

Duration of this project is July 1, 2003, through June 30, 2004.

Operating budget impact: Matching 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 and related documents associated with this grant.

Action: Approved. See item 3.1.

C O N S E N T

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

Agenda Item: 3.10

Suwannee River Area Health Education Center, Inc.,
and Santa Fe Community College Nursing Programs -- Grant

409.1345, 02-03

The purpose of this project is to create academic and community partnerships that promote training and educational experiences for students enrolled in the Santa Fe Community College Nursing programs. The project helps provide support for education and delivery of health promotion and primary care services that improve the health of rural and medically underserved communities. This project will benefit approximately 200 students in the Associate of Science in Nursing degree programs. This is a renewal of an existing project that has been approved by the Board of Trustees in the past.

The amount of funds requested from Suwannee River Area Health Education Center, Inc. is \$2,000, 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 and related documents associated with this grant.

Action: Approved. See item 3.1.

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

Agenda Item: 4.1

Project Report and Action Request - Building P, Phase II

412.921, 02-03

Project Description:

This project involves remodeling the east side of building P following occupancy of the Lawrence W. Tyree Library in December 2001. Phase I included the southwest portion of the second floor of this building. Phase II will address the remainder of the original library area that currently houses library stacks and administrative area that will be used for classroom functions.

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

Source(s) of funding

PECO

Project Status:

Phase II of this project achieved substantial completion on August 12, 2002, adding fourteen new classrooms for the fall semester. Based on the split funding of this project and the permission granted by the board (October 3, 2001) to increase the budget based on the additional funding, the college will bring this project back next month with a budget reflecting this change, along with the associated change order for the phase III work.

Board Action(s) Requested:

None

Discussion: Bill Reese, Director of Facilities Services, reviewed facilities items 4.1 through 4.5 and provided a brief PowerPoint presentation on the North Road extension, highlighting the parking situation on the first week of classes.

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

Agenda Item: 4.2

Project Report and Action Request - Building N,
Multimedia Production Renovation/Remodeling

412.922, 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 projects 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 its April 17, 2001, meeting. The initial budget for the project was presented to the board during the September 2001 meeting as item 5.6, 2001-2002 Annual Budget, Unexpended Plant Fund (Fund 7).

Architect/engineer	Craig Salley & Associates, Gainesville, Florida
Contractor/construction manager	Burns Brothers, Inc., Gainesville, Florida
Uniform building code inspector	In-house
Total project budget	\$353,606
Source(s) of funding	PECO

Project Status:

College staff has received a guaranteed maximum price for the construction portion of this project in the amount of \$130,222, and requests subsequent approval by the board. A substantial portion of this project budget is allocated to the direct purchase of fixed and other equipment.

Board Action(s) Requested:

Approval of guaranteed maximum price of \$130,222.

Action: Motion to approve: Roundtree

Second: Brashear

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

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

Agenda Item: 4.3

Project Report and Action Request - Parking Lot 15B	412.923, 02-03
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Project Description:

This project consists of the renovation of what is now a dirt parking lot with temporary lighting north of the Santa Fe 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. Since this parking lot, in its current unpaved condition, serves as overflow during peak times, there is but one window of opportunity for the construction of this project, which is during the summer months.

Architect/engineer	Water & Air Research, Inc., Gainesville, Florida
Construction manager/contractor	Harris R. Ellington Construction, Inc., Lake Butler, Florida
Uniform building code inspector	In-house
Project budget	
Planning	\$ 25,520
Construction	487,525
Revised project budget	\$546,425
Sources(s) of funds	PECO

Project Status:

In order to save sales tax, college staff has received and processed a deductive change order for a direct purchase of electrical materials. This project also achieved beneficial use on August 26, 2002, adding an additional 507 paved parking spaces for our students.

Current construction contract amount	\$487,525.00
Deductive change order #1 - direct	

purchase for light fixtures with lamps

Material cost \$ 48,895.00

Sales tax 2,983.70

(\$ 51,878.70)

Revised current construction contract amount **\$435,646.30**

Board Action(s) Requested:

None

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

Agenda Item: 4.4

Project Report and Action Request - North Road Extension

412.924, 02-03

Project Description:

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 Northwest 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 Northwest 83rd Street and give students direct access to an external thoroughfare.

Architect/engineer	Water & Air Research, Inc., Gainesville, Florida
Contractor	Andrews Paving, Inc., Gainesville, Florida
Uniform building code inspector	In-house
Project budget	
Planning	\$ 8,700
Construction	173,045
Total project budget	\$192,245
Source(s) of funds	Other Local

Project Status:

This project is expected to achieved beneficial use on September 9, 2002, creating a much-needed access road to Northwest 91st Street for our students.

Board Action(s) Requested:

None

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

Agenda Item: 4.5

Project Report and Action Request - Emergency
Approval of Contracts: Alachua County -Traffic Survey

412.925, 02-03

Contract Description:

This contract with Alachua County revolves around the extension of North Road terminating into Northwest 91st Street. In brief, the college is agreeing to perform a traffic study once the road is in place to determine whether a southbound turn lane will be required. If required, the college has agreed to fund such improvement to alleviate any backup on Northwest 91st Street. Due to the pressing need to open parking lot 15B for the fall term and the fact that the county was late in making this determination, college staff used the emergency provision granted at the July board meeting to approve the agreement.

Board Action(s) Requested:

**Ratification of the agreement approved by the
board chairman on July 26, 2002**

Action: Motion to approve: Roundtree

Second: Davis

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

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

Agenda Item: 5.1

Report of Purchases for July and August 2002

202.499, 02-03

Below are the total amounts and a summary of purchases for the months of July and August 2002.

Purchasing	\$6,438,330.68
Library	103,000.00
Risk Management Consortium	<u>822,029.92</u>
Total	\$7,363,360.60

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
X40677 (Fund 1)	\$ 35,000.00	Contract	Danka Industries	Copier Rental/Service Printing
X40701 (Fund 1)	\$ 50,000.00	Sole Source	IBM Corporation	Equipment Maintenance Information Technology
X40745 (Fund 1)	\$ 28,000.00	Bid	TempForce, Inc.	Part-Time Employees Office for Finance
X40753 (Fund 1)	\$ 116,465.63	Bid	TempForce, Inc.	Part-Time Employees Units
X40758 (Fund 1)	\$ 26,702.40	Special	Intermedia Communication	T-1 Connection Service Support - IT
X40772 (Fund 1)	\$ 28,000.00	Bid	TempForce, Inc.	Part-Time Employees Police Department
X40777 (Fund 1)	\$ 30,118.00	Bid	TempForce, Inc.	Part-Time Employees Business Programs
X40844 (Fund 1)	\$ 174,600.00	Special	BellSouth	Phone Line Charges Telephone Services
X40971 (Fund 1)	\$ 30,120.00	Bid	TempForce, Inc.	Part-Time Employees Records
X41011 (Fund 6)	\$ 43,248.72	Special	Florida Farm Bureau	Farm Bureau Rent Risk Management Consortium
X41050 (Fund 1)	\$ 30,000.00	Bid	TempForce, Inc.	Part-Time Employees Downtown Academic Support
X41091 (Fund 1)	\$ 104,000.00	Bid	Elite Enterprises	Custodial Services for Buildings L, N, and W Custodial/Janitorial
X41182 (Fund 1)	\$ 73,320.00	Bid	TempForce, Inc.	Part-Time Employees Custodial/Janitorial
X41214 (Fund 1)	\$ 50,351.28	Bid	Blue Ribbon Cleaning Co.	Custodial Services for Downtown Center and IPS Custodial/Janitorial
X41274 (Fund 1)	\$ 88,767.00	Special	Alachua County Sheriff's Office	Training Officer's Agreement Criminal Justice Basic Recruit
X41275 (Fund 1)	\$ 65,624.00	Special	City of Gainesville Police Department	Training Officer's Agreement Criminal Justice Basic Recruit

X41462 (Fund 1)	\$ 183,192.00	Contract	Dell Marketing	Computers (136) Support - IT
X41464 (Fund 1)	\$ 59,040.00	Contract	Dell Marketing	Computers (40) Support - IT
X41478 (Fund 2)	\$ 93,568.00	Contract	University of Florida	Medical Services Student Health Care Center
X41524 (Fund 1)	\$ 26,500.00	Special	City of Starke	Andrews Center Utilities Utilities
X41525 (Fund 1)	\$1,476,250.00	Special	Gainesville Regional Utilities	Electricity, Gas, Water/Sewer Utilities
X41531 (Fund 1)	\$ 230,000.00	Sole Source	U.S. Postal Service	Meter and Bulk Postage Mail and Receiving
X41625 (Fund 6)	\$ 213,381.00	Special	Arthur J. Gallagher	Boiler/Machinery Insurance Risk Management Consortium
X41629 (Fund 1)	\$ 36,286.56	Bid	Waste Management	Recycling/Waste Disposal Utilities
X41642 (Fund 1)	\$ 25,370.00	Bid	TempForce, Inc.	Part-Time Employees Assessment
X41660 (Fund 1)	\$ 31,951.95	Bid	Colonial Paper Co.	Janitorial Supplies Custodial/Janitorial
X41722 (Fund 1)	\$ 55,536.00	Sole Source	The Gainesville Sun	2002-2003 Enrich Brochure Recreation and Leisure
X41723 (Fund 1)	\$ 67,760.00	Exempt	Academic Systems	Instructional Texts College Prep
X41784 (Fund 1)	\$ 50,000.00	Special	State of Florida	Unemployment Insurance General Insurance
X41794 (Fund 6)	\$ 51,436.00	Special	Arthur J. Gallagher	Athletic Insurance Risk Management Consortium
X41795 (Fund 6)	\$ 80,061.00	Special	Arthur J. Gallagher	Workers Compensation Risk Management Consortium
			RPI Construction	

X41847	\$ 241,675.00	Contract	PPI Construction Management	Biotechnology Renovation Building W
(Fund 7)				
X41849	\$ 78,840.00	Contract	PPI Construction Management	Building J Exterior Wall Replacement General Building Exterior
(Fund 7)				
X41852	\$ 91,290.00	Contract	PPI Construction Management	Building R Exterior Wall Replacement General Building Exterior
(Fund 7)				
X41918	\$ 25,200.00	Contract	Brame Architects	Building W Re-roofing Design General Maintenance
(Fund 7)				
X41925	\$ 58,590.00	Contract	Crystal Decisions	Software License for B.I. Tools. Strengthening Institutions
(Fund 2)				
X42086	\$ 175,655.00	Special	University of Florida	Evaluate/Coordinate SFCC Dental Program Dental Assistant
(Fund 1)				
X42217	\$ 51,000.00	Exempt	EBSCO Industries	Periodicals Library
(Fund 1)				
X42226	\$ 34,984.00	Special	School Board of Bradford County	Reimbursement - Educational Equipment Bradford Union Vo-Tech
(Fund 2)				
X42279	\$ 69,333.00	Exempt	T3 Technologies	Mainframe Replacement Information Technology
(Fund 1)				
X42343	\$ 75,279.00	Exempt	Tallahassee Comm. College	CCLA Databases/Courier Library
(Fund 1)				
X42344	\$ 48,895.00	Contract	Hughes Supply	Lighting Fixtures for Parking Lot 15B - Direct Purchase Building Y
(Fund 7)				
X42383	\$ 163,749.20	Special	Arthur J. Gallagher	Accident/Health Insurance Risk Management Consortium
(Fund 6)				
X42384	\$ 270,154.00	Special	Arthur J. Gallagher	Malpractice Insurance Risk Management Consortium
(Fund 6)				

\$5,039,293.74

Purchases \$0 - \$25,000.00

Number of purchase orders: 1,627 Amount: \$1,798,231.13

Number of contracts awarded by the Board of Trustees: 5 Amount: \$ 422,835.73

Board Action(s) Requested:

Approval of report

Discussion: Rochelle Prince, Associate Vice President for Finance, reviewed items 5.1 through 5.3 and 5.5 through 5.10 individually. Lynn Powers, Director of Accounting Services, reviewed item 5.4. The board then considered the items together.

Action: Motion to approve items 5.1 through 5.10: Roundtree

Second: Brashear

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

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

Agenda Item: 5.2

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

201.527, 02-03

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 August 31, 2002.

The following summary provides a comparison of actual revenues and expenditures for 2002-2003 vs. 2001-2002.

	2002-2003		2001-2002	
	<u>Dollar Amount</u>	<u>Percent of Budget</u>	<u>Dollar Amount</u>	<u>Percent of Total Year</u>
Revenue	13,928,706	26.54	13,117,186	26.29
Expenditures	5,351,229	9.83	5,467,782	10.88

Board Action(s) Requested:

Approval of report

Action: Approved. See item 5.1.

District Board of Trustees

September 10, 2002

Agenda Item: 5.3

Warrants Issued for July and August 2002

208.394, 02-03

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

July 2002: The amount disbursed for the month was \$7,510,183.43

Warrant Numbers

Manual Payroll	None
Manual Payables	659 660
Payables	263291 - 266426
Payroll	571937 - 572624

Electronic Transfers

32327 - 34324

August 2002: The amount disbursed for the month was \$7,894,664.02

Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	266427 - 270733
Payroll	572625 - 573241

Electronic Transfers

34325 - 36284

Board Action(s) Requested:

Approval

Action: Approved. See item 5.1.

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

Agenda Item: 5.4

Annual Financial Report, Year Ended June 30, 2002

201.528, 02-03

The Annual Financial Report for fiscal year 2001-2002 was completed and filed with the Division of Community Colleges on August 15, 2002. Highlights of the report include:

ACCOUNTING CHANGES NEW THIS YEAR:

- Asset Capitalization threshold was changed from \$750 to \$5,000, as well as prior year depreciation being recorded, resulting in a \$48 million expense this year.
- Asset Depreciation was initiated this year resulting in \$3.1 million in depreciation expense.
- Scholarship allowances are now being recorded to ensure revenue received from federal, state, or other programs used to pay student tuition and fees is not also shown as revenue in the Tuition/Fees category. This resulted in a \$5.5 million reduction to the Tuition and Fees category of the Statement of Revenues, Expenses, and Changes in Net Assets.

REVENUE HIGHLIGHTS:

- Student Tuition and Fees increased \$1.4 million due to tuition rate and enrollment increases.
- Federal Grants and Contracts increased this year primarily due to increases in the Federal Direct Loan Program.
- State, local, and private grants decreased \$400,000.
- Capital and State Appropriations decreased by \$400,000 due to state funding cuts.
- Investment income decreased \$400,000 due to economic factors.
- Other operating revenues decreased \$1.1 million due to moving to a full accrual method of accounting for Faculty Salary expense.
- Other non-operating revenue increased \$1.8 million due to increases in state scholarships and Federal Pell Grant awards.

EXPENSE HIGHLIGHTS:

- Salary expenses increased \$1.9 million due to a college-wide 4% salary increase given this fiscal year.
- Scholarship and Waiver expenses increased \$2.7 million primarily due to increases in Pell Grant Awards and Federal Direct Loans.
- Materials and Supplies expenses increased \$2.3 million primarily due to the direct expensing this year of equipment purchases less than \$5,000.

GENERAL FUND (FUND 1) HIGHLIGHTS:

- Unallocated Fund Balance increased by \$366,000 to \$4.3 million. The unallocated fund balance as a percent of total funds available is 7.87%
- Cash and Investments at year end were \$8.6 million

PLANT FUND (FUND 7) HIGHLIGHTS:

- Fund Balance at year-end was \$6.6 million.
- Cash and Investments at year end were \$3.5 million
- Major capital projects this year included:
 - Ø Library \$3.6 million
 - Ø Building G (Academic Resources) Renovation \$0.6 million

Ø Building P (Old Library) Renovation \$1.8 million

Board Action(s) Requested:

Approval of report

Action: Approved. See item 5.1.

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

Agenda Item: 5.5

2002-2003 Annual Budget, Unexpended Plant Fund (Fund 7)

201.529, 02-03

The Fund 7 (Unexpended Plant Fund) is used to account for resources that are available for the acquisition or construction of physical property to be used for institutional purposes and resources designated for the major repair and/or replacement of institutional property, as well as associated liabilities.

The fiscal year 2002-2003 budget details by project the allocated budgets by fund source.

PECO (Public Education Capital Outlay): The primary source of funding for construction, remodeling, renovation, and repair of college facilities and for site acquisition. This source of funds comes from state-issued bonds backed by utilities services taxes.

CO and DS (Capital Outlay and Debt Service): Another source of funding for construction or remodeling of college educational facilities. These funds are provided directly to the college from an allocation of license tag fees. The board may elect to expend the funds directly or participate in a state bond issue backed by these funds.

CIF (Capital Improvement Fee): These funds are collected from student fees (currently \$1 per credit hour for in-state tuition and \$3 for out-of-state) to be used to maintain, improve, or enhance the educational facilities.

Interest is earned by project on unexpended funds and is allocated monthly.

Board Action(s) Requested:

Approval of the 2002-2003 Annual Fund 7 budget

Approval to budget interest earnings to the related projects throughout the year as accumulated

Action: Approved. See item 5.1.

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

Agenda Item: 5.6

 Report of Investments, Quarter Ending June 30, 2002

201.530, 02-03

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

Average rate, month of June	1.06%
Interest earnings, quarter	\$ 12,339
Interest earnings, fiscal year to date	\$119,650

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

Interest rate at June 30, 2002	1.96%
Interest earnings, quarter	\$ 29,649
Interest earnings, fiscal year to date	\$187,343

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

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

Average effective maturity	1.72 Years
Anticipated yield to maturity	3.987%
Earnings, quarter	\$ 82,599
Earnings, fiscal year to date	\$191,936

Interest Earnings Comparison:

Total interest earnings fiscal year to date 2001/2002	\$498,929
Total interest earnings fiscal year to date 2000/2001	\$988,379

Board Action(s) Requested:

Acceptance of report

Action: Approved. See item 5.1.

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

Agenda Item: 5.7

Fee Waiver Report for Summer Terms A/C and B 2002

200.636, 02-03

Pursuant to Rule 7.13, the college grants fee waivers for matriculation and tuition, along with application fees for senior citizens. Below is the report of fee waivers granted by the college for the summer 2002 terms. This report shows the number of students granted fee waivers, along with the amount of matriculation and tuition waived in each category. It also shows application fees waived for senior citizens.

Summer A/C Term 2001

<u>Applications</u>	<u>Number of Waivers</u>	<u>Amount</u>
Senior Citizens	2	\$60.00

Course Fee - Credit

College Employees	48	\$7,315.25
PSAV *	5	1,595.28
Senior Citizens	12	2,188.25
Employee Dependents	<u>44</u>	<u>10,515.10</u>
Total Credit	109	\$21,613.88

Course Fee - Non-Credit

Senior Citizens	12	\$565.00
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Term Totals

Applications	2	\$60.00
Credit	109	21,613.88
Non-Credit	<u>12</u>	<u>565.00</u>
Total	123	\$22,238.88

Summer B Term 2001

<u>Applications</u>	<u>Number of Waivers</u>	<u>Amount</u>
Senior Citizens	2	\$60.00

Course Fee - Credit

College Employees	21	\$3,529.88
Senior Citizens	4	605.40
Employee Dependents	<u>15</u>	<u>2,123.13</u>
Total Credit	40	\$6,258.41

Course Fee - Non-Credit

Senior Citizens	32	\$1,498.00
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Term Totals

Applications	2	\$60.00
Credit	40	6,258.41
Non-Credit	<u>32</u>	<u>1,498.00</u>
Total	74	\$7,816.41

Board Action(s) Requested:

Approval

Action: Approved. See item 5.1.

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

Agenda Item: 5.8

Colonel Harry M. Hatcher, Jr. Property Survey 03-02

200.637, 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 met August 20, 2002, to consider departmental requests to be relieved from inventory accountability. The committee members sent their approvals that the following requests be accepted and recommends the board approve removal of the items listed below from the active property control inventory records. A detailed list of all items from each category is attached.

Category	Number of Items	Original Cost or Value Items < \$5,000 to be Removed from Inventory	Number of Items	Original Cost or Value Items > \$5,000 to be Removed from Inventory and Financial Records	Depreciation of Items > \$5,000	Total Book Value Items to be Removed from Inventory and/or Financial Records
Stolen Items	1	\$1,159.00	0	\$0.00	\$0.00	\$1,159.00
Worn-out Equipment with No Salvageable Parts	11	\$16,385.58	0	\$0.00	\$0.00	\$16,385.58
Worn-out Equipment with Salvageable Parts	1	\$1,590.00	1	\$6,034.80	\$6,034.80	\$1,590.00

Surplus Property	16	\$34,815.67	3	\$44,077.93	\$44,077.93	\$34,815.67
Lab Replacement Transfers	16	\$23,666.70	0	\$0.00	\$0.00	\$23,666.70
Tech Prep Transfers	27	\$47,194.57	0	\$0.00	\$0.00	\$47,194.57
Transfers	<u>42</u>	<u>\$70,054.12</u>	<u>0</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$70,054.12</u>
TOTAL	114	\$194,865.64	4	\$50,112.73	\$50,112.73	\$194,865.64

Notes

Stolen Items are items that have been reported to the SFCC Police Department as stolen.

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

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

Tech Prep Grant Transfer includes items purchased from the Tech Prep grant. As part of the grant, these items are already located at the school boards of Alachua or Bradford counties. We are requesting to officially transfer them to the appropriate school board as part of this survey.

Transfers are those items which are to be transferred to the institution shown. These institutions are always non-profit entities.

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 are tracked for inventory purposes ONLY. The present value of most of the items less than \$5,000 listed here is substantially lower than the amount indicated.

Board Action(s) Requested:

Approval of survey

Action: Approved. See item 5.1.

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

Agenda Item: 5.9

 Assignment of Perkins Loans

200.638, 02-03

SFCC has elected to withdraw from the federal Perkins Student Loan program and has not issued new loans since the 1994-95 fiscal year. In our continuing effort to liquidate this program, we request permission to assign the following accounts to the federal government. The total for these loans is \$36,605.17.

<u>Name</u>	<u>Amount</u>
Karl Anderson	\$ 942.44
Tanya Apone	1,500.00
Nydia Arana	220.80
Richard Berry	374.05
Andra L. Blye	603.12
Marcilee A. Bowman	1,013.66
Mary Jane Brunel	179.75
Nieves Colmenero	1,185.06
Jill Contento	106.95
Mary Coomes - 01	789.97
Mary Coomes - 02	625.36
Patrick Cooper	617.60
Tamela Craig	321.61
Heather Davis	313.39
Patricia Dillingham	69.41
Ana C. Gainey	675.50
Amy Gallagher - 01	177.84
Amy Gallagher - 02	257.32
Tania Ganauser	316.87
Nancy Griffis	927.04
Ray Harrington	390.28
Charles Hohne	975.55
Ingrid Hooglander	735.69
Keith Johnstone	498.04
Jonathon King - 01	632.32
Jonathon King - 02	336.80
Angela Legler	1,040.89
E. J. Lewis - 01	1,011.03
E. J. Lewis - 03	1,063.41
Patrick Mattie	381.59
Tricia Mischler	1,354.85

Joy Robin Newman	576.76
Julia Newman	740.28
Ravic Nijbroekry	359.57
Gerald Odom (C/A)	247.28
Angela Perry	359.57
Jennifer M. Pfiffer	75.78
Michelle Raffii - 01	382.38
Michelle Raffii - 02	576.21
Michelle Raffii - 03	987.14
Deloris Rain	1,023.34
Jesse Reaves	386.40
Sarah Roberts - 01	547.04
Sarah Roberts - 02	540.00
Deborah Robinson	667.78
Douglas Robinson	420.05
Jon Thomas Rogers	770.00
Teresa Selman	368.00
Elizabeth Shyrock	1,125.00
Frank Sikos	453.27
Latrell Simmons	611.00
Denetria Stokes	260.39
Christine Sverdahl	223.10
Jennifer Taylor	425.00
Mary Thames	1,277.42
Tinh Trang	158.27
Betty Ward	1,072.00
Robin Weinrich - 01	778.61
Robin Weinrich - 02	887.96
Geneva Ziller	325.33
Total	\$36,605.17

Board Action(s) Requested:

Approve the assignment of these loans

Action: Approved. See item 5.1.

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

Agenda Item: 5.10

Allocation of 2002 Specific Appropriation 7A-ITE and Matching Funds

400.429, 02-03

The 2002 Florida legislature provided \$214,505 in Specific Appropriation 7A for "... the improvement of information technology or other scientific and technical programs..." and further provided that the board of trustees "...may allocate a portion of these funds to meet a need for non-recurring expenses in other priorities of the college, including matching cash private donations..." Because of the need for scholarship and equipment funds and the amount of previously submitted and unmatched private donations, it is recommended that the board authorize the allocation of Specific Appropriation 7A as \$175,000 to the Santa Fe Community College Endowment Corporation for matching funds for scholarship and equipment programs and the balance of \$39,505 for non-recurring expenditures to improve the Information Technology Education program.

Board Action(s) Requested:

Approval

Action: Approved. See item 5.1.

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

Agenda Item: 6.1

Amendment to Rule 2.8: Prohibition Against Discrimination and Harassment

410.339, 02-03

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.

Board Action(s) Requested:

Approval

Discussion: President Sasser recommended that the board approve Rule 2.8. He noted that he and General Counsel Patti Locascio are planning to work with faculty on implementation of this rule and will work on further changes in the language for future review by the board.

Action: Motion to approve: Jackson

Second: Roundtree

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

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

Agenda Item: 7.1

Subcontract with University of Florida Board of Trustees for Law Enforcement Examination

408.1338, 02-03

This subcontract with the University of Florida Board of Trustees allows Santa Fe to develop, administer, and score written examinations for law enforcement personnel employed by the eleven state public universities, effective July 1, 2002, through June 30, 2003. It is essentially a continuation of duties that the college has performed for the state universities over the past few years.

The Florida Board of Education, through the University of Florida, requests promotional tests for the following police positions: investigator, corporal, and sergeant. The tests are administered at the participating universities and scored at the college. The college shall be paid \$17,000 for its services.

Board Action(s) Requested:

Approval

Action: Motion to approve: Brashear

Second: Perry

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

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

Agenda Item: 7.2

Institutional Application to Participate in Federal Student Financial Aid Programs for Fiscal Year 2003-2004

409.1346, 02-03

The purpose of this project is to apply for federal funding for the Federal Supplemental Educational Opportunity Grant (FSEOG) and the Federal Work Study Program (FWSP). FSEOG is need-based gift aid and is awarded to qualified, exceptionally needy students who have financial needs. The FWSP provides part-time employment for students who demonstrate financial need. Approximately 1000 students will benefit from these programs.

The amount of funds requested from U.S. Department of Education, Office of Postsecondary Education, is \$1,430,000, with no matching funds from Santa Fe Community College.

Duration of this project is July 1, 2003, through June 30, 2004.

Operating budget impact: None. The required college matching contribution is waived due to the college's Title III eligibility designation.

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

Action: Motion to approve items 7.2 through 7.4: Roundtree

Second: Brashear

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

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

Agenda Item: 7.3

Workforce Florida, Inc. Career Advancement and
Retention Challenge for 2002-2003 -- Grant

409.1347, 02-03

The purpose of this project is to participate in a grant proposal submitted by the Alachua/Bradford Regional Workforce Board to provide incumbent worker training, mentoring, career development, and support services to approximately 120 workers eligible for Temporary Aid to Needy Families to enable them to advance in their chosen career. Training will be provided in conjunction with area businesses in the field of medical insurance coding, bioelectronics, supervisory training, and accounting.

The amount of funds requested from Alachua/Bradford Regional Workforce Board is \$193,300, with an in-kind match of \$83,100 from Santa Fe Community College.

Duration of this project is September 1, 2002, through June 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 and related documents associated with this grant.

Action: Approved. See item 7.2.

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

Agenda Item: 7.4

Youth Skills Training -- Grant

409.1348, 02-03

The purpose of this project is to participate in a grant proposal submitted by the Alachua/Bradford Regional Workforce Board to provide occupational skills training and career related-work experience

for approximately 70 youth. Training will be provided in AutoCAD and Web Page development. Youth will be placed in work-related positions.

The amount of funds requested from Alachua/Bradford Regional Workforce Board is \$96,241, with no matching funds from Santa Fe Community College

Duration of this project is September 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 and related documents associated with this grant.

Action: Approved. See item 7.2.