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**District Board of Trustees Santa Fe Community College  
Minutes for Board Meeting of **October 22, 2002**  
Wattenbarger Student Services Building Board Room**

## Adoption of Agenda

**Agenda Item: 1.1**  
418.411, 02-03

### 1. General Functions

- 1.1 Adoption of Agenda for Meeting of October 22, 2002
- 1.2 Approval of Board Meeting Minutes of September 10, 2002
- 1.3 Revised Instrument for the Evaluation of the President
- 1.4 Endorsement of Florida Community Colleges' Council of Presidents' Position Statement on Amendment 9

### 2. Information Items

- 2.1 President's Report
- 2.2 New Rule 2.10: Dissemination of Information on College Premises
- 2.3 Amendment to Rule 6.4: Use of College Facilities
- 2.4 Amendment to Rule 7.6: International Student Admissions
- 2.5 Annual Accountability Report
- 2.6 Contract Review Committee for the President's Contract

### 3. Consent Items

#### Personnel

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

#### Contracts, Grants

- 3.4 Renewal Agreement to Provide Selection, Promotion, and Testing Consulting Services - City of Gainesville/Gainesville Police Department
- 3.5 Agreement to Provide Selection, Promotion, and Testing Consulting Services - City of Ocala/Ocala Police Department
- 3.6 Second Amendment to Agreement with Alachua County for Funding for the

## Criminal Justice Selection Center

3.7 Renewal of Tech Prep Articulation Agreements with School Board of Alachua County and School Board of Bradford County

3.8 Apprenticeship Training: Greater Gainesville Area Association for Technical Training -- Grant

3.9 Santa Fe Community College Summer Dance Institute -- Grant

## 4. Facilities Items

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

4.2 Project Report and Action Request - Parking Lot 15B Renovation

## 5. Finance/Business Affairs Items

5.1 Report of Purchases for September 2002

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

5.3 Warrants Issued for September 2002

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

5.5 State of Florida Treasurer's Special Purpose Investment Agreement

## 6. Rules

6.1 Amendment to Rule 2.2: College Organization

6.2 Amendment to Rule 7.38: Student Publications

## 7. Contracts/Grants

7.1 Santa Fe Community College Nursing Programs' Proposal for Interactive Simulators for Clinical Skills -- Grant

## 8. Board Members' Remarks

## 9. Citizen's Requests

## 10. Adjournment

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

#### **Approval**

Action: Motion to approve the agenda: Brashear

Second: Perry

Vote: Bradley - yes, Brashear - yes, Davis - yes, Jackson - yes, McRae - yes, Perry - yes, Roundtree - not present at time of vote, Womack - yes.

**District Board of Trustees  
October 22, 2002**

**Agenda Item: 1.2**

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Approval of Board Meeting Minutes of September 10, 2002

401.402, 02-03

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

**Board Action(s) Requested:**

**Approval**

Action: Motion to approve: Jackson

Second: Brashear

Vote: Bradley - yes, Brashear - yes, Davis - yes, Jackson - yes, McRae - yes, Perry - yes, Roundtree - not present at time of vote, Womack - yes.

**District Board of Trustees  
October 22, 2002**

**Agenda Item: 1.3**

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Revised Instrument for the Evaluation of the President

411.230, 02-03

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Attached is the revised instrument to be used for the annual evaluation of the president. A new rating method, which replaces the number system, uses the following terms: exceeds expectations, meets expectations, and needs improvement.

As has been done in the past, the evaluation instrument will be sent to board members for their responses once all revisions are complete.

**Board Action(s) Requested:**

**Approval of the revised evaluation instrument**

Discussion: Chair McRae summarized the revised instrument to be used for the evaluation of the president. He noted that instrument was revised using the existing format, a sample obtained from Association of Community College Trustees (ACCT), and information from Lee College, among other things. Trustee Bradley noted he had discussed the instrument with Patti Locascio and had several points of concern. He stated that document needs more objective items rather than subjective items and that the instrument should be objective and consist of items that can be measured, such as how well our students are doing, diversity, and enrollment. Trustee Roundtree respectfully disagreed with Trustee Bradley stating he felt trying to measure the president based on enrollment, for example, would be impossible unless the board had absolute confidence in how it could be achieved. Trustee Perry acknowledged he would have difficulty grading the president

on some of the questions. He felt that he would have to put “not applicable” or “no knowledge” in several of the areas. Trustee Womack stated she felt the instrument was more defined and made it easier to answer the questions. Trustee Bradley reiterated that the instrument needed to consist of more measurable items and suggested a workshop to fully review. Chair McRae stated since we have a timeframe for this year’s evaluation tool, could we proceed with this instrument and have a workshop to discuss changes for next year’s evaluation instrument. Ms. Locascio noted that the letters will go out with the instrument tomorrow stating that they needed to be returned November 1 in order to be summarized and prepared for the November 12 board meeting. Discussion about the evaluation instrument continued with the trustees accepting the draft copy of the instrument and acknowledging the need to have a workshop to achieve closer objectives for next year’s evaluation instrument.

Action: Motion to approve: Womack

Second: Brashear

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

**District Board of Trustees  
October 22, 2002**

**Agenda Item: 1.4**

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Endorsement of Florida Community Colleges’  
Council of Presidents’ Position Statement on Amendment 9

400.431.02-03

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The Florida Community Colleges’ Council of Presidents adopted the following position statement on Constitutional Amendment 9:

The Council of Presidents urges the Governor, the Legislature, and the Florida Board of Education to provide a forum which will explore any and all initiatives, including a reduction in class size, which may lead to higher student achievement in the state’s K-20 classrooms and to identify the fiscal and other resources needed to accomplish these initiatives. The Council of Presidents does not support Constitutional Amendment 9 to reduce class size since such an amendment does not belong in the Florida Constitution, has consequences that must be weighed against perceived benefits, and limits the flexibility of the Legislature, the Florida Board of Education, and local school districts to provide an equitable and seamless K-20 system.

**Board Action(s) Requested:**

**Endorsement of the Florida Community Colleges’ Council of Presidents’  
Position Statement on Constitutional Amendment 9**

Discussion: Dr. Sasser stated that Sid McKenzie, attorney for the Florida Board of Education System, has stated it appears that presidents are exempt from F.S. 104.31 and, therefore may proffer an opinion on the constitutional amendments placed on the ballot. If Amendment 9 were passed, it would do irreparable damage and is estimated to cost \$8 to 27 billion to reduce classroom sizes. With reservation about getting involved in political decisions, but because of the importance of the issue to community colleges, the president recommended that the trustees vote to support the Council of Presidents’ position statement relative to Amendment 9. Trustee Bradley abstained from voting because of the political nature. Dr. Sasser stated he would only proffer an opinion if it is in the best interest of Santa Fe to educate the public.

Action: Motion to approve: Jackson

Second: Brashear

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

**District Board of Trustees  
October 22, 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.

Dr. Sasser reminded board members that at the July board meeting, item 5.8 Approval of Fees for ID Card Replacement and Other Fees and Fines was discussed and that Rochelle Prince has convened a committee to review all existing fees and fines charged by the college and will bring the information forward at a board meeting in the future.

The president mentioned for those board members that were not able to sign the Commitment to the League of Innovation in the Community Colleges at the last board meeting that we have it for them to sign.

Congratulations to Jack Brown, Fanny Navarro, and the Zoo staff for winning the American Zoo and Aquarium Association (AZA) contest for completing the best questionnaires for kids and young adults on conservation. They won an all expenses paid trip to the next AZA conference and \$5,000 for the Zoo program.

Dr. Sasser welcomed and introduced Jim Keites, SFCC Athletic Director who reminded everyone that the SFCC Basketball season would begin November 1. He then introduced Chanda Stebbins, Women's Basketball Coach and Scott McMillin, Men's Basketball Coach.

Trustees received a SFCC Basketball T-shirt, and copies of the SFCC Saints Basketball 2002-2003 schedule, SFCC Lady Saints Basketball 2002-2003 schedule, and SFCC Teaching Zoo Peacock Prints.

**District Board of Trustees  
October 22, 2002**

**Agenda Item: 2.2**

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New Rule 2.10: Dissemination of Information on  
Campus Premises Information Item

410.340, 02-03

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Various members of our college community identified a need for formal guidance regarding the dissemination of information on college property while recognizing a commitment to the support of free speech within the appropriate context of time, place, and manner. By its new policy, the college encourages the dissemination of information on campus in a way that is consistent with the educational mission of the college, its orderly operation, cleanliness, aesthetics, and the safety of its students, faculty, and staff.

Discussion: Trustee Bradley asked that the changes he previously discussed with General Counsel Patti Locascio be incorporated. The changes included identifying sanctions for students as opposed to campus visitors and clarifying the reservations process for the educational centers.

**District Board of Trustees  
October 22, 2002**

**Agenda Item: 2.3**

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Amendment to Rule 6.4: Use of College Facilities

Information Item  
410.341, 02-03

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This amendment to Rule 6.4 was warranted in part by the promulgation of new Rule 2.10: Dissemination of Information on College Premises in order to prevent duplication or contradiction between the two rules. The amendment also serves to update the rule to reflect current policy.

**District Board of Trustees  
October 22, 2002**

**Agenda Item: 2.4**

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Amendment to Rule 7.6: International Student Admissions

Information Item  
410.342, 02-03

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The new language in the proposed Rule 7.6 more accurately describes the current admissions and placement standards for international students used by the college. It also establishes the requirement that international students provide proof of health insurance each term. Proof of health insurance is already a requirement for all State University System schools and the vast majority of community colleges in Florida.

**District Board of Trustees  
October 22, 2002**

**Agenda Item: 2.5**

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Annual Accountability Report

Information Item  
400.430, 02-03

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Bill Vivian, Director of Institutional Research and Planning, provided a summary of college accountability data based on the State of Florida Annual Accountability Measures report. He also brought additional data that showed college accountability using graduation figures and rankings as well as some interesting conclusions from recent surveys of our graduating students and their employers. Finally, he gave us a taste of new K-20 accountability measures that we may see in the near future.

**District Board of Trustees  
October 22, 2002**

**Agenda Item: 2.6**

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Contract Review Committee for the President's Contract

Information Item  
411.229, 02-03

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Chair McRae asked Trustee Roundtree to serve as the committee to review the president's contract and report back to the board at the November meeting. Trustee Roundtree agreed to serve in this capacity.

**C O N S E N T**

**District Board of Trustees  
October 22, 2002**

**Agenda Item: 3.1**

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Contract Staff (Faculty)

402.637, 02-03

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**Full Time**

Louis Mallory Assistant Professor, EMS Programs  
MBA, St. Leo University

**Part Time**

John Abbitt  
Sharon Abraben  
Marcella Adams  
Eftim Adhami  
Christine Aherns  
Kelly Aissen  
Tommy Akin  
Helena Alden

James Kocher  
Amy Kunce  
Patricia Kunkel  
Paul Ladnier  
John Lamothe  
Harriet Landers  
Jennifer Lane  
Kay Lane

Ann Aldrich	Robert Lauriault
Panos Alexakos	Kara Lawson
James Altman	Donna Leonard
Christopher Amerman	Susan Lewis
John Ames	Andy Lievertz
Thomas Anderson	Randall Liles
Mary Anderson-Lachnicht	Cherie Lucia
Jill Arnold	Margaret Luongo
Laura Artale	Christopher Mahn
Valerie Aslakson-Jennings	Laura Mahoney-Hopping
John Bailey	Tom Maida
Benjamin Bain-Creed	David Malone
Karen Bakuzonis	Joanne Maranzana
Bhaskar Bandyopadhyay	John Marks
David Banes	Diana Mathews
Lance Bardsley	Delaney Mayo
Benjamin Barksdale	George Mbeh
Daniel Barnett	Cynthia McCallum
Soraya Benitez	Dorothy McCawley
Phillip Bennett	Kimberly McCollough
Nicole Benson	Bruce McCord
Shirley Beville	Michael McCullers
Ann Bonett	Nancy McCurdy
Sarah Brewster	Deborah McEdward
Gretchen Brooks	Sarah McIntosh
Katherine Brooks	Rebecca McKee
Jeffrey Brown	David McKinney
Sherry Brumme	William Meadows
Betty Buchanan	Jose Melgarejo
Thomas Bullard	Albert Mellen
Deanne Bush	Stephen Mercadante
Patricia Cannella	Paul Meyers
Cheryl Canova	Rebecca Micha
George Canova	Kathleen Miller
Suzanne Carlton	Lynn Moffat
Joan Carr	Vertigo Moody
Michelle Chalmers	Sara Morsey
John Chamberlain	Chales Mott
Sharon Chapman	Becky Moulton
Mary Chourey	Christine Murray
Virginia Chow	Vanessa Norris
Teresa Ciardi	April O'Connell
Wayland Clifton	Charles Oden
Marvin Cohen	Julia Odom
Charna Cohn	Anika Odukale
Nolan Col	David Ogorman
Lizabeth Coleman-Hayes	Laura O'Riorden
Peter Colverson	Ligia Ortega
Kevin Combs	Christopher O'Steen
Marsha Cooper	Charles Parks
Mary Corens	Alex Pastos
Sandra Cosgrave	Polly Payne
John Curchin	Suzon Peterson
Lucia Curta	Tracey Phillips
Nancy Dale	Jennifer Platz
Lonnie Davis	Valencia Rawls
Caroline Dennis	Susan Reed



Neal Devine	Paula Register
Luigi DiFranco	Shirley Rehberg
Alexis Dirienzo	Darnell Rhea
Angela Dobberfuhl	Amanda Rice
John Eichinger	Sherry Riddle
Mary Ellis	Gillian Robinson
Steve Everett	Mary Robinson
Jeffrey Farrar	Stacy Salute
Silvia Ferguson	Abrena Sandefur
Billy Finch	Howard Scharps
Justin Flaitz	Christine Schmitz
Johnnie Folsom	William Schumann
Matthew Forester	Kenneth Seebeck
Robert Fraser	Anca Segal
Blake Frazier	Laurel Severino
Brandi Gierhart	Suzanne Sheridan
Susan Gildersleeve	Pete Sinelli
Yvette Giles	Mark Sloan
Ann Golden	Jerrold Smith
Tracey Graham	Sheila Smith
Denise Guerin	Jill Sonke
Cindi Guy	Rosa Soto
Albert Haddad	Deatra Spratling
Jessie Hale	Barbara Stakely
Heather Hall	Sybil St Claire
Michele Hammond	Amber Stegelin
Robin Hardee	Linda Stephens
Steven Harrison	Charles Stephenson
Fred Hays	Daniel Stepp
Carter Henderson	Jeri Stevens
Norma Higginson	Teresa Stoll
Samuel Himes	Susan Strauss
Carol Hinton	Elizabeth Strickland
Clay Hipke	Brent Swanson
Michael Hodge	Nacira Tache
Mary Hoffer	Michael Tedesco
Heather Holley	Patricia Telesco
Audrey Holt	Karen Thigpen
Renate Hooper	Bradley Tripp
Gene House	Robert Uttaro
Lisa Houston	Ryan Vaughn
Shannon Houvouras	Virgilio Vensamoye
Adam Howard	Pauline Vickery
Thomas Idoyaga	Jeanine Vincent
Coimbatore Iswaran	James Waldrop
Shrikant Jagtap	Matt Walker
Brian Jimison	Judy Ward
Patricia Johnson	Brian Wass
Lenore Jones	Ann Weigl
Sylvia Jones	Neil Weinstein
Robert Kalis	Marilyn Wetherington
Richard Karman	Clark Wheeler
Christopher King	Roxanne Wilde
Janet King	Nancy Williams
Walter Kirkconnell	Terrasa Wood
Erika Kisvarsanyi	Jeffrey Wright
Traci Klass	Chris Zurheide

**Board Action(s) Requested:**

**Approval**

Action: Motion to approve consent items 3.1 through 3.9: Roundtree

Second: Jackson

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

**C O N S E N T**

**District Board of Trustees  
October 22, 2002**

**Agenda Item: 3.2**

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Contract Staff (Administrative and Professional)	411.228, 02-03
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The individuals listed below are being recommended for appointment or promotion for the year 2002-2003, or a portion of the year, as stated in the individual employee's contract.

**Executive/Managerial**

<u>Name</u>	<u>Position</u>
<u>Promotion</u>	
Karen Bennett	Director, Child Development Programs and Little School
Harvey Blalock	Assistant Vice President, Technology and Applied Sciences
Paul Hutchins	Dean, Educational Centers
Daryl Johnston	Director, Institute of Public Safety and SFCC Police Chief
Kimball Kendall	Assistant Vice President, Instructional Support Services and Director, Center for Academic Technologies
Anne Kress	Associate Vice President, Information Management and Education Technologies
Linda Lanza-Kaduce	Director, High School Programs
William Reese	Associate Vice President, Facilities Services
Kristin Williams	Assistant Vice President, Continuing and Community Education
Carole Windsor	Director, Academic Foundations
Guy York	Vice President, College and Governmental Relations

**Technical/Professional**

**Full Time**

Appointment

Darlene Banks Instructional Computer Lab Supervisor

*M.S., Florida State University*

Matthew  
Chasteen MacIntosh Software Specialist

*A.S., Art Institute of Ft. Lauderdale*

\* Tony Perryman Youth Specialist, YES! Program

*11 years of youth counseling experience*

Michelle Stauffer Orientation Specialist, Enrollment Services

*B.A., University of Florida*

\* Margaret Tison Health Careers Opportunity Program Retention

*M.Ed., University of Florida Specialist*

### Promotion

\* Barbara Little Perkins Grant Specialist

Teri McClellan Associate Director, Office for Development

### **Part Time**

Andy Anderson Downtown Lab Specialist

Benjamin Bain-Creed Writing Lab Specialist

Shellie Banfield Downtown Lab Specialist

Daniel Barnett Writing Lab Specialist

Sarah Brewster Writing Lab Specialist

Connie Caldwell Adult Education Specialist

Deanne Caldwell Computer Applications Specialist

Kevin Combs Writing Lab Specialist

Kelly Coxe ESL Lab Specialist

Sara Dahlman Adult Education Specialist

\* Jodi Doher Counseling Specialist

\* Kathryn Ellis ESL Lab Specialist

Timothy Fitzpatrick Adult Education Specialist

Donna Foust Adult Education Specialist

Dick Gerard Safety Training Specialist

Mark Hills Writing Lab Specialist

Lisa Houston Writing Lab Specialist

Sarah Huffines CLAST Lab Specialist

\* Yvonne Hughes Summer Enrichment Specialist

Ivy Johnson Adult Education Specialist

- Cherie Lucia ESL Lab Specialist
- Joanne Maranzana Ceramics Specialist
- \* Joan Miller Adult Education Specialist
- Ade Ofunniyin Adult Education Specialist
- Charles Parks Adult Education Specialist
- Laura Predney Adult Education Specialist
- \* Doris Raven Summer Enrichment Specialist
- Shirley Rehberg Adult Education Specialist
- Pat Schlenker Adult Education Specialist
- Gerrie Scully Nursing Specialist
- \* Karen Shaddeau Adult Education Specialist
- Edward Shaw Writing Lab Specialist
- Suzanne Sheridan Downtown Lab Specialist
- \* Lucille Skipper Reading Lab Specialist
- \* Barbara Stakely ESL Lab Specialist
- Ann Weigl Downtown Lab Specialist
- Samuel Wicks Adult Education Specialist
- Chris Zurheide Writing Lab 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  
October 22, 2002**

**Agenda Item: 3.3**

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Career Service Staff	403.411, 02-03
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The individuals listed below are being recommended for appointment or promotion.

<u>Name</u>	<u>Position</u>
<u>Appointment</u>	
Karen Coles	Word Processor, Word Processing
Gerald Davis	Groundskeeper, Facilities Services

Cheryl Farrell           Administrative Assistant, Office for Development  
 Edith Knight           Administrative Specialist, Office for Development  
 Susan Kulmacz       Administrative Specialist, Child Development  
 Theresa Murphy       Police Officer, Police Department

Promotion

Beverly Wilson       Manager, Office for Development

**Board Action(s) Requested:**

**Approval**

Action: Approved. See item 3.1.

**C O N S E N T**

**District Board of Trustees  
October 22, 2002**

**Agenda Item: 3.4**

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Renewal Agreement to Provide Selection, Promotion, and Testing Consulting Services - City of Gainesville/Gainesville Police Department	408.1338, 02-03
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This is a renewal agreement to develop, administer, and score promotional processes for the City of Gainesville, Gainesville Police Department in the area of law enforcement. The agreement is essentially the same as last year, with the exception that it will now automatically renew unless amended by mutual agreement or terminated. A fee of \$4,500 is allowed for each promotional process; it also contains a clause that allows for negotiation of the fee. The agreement commences November 1, 2002. This contract allows the college to continue a partner relationship with the Gainesville Police Department and to bring in revenue for the Criminal Justice Selection Center.

**Board Action(s) Requested:**

**Approval**

Action: Approved. See item 3.1.

**C O N S E N T**

**District Board of Trustees  
October 22, 2002**

**Agenda Item: 3.5**

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Agreement to Provide Selection, Promotion, and Testing

Consulting Services - City of Ocala/Ocala Police Department

408.1339, 02-03

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The purpose of this project is to develop, administer, and score promotional processes for the City of Ocala, Ocala Police Department in the area of law enforcement. The college has similar agreements with the City of Gainesville and Alachua County. A fee of \$4,500 is allowed for each promotional process; it also contains a clause that allows for negotiation of the fee. The agreement commences November 1, 2002, and continues indefinitely or until terminated by either party. This contract allows us to develop a productive relationship with the Ocala Police Department and to bring in revenue for the Criminal Justice Selection Center.

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

Action: Approved. See item 3.1.

**C O N S E N T**

**District Board of Trustees**  
**October 22, 2002**

**Agenda Item: 3.6**


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Second Amendment to Agreement with Alachua  
 County for Funding for the Criminal Justice Selection Center

408.1340, 02-03

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This agreement provides funding for the SFCC Criminal Justice Selection Center from ticket revenues collected by Alachua County. The amount of the contract is \$147,738 and commences October 1, 2002. The agreement is essentially the same as last year, with the exception that, after September 30, 2003, it will automatically renew for successive one-year periods unless terminated for default or lack of funds or amended. With this funding, the college will be able to continue providing screening, selection, and promotional processes for the Institute of Public Safety and partner agencies.

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

Action: Approved. See item 3.1.

**C O N S E N T**

**District Board of Trustees**  
**October 22, 2002**

**Agenda Item: 3.7**

Renewal of Tech Prep Articulation Agreement with School  
Board of Alachua County and School Board of Bradford County

408.1341, 02-03

The A.A. and A.S. transfer degree programs and the 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. Substantive changes were made in secondary and post-secondary articulated course requirements, in provisions to receive credit, and in the effective date. 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 Entrepreneurship
- Business Administration A.S. and A.A.S Degrees - Academy of Finance
- Business Administration A.S. and A.A.S Degrees - Accounting Operations Program
- Business Administration A.S. and A.A.S Degrees - Business Supervision and Management
- Business Administration A.S. and A.A.S Degrees - Marketing
- Building Construction Technology A.S. Degree - Academy of Construction Technology: Carpentry
- Cardiovascular Technology A.S. Degree - Nursing Assistant
- Child Development and Education A.S. Degree - Early Childhood Education
- Dental Hygiene A.S./A.A.S. Degree - Dental Aide
- Graphic Design Technology A.S./A.A.S. Degree - Communications Technology
- Nuclear Medicine A.S./A.A.S. Degree - Nursing Assistant
- Nursing A.S. Degree - Nursing Assistant
- Office Systems Technology A.S Degree - Administrative Assistant
- Office Systems Technology A.S Degree - Digital Design
- Radiography A.S./A.A.S. Degree - Nursing Assistant
- Respiratory Care A.S./A.A.S. Degree - Nursing Assistant
- Business Management Certificate - Academy of Entrepreneurship
- Business Management Certificate - Academy of Finance
- Business Management Certificate - Accounting Operations
- Business Management Certificate - Business Supervision and Management
- Business Management Certificate - Marketing
- Child Development Early Intervention Certificate - Early Childhood Education
- Child Development Associate Training - Early Childhood Education
- Dental Assisting Certificate - Dental Aide
- Office Systems Specialist Certificate - Administrative Assistant
- Office Systems Specialist Certificate - Digital Design
- Practical Nursing Certificate - Nursing Assistant
- Surgical Technology Certificate - Nursing Assistant

- A.A. Transfer Degree - Academy of Agriscience Technology Veterinary Assisting
- A.A. Transfer Degree - Agritechnology
- A.A. Transfer Degree - Animal Science and Services
- A.A. Transfer Degree - Aquaculture
- A.A. Transfer Degree - Nursery Operations
- A.A. Transfer Degree - Technology Studies

**School Board of Bradford County:**

- Business Administration A.S. and A.A.S. Degrees - Accounting Operations
- Cardiovascular Technology A.S. Degree - Nursing Assistant
- Nuclear Medicine A.S./A.A.S. Degree - Nursing Assistant
- Nursing A.S. Degree - Nursing Assistant
- Office Systems Technology A.S. Degree - Administrative Assistant
- Radiography A.S./A.A.S. Degree - Nursing Assistant
- Respiratory Care A.S./A.A.S. Degree - Nursing Assistant
- Applied Welding Technology Certificate - Applied Welding Technology
- Automotive Service Technology Certificate - Heavy Duty Truck and Bus Mechanic
- Business Management Certificate - Accounting Operations
- Business Management Certificate - Cosmetology
- Dental Assisting Certificate - Dental Aide
- Office Systems Specialist Certificate - Administrative Assistant
- Practical Nursing Certificate - Nursing Assistant
- Surgical Technology Certificate - Nursing Assistant
- A.A. Transfer Degree - Agricultural Sales and Services
- A.A. Transfer Degree - Agritechnology
- A.A. Transfer Degree - Forestry
- A.A. Transfer Degree - Nursery Operations

**Board Action(s) Requested:**

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

Action: Approved. See item 3.1.

**C O N S E N T**

**District Board of Trustees  
October 22, 2002**

**Agenda Item: 3.8**



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Apprenticeship Training: Greater Gainesville Area  
Association for Technical Training -- Grant

409.1349, 02-03

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The purpose of this project is to provide training to 134 students employed in the local construction industry. There is a growing need in the construction industry for skilled craftspeople. Local contractors, through the Greater Gainesville Area Association for Technical Training (GGAAATT), will sponsor apprenticeship training for programs in carpentry, heating and air conditioning, and plumbing. GGAATT will provide funds for consumable supplies and equipment to offset the cost of additional instructors provided by the college in classes with low enrollment. Students from industry with varying degrees of skills will be able to receive the appropriate level of instruction.

The amount of funds requested from the Greater Gainesville Area Association for Technical Training is \$14,365, with no matching funds from Santa Fe Community College.

Duration of this project is from October 22, 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  
October 22, 2002**

**Agenda Item: 3.9**

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Santa Fe Community College Summer Dance Institute -- Grant

409.1350, 02-03

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The purpose of this project is to provide a summer dance institute at Santa Fe Community College July 24-August 2, 2003. This week-long workshop for 100 students will host 14 internationally acclaimed dance faculty from diverse cultural and stylistic dance disciplines to provide an educational and cultural opportunity for Santa Fe Community College students and the state of Florida. Approximately 87 master classes will be held with renowned faculty. During the week-long workshop, a group of six to eight Santa Fe Community College students will work intensively with institute faculty in the development of a lecture/ demonstration/performance presentation with a focus on cultural diversity to be toured to area public schools during the 2003-2004 school year.

The amount of funds requested from the Florida Department of State, Division of Cultural Affairs, is \$25,000, with an in-kind match of \$24,342 and a cash match of \$74,166.

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

Operating budget impact: In-kind contributions and cash match 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.

**District Board of Trustees  
October 22, 2002**

**Agenda Item: 4.1**

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Project Report and Action Request - Building P, Phase II and III	412.926, 02-03
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Funding History:

These projects were originally to be funded through a singular allocation. During the original year's funding cycle, the college was asked if it would accept the funding over a two-year period. Then half way through the following year, in an attempt to stimulate the economy, the legislature funded the remaining dollars. At a special board meeting on October 3, 2001, in anticipation of the additional funding, Santa Fe asked for and was granted permission to increase the budget and extend the contracts of the architect and construction manager.

Project Description:

The phase II project involves remodeling the eastside of building P following occupancy of the Lawrence W. Tyree Library in December 2001. It will convert the original stack areas into fourteen classrooms for occupancy in the fall of 2002. Phase III involves bringing the remaining portion of the building into compliance with building, life safety, and ADA codes.

Architect/engineer	Ponikvar & Associates, Gainesville, Florida
Contractor/construction manager	Perry-Parrish, Incorporated, Gainesville, Florida
Uniform building code inspector	In-house
Original project budget	\$2,223,191
Phase III budget	<u>\$1,115,504</u>
Revised project budget	\$3,338,695
Source(s) of funding	PECO

Project Status:

The phase II portion of this project achieved substantial completion on August 12, 2002, adding fourteen new classrooms for the fall semester. College staff has received and reviewed phase III drawings and a guaranteed maximum price for phase III work in the amount of \$928,902 and is requesting subsequent approval by the board.

Current construction contract amount	\$1,793,679.26
Guaranteed maximum price savings for phase II work	<u>(\$ 19,750.00)</u>
Revised construction contract for phase II	\$1,773,929.26
Additive change order #4 for phase III 143 day time extension for phase III and guaranteed maximum price	\$ 928,902.00
Revised current construction contract amount	\$2,702,831.26

**Board Action(s) Requested:**

- A. Approval of phase III drawings**
- B. Approval of change order # 4**

Discussion: Bill Reese, Director of Facilities Services, reviewed the facilities items 4.1 through 4.2. Dr. Sasser noted that he had the opportunity to meet Ron Fahs, Director of Facilities Planning and Budgeting for the Florida Department of Community College System, and he was very complimentary of Bill Reese and the excellent job he is doing at Santa Fe.

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

Action: Motion to approve: Roundtree

Second: Brashear

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

**District Board of Trustees  
October 22, 2002**

**Agenda Item: 4.2**

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Project Report and Action Request - Parking Lot 15B Renovation	412.927, 02-03
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Project Description:

This project consists of the renovation of what was 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

Contractor/construction manager	Harlis 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
Source(s) of funds	PECO

**Project Status:**

College staff has received and processed an additive change order for this project that, in part, represents additional requirements from the St. Johns River Water Management District. This parking lot was in use by our students for the start of fall term.

Current construction contract amount	\$435,646.30
Additive change order #2 for fencing and skimmers for the storm water basins as required by the St. Johns River Water Management District and electrical panel to re-feed existing lot	<u>\$15,206.45</u>
Revised current construction contract amount	\$450,852.75

**Board Action(s) Requested:**

**None**

**District Board of Trustees  
October 22, 2002**

**Agenda Item: 5.1**

Report of Purchases for September 2002	202.500, 02-03
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Below are the total amounts and a summary of purchases for the month of September 2002.

Purchasing	\$ 985,130.80
Library	0.00
Risk Management Consortium	<u>956,635.00</u>
<b>Total</b>	<b>\$1,941,765.80</b>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
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X42414	\$ 58,560.00	Contract	Dell Marketing	Computers (40) Support – IT
(Fund 1)				
X42476	\$114,286.00	Special	The Dignity Project	Grant Reimbursement Dignity Project
(Fund 2)				
X42529	\$956,635.00	Special	Arthur J. Gallagher	Athletic Insurance Risk Management Consortium
(Fund 6)				
X42619	\$ 26,650.00	Sole Source	Danka	Kodak Copier Minor Projects
(Fund 7)				
X42634	\$130,222.00	Contract	Burns Brothers, Inc.	Multimedia Renovation Building N
(Fund 7)				
X42655	\$ 52,400.00	Sole Source	Tom Barrow Co.	HVAC Materials Building P
(Fund 7)				
X42709	\$ 28,968.00	Sole Source	Gainesville Regional	DS1 Line Charges Support – IT
(Fund 1)				
X42714	\$ 34,742.00	Exempt	IBM Corporation	Software Maintenance Information Technology
(Fund 1)				
X42898	\$ 36,000.00	Contract	Annett Bus Lines	Athletic Transportation Athletic Administration
(Fund 2)				
	\$1,438,463.00			

**Purchases \$0 - \$25,000.00**

Number of purchase orders: 490

Amount: \$452,218.22

Number of contracts awarded by the Board of Trustees: 1

Amount: \$51,084.58

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

Discussion: Rochelle Prince, Vice President for Finance, reviewed items 5.1 through 5.5 individually. The board then considered the items together.

Action: Motion to approve items 5.1 through 5.5: Bradley

Second: Davis

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

**District Board of Trustees  
October 22, 2002**

**Agenda Item: 5.2**

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Fund 1 (Current Unrestricted) Revenue and

Expenditure Report as of September 30, 2002

201.531, 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 September 2002.

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

	<b>2002-2003</b>		<b>2001-2002</b>	
	<u>Dollar Amount</u>	<u>Percent of Budget</u>	<u>Dollar Amount</u>	<u>Percent of Total Year</u>
Revenue	16,525,373	31.48	15,848,388	31.76
Expenditures	9,613,377	17.67	10,641,416	21.18

**Board Action(s) Requested:**

**Approval of report**

Action: Approved. See item 5.1.

**District Board of Trustees  
October 22, 2002**

**Agenda Item: 5.3**

Warrants Issued for September 2002

208.395, 02-03

In accordance with State Board of Education Rule 6A-14.073(5), a listing of all checks issued from September 1 through September 30, 2002, is available at this meeting for the board's information. The amount disbursed for the month was \$10,988,100.42.

Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	270734 -277949
Payroll	573242 -574031

Electronic Transfers

36285-38437

**Board Action(s) Requested:**

**Approval**

Action: Approved. See item 5.1.

**District Board of Trustees  
October 22, 2002**

**Agenda Item: 5.4**

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

200.639, 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 October 1, 2002, to consider departmental requests to be relieved from inventory accountability. The committee members sent their approvals that the following requests should be accepted and recommends the board approve removal of the items listed below from the active property control inventory records. A detailed listing 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
Worn-out Equipment with No Salvageable Parts	18	\$33,196.60	0	\$0.00	\$0.00	\$33,196.60
Worn-out Equipment with Salvageable Parts	2	\$4,167.97	0	\$0.00	\$0.00	\$4,167.97
Surplus Property	61	\$106,739.91	2	\$16,183.69	\$16,183.69	\$106,739.91
Transfers	19	\$28,772.00	3	\$45,009.16	\$45,009.16	\$28,772.00
Reinstated Items	<u>1</u>	<u>\$1,049.00</u>	<u>0</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$1,049.00</u>
<b>TOTAL</b>	<b>101</b>	<b>\$173,925.48</b>	<b>5</b>	<b>\$61,192.85</b>	<b>\$61,192.85</b>	<b>\$173,925.48</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 to Alachua and Bradford counties schools first. If the counties are not interested in these items, they will be offered to other non-profit organizations that have requested them. Items that are not requested will then be sold at a surplus auction.

Transfers are those items being transferred to the institution shown. The items being transferred to Bradford-Union Vo-Tech were purchased from restricted funds. These items are already located at Bradford-Union Vo-Tech and will now be officially transferred to their custody. The items being transferred to the University of Florida represent equipment that was previously used by the Environmental Program. The University of Florida meets the licensure requirements of the State of Florida to accept the radioactive materials.

Reinstated Items are those items being returned to active status for the reason(s) indicated on the attached lists.

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(s) Requested:**

##### **Approval of survey**

Action: Approved. See item 5.1.

**District Board of Trustees  
October 22, 2002**

**Agenda Item: 5.5**

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State of Florida Treasurer's Special Purpose Investment Agreement	209.88, 02-03
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The attached agreement is for Santa Fe Community College to establish an investment account for participation in the State of Florida Treasurer's Special Purpose Investment Account (SPIA). This is a pooled fund open to state agencies whereby the college would place funds with the state Treasury Department. This fund works much the same as the State Board of Administration's (SBA) pooled funds in which the college currently participates.

The interest rate earned by the SPIA for fiscal year ending June 30, 2002, was 5.221%. The interest rate for July 2002 was 3.716%. These rates are well above the current SBA rate of 1.9%. The SPIA fund would be used in lieu of the SBA funds to maximize the college's interest earnings.

Transfers into and out of the SPIA fund would be done via bank wire transfers using pre-authorized repetitive codes to ensure proper internal controls are adhered to. Currently SBA transactions are handled this way.

The agreement has no defined expiration date, but may be terminated at the will of either party at



any time.

**Board Action(s) Requested:**

**Approval**

Action: Approved. See item 5.1.

**District Board of Trustees  
October 22, 2002**

**Agenda Item: 6.1**

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Amendment to Rule 2.2: College Organization	410.343, 02-03
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The proposed organizational charts are attached for board review.

**Board Action(s) Requested:**

**Approval**

Discussion: Trustee Bradley asked which department Institute of Public Safety (IPS) falls under. President Sasser responded that educational instruction was under Academic Affairs.

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

**District Board of Trustees  
October 22, 2002**

**Agenda Item: 6.2**

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Amendment to Rule 7.38: Student Publications	410.344, 02-03
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Rule 7.38: Student Publications is being revised to reflect current practice. The proposed change has advisor(s) responsible for the editing of publications in accordance with college practices and adds guidance by reference to a statement of philosophy to be developed for each student publication.

**Board Action(s) Requested:**

**Approval**

Action: Motion to approve: Roundtree

Second: Brashear

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

**District Board of Trustees**

**October 22, 2002**

**Agenda Item: 7.1**

Santa Fe Community College Nursing Programs'  
Proposal for Interactive Simulators for Clinical Skills -- Grant

409.1351, 02-03

The purpose of this project is to help provide needed clinical simulation training for future Registered Nurses and Licensed Practical Nurses entering the health care workforce. The simulators will simulate patient scenarios allowing students to practice skills and techniques in the laboratory prior to patient contact. The simulators will also allow for exposure to specific clinical scenarios that may not be available during a clinical rotation. Approximately 230 Registered Nursing students and 35 Practical Nursing students will benefit from this program. Additionally, these simulators may be used for community Registered Nurses and Licensed Practical Nurses who need annual continuing education hours for licensure.

The amount of funds requested from The Blue Foundation for a Healthy Florida, Blue Cross and Blue Shield of Florida, is \$63,004, with no matching funds from Santa Fe Community College.

Duration of this project is August 30, 2002, through July 29, 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: Motion to approve: Perry

Second: Davis

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

**District Board of Trustees**

**October 22, 2002**

**Agenda Item: 8.1**

Board Members' Comments

No comments were brought forward.

**District Board of Trustees  
October 22, 2002**

**Agenda Item: 9.1**

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Citizen's Requests	423.14, 02-03
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Senate President Ward Scott asked the board if they would like to have input from the Professional Standards Committee in regard to evaluating the president. Consensus from the board was that they would review the material, but the document used to evaluate the president would not be changed, as it was already approved earlier in the meeting.