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**District Board of Trustees Santa Fe Community College**  
**Minutes for Board Meeting of November 12, 2002**  
**Jones-Rosenberg Auditorium, Starke, Florida**

**Adoption of Agenda**

**Agenda Item: 1.1**  
418.412, 02-03

**1. General Functions**

1.1 Adoption of Agenda for Meeting of November 12, 2002

1.2 Approval of Board Meeting Minutes of October 22, 2002

**2. Information Items**

2.1 President's Report

2.2 Standardized Clinical Facilities Use Agreement with Jay C. Herrington, DMD --  
Dental

2.3 Amendment to Rule 7.13: Waiver of Fees

**3. Consent Items****Personnel**

3.1 Contract Staff (Administrative and Professional)

3.2 Community and Continuing Workforce Education Contract Staff

3.3 Career Service Staff

**Contracts, Grants**

3.4 Work Exploration -- Grant

3.5 Parent Education/Home Visitation/Even Start Program -- Grant

**4. Facilities**

4.1 Project Report and Action Request - Parking Lot 15 B

4.2 Project Report and Action Request - Building U

**5. Personnel Items**

5.1 Evaluation of the President

5.2 President's Contract

**6. Finance/Business Affairs Items**

- 6.1 Report of Purchases for October 2002
- 6.2 Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of October 31, 2002
- 6.3 Warrants Issued for October 2002
- 6.4 Report of Investments, Quarter Ending September 30, 2002
- 6.5 Colonel Harry M. Hatcher, Jr., Property Survey 03-04
- 6.6 Recommendation for Awarding a Proposal on Behalf of Florida Community Colleges Risk Management Consortium for Claims Administration Services

## 7. General Institutional Items

- 7.1 Emergency Contract Authority
- 7.2 Advisory Committee Appointments for the Following Programs:
  - Applied Welding
  - Apprenticeship
  - Athletic
  - Biomedical Engineering Technology
  - Business Administration and Management
  - Health Information Management
  - Nursing
  - Office Systems Technology
  - Surgical Technology
  - Vocational Success
- 7.3 Continuing and Community Education EnRich! Brochure - Winter 2003
- 7.4 Proposed Fee Increase for Little School Tuition
- 7.5 Deletion of Courses Not Taught in the Last Five Years
- 7.6 Support of Collaborative Baccalaureate Degrees with the University of Florida

## 8. Rules

- 8.1 New Rule 2.10: Dissemination of Information on College Premises
- 8.2 Amendment to Rule 6.4: Use of College Facilities
- 8.3 Amendment to Rule 7.6: International Student Admissions

## 9. Contracts/Grants

- 9.1 Affiliation Agreement with North Florida Regional Medical Center
- 9.2 Agreement with MedQuist Transcriptions, Ltd. - Medical Transcription

## 10. Board Members' Remarks

11. Citizen's Requests

12. Adjournment

**Board Action(s) Requested:**

**Approval**

Action: Motion to approve: Brashear

Second: Davis

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

**District Board of Trustees  
November 12, 2002**

**Agenda Item: 1.2**

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Approval of Board Meeting Minutes of October 22, 2002	401.403, 02-03
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The minutes of the regular meeting of the District Board of Trustees of Santa Fe Community College held October 22, 2002, are presented for approval.

**Board Action(s) Requested:**

**Approval**

Action: Motion to approve: Bradley

Second: Davis

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

**District Board of Trustees  
November 12, 2002**

**Agenda Item: 2.1**

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President's Report	Information Item
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The president thanked Dean Hutchins and his staff for their hospitality in hosting today's board meeting.

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

Dr. Sasser reminded board members that their will not be a December board meeting and the next board meeting will be January 21, 2003, at the Northwest campus. Also, the college will be

closed on Friday, November 15 for UF Homecoming.

The president recognized the current artwork "Quilts" on display in the Robertson Administration Building, by Ms. Minnie Redding and her students from the Bradford County VoTech Center. The quilts will be on display until December 12, 2002. There are also quilts on display at the Andrews Center and at the Blount Downtown Center. The Trees of Life will be on display in the President's lobby until December 13.

Dr. Sasser reminded everyone that College Planning Day is scheduled for January 7, 2003.

Congratulations to Patsy Frenchmen and Jan Bullard who won very esteemed state awards from FACC. Ms. Frenchmen won the Student Affairs Administrator's Award for Professional Excellence, 2002. Ms. Bullard won the Business Affairs Administrator's Award for Professional Excellence, 2002. They will both be receiving their awards at the FACC convention later this month.

At the recent National Council for Marketing and Public Relations convention in Mobile, Alabama, the News and Publications office won three medallions; gold for the Wall Calendar, gold for the Library CD calendar, and bronze for the health related Web site. Congratulations to Larry Keen and his staff.

**District Board of Trustees  
November 12, 2002**

**Agenda Item: 2.2**

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Standardized Clinical Facilities Use Agreement with  
Jay C. Herrington, DMD -- Dental

Information Item  
408.1342, 02-03

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The board has authorized its chair to execute on behalf of the board standardized form clinical facilities agreements without further action by the board. An agreement will be executed by Jay C. Herrington, DMD, for students enrolled in the SFCC Dental program.

**District Board of Trustees  
November 12, 2002**

**Agenda Item: 2.3**

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Amendment to Rule 7.13: Waiver of Fees

Information Item  
410.345, 02-03

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This amendment to Rule 7.13 is warranted in part by the School Code Rewrite that gives State of Florida employees a fee waiver to attend community college classes on a space-available basis but does not prescribe a definition of "space available." In addition, in order to eliminate duplication between the college rule and state statute, references to statutorily approved waivers have been removed.

Discussion: The president noted that we have unique opportunity to work with UF to receive a

tuition waiver program for our employees to take classes at UF and for UF employees to receive fee waivers to take classes at Santa Fe.

**C O N S E N T**

**District Board of Trustees  
November 12, 2002**

**Agenda Item: 3.1**

Contract Staff (Administrative and Professional)

411.231, 02-03

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>	
Ginger Gibson	Comptroller, Office for Finance
Daniel McEachern	Director of Enrollment Services

**Technical/Professional**

**Part Time**

Appointment

Bermann Maesadieu	Adult Education Specialist
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**Board Action(s) Requested:**

**Approval**

Action: Motion to approve consent items 3.1 through 3.5: Bradley  
 Second: Davis  
 Vote: Bradley - yes, Brashear - yes, Davis - yes, Jackson - yes, McRae - yes, Perry - yes, Womack - yes.

**C O N S E N T**

**District Board of Trustees  
November 12, 2002**

**Agenda Item: 3.2**

Community and Continuing Workforce Education Contract Staff

404.352, 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.

**Community Education**

Alison LeBaron	Drawing
Jody Peeling	Algebra
Laurie Rodriguez	ESL Reading

**Continuing Workforce Education**

Rachel Gibson	Web Authoring
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**Board Action(s) Requested:**

**Approval**

Action: Approved. See item 3.1.

**C O N S E N T**

**District Board of Trustees  
November 12, 2002**

**Agenda Item: 3.3**

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Career Service Staff	403.412, 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>	
Timothy Buchner	Administrative Specialist, Student Development
Deanne Caldwell	Executive Secretary, Information Technology Services
Deena Nelson	Administrative Secretary, Construction and Technical Programs
<u>Promotion</u>	
Selena Riess	Records Specialist, Records Office

**Board Action(s) Requested:**

**Approval**

Action: Approved. See item 3.1.

**C O N S E N T**

**District Board of Trustees  
November 12, 2002**

**Agenda Item: 3.4**

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Work Exploration -- Grant

409.1352, 02-03

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The purpose of this grant is to address the needs of persons with disabilities who have employability barriers. Three services will be provided: comprehensive vocational evaluation, employee development, and community employment. Each of these services maintains its own set of goals and is designed to promote the development and attainment of vocational objectives.

Comprehensive vocational evaluation seeks to assist in identifying vocational goals through a state-of-the-art program of services, including vocational evaluations, interest assessments, and career exploration activities. Employee development and community employment target specific issues impacting an individual's ultimate employability. Through these services, participants complete two weeks of employability skills classes and obtain assistance in resume writing, completing applications, interviewing skills, team building, job search training, and other job-related needs. Approximately 200 vocational rehabilitation customers will be served.

The amount of funds requested from the State of Florida, Department of Education, Vocational Rehabilitation Services, is \$189,550, with an in-kind match of \$40,299 from Santa Fe Community College.

Duration of project: The 2001-2002 contract was extended two additional months, September 30, 2002 through November 30, 2002; therefore, this is a ten-month contract effective December 1, 2002, through September 30, 2003.

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

**Board Action(s) Requested:**

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

Action: Approved. See item 3.1.

**C O N S E N T**

**District Board of Trustees  
November 12, 2002**

**Agenda Item: 3.5**

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Parent Education/Home Visitation/Even Start Program -- Grant

409.1353, 02-03

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The purpose of this project is to provide child development courses for the Parent Education/Home Visitation/Even Start staff. All courses must be related to the acquisition of an associate degree, the Child Development Associate credential, or up to 30 hours of Department of Children and Families Child Care Worker training. Contract services will include the following: SFCC application fee and tuition, textbooks, and educational supplies for individual students. Also included are funds to pay individuals who will conduct site visits to evaluate the students working at various state-approved child development centers. Approximately ten students will benefit from this program.

The amount of funds requested from the School Board of Alachua County is \$2,200, 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  
November 12, 2002**

**Agenda Item: 4.1**

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Project Report and Action Request - Parking Lot 15 B	412.928, 02-03
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Project Description:

This project consists of 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, during the summer months.

Architect/engineer	Water & Air Research, Incorporated, Gainesville, Florida
Construction manager/contractor	Harlis R. Ellington Construction, 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:

This project achieved substantial completion on October 9, 2002.

**Board Action(s) Requested:**

**None**

Discussion: Bill Reese, Director of Facilities reviewed the facilities items 4.1 through 4.2.

**District Board of Trustees  
November 12, 2002**

**Agenda Item: 4.2**

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Project Report and Action Request - Building U	412.929, 02-03
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Project Description:

This project consists of the addition of office, filing, and conference spaces to correct a major deficiency for Facilities, as well as the renovation of the existing office area. It also includes the replacement of the roof, mechanical system, and fire alarm system in the original portion of the building.

Architect/engineer	Craig Salley and Associates, Gainesville, Florida
Contractor/construction manager	Perry Parrish Incorporated, Gainesville, Florida
Uniform building code inspector	In-house
Total project budget	\$476,150
Source(s) of funding	Capital Improvement Fees, PECO

Project Status:

This project achieved substantial completion on September 17, 2002.

**Board Action(s) Requested:**

**None**

**District Board of Trustees  
November 12, 2002**

**Agenda Item: 5.1**

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Evaluation of the President

411.232, 02-03

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Chairman McRae thanked the trustees for participating in the evaluation process. Each trustee received an evaluation instrument, which he or she completed and returned to General Counsel Patti Locascio to compile. These results were shared with trustees and the board chair reviewed the results with the president. Chair McRae stated that it is evidence by the evaluation results that Dr. Sasser is an outstanding leader and has full confidence and support of the board. He thanked Dr. Sasser for his outstanding leadership. He also noted that there were some concerns in regards to the instrument, but the proposed workshop planned for next year to reassess the evaluation instrument would help rectify those concerns.

**Board Action(s) Requested:**

**Approval**

Action: Motion to accept the evaluation as presented: Womack

Second: Bradley

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

**District Board of Trustees  
November 12, 2002**

**Agenda Item: 5.2**

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President's Contract

411.233, 02-03

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Trustee Roundtree stated that due to the economic state of affairs, the president felt that the current contract was fair and, at the president's request, recommended no change to the contract. Trustee Roundtree stated that there was one housekeeping item that needed to be addressed and asked General Counsel Patti Locascio to explain. Ms. Locascio noted that one of the provisions in the president's contract called for the board to establish a rate for contributions to the Senior Management Retirement Plan by "addendum to the contract." In anticipation of Dr. Sasser's employment on January 1, 2002, the board had addressed this item at its October 16, 2001, meeting, though not through an addendum to the contract, when it granted authorization to establish the SFCC Senior Management Service Local Annuity Plan.

Board action presented by Judge Roundtree to adopt the action taken in connection with agenda item 4.5 from the board meeting of October 16, 2001, so that said action will serve as a contract addendum for purposes of Section 2 (j) of Dr. Sasser's employment contract.

**Board Action(s) Requested:**

**Approval**

Action: Motion to adopt the action as presented by Roundtree: Brashear

Second: Jackson

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

**District Board of Trustees  
November 12, 2002**

**Agenda Item: 6.1**

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Report of Purchases for October 2002

202.501, 02-03

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

Purchasing	\$747,554.30
Library	0.00
Risk Management Consortium	60,000.00
Total	\$807,554.30

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
X43027 (Fund 1)	\$ 30,474.00	Contract	Dell Marketing	Computers (18) Support – IT
X43028 (Fund 1)	\$ 56,960.00	Contract	Dell Marketing	Computers (40) Support – IT
X43060 (Fund 1)	\$ 65,702.25	Exempt	T3 Technologies	IBM Software Maintenance Information Technology
X43407 (Fund 6)	\$ 60,000.00	Exempt	Pricewaterhouse- Coopers	Health/Life Consulting Risk Management Consortium
X43417 (Fund 7)	\$ 45,816.00	Contract	PPI Construction Management	Building D Storage Enclosure Roofing Projects
X43418 (Fund 7)	\$ 63,809.00	Contract	PPI Construction Management	Valve Replacements HVAC – College-wide
	<u>\$ 322,761.25</u>			

Purchases \$0 - \$25,000.00

Number of purchase orders: 583 Amount: \$415,925.16  
 Number of contracts awarded by the Board of Trustees: 2 Amount: \$ 68,867.89

**Board Action(s) Requested:**

**Approval of report**

Discussion: Rochelle Prince, Vice President for Finance, reviewed items 6.1 through 6.6 individually. The board then considered the items together.

Action: Motion to approve items 6.1 through 6.6: Brashear

Second: Jackson

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

Trustee Bradley congratulated the staff on an outstanding financial statement audit report for the year ended June 30, 2002. Ms. Prince said congratulations should go to Lynn Powers and Ginger Gibson for all their hard work.

**District Board of Trustees  
 November 12, 2002**

**Agenda Item: 6.2**

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Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of October 31, 2002 201.532, 02-03

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The attached Fund 1 (Current Unrestricted) Revenue and Expenditure Report reflects the status of the college in relation to the percentage of unrealized and unencumbered funds as of October 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	19,755,102	37.64	18,694,261	37.47
Expenditures	13,712,017	25.20	14,787,700	29.43

**Board Action(s) Requested:**

**Approval of report**

Action: Approved. See item 6.1.

**District Board of Trustees  
 November 12, 2002**

**Agenda Item: 6.3**

Warrants Issued for October 2002

208.396, 02-03

In accordance with State Board of Education Rule 6A-14.073(5), a listing of all checks issued from October 1 through October 31, 2002, is available at this meeting for the board's information. The amount disbursed for the month was \$7,810,335.48

Warrant Numbers

Manual Payroll	None
Manual Payables	661 - 662
Payables	277950 - 281792
Payroll	574032 - 574974

Electronic Transfers

38438 - 40689

**Board Action(s) Requested:**

**Approval**

Action: Approved. See item 6.1.

**District Board of Trustees  
November 12, 2002**

**Agenda Item: 6.4**

Report of Investments, Quarter Ending September 30, 2002

201.533, 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 September	1.06%
Interest earnings, quarter	\$ 19,081
Interest earnings, fiscal year to date	\$ 19,081

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 September 30, 2002	1.91%
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Interest earnings, quarter	\$ 23,899
Interest earnings, fiscal year to date	\$ 23,899

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	1.71 years
Anticipated yield to maturity	3.894%
Earnings, quarter	\$ 71,957
Earnings, fiscal year to date	\$ 71,957

**Interest Earnings Comparison:**

Total interest earnings fiscal year to date 2002/2003 \$114,937  
 Total interest earnings fiscal year to date 2001/2002 \$162,665

**Board Action(s) Requested:**

**Acceptance of report**

Action: Approved. See item 6.1.

**District Board of Trustees  
 November 12, 2002**

**Agenda Item: 6.5**

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Colonel Harry M. Hatcher, Jr., Property Survey 03-04	200.640, 02-03
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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 departmental requests before they are presented to the board.

The Property Survey Committee met October 15, 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.

Original Cost or	Total Book Value Items to be Removed
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Category	Number of Items	Original Cost or Value Items < \$5,000 to be Removed from Inventory	Number of Items	Value Items > \$5,000 to be Removed from Inventory and Financial Records	Depreciation of Items > \$5,000	from Inventory and/or Financial Records
Lab Replacements	107	\$165,711.58	0	\$ 0.00	\$ 0.00	\$165,711.58
Transfers	28	\$ 44,862.00	0	\$ 0.00	\$ 0.00	\$ 44,862.00
Missing Property	<u>29</u>	<u>\$ 48,878.52</u>	<u>3</u>	<u>\$19,912.00</u>	<u>\$19,912.00</u>	<u>\$ 48,878.52</u>
<b>TOTAL</b>	<b>164</b>	<b>\$259,452.10</b>	<b>3</b>	<b>\$19,912.00</b>	<b>\$19,912.00</b>	<b>\$259,452.10</b>

**Notes**

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

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

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

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 shown as less than \$5,000 is substantially lower than the amount indicated.

**Board Action Requested:**

**Approval of survey**

Action: Approved. See item 6.1.

**District Board of Trustees  
November 12, 2002**

**Agenda Item: 6.6**

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Recommendation for Awarding a Proposal on Behalf of Florida Community Colleges Risk Management Consortium for Claims Administration Services 200.641, 02-03

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A Request for Proposal was sent on August 28, 2002, for claims administration services for the Florida Community Colleges Risk Management Consortium. The term of the contract is March 1, 2003, through February 28, 2006, with an option for two one-year renewals contingent upon satisfactory performance by the firm.

Mandatory attendance was required at the pre-proposal conference. Ten vendors attended, but only five submitted responsive proposals: Florida League of Cities (Unisource), Gallagher-Bassett,

Johns Eastern Co., Protegrity Inc., and United PCGS. Final proposals were due on October 1.

The proposals were reviewed by David Klaitz and Brenda Diaz from the Risk Management Consoritum, as well as by a consulting firm, PricewaterhouseCoopers, LLP. Each proposal was graded on several criteria, with a total possible score of 400 points. Below is a summary of the results:

<u>Proposer</u>	<u>Score (out of 400 possible)</u>
Gallagher-Bassett	360
Johns Eastern Co.	315
Florida League of Cities	305
Protegrity	290
United PCGS	285

**Board Action(s) Requested:**

**Approval of award to Gallagher-Bassett**

Action: Approved. See item 6.1.

**District Board of Trustees  
November 12, 2002**

**Agenda Item: 7.1**

Emergency Contract Authority

408.1345, 02-03

The board is requested to authorize the chair, or vice chair in the chair's absence, to execute the documents, contracts, and change orders requiring board approval during the period between the November meeting and the January meeting, which actions if delayed until the January 2003 meeting would create operational or financial difficulties for the college. The president shall indicate in writing the reason that the document should be executed prior to the January board meeting. The board will be asked to ratify the chair's/vice chair's decision at the board meeting immediately following the execution of the document.

**Board Action(s) Requested:**

**Approval**

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

**District Board of Trustees  
November 12, 2002**



**Agenda Item: 7.2**


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 Advisory Committee Appointments for the Following Programs

417.59, 02-03

Applied Welding  
 Apprenticeship  
 Athletic  
 Biomedical Engineering Technology  
 Business Administration and Management  
 Health Information Management  
 Nursing  
 Office Systems Technology  
 Surgical Technology  
 Vocational Success

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The advisory committee appointments are being recommended to the board effective January 1, 2003, through December 31, 2004. All individuals have been contacted and have agreed to serve for the two-year period.

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

Action: Motion to approve: Jackson

Second: Davis

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

**Applied Welding****Reappointments**

Mr. Bobby Carter, Bradford County School Board, Starke

Mr. Willie Hornes, The Crom Corporation, Gainesville

Mr. Bill Seyfarth, Weldtest Services, Cedar Key

**New Appointments**

Mr. Chuck Burgoon, Driltech Mission, Alachua

Mr. Steve Crawford, Union Industrial Gas Group/Action Welding, Inc., Gainesville

Mr. Mark Geiger, Bradford/Union Area Vocational Technical Center, Starke

Mr. Mike Rutter, Gainesville Regional Utilities, Gainesville

Mr. Terry Williams, Florida Department of Transportation, Gainesville

**Apprenticeship Programs****Reappointments**

Mr. Dan Denton, M.M. Parrish Construction Company, Gainesville

Mr. William Hicks, Brooker

Mr. Steve Jarzembki, First Service, Gainesville

Mr. Brian Leslie, Charles R. Perry Construction Company, Gainesville

Mr. Mike McGraw, All Florida Electric Company, Inc., Gainesville

Mr. Bryan Nazworth, Quality Plumbing, Gainesville

Mr. Billy Samples, Mid-State Electric, Gainesville

Mr. Kirk Smith, MMS Mechanical Services, Gainesville  
 Mr. Joe L. Tate, Bill Preston Electrical, Gainesville  
 Mr. Robert Wiley, Bolt Electric, Gainesville

### **Athletic Programs**

#### Reappointments

Mr. Dan Coons, Student Development Instruction, Santa Fe Community College  
 Dr. Byron Dyce, Mathematics, Santa Fe Community College  
 Mr. Gregg Jones, Visual and Performing Arts, Santa Fe Community College  
 Ms. Ouida McNeil, Academic Foundations, Santa Fe Community College  
 Dr. Stuart McRae, Anthropology, Santa Fe Community College  
 Mr. Alan Pappas, Student Development Instruction, Santa Fe Community College  
 Ms. Ann Steen, Mathematics, Santa Fe Community College  
 Mr. Bruce Teague, Mathematics, Santa Fe Community College  
 Ms. Carole Windsor, Academic Foundations, Santa Fe Community College

### **Biomedical Engineering Technology**

#### Reappointments

Mr. Craig Bakuzonis, Shands at UF, Gainesville  
 Mr. Rennard Ivey, Shands at UF, Gainesville  
 Mr. Jerry Moore, MRI Devices, Inc., Gainesville  
 Mr. Doran Oster, Sabine, Inc., Alachua  
 Mr. Robert Pastorello, Malcom Randal Veterans Affairs Medical Center, Gainesville  
 Mr. Roberto Romero, Intermed Biomedical Services, Inc., Alachua  
 Mr. Rick Staab, Intermed Biomedical Services, Inc., Alachua

#### New Members

Mr. Balton Coleman, North Florida Regional Medical Center, Gainesville  
 Mr. Philip Tierney, Keystone Heights

### **Business Administration & Management**

#### Reappointments

Ms. Tracy Baglia, Naylor Publications, Gainesville  
 Ms. Kim Baldry, Alachua County Administrative Services, Gainesville  
 Ms. Natalie Cadwallader, Nationwide Insurance, Gainesville  
 Ms. Kim Czaplewski, University Personnel Services, Gainesville  
 Mr. Mike Hutley, Disabilities Resource Center, Santa Fe Community College  
 Mr. Mike Littleton, Wal-Mart, Gainesville  
 Ms. Brenda Pope, Shands Health Care, Gainesville  
 Mr. Michael Stringer, Florida Department of Children and Families, Gainesville

#### New Appointments

Mr. Brian Jackson, Wal-Mart, Starke  
 Ms. Susan Sides, InfoTech, Inc., Gainesville  
 Ms. Rebecca Wright, Naylor Publications, Gainesville

### **Health Information Management**

#### Reappointments

Ms. Joan Carr, North Florida/South Georgia Health Systems, Gainesville  
 Ms. Paula Coley, Gainesville  
 Ms. Pamela McFadden, North Florida Regional Medical Center, Gainesville  
 Ms. Jan Nolan, AvMed, Gainesville  
 Ms. Toni Ratliff, Student Health Care Center, University of Florida, Gainesville  
 Ms. Pam Rollins, Shands at UF/AGH, Gainesville  
 Ms. Debra Sirota, Shands at AGH, Gainesville  
 Ms. Lee Starling, Health Information and Management, Shands Hospital, Gainesville  
 Ms. Lynn Thomas-Gordon, Shands at AGH, Gainesville

Ms. Cissy Walker, AvMed Audit, Gainesville  
 Mr. James White, North Florida/South Georgia Health Systems, Gainesville

#### New Appointments

Ms. Terri Pryor, Gainesville  
 Mr. William Treloar, Shands Professional Resource Center, Gainesville  
 Mrs. Andrea Waterhouse, Shands at Starke, Starke

#### **Nursing Programs**

##### Reappointments

Ms. Irene Alexaitis, Shands at University of Florida, Gainesville  
 Dr. Mary Blazey, Malcom Randall Veterans Affairs Medical Center, Gainesville  
 Ms. Mae Griner, Shands at AGH, Gainesville  
 Ms. Jodi Irving, University of Florida, Gainesville  
 Ms. Kitty Johnson, Alachua General Hospital Auxiliary, Gainesville  
 Dr. Bernie Marrero, Shands Rehab Hospital, Gainesville  
 Dr. Kevin McBride, Primary Care Associates, Starke  
 Ms. Scarlott Mueller, North Florida Regional Medical Center, Gainesville  
 Ms. Louise Okken, North Florida Regional Medical Center, Gainesville  
 Dr. Rose Rivers, Shands Hospital, Gainesville  
 Dr. Bernadette Spates, Malcom Randall Veterans Affairs Medical Center, Gainesville  
 Dr. Portia Taylor, Vice President for Student Affairs, Santa Fe Community College  
 Dr. Otto VonMering, University of Florida, Gainesville  
 Ms. Beverly Wurts, Shands at Alachua General Hospital, Gainesville

##### New Appointments

Ms. Barbara Benken, Shands at University of Florida, Gainesville  
 Ms. Beverly Boyko, Malcom Randall Veterans Affairs Medical Center, Gainesville  
 Ms. Vivian Filer, Retired Professor of Nursing, Santa Fe Community College  
 Ms. Beverly Johnson, Shands at Alachua General Hospital, Gainesville  
 Ms. Lynette Kraemer, Palm Garden, Gainesville  
 Ms. Judith Mathers, Meridian Behavioral Healthcare, Inc., Gainesville  
 Mrs. Pattie Thompson, Alachua General Hospital Auxiliary, Gainesville

#### **Office Systems Technology**

##### Reappointments

Ms. Dene Brewer, City of Gainesville, Gainesville  
 Ms. Patty Foster, University of Florida Athletic Association, Gainesville  
 Ms. Linda Hildebrand, Regeneration Technologies, Alachua  
 Ms. Carol Law, CH2M Hill, Gainesville  
 Ms. Denise McGinnes-Brown, D.M. Transcription Service, Gainesville  
 Ms. Nancy Norman, Shands at Starke, Starke  
 Ms. Cynthia O'Steen, Office of the Vice President for Academic Affairs, Santa Fe Community College  
 Ms. Terri Palmer, Nationwide Insurance, Gainesville  
 Ms. Erma Young-Certain, Career Resource Center, Santa Fe Community College

#### **Surgical Technology**

##### Reappointments

Ms. Gail Avigne, Shands Teaching Hospital, Gainesville  
 Ms. Michelle Brunges, Shands Teaching Hospital, Gainesville  
 Mr. Al Campbell, Micanopy  
 Ms. Mary Fraggos, Malcolm Randall Veterans Affairs Medical Center, Gainesville  
 Ms. Carol Harmon, North Florida Regional Medical Center, Gainesville  
 Ms. Pam Hampshire, Gainesville  
 Mr. Russ Irish, Malcom Randall Veterans Affairs Medical Center, Gainesville  
 Ms. Leatha Holder, North Florida Regional Medical Center, Gainesville

Ms. Janet Mahn, Putnam Medical Center, Palatka  
 Dr. Earle Pickens, Medical Director of SFCC Surgical Technology Program, Gainesville  
 Ms. Melody Rooks, Shands at Lake Shore Hospital, Lake City  
 Ms. Mary Sutton, Shands at Alachua General Hospital, Gainesville

New Appointments

Ms. Nancy Baildon, North Florida Surgical Pavilion, Gainesville  
 Ms. Bunny Leavitt, Shands at Alachua General Hospital, Gainesville  
 Ms. Debbie Moore, Lake City Medical Center, Lake City  
 Ms. Tammy Phillips, Ayers Surgery Center, Gainesville

**Vocational Success**

Reappointments

Sgt. Wayne Ash, Gainesville Police Department, Gainesville  
 Mr. Brian Early, Avmed Health Plan, Gainesville  
 Dr. Paul Hutchins, Dean of Educational Centers, Santa Fe Community College  
 Mr. Will Jones, Lofton Center, Gainesville  
 Ms. Rebecca Reddish, Bradford Middle School, Starke  
 Ms. Gerri Singleton, Office of Ethnic Diversity, Santa Fe Community College  
 Mr. Albert White, Gainesville Regional Utilities, Gainesville  
 Ms. Marcey Corey, HCOP-Health Sciences, Santa Fe Community College  
 Mr. Brian Fox, Business Programs, Santa Fe Community College  
 Ms. Nancy Huber, Office Systems Technology, Santa Fe Community College  
 Ms. Kim Standifer, ITE Program, Santa Fe Community College

New Appointments

Ms. Cecelia Mitchell, Pilot for Success Program, Santa Fe Community College  
 Mr. Mike Barber, Student Development Specialist, Santa Fe Community College, Starke

**District Board of Trustees  
 November 12, 2002**

**Agenda Item: 7.3**

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Continuing and Community Education EnRich! Brochure - Winter 2003	415.94, 02-03
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As required by the State Board of Education regulations, the schedule of Community Education and Center for Business EnRich! courses for the winter term 2003 is presented for board approval. Term dates are January 25 through March 30, 2003, with registration beginning January 6 and continuing throughout the term. The schedule is subject to further changes as certain classes may be added to or deleted from the schedule. Generally, additions would only be made for online courses from contract vendors as such classes become available. Deletions may be made based on instructor and space availability.

**Board Action(s) Requested:**

**Approval**

Action: Motion to approve: Davis  
 Second: Perry

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

**District Board of Trustees  
November 12, 2002**

**Agenda Item: 7.4**

Proposed Fee Increase for Little School Tuition

200.642, 02-03

The Santa Fe Little School is proposing to increase child care fees by \$2.50 per week beginning January 1, 2003. In addition, it is proposed to extend the available hours of care for toddlers. The Career Service Salary Equity study heavily impacted the Little School budget because our teachers were significantly underpaid. This proposed fee increase will help to offset the increase in payroll expenses. The last rate increase was two years ago in the spring of 2001. There is a waiting list in all age groups.

A market comparison of our closest competitors' child care fees below revealed that our proposed fee increase would still leave us in a competitive position.

	<u>Step by Step</u>	<u>Kindercare</u>
Toddlers	\$120	\$152
Preschoolers	\$108	\$135

The fee schedule below shows the proposed fee increase; current fees are in parenthesis. In addition, it is proposed to extend the available hours of care for toddlers in the Early Learning Center and Transition classes. Due to parent demand, we would like to be open for all age groups from 7:30 a.m. to 5:30 p.m. Currently, the hours for toddlers are 7:30 a.m. to 4:30 p.m. If approved, all parents will have the option of enrolling in the Extended Day Program.

**Proposed Weekly Fee Schedule**

Current fees are listed in parentheses.

	<u>Preschool 7:30-3:30</u>	<u>Extended Day Program, 3:30-5:30</u>	
	<u>SFCC Students</u>	<u>All Others</u>	<u>Students and All Others</u>
Monday-Friday	\$80 (77.50)	\$90 (87.50)	\$15
Monday-Wednesday-Friday	\$55 (52.50)	\$65 (62.50)	\$9
Tuesday, Thursday	\$42 (39.50)	\$52 (49.50)	\$6

Preschool 7:30-3:30 Extended Day Program, 3:30-5:30

SFCC Students All Others Students and All Others

Monday-Friday \$80 (77.50) \$90 (87.50) \$15

Monday-Wednesday-Friday \$55 (52.50) \$65 (62.50) \$9

Tuesday, Thursday \$42 (39.50) \$52 (49.50) \$6

The proposed change in fees represents an increase of \$2.50 per week for students and all others. There is no proposed change in fees for the Extended Day Program.

	<u>Toddlers 7:30-3:30</u>	<u>Extended Day Program, 3:30-5:30</u>	
	<u>SFCC Students</u>	<u>All Others</u>	<u>Students and All Others</u>
Monday-Friday	\$85 (82.50)	\$95 (92.50)	\$15
Monday-Wednesday-Friday	\$60 (57.50)	\$70 (67.50)	\$9
Tuesday, Thursday	\$47 (44.50)	\$57 (54.50)	\$6

The proposed change in fees represents an increase of \$2.50 per week for students and all others. The Extended Day Program will be a new option for parents of toddlers.

**Board Action(s) Requested:**

**Approval**

Discussion: Trustee Bradley asked if the Little School litigation matter had been settled. Dr. Grunder replied that it was settled and closed.

Action: Motion to approve: Bradley

Second: Jackson

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

**District Board of Trustees  
November 12, 2002**

**Agenda Item: 7.5**

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Deletion of Courses Not Taught in the Last Five Years 400.432, 02-03

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The following courses have not been taught in the last five years and have been purged from the Statewide Course Numbering System's catalog inventory for Santa Fe Community College. These courses have also been deleted from Santa Fe's in-house catalog inventory. With these deletions, the college remains in compliance with Rule 6A-10.0331, Florida Administrative Code, for the 2002-2003 academic year.

- CHM1036 TECHNICAL CHEMISTRY 3
- CHM1036L TECHNICAL CHEMISTRY 3 LAB
- CIS2321 SYSTEMS ANALYSIS
- ETD1101C DRAFTING 1
- ETD1105C DRAFTING 2
- ETD2350C CAD-ADVANCED
- ETD2905 INDIVIDUAL STUDY-DRAFTING
- EVS2791 AMBIENT AND SOURCE SAMPLING

EVS2792 SOURCES AND EFFECTS OF AIR POLLUTION  
 IPM2631 PEST CONTROL

**Board Action(s) Requested:**

**Approval**

Action: Motion to approve: Davis

Second: Jackson

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

**District Board of Trustees  
 November 12, 2002**

**Agenda Item: 7.6**

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Support of Collaborative Baccalaureate Degrees  
 with the University of Florida

400.433, 02-03

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In pursuit of strategic initiatives shared by Santa Fe Community College, the University of Florida, and the Florida Board of Education, collaborative baccalaureate degrees are sought in information technology, secondary education, and nursing. The information technology and secondary education programs will be included in a proposal to be submitted to the Florida Board of Education in March 2003. The proposal requires written commitments of support from the governing boards of both institutions. Additional letters of support will be submitted from the Gainesville Chamber of Commerce and local employers.

**Board Action(s) Requested:**

**Approval**

Discussion: Dr. Grunder explained that this is a collaborative Baccalaureate Degree program between Santa Fe and the University of Florida for baccalaureate degrees in Information Technology and Secondary Education – Mathematics and Science. These programs will prepare graduates to meet critical state and local employment needs and will better serve Alachua and Bradford counties.

Action: Motion to approve: Jackson

Second: Womack

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

**District Board of Trustees  
 November 12, 2002**

**Agenda Item: 8.1**

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## New Rule 2.10: Dissemination of Information on College Premises

410.346, 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.

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

Action: Motion to approve items 8.1 through 8.3: Bradley

Second: Jackson

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

**District Board of Trustees  
November 12, 2002**

**Agenda Item: 8.2**

## Amendment to Rule 6.4: Use of College Facilities

410.347, 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.

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

Action: Approved. See item 8.1.

**District Board of Trustees  
November 12, 2002**

**Agenda Item: 8.3**

## Amendment to Rule 7.6: International Student Admissions

410.348, 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.

**Board Action(s) Requested:**

**Approval**

Action: Approved. See item 8.1.

**District Board of Trustees  
November 12, 2002**

**Agenda Item: 9.1**

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Affiliation Agreement with North Florida Regional Medical Center	408.1343, 02-03
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This affiliation agreement allows for a clinical learning experience for students enrolled in specific Technology and Applied Sciences Programs (in the fields of Nursing, Health Information Management, Diagnostic Medical Sonography, Cardiopulmonary Technology, Radiography, Biotechnology, Respiratory Therapy, Nuclear Medicine Technology, Surgical Technology, Emergency Medical Services), and any other degree and/or certificate programs agreed upon by the parties per written addendum to contract. The only change from the prior agreement, which was approved by this board in January 2001, is the addition of language designed to protect the confidentiality of patient information.

The term of the agreement is one year, commencing December 1, 2002.

**Board Action(s) Requested:**

**Approval**

Action: Motion to approve: Brashear

Second: Davis

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

**District Board of Trustees  
November 12, 2002**

**Agenda Item: 9.2**

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Agreement with MedQuist Transcriptions, Ltd. - Medical Transcription	408.1344, 02-03
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This agreement represents implementation of a new agreement with MedQuist Medical Transcription Service to allow students in the Medical Transcription programs the opportunity to use MedQuist training tapes as part of their classroom and medical work experience internship training.

**Board Action(s) Requested:**

**Approval**

Action: Motion to approve: Davis

Second: Jackson

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

**District Board of Trustees  
November 12, 2002**

**Agenda Item: 10.1**

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Board Members' Remarks

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Trustee Perry commented that his friends in the medical profession prefer SFCC nursing students to UF nursing students. The president noted there is a great difference in commitment by students from SFCC in the patient care due in part to the dedication from our instructors.

Trustee Bradley expressed his appreciation to Dr. Sasser for the great job he is doing as president of Santa Fe.