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**District Board of Trustees Santa Fe Community College  
Minutes for Board Meeting of **January 21, 2003**  
Wattenbarger Student Services Building Board Room**

**Adoption of Agenda**

**Agenda Item: 1.1**  
418.413, 02-03

**1. General Functions**

1.1 Adoption of Agenda for Meeting of January 21, 2003

1.2 Approval of Board Meeting Minutes of November 12, 2002

**2. Information Items**

2.1 President's Report

2.2 Standardized Clinical Facilities Use Agreement with Flagler Hospital, Inc., St. Augustine, Florida - Respiratory Care

2.3 Report of Continuing Workforce Education Courses

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

3.1 Contract Staff (Faculty)

3.2 Contract Staff (Administrative and Professional)

3.3 Community and Continuing Workforce Education Contract Staff

3.4 Career Service Staff

**Contracts, Grants**

3.5 Ratification of Affiliation Agreement with North Florida Regional Medical Center

3.6 Tech Prep Contracts with Gilchrist County School Board

3.7 Agreement with City of Gainesville/Gainesville Fire/Rescue - Emergency Medical Technology

3.8 Addendum to Shands Master Clinical Education Agreement - Addition of Florida Surgical Center - Surgical Technology

3.9 Agreement with Bradford Christian Academy - High School Dual Enrollment

3.10 Scholarships for Disadvantaged Nursing Students -- Grant

**4. Facilities Items**

4.1 Project Report and Action Request - Building W Re-Roofing, Phase III Drawings

4.2 Project Report and Action Request - Building H, Phase III Drawings

4.3 Project Report and Action Request - Building N

4.4 Project Report and Action Request - Building P, Phase III

4.5 Project Report and Action Request - Utility Infrastructure

## 5. Finance/Business Affairs Items

5.1 Report of Purchases for November and December 2002

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

5.3 Warrants Issued for November and December 2002

5.4 Fee Waiver Report for Fall 2002

5.5 Colonel Harry M. Hatcher, Jr. Property Survey 03-05

5.6 Approval of User Fees and Fines

5.7 Acceptance of Donations

## 6. Rules

6.1 Amendment to Rule 7.13: Waiver of Fees

## 7. Contracts/Grants

7.1 Tech Prep Regional Partnership Agreement with Central Florida Community College

7.2 Agreement with the University of Florida - Testing Procedures for Online Undergraduate Business Program

7.3 Upward Bound -- Grant

## 8. Personnel

8.1 Military Leave of Absence

## 9. General Institutional

9.1 Request of the State Board of Education for a Special Purpose Center Designation and Legislative Approval to Acquire Facilities (**ADDED**)

## 10. Board Members' Remarks

## 11. Citizen's Requests

12. Adjournment

**Board Action(s) Requested:**

**Approval**

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

Added: Item 9.1 Request of the State Board of Education for a Special Purpose Center Designation and Legislative Approval to Acquire Facilities

Action: Motion to approve the agenda as amended: Brashear

Second: Bradley

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

\* Recommended consent agenda items

**District Board of Trustees  
January 21, 2003**

**Agenda Item: 1.2**

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Approval of Board Meeting Minutes of November 12, 2002	401.404, 02-03
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The minutes of the regular meeting of the District Board of Trustees of Santa Fe Community College held November 12, 2002, are presented for approval.

**Board Action(s) Requested:**

**Approval**

Action: Motion to approve: Womack

Second: Jackson

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

**District Board of Trustees  
January 21, 2003**

**Agenda Item: 2.1**

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President's Report	Information Item
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President Sasser recognized Myrna Cabrera-Rivero, Chapter President of FACC, Yvonne Currie, Career Service Chair, Chantel Wilson, President of Student Government. Ward Scott, College Senate President, was unable to attend the meeting.

The president recognized the current artwork on display by the Gainesville Fine Arts Association

in the Robertson Administration Building. The art show is a variety of beautiful pictures, landscapes, and animals. The show will be on display until February 28, 2003.

Congratulations to Nancy Griffin, Coordinator for the Displaced Homemaker Program, on being named one of the Women of Distinction Honoree's. This year's event will take place on March 26, at the Tower Club Village, at 11:30 a.m.

The president called on Warren Croke who introduced Ray Forrester, President of the Gainesville Amateur Radio Association. Mr. Forrester shared with the board historical information relative to the Amateur Radio Association (commonly know as HAM radio operator) and expressed appreciation to Dr. Sasser and Santa Fe Community College for their support of the efforts of the HAM radio operator by allowing them to use the college's facility to set up field day exercises. Mr. Forrester presented Dr. Sasser with a plaque of appreciation.

Dr. Sasser mentioned that he would be getting in touch with the board in regards to having a retreat in March to discuss various topics.

The following quarterly employee award winners were recognized and received a plaque of appreciation and service pin: faculty, Carole Windsor; administrative and professional, Jan Taylor; career service, Clarence Wicks; part-time faculty, John Eichigner; part-time non-instructional, Glenda Strickland. Pat Simmons, recipient of the Alan J. Robertson Award, was also honored.

Bill Vivian received a framed copy of the reaffirmation statement and acknowledgement for service to the college throughout the SACS reaffirmation process.

Dr. Sasser noted that we were up 3 percent in enrollment. SFCC is second in the state in the percentage of in-district high school students enrolled, first in the percentage of in-district African American students enrolled, second for in-district Hispanic students enrolled, ninth among the nation's community colleges in degrees produced, our vocational placement surpasses state goals by 7 percent, and our associate of arts graduation rate surpassed the state average by 7 percent.

Trustees received copies of the 2002-2003 Factbook, institutional research notes, 2002 community college survey of student engagement, 2002 fall tech news, and the SFCC Friday Report.

Dr. Sasser reminded everyone that the Career Service Spring Tribute is scheduled for January 29, 2003, starting at 8:30 a.m. in R-01.

## **District Board of Trustees January 21, 2003**

### **Agenda Item: 2.2**

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Standardized Clinical Facilities Use Agreement with Flagler Hospital, Inc., St. Augustine, Florida -Respiratory Care	408.1350, 02-03
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The board has authorized its chair to execute on behalf of the board standardized form clinical facilities agreements without further action by the board. Such an agreement has been executed with Flagler Hospital, Inc. for students enrolled in the SFCC Respiratory Care program. Santa Fe has obtained permission from St. Johns River Community College for this clinical placement.

## **District Board of Trustees January 21, 2003**



Margaret Luongo Professor,  
English  
*M.A., University of Florida*

Rhonda Morris Assistant  
Professor,  
English  
*M.A., University of Florida*

Richard Tarbox Assistant  
Professor,  
Librarian  
*M.L.S., Florida State University*

Part Time

Bruce Anderson  
Shawna Mansfield  
George Swicord  
Adam Walker

**Board Action(s) Requested:**

**Approval**

Action: Motion to approve consent items 3.1 through 3.10: Jackson  
Second: Roundtree  
Vote: Bradley - yes, Brashear - yes, Jackson - yes, McRae - yes, Roundtree - yes, Womack - yes.

**C O N S E N T**

**District Board of Trustees  
January 21, 2003**

**Agenda Item: 3.2**

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Contract Staff (Administrative and Professional)	411.234, 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>	
Sheila Baker	Director, Health Science Counseling
Reeda Fullington	Director, Cardiovascular Technology
Linda Nichols	Chairperson, Sciences for Health Programs

Rita Sutherland Director, Nursing Programs

**Technical/Professional**

**Full Time**

**Appointment**

- |   |  |
|---|--|
| * Rayna Aarons                            | Career Manager, One Stop Center                          |
| <i>B.A., University of Florida</i>        |  |
| Elizabeth Auerbach                        | Systems Coordinator, Information Technology Services     |
| <i>A.S., Miami Dade Community College</i> |  |
| Judith Braun                              | Budget and Banking Services Manager, Office of Finance   |
| <i>B.A., West Georgia College</i>         |  |
| Cheryl Canova                             | Director, Andrews Center                                 |
| <i>M.A., University of Florida</i>        |  |
| * Georgeanne Clark                        | Mentoring Specialist, One Stop Center                    |
| <i>M.S., Northern Illinois University</i> |  |
| Virginia Crisalle                         | Programmer, Information Technology Services              |
| <i>A.S., Santa Fe Community College</i>   |  |
| Sandra Henderson                          | Counseling Specialist, High School Dual Enrollment       |
| <i>M.Ed., University of Florida</i>       |  |
| * Debra Hines-Warco                       | Orientation Specialist, One Stop Center                  |
| <i>A.A., Santa Fe Community College</i>   |  |
| * Shelly Loewe                            | OJT Contract and Recruitment Specialist, One Stop Center |
| <i>B.S., University of Nebraska</i>       |  |
| * Ade Ofunniyin                           | Senior Adults Specialist, Academic Foundations           |
| <i>M.S., University of Florida</i>        |  |
| * Laura Predny                            | Adult Education and Technology Specialist                |
| <i>B.A., University of Florida</i>        |  |
| Uma Sethuram                              | Coordinator, Accounting Services                         |
| <i>B.S., Bangalor University</i>          |  |

**\*Grant funded**

<u>Name</u>	<u>Position</u>
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**Promotion**

- |                  |                           |
|------------------|---------------------------|
| * Barbara Little | Perkins Grant Manager     |
| * Patricia West  | Coordinator, Upward Bound |

**\*Grant funded**

**Part Time**

Laura Alevy	Adult Education Specialist
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- \* Andy Anderson                      Downtown Lab Specialist
- \* Shellie Banfield                    Downtown Lab Specialist
- Alan Braun                            Instrumental Equipment Specialist
- \* Rosalyn Burgman                    Vocational Evaluator Specialist
- Thomas Clift                         Mathematics Lab Specialist
- \* Amy Cox                                Adult Education Specialist
- \* Audrey Holt                          Writing Lab Specialist
- Bermann Maesadieu                 Adult Education Specialist
- \* Julie McCollough                  Vocational Evaluator Specialist
- Joan Miller                            Reading Lab Specialist
- \* Laura Predny                         Downtown Lab Specialist
- Carol Pugh                            Testing Proctor
- \* Melissa Rios                          Graduate Assistant Specialist
- Nicole Rosenberg                    Life Model
- \* Karen Shaddeau                     Adult Education Specialist
- \* Suzanne Sheridan                  Downtown Lab Specialist
- \* Anne Sigmond                        Adult Education Specialist
- \* Stephen Walker                      Computer Applications Specialist
- \* Ann Weigl                             Downtown Lab Specialist

\*Grant funded

**Approval**

Action: Approved. See item 3.1.

**C O N S E N T**

**District Board of Trustees  
January 21, 2003**

**Agenda Item: 3.3**

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Community and Continuing Workforce Education Contract Staff	404.352, 02-03
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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

- Ryan Burgess                            American Sign Language
- Marsha Cooper                         Typing and Keyboarding



Rosemary Copeland	Quilting
Janet Foster	Microsoft Office
Lloyd LeZotte	Photography

Continuing Workforce Education

Bette Arnette	EMS Refresher
Sarah Jones	Microsoft SQL 2000
Roger Mallard	EMS Refresher

**Board Action(s) Requested:**

**Approval**

Action: Approved. See item 3.1.

**C O N S E N T**

**District Board of Trustees  
January 21, 2003**

**Agenda Item: 3.4**

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Career Service Staff	403.414, 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>	
Quinn Becker	Assistant Manager, Andrews Center
Guillermo Cifuentes	Police Office, SFCC Police Department
Graves Gabriel	Custodian, Facilities Services
Steve Gaudia	Custodian, Facilities Services
Patricia Karl	Administrative Secretary, Enrollment Services
Fabiola Kellenberger	Administrative Secretary, Office of Records
Catherine Mott	Accountant, Office for Development
Tommy White	Custodian, Facilities Services
Larry Wilcox	Custodian, Facilities Services
Christine Zink	Administrative Assistant, Academic Foundations
<u>Promotion</u>	
Mary Naffaa	Preschool Teacher, Little School

Robert Thompson

Maintenance Technician, Facilities Services

**Board Action(s) Requested:**

**Approval**

Action: Approved. See item 3.1.

**C O N S E N T**

**District Board of Trustees  
January 21, 2003**

**Agenda Item: 3.5**

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Ratification of Affiliation Agreement with  
North Florida Regional Medical Center

408.1346, 02-03

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A slightly different version of this affiliation agreement with North Florida Regional Medical Center was approved by the board at the November 2002 meeting. It allows for a clinical learning experience for students enrolled 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.

After the board's approval, North Florida Regional Medical Center advised the college that paragraph 1(g) was not acceptable and the new language was agreed upon after the November board meeting. Because the prior agreement was scheduled to expire November 30, 2002, it was critical that the agreement be signed so that many students could complete their clinical learning experience for the fall 2002 semester.

**Board Action(s) Requested:**

**Ratification**

Action: Approved. See item 3.1.

**C O N S E N T**

**District Board of Trustees  
January 21, 2003**

**Agenda Item: 3.6**

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Tech Prep Contracts with Gilchrist County School Board

408.1347, 02-03

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The Associate of Arts and Associate of Science transfer degree programs, along with Associate of Applied Science 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 Gilchrist County School Board. Changes were made in secondary and postsecondary articulated course requirements in the provisions to receive credit. Because these contracts are essentially the same, only one is attached. Santa Fe has obtained permission from Lake City Community College for this program.

Renewals

radiovascular Technology A.A/A.A.S. degrees - Academy of Health Related Professions  
Dental Assisting Certificate - Dental Lab Assisting

New

Building Construction Technology A.S./A.A.S. degrees - Construction Technology  
Health Information Management A.S. degree - Academy of Business Technology  
Legal Assisting A.S. degree - Academy of Business Technology  
Networking Service Technology A.S./A.A.S. degrees - Academy of Business Technology

**Board Action(s) Requested:**

**Approval**

Action: Approved. See item 3.1.

**C O N S E N T**

**District Board of Trustees  
January 21, 2003**

**Agenda Item: 3.7**

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Agreement with City of Gainesville/Gainesville  
Fire/Rescue - Emergency Medical Technology

408.1348, 02-03

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This agreement permits qualified SFCC students who are enrolled in the Emergency Medical Technology programs access to designated Gainesville Fire/Rescue in-service fire/rescue units for the purpose of receiving clinical laboratory experience under the supervision and direction of the city's medical director.

**Board Action(s) Requested:**

**Approval**

Action: Approved. See item 3.1.

**C O N S E N T**

**District Board of Trustees  
January 21, 2003**

**Agenda Item: 3.8**


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Addendum to Shands Master Clinical Education Agreement -  
Addition of Florida Surgical Center - Surgical Technology

408.1349, 02-03

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This addendum to the Master Clinical Education Agreement allows selected students enrolled in the Surgical Technology program to participate in supervised learning experiences at Florida Surgical Center.

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

Action: Approved. See item 3.1.

**C O N S E N T**

**District Board of Trustees**  
**January 21, 2003**

**Agenda Item: 3.9**


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Agreement with Bradford Christian Academy - High School Dual Enrollment

408.1353, 02-03

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This updated agreement for Bradford Christian Academy students details the responsibilities of Santa Fe Community College and Bradford Christian Academy regarding dual enrollment in the Technology and Applied Sciences, college academic, and college fine arts areas, as well as early admissions.

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

Action: Approved. See item 3.1.

**C O N S E N T**

**District Board of Trustees**  
**January 21, 2003**

**Agenda Item: 3.10**


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Scholarships for Disadvantaged Nursing Students -- Grant

409.1415, 02-03

The purpose of this project is to provide scholarship funds for minority and disadvantaged students in the Nursing program. Program participants will be nursing students who have demonstrated a commitment to pursuing a career in the health professions field. Grant funds may be used for tuition, books, supplies, and related expenses for an estimated two to three students.

The amount of funds requested from the U.S. Department of Health and Human Services, Bureau of Health Professions, is \$1,975, with no matching funds from Santa Fe Community College.

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

Operating budget impact: None

**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  
January 21, 2003**

**Agenda Item: 4.1**

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Project Report and Action Request - Building W Re-Roofing, Phase III Drawings	412.930, 02-03
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**Project Description:**

This project consists of the removal of the existing built-up roof on building W and the installation of a new roof. All equipment and duct curbs will be brought up to standard during this project as well.

Architect/engineer	Brame Architects, Gainesville, Florida
Contractor/construction manager	To be determined
Uniform building code inspector	In-house
Total project budget	\$350,000
Source(s) of funding	PECO

**Project Status:**

College staff has received and reviewed phase III documents for this project and is requesting subsequent approval of the board as well as permission to advertise for bid.

**Board Action(s) Requested:**

**A. Approval of phase III documents**

**B. Permission to bid**

Discussion: Bill Reese, Director of Facilities reviewed the facilities items 4.1 through 4.5 and action was taken on items 4.1, 4.2, and 4.5.

Action: Motion to approve items 4.1, 4.2, and 4.5: Womack

Second: Brashear

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

**District Board of Trustees  
January 21, 2003**

**Agenda Item: 4.2**

Project Report and Action Request - Building H, Phase III Drawings 412.931, 02-03

Project Description:

This project involves remodeling portions of building H for the Building Construction Technology program through a PECO allocation for workforce projects. This is one of three projects funded from a singular allocation based on earlier survey recommendations. At the April 2001 meeting, the board approved the educational specifications. The initial budget for the project was presented to the board during the September 2001 meeting as item 5.6, 2002-2003 Annual Budget, Unexpended Plant Fund (Fund 7).

Architect/engineer	Brame Architects, Gainesville, Florida
Contractor/construction manager	To be determined
Uniform building code Inspector	In-house
Total project budget	\$414,184
Source(s) of funding	PECO

Project Status:

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

**Board Action(s) Requested:**

**A. Approval of phase III documents**

Action: Approval. See item 4.1.

**District Board of Trustees  
January 21, 2003**

**Agenda Item: 4.3**

## Project Report and Action Request - Building N

412.932, 02-03

Project Description:

This project involves remodeling portions of building N for the Multimedia Production program through a PECO allocation for workforce projects. This is one of three projects funded from a singular allocation based on earlier survey recommendations. Once the design process clarifies the true scope of this project its budget, as well as the budgets of the two other workforce projects, will be revised. At the April 17, 2001, meeting, the board approved the educational specifications. The initial budget for the project was presented to the board during the September 2001 meeting as item 5.6, 2002-2003 Annual Budget, Unexpended Plant Fund (Fund 7).

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

Project Status:

This project achieved substantial completion on December 20, 2002.

Board Action(s) Requested:

**None**

**District Board of Trustees  
January 21, 2003**

**Agenda Item: 4.4**

## Project Report and Action Request - Building P, Phase III

412.933, 02-03

Funding History:

These projects were originally to be funded through a singular allocation. During the original year's funding cycle we were asked if we would accept the funding over a two-year period. 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, we asked for and were granted permission to increase the budget and extend the contracts of the architect and construction manager.

Project Description:

This 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 14 classrooms for occupancy in the fall of 2002. Phase III involves bringing the remaining portion of the building into

compliance with building, life safety codes, 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	\$1,115,504
Revised project budget	\$3,338,695
Source(s) of funding	PECO

**Project Status:**

College staff has received and processed a deductive change order #5 for the direct purchase of HVAC equipment. This project also achieved substantial completion on January 6, 2003.

Current construction contract amount	\$2,702,831.26
Change order #5 – deductive change order to direct purchase HVAC equipment.	<u>(\$17,131.90)</u>
Revised current construction contract amount	\$2,685,699.36

**Board Action(s) Requested:**

None

**District Board of Trustees  
January 21, 2003**

**Agenda Item: 4.5**

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Project Report and Action Request - Utility Infrastructure	412.934, 02-03
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**Project Description:**

Engineering reports dating back to 1980 have detailed problems with the underground utilities on the main campus. A significant portion of the underground domestic water piping was subsequently replaced, but little or no chilled water or heating hot water has been replaced. This piping has been the caused of numerous failures resulting in major disruptions to the campus. Additionally, the early first-phase buildings on the campus, for the most part, still have original mechanical equipment in operation. The air handlers are constant volume multi-zone units with open plenum return and interior insulation on the supply ductwork.

Architect/engineer	To be determined
Contractor/construction manager	To be determined
Uniform building code inspector	In-house



Total project budget \$6,282,735  
 Source(s) of funding PECO

Project Status:

As a standing request on the college's yearly Capital Improvement Program submission, it appears that the college will receive funds over the next three years to accomplish this work. Due to the fact that the total project cost exceeds the threshold for our annual contract engineers, we must advertise and select an engineering firm specifically for this project. Therefore, we are requesting permission to advertise and select an engineering firm to design this project.

**Board Action(s) Requested:**

**Permission to advertise and select an engineering firm**

Action: Approved. See item 4.1.

**District Board of Trustees  
 January 21, 2003**

**Agenda Item: 5.1**

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Report of Purchases for November and December 2002 202.502, 02-03

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Below are the total amounts and a summary of purchases for the months of November and December 2002.

Purchasing	\$1,303,557.27
Library	1,044.00
Risk Management Consortium	.00
Total	\$1,304,601.27

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
X43517 (Fund 7)	\$ 49,724.00	Contract	PPI Construction Management	Building R Renovation/Remodeling
X43766 (Fund 1)	\$ 27,504.96	Contract	MCSI-Florida, Inc.	Data Projectors and Mounts Downtown Center Support
X43773 (Fund 1)	\$ 129,420.64	Contract	Dell Marketing	Computers (104) Information Technology
X43895 (Fund 7)	\$ 96,045.00	Contract	PPI Construction Management	Building I Exterior Wall General Maintenance
X43895	\$ 117,802.00	Contract	PPI Construction	Building D Exterior Wall

(Fund 7)			Management	General Maintenance
X44142 (Fund 7)	\$ 99,557.00	Contract	PPI Construction Management	Building R Courtyard Wall General Maintenance
X44142 (Fund 1)	\$ 33,000.00	Special	Boys & Girls Club	Training Community Training Program
	<u>\$ 553,053.60</u>			

Purchases \$0 - \$25,000.00

Number of purchase orders: 684	Amount: \$652,880.51
Number of contracts awarded by the Board of Trustees: 1	Amount: \$ 97,623.16

**Board Action(s) Requested:**

**Approval of report**

Discussion: Rochelle Prince, Vice President for Finance, reviewed items 5.1 through 5.7 individually. A correction was made on item 5.4: Fee Waiver Report. The total number of waivers should be 255 instead of 206 and the non-credit fee amount should be \$2,420. The board then considered the items together.

Action: Motion to approve items 5.1 through 5.7: Brashear  
 Second: Roundtree  
 Vote: Bradley - yes, Brashear - yes, Jackson - yes, McRae - yes, Roundtree - yes, Womack - yes.

**District Board of Trustees  
 January 21, 2003**

**Agenda Item: 5.2**

Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of December 31, 2002 201.534, 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 December 31, 2002.

The following summary provides a comparison of actual revenues and expenditures for 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	31,687,804	60.37	29,350,819	58.83
Expenditures	21,754,636	39.98	22,715,411	45.20

**Board Action(s) Requested:**

**Approval of report**

Action: Approved. See item 5.1.

**District Board of Trustees  
January 21, 2003**

**Agenda Item: 5.3**

Warrants Issued November and December 2002

208.397, 02-03

In accordance with State Board of Education Rule 6A-14.073(5), a listing of all checks issued from November 1 through December 31, 2002, is available at this meeting for the board's information.

The amount disbursed for November 2002 was \$5,437,968.62.

Warrant Numbers

Manual Payroll	None
Manual Payables	0
Payables	281793 -283557
Payroll	574975 -575909

Electronic Transfers

40690 -42961

The amount disbursed for December 2002 was \$5,611,739.98.

Warrant Numbers

Manual Payroll	None
Manual Payables	0
Payables	283558 -284913
Payroll	575910 -576765

Electronic Transfers

42962 -45235

**Board Action(s) Requested:**

**Acceptance of report**

Action: Approved. See item 5.1.

**District Board of Trustees  
January 21, 2003**

**Agenda Item: 5.4**

Fee Waiver Report for Fall Term 2002

200.643, 02-03

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

	<u>Number of Waivers</u>	<u>Amount</u>
<u>Applications</u>		
Senior Citizens	<b>9</b>	<b>\$270.00</b>
<u>Course Fee – Credit</u>		
College Employee	69	\$11,158.50
Senior Citizens	39	10,689.60
PSAV	2	993.60
Employee Dependent	75	23,125.20
<b>Total Credit</b>	<b>185</b>	<b>\$45,966.90</b>
<u>Course Fee – Non-Credit</u>		
Senior Citizens	61	\$2,420.00
<u>Term Totals</u>		
Applications	9	\$270.00
Credit	185	45,966.90
Non-Credit	61	32,420.00
<b>Total</b>	<b>206</b>	<b>\$48,656.90</b>

**Board Action(s) Requested:**

**Approval**

Action: Approved. See item 5.1.

**District Board of Trustees  
January 21, 2003**

**Agenda Item: 5.5**

Colonel Harry M. Hatcher, Jr. Property Survey 03-05

200.646, 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 December 17, 2002, to consider departmental requests to be relieved from inventory accountability. The committee members sent their approvals that the following requests be accepted and recommend the board approve removal of the items listed below from the active property control inventory records. A detailed list of all items from each category is attached.

Category	Number of Items	Original Cost or Value Items < \$5,000 to be Removed from Inventory	Number of Items	Original Cost or Value Items > \$5,000 to be Removed from Inventory and Financial Records	Depreciation of Items > \$5,000	Total Book Value Items to be Removed from Inventory and/or Financial Records
Stolen Items	1	\$3,258.00	0	\$0.00	\$0.00	\$0.00
Worn-Out Equipment with No Salvageable Parts	4	\$6,548.04	3	\$19,580.00	\$19,580.00	\$0.00
Surplus Property	5	\$10,836.00	0	\$0.00	\$0.00	\$0.00
Trade-Ins	2	\$4,045.00	1	\$23,825.00	\$8,956.25	\$14,868.75
East Gainesville Initiative Transfers	20	\$29,530.00	0	0	0	0
Transfers	<u>44</u>	<u>\$70,750.00</u>	<u>0</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
<b>TOTAL</b>	<b>76</b>	<b>\$124,967.04</b>	<b>4</b>	<b>\$43,405.00</b>	<b>\$28,536.25</b>	<b>\$14,868.75</b>

### Notes

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

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

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.

Trade-Ins have been traded in on new equipment.

East Gainesville Initiative Transfers are those items that are being transferred to various east Gainesville churches where they will be located per the initiative.

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

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

### **Board Action Requested:**

#### **Approval of survey**

Action: Approved. See item 5.1.

**District Board of Trustees  
January 21, 2003**

**Agenda Item: 5.6**

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Approval of User Fees and Fines

200.644, 02-03

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At the July 23, 2002, board meeting, agenda item 5.8 referred to a special statewide audit of student fees by the state Auditor General's Office. A thorough review of all such user fees and fines was conducted with the following results:

A committee to identify and examine all fees charged on campus met on October 21, 2002. Florida Statute 240.35(15) was reviewed, emphasizing the impact that it has on the fees charged to students and the community. From that committee, five categories of fees were identified and a subcommittee was formed for each. They are laboratory, testing, application, community, user, and equipment replacement fees. The committee determined that all fees and fines identified have been approved by the District Board of Trustees, with the exception of the duplicating or photocopying fees and towel and locker fee identified below and the dental and computer repair fees attached hereto. Also attached is a summary of all fees, other than tuition, charged by the college.

The Laboratory Fees Subcommittee met to examine the process used to request or change a laboratory fee charged to students. Laboratory fees are approved by the board prior to fall semester each year. The result of this subcommittee is to revise the process and develop and implement a new form. An annual review and justification of all laboratory fees will be conducted with the first review scheduled for March 2003 for the fall 2003 semester.

Note: Prior to the Student Health Care Committee being formed, an amendment was made to the

process of collecting fees at the Student Health Clinic run by the University of Florida on our campus so that the university is responsible for all collections at the clinic.

### User Fees

Approval is requested for the following user fees:

Photocopying	\$ .10 per copy
Towel and Locker fee	\$3 per semester

Photocopying \$.10 per copy  
Towel and Locker fee \$3 per semester

### Clinical Fees

The proposed fees for dental and the computer repair lab are shown on the attached pages. Approval is requested for the fees that are part of the practical experience clinics (dental and computer repair) for the relevant instructional program.

### **Computer Repair Clinic Fees**

#### Troubleshooting

Troubleshooting/Diagnosis (look at it)	\$20
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#### Consultation

Consultation/Training	\$20/hour
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#### Maintenance

Computer Cleaning	\$15
System Customization	\$15
System Tune-Up	\$24

#### Installation and Configuration

Install/Configure Memory	\$24
Install/Configure Hard Drive	\$40
Install/Configure Modem	\$32
Install/Configure Scanner	\$16
Install/Configure Network Card	\$32
Install/Configure Storage Devices (Zip etc.)	\$28
Install/Configure CD-RW Drive	\$40
Install/Configure CD-ROM	\$32
Install/Configure Sound Card	\$32
Install/Configure Video Card	\$32
Install/Configure Game/I/O Card	\$32

Program/Software

Install Software	\$16
Install Anti-Virus	\$16
Install ISP	\$20
Install/Configure Operating System	\$48

Dental Clinic Fees

<u>Description</u>	<u>SFCC</u>
Oral Exam	\$15
Adult Prophylaxis	20
Perio Scaling per Quad	15
Child Prophy	10
PAN/BWX	30
FMX	30
4 BWX	10
2 BWX	8
PAN	25
Sealants	10 first, 5 each add
Periapical film	3
Amalgam 1 surface	31
Amalgam 2 surfaces	41
Amalgam 3 surfaces	51
Amalgam 4 surfaces	61
Resin 1 surface	34
Resin 2 surfaces	39
Resin 3 surfaces	44
Resin 4 surfaces	72
Resin 1 surface, Posterior	31
Resin 2 surfaces, Posterior	41
Resin 3 surfaces, Posterior	51
Re-cement Crown	17
Sedative Filling	18
External Bleaching per arch	40
Touch up Bleach Kit	25
Sports Guard	10



We Care N/C  
 Medicare/Medicaid 50% off fee

**Summary of Fees**

Fee Name	Students, Staff, or Community	Florida Statute Authority *	Cited in Statute	Board Rule or Approval	Approved by BOT	Note
Facilities Use Fees	Community	240.35 (15); 243.19	Y	6.4	Y	
Laboratory Fees	Students	240.35 (15)	Y	7.11	Y	
Testing Fees	Students	240.35 (15)	Y	7.11	Y	
Application Fees	Students	240.35 (15)	Y	7.11	Y	
Student Activity Fee	Students	240.35 (10)	Y	7.11	Y	
Financial Aid Fee	Students	240.35 (11)	Y	7.11	Y	
Capital Improvement Fee	Students	240.35 (14)	Y	7.11	Y	
Assessment and Testing Fees	Students	240.35 (15)	Y	7.11	Y	
Parking Fines	Students, Staff, or Community	240.35 (15)	Y	6.8	Y	
Library Fines	Students, Staff, or Community	240.35 (15)	Y	7.31	Y	
Equipment Use or Damage Fees	Students	240.35 (15)	Y	7/23/02	Y	
Access or ID Fees	Students and Staff	240.35 (15)	Y	7/23/02	Y	
Duplicating or Photocopying Fees	Students, Staff, or Community	240.35 (15)	Y	Requested 1/21/03		\$0.10
Theatre Tickets	Community	240.35 (15)	User	5.19	Y	Free for Students
Community Education	Students, Staff, or Community	240.35 (15)	User	7.11	Y	
Continuing Workforce Ed Fees	Students, Staff, or Community	240.35 (15)	User	7.11	Y	
Dental Clinic Fee	Students, Staff, or Community	240.35 (15)	User	Requested 1/21/03		Not a student fee
Towels and Locker Fees	Students, Staff, or Community	240.35 (15)	User	Requested 1/21/03		\$3 each
Computer Repair	Students, Staff,	240.35 (15)	User	Requested		Not a

Fee	or Community	240.35 (15)	User	1/21/03		student fee
Little School Tuition	Students, Staff, or Community	240.35 (15)	User	6/18/02 & 11/12/02	Y	
IPS Assessment Fee	Students	943.2563				Assessment Center

\* Statute in effect at time of the audit and review. Sections in FS 240 replaced by Sections in FS 1009 as of January 7, 2003.

**Board Action Requested:**

**Approval of committee’s report and approval of the user fees for photocopying and towel and locker use, and fees for dental clinic and the computer repair lab**

**District Board of Trustees  
January 21, 2003**

**Agenda Item: 5.7**

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Acceptance of Donations	200.645, 02-03
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Verrandeaux Visual Communications has donated the following items to the college’s Visual and Performing Arts Department:

<u>Items</u>	<u>Value</u>
AGFA AccuSet 1000	\$700.00
AGFA Star 400 RIP	700.00
AGFA AC1 40 Cassette (2)	700.00
AGFA Reloadable Cassette (2)	700.00
X-Rite Densitometer	4,500.00
NuArc Exposure Unit	9,000.00
DuPont Film Processor	8,500.00
DuPont Wash Off Unit (Processor)	7,000.00
DuPont Laminator	8,000.00
Laminator Table	2,000.00
Carrier Plate	4,000.00

**Board Action(s) Requested:**

**Acceptance of donations**

Action: Approved. See item 5.1.

**District Board of Trustees  
January 21, 2003**

**Agenda Item: 6.1**

Amendment to Rule 7.13: Waiver of Fees

410.349, 02-03

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.

It was noted at the November board meeting that this allows a 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.

**Board Action(s) Requested:**

**Approval**

Discussion: Trustee Bradley asked why the board was approving Rule 7.13 if negotiations were not complete. Dr. Sasser replied that this rule gives permission for us to proceed with negotiation with UF and implementation once approval has been reached.

Action: Motion to approve: Jackson

Second: Roundtree

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

**District Board of Trustees  
January 21, 2003**

**Agenda Item: 7.1**

Tech Prep Regional Partnership Agreement with  
Central Florida Community College

408.1352, 02-03

This agreement will facilitate articulation and acceleration in order to serve high school students with increased choices in the Santa Fe Tech Prep Consortium and the Mid-Florida Tech Prep Consortium.

**Board Action(s) Requested:**

**Approval**

Action: Motion to approve items 7.1 through 7.3: Womack

Second: Roundtree

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

**District Board of Trustees  
January 21, 2003**

**Agenda Item: 7.2**

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Agreement with the University of Florida - Testing Procedures for Online Undergraduate Business Program	408.1351, 02-03
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The agreement allows Santa Fe Community College Assessment Center to provide testing services to the University of Florida online undergraduate Business Program. The university will pay Santa Fe \$225-300 per course for an estimated annual amount of \$2475 to \$3300. The agreement will be reviewed and renewed annually.

**Board Action(s) Requested:**

**Approval**

Action: Approved. See item 7.1.

**District Board of Trustees  
January 21, 2003**

**Agenda Item: 7.3**

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Upward Bound -- Grant	409.1414, 02-03
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The purpose of this project is to generate in participants the academic skills and personal motivation necessary to persist in completing high school and to enter and complete a program of postsecond-ary education. The project will serve at least 70 students per year from target schools in Alachua and Bradford counties. Students will participate in an academic year component of tutoring, supple-mental instruction, and personal, academic, and career counseling. Students will also participate in a six-week non-residential summer enrichment component. This is year one of a five-year project.

The amount of funds requested from the U.S. Department of Education is \$374,526, with no matching funds from Santa Fe Community College.

Duration of this project is September 1, 2005, through August 31, 2006.

Operating budget impact: None

**Board Action(s) Requested:**

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

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

Action: Approved. See item 7.1.

**District Board of Trustees  
January 21, 2003**

**Agenda Item: 8.1**

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Military Leave of Absence

420.126, 02-03

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Per Florida Statute 115.14, John Fitchue, full-time technical/professional employee in the Information Technology Services Department, has been called to active military duty and will be on a military leave of absence effective January 15, 2003. As Mr. Fitchue has been called to service to protect our nation, and as permitted by FS 115.14, it is requested that he continue to be compensated at his current contract rate of pay for a period equal to 30 duty days and that the college continue to provide life insurance in the current amount of \$4.10 throughout the duration of his leave of absence.

**Board Action(s) Requested:**

**Approval to:**

- 1. Grant military leave of absence under the terms of FS 115.14 to John Fitchue, effective January 15, 2003**
- 2. Compensate him at his current rate of pay for 30 duty days**
- 3. Continue to provide life insurance at the current amount for the duration of his leave**

Discussion: Chair McRae commented that this is a wonderful opportunity to support our servicemen and their families during this period of transition.

Action: Motion to approve: Roundtree

Second: Jackson

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

**A D D E D**

**District Board of Trustees  
January 21, 2003**

**Agenda Item: 9.1**

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Request of the State Board of Education for a Special Purpose  
Center Designation and Legislative Approval to Acquire Facilities

400.434, 02-03

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Pursuant to 6H-1.040 FAC and 1013.40(3) FS respectively, it is recommended that the board

request that the State Board of Education designate a Special Purpose Center for the southeast Bradford County area and that the Florida Legislature approve the use of private funds to acquire facilities for the center.

A Special Purpose Center is a unit of a community college consisting of college-owned facilities or unowned facilities leased for more than one year that provide a limited number of special, clearly defined programs or services, such as instruction or administration.

The center is expected to contain approximately 10,000 square feet of instructional space, including eight general classrooms, a community board room, and a community commons meeting room. Construction is anticipated to begin fall of 2003 and be completed by December 2004.

**Board Action(s) Requested:**

**Approval of:**

- 1. Request to State Board of Education to designate a Special Purpose Center for the Southeast Bradford County Lake Region**
- 2. Request to the Florida Legislature for authority to acquire facilities for the center through private, non-PECO, funding.**

Action: Motion to approve: Jackson

Second: Brashear

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

**District Board of Trustees  
January 21, 2003**

**Agenda Item: 10**

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Board Members' Remarks

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Chairman McRae commented that he had spoken with a part-time professor who is teaching classes at the Lillian Stump Center and he expressed that this was the most user-friendly environment in which he has ever taught. Dr. Hutchins expressed appreciation for the comment and added that the Lillian Stump Center really reflects the cooperative effort of the citizens of Bradford County, the School Board, the professional community, and the SFCC Endowment.

Trustee Bradley commented that the Spring Arts House grand opening was excellent and that the work done to restore the house was impressive and provides a beautiful enhancement to the community. Chairman McRae also expressed appreciation and praise for Harvey Sharron and his staff for all their hard work and commitment to restoring the home.