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District Board of Trustees Santa Fe Community College
Minutes for Board Meeting of February 18, 2003
Blount Downtown Center Board Room

Adoption of Agenda
418.414, 02-03

Agenda Item: 1.1

1. General Functions

1.1 Adoption of Agenda for Meeting of February 18, 2003

1.2 Approval of Board Meeting Minutes of January 21, 2003

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2.2 Continuing Contract Candidates for 2003-2004

3. Consent Items

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4.2 Project Report and Action Request - Spot Survey of Buildings Y-102 and P-228

4.3 Project Report and Action Request - Building P, Phase III (Final Completion)

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5.3 Warrants Issued for January 2003

5.4 Report of Investments, Quarter Ending December 31, 2002

5.5 Colonel Harry M. Hatcher, Jr. Property Report Survey 03-06

5.6 Florida Community Colleges Risk Management Consortium Agreement for Professional Technical Services

6. General Institutional Items

6.1 Continuing and Community Education EnRich! Brochure - Spring 2003

6.2 Permission to Expend Dr. Philip Benjamin Academic Improvement Trust Funds

7. Contracts/Grants

7.1 Computer Science, Mathematics, Engineering Scholarships -- Grant

7.2 Dr. Philip Benjamin Matching Grant Program for Community Colleges

8. Board Members' Remarks

8.1 Board Members' Remarks

9. Citizen's Requests

10. Adjournment

Board Action(s) Requested:

Approval

Action: Motion to approve: Womack

Second: Roundtree

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

**District Board of Trustees
February 18, 2003**

Agenda Item: 1.2

Approval of Board Meeting Minutes of January 21, 2003	401.405, 02-03
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The minutes of the regular meeting of the District Board of Trustees of Santa Fe Community College held January 21, 2003, are presented for approval.

Board Action(s) Requested:

Approval

Action: Motion to approve: Roundtree

Second: Davis

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

District Board of Trustees

February 18, 2003

Agenda Item: 2.1

President's Report	Information Item
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Dr. Sasser noted that due to time constraints, the board presentation by Buz Bireline will be postponed until the March board meeting.

The president thanked Paul Hutchins and his staff for their hospitality in hosting today's board meeting.

President Sasser recognized Myrna Cabrera-Rivero, FACC Chapter President; Yvonne Currie, Career Service Chair; Chantel Wilson, Student Government President; and Ward Scott, College Senate President.

Dr. Sasser mentioned the possible dates for a board retreat in April. He noted that Tina Crosby would be calling the trustees to confirm.

Trustees received copies of the SFCC Friday Report, SFCC Teaching Zoo Peacock Prints, and a book titled *Bradford County Its History and Its People*.

District Board of Trustees

February 18, 2003

Agenda Item: 2.2

Continuing Contract Candidates for 2003-2004	Information Item 402.639, 02-03
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Candidates for continuing contract are listed below. Files for these individuals are available for board members to review in the office of the Vice President for Academic Affairs. Recommendations for board action regarding continuing contract personnel will be presented at the March 25, 2003, board meeting.

It should be noted that the presentation of this list does not imply a recommendation for continuing contract.

2002-2003 Continuing Contract Candidates

Naima Brown-Smith
 Joan Campbell
 David Depatie
 Douglas Diekow
 Gail Ellyson
 John Graney
 Dawn Graziani
 Harry Hooper
 Jean Hutton
 Jon Jordan
 Kevin Kasper
 Cassandra Kirby
 Kelly Liakos
 Ann Martin-Segrini
 Johanna McBride
 Daniel McGraw
 Ramona Miller
 Susan Nugent
 Deborah Paige
 Patti Paige
 Toni Phillips
 George Price
 Pierre-Michel Rameau
 Bruce Russell
 Shelley Russell
 Glenn Smith
 Beverly Turner
 William Wall

C O N S E N T

**District Board of Trustees
February 18, 2003**

Agenda Item: 3.1

Contract Staff (Faculty)

402.640, 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.

Full Time

Elizabeth Engel	Assistant Professor, Librarian
<i>M.A., University of South Florida</i>	
Denise Guerin	Assistant Professor, Biology
<i>M.S., University of Florida</i>	
Gerald Johnston	Assistant Professor, Biology
<i>Ph.D., University of Miami</i>	
Margaret Luongo	Assistant Professor, English
<i>M.F.A., University of Florida</i>	

John Marks Assistant Professor, Information Technology Education
M.S., Barry University

Rhonda Morris Assistant Professor, English
Ph.D., University of Florida

*Brett Schroeder Interim Assistant Professor, Graphic Design
B.F.A., Ringling School of Art and Design

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

Part Time

Carla Anderson
Marilyn Booher
Kevin Byrne
Cathy Campbell
Thomas Clift
Bernard Collins
David Dean
Michael Fender
Ariela Fuchs-Eisenberg
Susan Greimel

Karen Harbst-Citta
Gerald Jackson
Shrikant Jagtap
Clifford LeBlanc
Michelle Lee
Charles Lesch
Paulette Marek
Wahida Mohammed
Marissa Molinar
Wendy Moore

Jody Peeling
Frederick Pennington
Jocelyn Peskin
Chittur Radhakrishnan
Claude Richards
Robert Roberg
Twyla Roberts
Edgardo Rodriguez
Shanaz Sawyer
Nicole Schildkraut

Jesse Schold
Hong Shaddy
Debbie Sheneman
Patricia Shipman
Ronna Stevens
Richard Swilley
Noel Thomas
Richard Tovar
Robert Ulmer
Mary Ulseth
Mary Wilkinson

* Grant funded

Board Action(s) Requested:

Approval

Action: Motion to approve consent items 3.1 through 3.5: Roundtree

Second: Brashear

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

C O N S E N T

**District Board of Trustees
February 18, 2003**

Agenda Item: 3.2

Contract Staff (Administrative and Professional)

411.235, 02-03

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

Technical/Professional

Name

Position

Judith Braun

Budget/Banking Manager, Office for Finance

B.A., West Georgia University

Cheryl Canova Director, Andrew's Center

B.S., University of Florida

Angela Chin Websmith, Center for Academic Technologies

A.A.S., Santa Fe Community College

Virginia Crisalle Programmer, Information Technology Services

A.S., Santa Fe Community College

*Joan McQueen Transition Specialist, Academic Foundations

M.A., State University of New York

Uma Sethuram Coordinator, Accounting Services, Office for Finance

B.S., Bangalore University

Mathew Thompson Network System Specialist, Center for Academic Technologies

Six years of information technology related experience

Part Time

<u>Name</u>	<u>Position</u>
* Laura Alevy	Adult Education Specialist
Mary Daryl Anderson	Holistic Scoring Specialist
Blake Bailey	Holistic Scoring Specialist
Benjamin Bain-Creed	Holistic Scoring Specialist
Darlene Banks	Upward Bound Specialist
* Soraya Benitez	Adult Education Lab Specialist
Theodore Bowman	Programmer
Sandra Bradley	Student Aid Specialist
Sarah Brewster	Writing Lab Specialist
* Connie Caldwell	Adult Education Specialist
Deanne Caldwell	Information Specialist
Suzanne Carolton	Holistic Scoring Specialist
Thomas Clift	Math Lab Specialist
* Amy Cox	Adult Education Specialist
Kelly Coxe	Writing Lab Specialist
Sara Dahlman	Vocational Prep Specialist
* Rosemary Davis	Services Coordinator Specialist
Carolyn Dennis	Holistic Scoring Specialist
Wilhemina Denunzio	Youth Specialist
Daniel Drost	Fitness Center Manager
* Jennifer Duncan	Adult Education Specialist

Kathryn Ellis	Lab Specialist
Timothy Fitzpatrick	Adult Education Specialist
Mathew Forester	Holistic Scoring Specialist
Rebecca Foster	Biotechnology Lab Manager
Yvette Giles	Holistic Scoring Specialist
Tanisha Henry	Lab Manager Specialist
* Mark Hills	Writing Lab Specialist/Holistic Scoring Specialist
* Audrey Holt	Writing Lab Specialist/Holistic Scoring Specialist
Lisa Houston	Holistic Scoring Specialist
Sarah Huffines	CLAST Lab Specialist
Ivy Johnson	Vocational Prep Specialist
Traci Klass	Holistic Scoring Specialist
* James Kocher	Critical Thinking Lab Specialist
Jennifer Lane	Holistic Scoring Specialist
* Beverly Leibach	ESL Lab Specialist
Margaret Luongo	Holistic Scoring Specialist
* Paulette Marek	Adult Education Lab Specialist
Kelli McChesney	Student Advisement Specialist
Sarah McIntosh	Holistic Scoring Specialist
* Bermann Mesadieu	Adult Education Specialist
Joan Miller	Reading Lab Specialist
Julia Odom	Holistic Scoring Specialist
* Priscilla Parker	Technical Programs Specialist
Charles Parks	Vocational Prep Specialist
Marianne Preisler	Programmer Specialist
* Shirley Rehberg	Adult Education Specialist
* Melissa Rios	Student Government Leadership Specialist
* Patricia Schlenker	Adult Education Specialist
* Rebecca Schroepfel	Adult Education Specialist
Edward Sells	Counseling Specialist
* Rita Shapiro	Yoga Specialist
* Edward Shaw	Adult Education Specialist
Anne Sigmond	Adults with Disabilities Specialist
Lucille Skipper	Reading Lab Specialist
William Clay Smith	Holistic Scoring Specialist
* Jessica Spence	Aerobics Specialist
* Barbara Stakely	ESL Lab Specialist

Wendy Toure	Adult Education Specialist
* Samuel Wicks	Adult Education Specialist
Paul Williamson	Payroll Manager
Patricia Wolfe	Photography Lab Manager
Chris Zurheide	Writing Lab Specialist

* Grant funded

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1.

C O N S E N T

**District Board of Trustees
February 18, 2003**

Agenda Item: 3.3

Career Service Staff	403.415, 02-03
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The individuals listed below are being recommended for appointment.

<u>Name</u>	<u>Position</u>
Quinn Becker	Assistant Manager, Andrews Center
Lisa Davis	Administrative Secretary, Health Sciences

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1.

C O N S E N T

**District Board of Trustees
February 18, 2003**

Agenda Item: 3.4

High School Dental Aide Project -- Grant	409.1416, 02-03
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The purpose of this project is to support the Dental Aide program for the 2002-2003 academic year for health academy students from the Gainesville High School Institute of Health Professions and the Lake City High School Academy of Health Related Professions. This is a renewal of an existing project that has been approved by the Board of Trustees in the past. Approximately 12 high school students will participate in the program.

The amount of funds requested from Suwannee River Area Health Education Center, Inc. is \$3,000, with no matching funds from Santa Fe Community College.

Duration of this project is July 1, 2002, through June 30, 2003.

Operating budget impact: None

Board Action(s) Requested:

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

Action: Approved. See item 3.1.

C O N S E N T

**District Board of Trustees
February 18, 2003**

Agenda Item: 3.5

Health Careers Opportunity Program -- Grant	409.1417, 02-03
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The purpose of this project is to form the Santa Fe Community College Health Careers Opportunity Program (HCOP) partnership to facilitate the entry to, retention in, and graduation from one of the targeted health sciences programs or entry into an upper division health professional school by students from disadvantaged backgrounds. Fifty HCOP-eligible high school students will be chosen for preliminary education through a two-week HCOP High School Summer Institute housed at the Institute for Health Professions at Gainesville High School and through the HCOP Saturday Academy at Santa Fe Community College. Twenty-eight HCOP-eligible graduating seniors or college students will be selected for preliminary education through a six-week HCOP College Summer Institute at SFCC. Associated with the preliminary education will be retention services that support the college students through their prerequisite curriculum and through a health sciences program curriculum or a general Associate in Arts curriculum for transfer. This is year three of a three-year project.

The amount of funds requested from the U.S. Department of Health and Human Services, Public Health Services, Health Resources and Services Administration, Bureau of Health Professions, is \$239,051, with an in-kind contribution of \$22,962 from Santa Fe Community College.

Duration of this project is March 1, 2003, through February 28, 2004.

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.

**District Board of Trustees
February 18, 2003**

Agenda Item: 4.1

Project Report and Action Request - Building W (Final Completion)	412.935, 02-03
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This project involves remodeling portions of building W for the Biotechnology program through a PECO allocation for workforce projects. It is one of three funded from a singular allocation, based on earlier survey recommendations. Once the design process clarifies the true scope of this project, 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 during the September 2001 meeting as item 5.6, 2001-2002 Annual Budget, Unexpended Plant Fund (Fund 7).

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

Project Status:

This project has reached final completion.

Board Action(s) Requested:

None

Discussion: Bill Reese, Director of Facilities, reviewed the facilities items 4.1 through 4.4 and action was taken on items 4.2 and 4.4. Dr. Sasser noted that item 4.4 has already been approved by the legislature, but needs State Board of Education approval. Trustee Womack asked if P-228 was in the old library. Mr. Reese confirmed that it was. Trustee Jackson asked for clarification of the library space in Y-102. Mr. Reese explained that this area is currently coded as a library stack space and will be converted into a classroom.

Action: Motion to approve items 4.2 and 4.4: Womack

Second: Brashear

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

**District Board of Trustees
February 18, 2003**

Agenda Item: 4.2

Project Report and Action Request - Spot Survey
of Buildings Y-102 and P-228

412. 937, 02-03

Project Description:

Pursuant to Section 235.15(1), Florida Statutes, administrative staff of Santa Fe Community College is recommending an amendment to the Educational Plant Survey for Santa Fe Community College dated March 21, 2000. In accordance with Section 235.15(1), F.S., the amendment shall be reviewed and approved by the board.

The amendment, also known as a "spot survey," provides for the conversion of existing library space in Y-102 to general classroom space and conversion of existing class laboratory space in P-228 to office space. Due to the similarity in size, there will be little or no effect on existing inventory totals. Staff is in the process of reconciling the space inventory for appropriate coding of classroom and office space.

Funds for the remodeling of these spaces will come from local funds.

Project Status:

The department is awaiting board approval prior to further development of plans and specifications for the alteration of the spaces in P and Y buildings.

Board Action (s) Requested:

Approval of spot survey recommendation

Action: Approved. See item 4.1.

**District Board of Trustees
February 18, 2003**

Agenda Item: 4.3

Project Report and Action Request -
Building P, Phase III (Final Completion)

412.938, 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. Halfway through the following year, in an attempt to stimulate the economy, the legislature funded the remaining dollars. In 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, 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:

This project has reached final completion.

Board Action(s) Requested:

None

**District Board of Trustees
February 18, 2003**

Agenda Item: 4.4

Request of the State Board of Education for a Special Purpose Center Designation for the Southwest Alachua County/Archer Area	400.436, 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 Southwest Alachua County/Archer area.

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 be completed by June 2003.

Board Action(s) Requested:

Approval to request the State Board of Education to designate a Special Purpose Center designation for the Southwest Alachua County/Archer area

Action: Approved. See item 4.1.

**District Board of Trustees
February 18, 2003**

Agenda Item: 5.1

Report of Purchases for January 2003	202.503, 02-03
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Below are the total amounts and a summary of purchases for the month of January 2003.

Purchasing	\$659,692.20
Library	0.00
Risk Management Consortium	221,629.88
Total	\$881,322.08

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
X44291 (Fund 7)	\$ 27,200.00	Sole Source	Schindler Elevator	Elevator Controllers, Bldgs. K and S Utilities System College-Wide
X44353 (Fund 1)	\$ 42,510.00	Contract	IBM	Systems Programming ITS Special Projects
X44414 (Fund 1)	\$ 27,604.80	Contract	Dell Marketing	Computers (20) Support – IT
X44434 (Fund 7)	\$ 43,241.00	Contract	PPI Construction Management	Range Lead Removal IPS Berm Repair
X44558 (Fund 6)	\$156,629.88	Special	Arthur J. Gallagher	Premium for Stop/Loss Coverage Property-Casualty 3/02-2/03
X44633 (Fund 6)	\$ 65,000.00	Special	Pricewaterhouse-Coopers	Health/Life Consulting Risk Management Consortium
X44635 (Fund 7)	\$ 88,803.00	Contract	PPI Construction Management	Building U Panel Replacement General Building Exterior

X44679 (Fund 7)	\$ 37,060.00	Contract	PPI Construction Management	Bldg. P Communications Upgrade Technology Infrastructure
<hr/>				
\$488,048.68				

Purchases \$0 - \$25,000.00

Number of purchase orders: 478 Amount:\$367,027.32

Number of contracts awarded by the Board of Trustees: 2 Amount:\$ 26,246.08

Board Action(s) Requested:

Approval of report

Discussion: Rochelle Prince, Vice President for Finance, reviewed items 5.1 through 5.6 individually. The board then considered the items together.

Action: Motion to approve items 5.1 through 5.6: Roundtree

Second: Davis

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

**District Board of Trustees
February 18, 2003**

Agenda Item: 5.2

Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of January 31, 2003	201.535, 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 January 31, 2003.

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	36,070,639	68.72	34,147,408	68.44
Expenditures	25,849,916	47.49	26,685,699	53.10

Board Action(s) Requested:

Approval of report

Action: Approved. See item 5.1.

**District Board of Trustees
February 18, 2003**

Agenda Item: 5.3

Warrants Issued for January 2003

208.398, 02-03

In accordance with State Board of Education Rule 6A-14.073(5), a listing of all checks issued from January 1 through January 31, 2003, is available at this meeting for the board's information. The amount disbursed for the month was \$12,157,177.03.

Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	284914 - 294799
Payroll	576766 - 577746

Electronic Transfers

45236 - 47408

Board Action(s) Requested:

Approval

Action: Approved. See item 5.1.

**District Board of Trustees
February 18, 2003**

Agenda Item: 5.4

Report of Investments, Quarter Ending December 31, 2002

201.536, 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 December	.54%
Interest earnings, quarter	\$ 20,150
Interest earnings, fiscal year to date	\$ 39,231

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 December 31, 2002	1.64%
Interest earnings, quarter	\$ 23,428
Interest earnings, fiscal year to date	\$ 47,327

Short-term investments are also maintained in the Florida Treasury Special Purpose Investment Pool. These funds are available for transfer to the demand deposit account upon request.

Interest rate at December 31, 2002	4.715%
Interest earnings, month*	\$ 9,978
Interest earnings, fiscal year to date	\$ 9,978

* Funds transferred to this new account December 20, 2002.

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	1.67 Years
Anticipated yield to maturity	3.342%
Earnings, quarter	\$ 80,237
Earnings, fiscal year to date	\$152,194

Interest Earnings Comparison:

Total interest earnings fiscal year to date 2002/2003 \$248,730
Total interest earnings fiscal year to date 2001/2002 \$282,615

Board Action(s) Requested:

Approval of report

Action: Approved. See item 5.1.

**Board of Trustees
February 18, 2003**

Agenda Item: 5.5

Colonel Harry M. Hatcher, Jr. Property Report Survey 03-06

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 January 27, 2003, to consider departmental requests to be relieved from inventory accountability. The committee members sent their approvals that the following requests be accepted and recommends board approval to remove 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	\$875.60	0	\$0.00	\$0.00	\$0.00
Worn-Out Equipment with Salvageable Parts	6	\$20,690.45	0	\$0.00	\$0.00	\$0.00
Worn-Out Equipment with No Salvageable Parts	5	\$8,147.20	1	\$13,430.40	\$13,430.40	\$0.00
Surplus Property	14	\$24,041.55	2	\$14,410.92	\$14,410.92	\$0.00
Lab Replacement	1	\$1,513.00	0	\$0.00	\$0.00	\$0.00
Trade-Ins	0	\$0.00	1	\$7,250.00	\$7,250.00	\$0.00
Transfers	7	\$11,226.00	0	\$0.00	\$0.00	\$0.00
TOTAL	34	\$66,493.80	4	\$35,091.32	\$35,091.32	\$0.00

Notes

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

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

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

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

Trade-Ins have been traded in on new equipment.

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(s) Requested:

Approval of the survey

Action: Approved. See item 5.1.

**Board of Trustees
February 18, 2003**

Agenda Item: 5.6

Florida Community Colleges Risk Management Consortium Agreement for Professional Technical Services	209.89, 02-03
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The college's existing fiscal agency agreement with the Florida Community Colleges Risk Management Consortium contains language specifying a reserve of consortium funds required by an insurance carrier. In the post-September 11 insurance and bonding environment, carriers are requiring larger reserves against claims and bonding is no longer available to partially cover the reserve. Consequently, the carrier requires that the reserve amount be increased by a formal addendum to the agreement between the college and the consortium. Consortium funds are more than adequate to cover the required reserve. No college funds are involved.

Board Action(s) Requested:

Approval of the addendum to the agreement

Action: Approved. See item 5.1.

**District Board of Trustees
February 18, 2003**

Agenda Item: 6.1

Continuing and Community Education EnRich! Brochure - Spring 2003

415.96, 02-03

As required by State Board of Education regulations, the schedule of Community Education and Center for Business EnRich! courses for spring term 2003 is presented for board approval. Term dates are April 12 through May 30, 2003, with registration beginning March 24 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 items 6.1 and 6.2: Roundtree

Second: Davis

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

**District Board of Trustees
February 18, 2003**

Agenda Item: 6.2

Permission to Expend Dr. Philip Benjamin
Academic Improvement Trust Funds

400.435, 02-03

The Santa Fe Community College Endowment Corporation requests permission to expend a total of \$31,231 from the Dr. Philip Benjamin Academic Improvement Trust Fund to purchase scientific and technical equipment to train students in the college's Associate of Applied Science program and in the Certificate program. These expenditures are specifically to replace the obsolete, non-functioning Mustang Dynamometer used to train SFCC students. Attached is a list of equipment and rationale for these purchases. Approximately 80 students will benefit from the purchase of this equipment, as well as students in our community education and continuing education courses.

Board Action(s) Requested:

**Approval to submit the equipment list to the State Board of Education,
Division of Community Colleges, for permission to expend these funds**

Discussion: Joan Suchorski, Assistant Vice President Development, Grants, and Projects, reviewed items 7.1 and 7.2 individually. The board then considered the items together.

Action: Motion to approve items 7.1 and 7.2: Roundtree

Second: Davis

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

**District Board of Trustees
February 18, 2003**

Agenda Item: 7.1

Computer Science, Mathematics, Engineering Scholarships -- Grant	409.1418, 02-03
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The purpose of this project is to identify and support scholarships for academically talented, financially needy students, enabling them to enter the high technology workforce following completion of a degree in computer science, computer technology, engineering, engineering technology, or mathematics. Approximately 30 students will benefit from this project. This is year one of a three-year project.

The amount of funds requested from the National Science Foundation is \$99,980 with no matching funds from Santa Fe Community College.

Duration of this project is August 1, 2003, through July 31, 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.

Discussion: Joan Suchorski, Assistant Vice President Development, Grants, and Projects, reviewed items 7.1 and 7.2 individually. The board then considered the items together.

Action: Motion to approve items 7.1 and 7.2: Roundtree

Second: Davis

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

**District Board of Trustees
February 18, 2003**

Agenda Item: 7.2

Dr. Philip Benjamin Matching Grant Program for Community Colleges	409.1419, 02-03
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Santa Fe Community College Endowment Corporation is submitting an application for matching funds from the Dr. Philip Benjamin Matching Grant Program for the 2003-2004 budget request.

Under Section 1011.85(4)(a), Florida Statutes, the Dr. Philip Benjamin Matching Grant Program for

Community Colleges is created as a single matching gifts program that encompasses the goals originally set out in the Academic Improvement Trust Fund Program, Special Scholarship Matching Program, and the Health Care Education Quality Enhancement Challenge Grant.

The matching ratio for donations that are specifically designated to support scholarships, student loans, or need-based grants will be funded with \$1 of state matching funds to \$1 of local private funds. The matching funds requested by the Santa Fe Community College Endowment Corporation will be used for scholarships in various Associate of Science and Associate of Art degree programs and Certificate of Training programs at Santa Fe Community College, as previously approved. The Endowment Corporation certifies that it has on deposit \$1,477,862 as of February 1, 2003, in private contributions for scholarship programs. Some of these funds will be added to permanently endowed scholarships.

A total of approximately 125 new and additional students will benefit annually in perpetuity from the scholarship programs affected by these contributions and matching funds.

Funds designated for uses other than scholarships, such as equipment fund programs and professional development programs, will be funded with \$4 in-state matching funds for every \$6 received in private contributions. These matching funds will be used for professional development and equipment fund programs at Santa Fe Community College, as previously approved by the Board of Trustees. The Endowment Corporation certifies that it has on deposit \$36,209 as of February 1, 2003, for equipment and professional development. Some of these funds will benefit approximately 2,000 students in a typical year from the endowed equipment fund programs and some will be added to the Professional Development Fund providing for the advancement and enhancement of faculty and staff at Santa Fe Community College.

In summary, the Santa Fe Community College Endowment Corporation certifies a total of \$1,514,071 in private contributions received from February 17, 2002, through February 1, 2003, and requests a total of \$1,502,003 matching funds from the State Board of Education.

Operating budget impact statement: 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 associated with this grant.

Action: Approved. See item 7.1.

**District Board of Trustees
February 18, 2003**

Agenda Item: 8.1

Board Members' Remarks	409.1419, 02-03
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Trustee Jackson expressed appreciation to Tina Crosby for the narrative format in the minutes.