

[□ Back to Agenda Listing](#)

District Board of Trustees Santa Fe Community College
Minutes for Board Meeting of April 15, 2003
Jones-Rosenberg Auditorium, Starke, Florida

Adoption of Agenda

Agenda Item: 1.1
418.416, 02-03

1. General Functions

1.1 Adoption of Agenda for Meeting of April 15, 2003

1.2 Approval of Board Meeting Minutes of March 25, 2003

2. Information Items

2.1 President's Report

2.2 Amendment to Rule 4.3: Degree and Certificate Requirements: Associate in Arts, Associate in Science, Associate in Applied Science, Technical Certificate, Applied Technology Diploma, and Vocational Certificate

2.3 Santa Fe Community College Endowment Corporation Year in Review

2.4 Standardized Clinical Facilities Use Agreement with: Starling Family Dentistry, P.A., (Tracie C. Starling, DMD), Keystone Heights, Florida - Dental Hicks Dental, Palatka, Florida - Dental

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

3.5 Santa Fe Community College Spring Arts Festival -- Grant

3.6 Santa Fe Community College - Department of Children and Families Child Care Training -- Grant

3.7 YES! Summer Youth Employment -- Grant

3.8 Upward Bound Summer Food Program -- Grant

4. Personnel

4.1 Leaves of Absence

5. Finance/Business Affairs Items

5.1 Report of Purchases for March 2003

5.2 Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of March 31, 2003

5.3 Warrants Issued for March 2003

5.4 Colonel Harry M. Hatcher, Jr. Property Survey 03-08

5.5 Two-Month Extension of Bookstore Agreement with Barnes and Noble College Bookstores, Inc.

6. General Institutional Items

6.1 Educational Equity Act Report for 2002-2003

6.2 Community Education and Center for Business EnRich! Brochure for Summer Term 2003

6.3 Summer Flex Schedule Proposal

6.4 Appointment of a Member of the Santa Fe Community College Board of Trustees to Serve as Liaison to the Santa Fe Community College Endowment Corporation

6.5 Out-of-District Request to Offer Group Study in Anthropology in Capon, Honduras, May 3-11, 2003

6.6 Revision to College Calendar for 2003-2004

7. Rules

7.1 Amendment to Rule 3.3: Criteria for Selection and Evaluation of Full-Time Administrative, Faculty, and Technical and Professional Positions

8. Contracts/Grants

8.1 Agreement with Southeast Tissue Alliance - Health Information Management

8.2 Domestic Security Training Liaison Program -- Grant

9. Board Members' Remarks

10. Citizen's Requests

11. Adjournment

Board Action(s) Requested:

Approval

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

**District Board of Trustees
 April 15, 2003**

Agenda Item: 1.2

Approval of Board Meeting Minutes of March 25, 2003	401.407, 02-03
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The minutes of the regular meeting of the District Board of Trustees of Santa Fe Community College held March 25, 2003, are presented for approval.

Board Action(s) Requested:

Approval

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

**District Board of Trustees
 April 15, 2003**

Agenda Item: 2.1

President's Report	Information Item
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The president thanked Betty Wilcox for providing the strawberries for the board members and guests.

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

The president mentioned that the current Alan J. Robertson Administration lobby art display is the SFCC Graphic Design program show. The show will be on display through the end of April.

Fran Holm, Associate Vice President for Technology, Applied Sciences, and Workforce Development, expressed Santa Fe Community College's appreciation to Jim Ward, Director of the Bradford-Union Vocational Center, for being a strong advocate of partnerships between SFCC and Bradford-Union Vocational Technical Center. Mr. Ward, who is retiring after thirty-five years of service, has helped prepare Bradford County students for higher education, community service, and employment. Through his leadership, over 40 articulation agreements have been forged to provide career pathways and accelerated credits for Bradford County students striving to continue

their education at SFCC and improve their economic opportunities in high-wage/high-skills careers.

Dr. Sasser reminded board members that the board retreat is this Friday at the SFCC Spring Arts House starting at 12 noon.

Trustees received copies of the Santa Fe Report, the Florida Leader Magazine, College for Kids brochure, and the SFCC class schedule.

**District Board of Trustees
April 15, 2003**

Agenda Item: 2.2

Amendment to Rule 4.3: Degree and Certificate Requirements:
Associate in Arts, Associate in Science, Associate in
Applied Science, Technical Certificate, Applied Technology
Diploma, and Vocational Certificate

Information Item
410.351, 02-03

This rule is being amended to reflect the correct number of hours to be completed at Santa Fe Community College for an Associate in Arts degree. Currently the rule shows 16 hours; the correct number is 15 hours. The change is shown in section A, item 3 on the attached rule.

**District Board of Trustees
April 15, 2003**

Agenda Item: 2.3

Santa Fe Community College Endowment
Corporation Year in Review

Information Item
400.441, 02-03

Harvey Sharron, Vice President for Development, gave a report on the year's activities of the SFCC Endowment Corporation. The Endowment Corporation has \$22.4 million in assets and provides 55,000 square feet of building space to the college each year, including the Andrews, Blount, and Kirkpatrick centers, the Jones-Rosenberg Building, Lillian Stump Building, and the Geological Studies Field Station, known as the "bat cave" near Newberry.

Endowment assets provide 405 scholarships to Santa Fe students. Also provided are the SFCC Spring Arts Festival and Starke Fall Festival. Planned for opening in the fall is the Archer Center and groundbreaking for the Southeast Bradford County/Lakes Region Center.

**District Board of Trustees
April 15, 2003**

Agenda Item: 2.4

Review Standardized Clinical Facilities Use Agreement with: Information Item Starling Family Dentistry, P.A., (Tracie C. Starling, DMD),	408.1359, 02-03
Keystone Heights, Florida - Dental	
Hicks Dental, Palatka, Florida - Dental	408.1360, 02-03

The board has authorized its chair to execute on behalf of the board standardized forms for clinical facilities agreements without further action by the board. Such agreements have been executed with Starling Family Dentistry, P.A., Keystone Heights, and Hicks Dental, Palatka, for students enrolled in the SFCC Dental program

C O N S E N T

**District Board of Trustees
April 15, 2003**

Agenda Item: 3.1

Contract Staff (Administrative and Professional)	411.237, 02-03
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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.

Executive/Managerial

<u>Name</u>	<u>Position</u>
Bennye Alligood	Interim Vice President, Academic Affairs
Patricia Grunder	Vice President, Innovation and Institutional Advancement

Technical/Professional

<u>Name</u>	<u>Position</u>
* Marcey Corey	Specialist, Educational Talent Search <i>B.S., Monmouth College</i>
Tanisha Henry	Lab Manager, Sciences for Health Programs <i>B.S., University of Florida</i>

Part Time

<u>Name</u>	<u>Position</u>
* Gloria Ashley	Payroll Specialist
Sheila Baker	Youth Skills Training Specialist
Judith Braun	Technology Specialist
* Chris Brown	High School Enrichment Specialist

- * Rosalyn Burgman Adult Education Specialist
- * Daisy Johnson Adult Education Specialist
- * Christie Jordan Writing Lab Specialist
- Cynthia Kachik YES! Program Specialist
- James Kocher CVT Lab Specialist
- * Julius Regalado CVT Lab Specialist
- Guillermo Salazar Life Model Specialist
- Lovetta Smith Anatomy Lab Specialist
- * Stuart Soto Math Lab Specialist
- Paola Vasquez Reading Lab Specialist
- * Janet Waldron Vocational Evaluation Specialist
- * Grant funded

Board Action(s) Requested:

Approval

Action: Motion to approve consent items 3.1 through 3.8: Bradley
 Second: Jackson
 Vote: Bradley - yes, Brashear - yes, Davis - yes, Jackson - yes, McRae - yes, Perry - yes, Roundtree - yes, Womack - yes.

C O N S E N T

**District Board of Trustees
 April 15, 2003**

Agenda Item: 3.2

Community and Continuing Workforce Education Contract Staff	404.353, 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

- Jane Burnette Real Estate
- Marsha Cooper Computer Skills
- Laura Dains Mosiac Art
- Lamia El Achchobi French
- Stephen Holland Fly Tying
- Priscilla McDaniel Stained Glass
- Halbert Smith Italian

Continuing Workforce Education

Tim Bowen	Emergency Medicine Refresher
Kevin Dore	MS Office Suite
Jonathan Taylor	Insurance
Mike Tringali	Emergency Medicine Refresher
Darren Wendroff	MS Office Suite

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1.

C O N S E N T

**District Board of Trustees
April 15, 2003**

Agenda Item: 3.3

Career Service Staff	403.417, 02-03
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The individuals listed below are being recommended for appointment.

<u>Name</u>	<u>Position</u>
Gail Duncan	Administrative Specialist, English and Math Departments
Brooke Smith	Administrative Specialist, Nursing Programs

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1.

C O N S E N T

**District Board of Trustees
April 15, 2003**

Agenda Item: 3.4

Renewal of Agreement with University of Florida - Testing Procedures for the University of Florida Online Undergraduate Business Program	408.1357, 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 3.1.

C O N S E N T

**District Board of Trustees
April 15, 2003**

Agenda Item: 3.5

Santa Fe Community College Spring Arts Festival -- Grant

409.1424, 02-03

The purpose of this project is to request in-kind services from the City of Gainesville for the 2004 Santa Fe Community College Spring Arts Festival. The services requested include police security, maintenance and clean up, traffic engineering, code enforcement, dumpsters, and the use of the city-owned Thomas Center. The 35th SFCC Spring Arts Festival will be held April 17 and 18, 2004. This is year two of a two-year award.

The amount of funds requested from the City of Gainesville is \$14,575, with no matching funds from Santa Fe Community College.

Duration of this project is April 17, 2004, through April 18, 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.

C O N S E N T

**District Board of Trustees
April 15, 2003**

Agenda Item: 3.6

Santa Fe Community College – Department of Children
and Families Child Care Training -- Grant

409.1425, 02-03

The purpose of this project is to provide basic child care training courses at Santa Fe Community College and six additional training sites accessible to the eleven-county Department of Children and Families District III. The six sites are: Lake City Community College, Suwannee Hamilton Technical Center, Central Florida Community College, St. Johns River Community College, Suwannee Valley 4 C's, and Bradford Union Vocational Technical Center. Scholarships for tuition and materials will be provided to students. Approximately 960 students will be served.

The amount of funds requested from the State of Florida, Department of Children and Families, District III, is \$112,860, with an in-kind contribution of \$27,896 from Santa Fe Community College.

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

C O N S E N T

**District Board of Trustees
April 15, 2003**

Agenda Item: 3.7

YES! Summer Youth Employment -- Grant

409.1426, 02-03

The purpose of this project is to increase the future employment opportunities of approximately 100 unemployed, disadvantaged, and at-risk youth in Alachua County by providing employability skills training and referring Gainesville youth to subsidized employment.

The amount of funds requested from the City of Gainesville and Alachua County Board of County Commissioners is \$63,000, with no matching funds from Santa Fe Community College.

Duration of this project is April 1, 2003, through October 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
April 15, 2003**

Agenda Item: 3.8

Upward Bound Summer Food Program -- Grant 409.1427, 02-03

The purpose of this project is to provide nutritious meals to students who enroll in the six-week, non-residential summer enrichment component of the Upward Bound program. The purpose of the Upward Bound program is to generate in participants the academic skills and personal motivation necessary to complete high school and enter and complete a program of postsecondary education. The project will serve at least 35 students from Newberry High School and Bradford High School.

The amount of funds requested from the U.S. Department of Agriculture, Food and Nutrition Service, is \$4,000, with no matching funds from Santa Fe Community College.

Duration of this project is June 16, 2003, through July 25, 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
April 15, 2003**

Agenda Item: 4.1

Leaves of Absence 420.128, 02-03

Joanna Clark, full-time Visual and Performing Arts faculty member, requests a leave of absence for the 2003 fall semester, August 27, 2003, to December 19, 2003. This request is supported by

the Chair, Associate Vice President, and Vice President.

Anita Webster, full-time English faculty member, requests a leave of absence from June 2, 2003, to August 15, 2003. This request is supported by the chair, Associate Vice President, and Vice President.

Discussion: President Sasser noted that there was a change to the item since the mailing of the agenda. Assistant Professor of English, Richard Nunez, has withdrawn his request for leave.

Action: Motion to approve: Roundtree
 Second: Bradley

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

**District Board of Trustees
 April 15, 2003**

Agenda Item: 5.1

Report of Purchases for March 2003	202.505, 02-03
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Below are the total amounts and a summary of purchases for the month of March 2003.

Purchasing	\$386,042.00
Library	0.00
Risk Management Consortium	202,450.00
Total	\$588,492.00

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
X45200 (Fund 6)	\$ 69,000.00	Special	Arthur J. Gallagher	Property Coverage Property/Casualty
X45240 (Fund 7)	\$ 31,045.00	Contract	PPI Construction Management	Bldg. R Mechanical Upgrades HVAC
X45241 (Fund 7)	\$ 45,058.00	Contract	PPI Construction Management	Bldg. D Asbestos Abatement Utilities
X45255 (Fund 6)	\$ 26,000.00	Special	Gallagher Bassett	Additional Service Property/Casualty
X45257 (Fund 6)	\$ 37,450.00	Special	Arthur J. Gallagher	Miami-Dade Aviation Liability Property/Casualty
X45259 (Fund 6)	\$ 70,000.00	Special	Health Ink & Vitality	Vitality Magazine Subscription Property/Casualty
X45481	\$ 11,722.00	Exempt	Dell Marketing	Computers (30)

(Fund 1) \$ 44,723.40 Exempt Del marketing Support – IT

\$323,276.40

Purchases \$0 - \$25,000.00

Number of purchase orders: 335 Amount: \$252,250.61

Number of contracts awarded by the Board of Trustees: 2 Amount: \$ 12,964.99

Board Action(s) Requested:

Approval of report

Discussion: Rochelle Prince, Associate Vice President for Finance, reviewed items 5.1 through 5.4 individually. Trustee Bradley asked if Vitality Magazine was part of the Florida Community Colleges Risk Management Consortium. Rochelle responded that the consortium provides the magazine to college employees. Dr. Sasser suggested that the board members receive copies of this informative magazine. The board then considered the items together.

Action: Motion to approve items 5.1 through 5.4: Jackson

Second: Bradley

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

**District Board of Trustees
April 15, 2003**

Agenda Item: 5.2

Fund 1 (Current Unrestricted) Revenue and Expenditure
Report as of March 31, 2003 201.538, 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 March 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	42,659,303	81.28	40,436,887	81.05
Expenditures	34,215,821	62.86	34,745,625	69.14

Board Action(s) Requested:

Approval of report

Action: Approved. See item 5.1.

**District Board of Trustees
April 15, 2003**

Agenda Item: 5.3

Warrants Issued for March 2003

208.400, 02-03

In accordance with State Board of Education Rule 6A-14.073(5), a listing of all checks issued from March 1 through March 31, 2003, is available at this meeting for the board's information. The amount disbursed for the month was \$5,610,017.17.

Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	298468 - 300130
Payroll	578658 - 579539

Electronic Transfers

49712 - 52041

Board Action(s) Requested:

Approval

Action: Approved. See item 5.1.

**District Board of Trustees
April 15, 2003**

Agenda Item: 5.4

Colonel Harry M. Hatcher, Jr. Property Survey 03-08

200.649, 02-03

Below 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 March 20, 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 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
Worn-Out Equipment with Salvageable Parts	5	\$10,359.87	0	\$ 0.00	\$ 0.00	\$0.00
Worn-Out Equipment with No Salvageable Parts	5	8,955.81	0	0.00	0.00	0.00
Surplus Property	2	4,320.00	1	5,491.51	5,491.51	0.00
Lab Replacements	92	160,056.10	0	0.00	0.00	0.00
Transfers	11	18,234.00	0	0.00	0.00	0.00
TOTAL	115	\$201,925.78	1	\$5,491.51	\$5,491.51	\$0.00

Notes

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

Lab Replacements are lab computers replaced through the PC replacement plan that 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.

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
April 15, 2003**

Agenda Item: 5.5

Two-Month Extension of Bookstore Agreement with
Barnes and Noble College Bookstores, Inc.

209.90, 02-03

The college's current contract with Barnes and Noble College Bookstores, Inc. expires on August 31, 2003. Because that date falls within the first week of the fall semester, it would not be beneficial to students if the college were to change bookstore management. Therefore, we request approval of an extension of the contract from August 31, 2003, to October 31, 2003, under the same terms and conditions as stated in the contract.

This year is the end of our renewal options under the current contract and a Request for Proposal will be issued within the next month to receive new proposals on the college's bookstore operation.

Board Action(s) Requested:

Approval to extend current contract to October 31, 2003, and to authorize the Vice President for Administration and Finance to execute the extension agreement on behalf of the board

Discussion: Rochelle Prince, Associate Vice President for Finance explained that the current contract with Barnes and Noble College Bookstore expires on August 31, 2003, which falls within the first week of the fall semester. She explained that it would not be beneficial to students if the college were to change bookstore management during the term. The college would like to extend the term of the contract from August 31, 2003, to October 31, 2003. Chair McRae asked if the college would bid the contract at the end of the extension. Rochelle Prince replied the college would.

President Sasser noted that at the last meeting the question was asked what the college policy is in regards to college property on loan to an employee. He asked Guy York, Vice President for College and Governmental Relations, to update the board. Mr. York responded that the homeowners and car insurance policies do not cover these items unless specifically stated on the policy.

Action: Motion to approve: Davis

Second: Jackson

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

**District Board of Trustees
April 15, 2003**

Agenda Item: 6.1

Educational Equity Act Report for 2002-2003

400.438, 02-03

The *Educational Equity Act Report for 2002-2003* documents the college's progress in attaining equity in the following areas: analysis of A.A. degree program completion rates, student enrollments and completions, accountability in institutional employment, and a review of local One Florida Initiatives. Also included are copies of Rule 2.8 and Procedure 2.8P (Prohibition Against Discrimination and Harassment) indicating responses to procedural changes.

The college is pleased with the progress made in these areas of equity.

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

Discussion: Dr. Sasser noted that each of the applicable positions at Santa Fe Community College as identified in section 1012.86 F.S., which includes Vice Presidents, Associate Vice Presidents, Academic Chairs, and Directors, was evaluated through the Standards for Planning and Performance Assessment process. All employees were aware of the college's accountability/equity plan and worked with the college administration and human resources to increase the representation of women and minorities at the college. In all areas of hiring, development, promotion, recruitment, retention, and issuance of continuing contract attention is given to increasing the representation of women and minorities.

Dr. Grunder, Vice President for Innovation and Institutional Advancement, provided an overview of the 2002-2003 Educational Equity Act Report. She noted that there was a 23% increase in African American and a 3% increase in Hispanic students. Santa Fe exceeded in-district percentages in the overall enrollment of female and Hispanic students and the overall African-American enrollment was up 16%.

Action: Motion to approve: Roundtree

Second: Brashear

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

**District Board of Trustees
April 15, 2003**

Agenda Item: 6.2

Community Education and Center for Business EnRich!
Brochure for Summer Term 2003

415.97, 02-03

As required by State Board of Education regulations, the schedule of Community Education and Center for Business EnRich! courses for summer term 2003 is presented for board approval. Term dates are June 14 through August 15, 2003, with registration beginning May 27 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 of course schedule and authority for the Interim Vice President for Academic Affairs to make minor changes to course offerings as deemed necessary and appropriate.

Discussion: Dr. Sasser expressed thanks to Kris Williams and her staff for the wonderful job they are doing with this program.

Action: Motion to approve: Roundtree

Second: Brashear

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

**District Board of Trustees
April 15, 2003**

Agenda Item: 6.3

Summer Flex Schedule Proposal

400.439, 02-03

A proposal for optional flex scheduling from June 2 through August 15, 2003, has come forward from college staff. The proposal has been reviewed and endorsed by the President's Expanded Cabinet, pending board approval, with the following caveats:

There are three work plan options available:

Monday - Thursday	7:30 a.m. - 6:00 p.m.
Tuesday - Friday	7:30 a.m. - 6:00 p.m.
Monday - Friday	8:00 a.m. - 4:30 p.m.

It applies only to 12-month employees.

Supervisors may require employees to return to the regular workweek if this option is not serving students and the college in a favorable manner.

Board Action(s) Requested:

Approval

Action: Motion to approve: Jackson

Second: Brashear

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

**District Board of Trustees
April 15, 2003**

Agenda Item: 6.4

Appointment of a Member of the Santa Fe Community College
Board of Trustees to Serve as Liaison to the Santa Fe Community
College Endowment Corporation

400.440, 02-03

The Santa Fe Community College Endowment Corporation is a non-profit organization that assists the college in many ways. Over the years, the Board of Trustees has appointed one of its members to serve as liaison to the Endowment Corporation. The Endowment Corporation respectfully requests that Mr. Winston J. Bradley remain as the appointed liaison to the Endowment Corporation throughout the term of his appointment to the Board of Trustees (through May 31, 2006).

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

Discussion: The president confirmed that Trustee Bradley has agreed to serve as liaison to the SFCC Endowment Corporation. Trustee Bradley would like to be placed on the SFCC Board of Trustees agenda to give an update on the Endowment Corporation as appropriate.

Action: Motion to approve Trustee Bradley as liaison to the SFCC Endowment Corporation and establishment of a new item for report of the Endowment Corporation to the SFCC Board of

Trustees: Jackson

Second: Brashear

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

District Board of Trustees
April 15, 2003

Agenda Item: 6.5

Out-of-District Request to Offer Group Study in
Anthropology in Capon, Honduras, May 3-11, 2003

101.37, 02-03

In accordance with State Board of Education Rule 6H-1.017, FAC, the college requests approval to conduct out-of-district instruction for ANT 1920 Group Study in Anthropology (1 credit) to be offered May 3-11, 2003, in Capon, Honduras. The course will provide students with field experience for studying Mayan culture and archeology. Instruction will include 7 hours of classroom meetings and 6 days of fieldwork, within a 9-day travel experience, plus a debriefing session and evaluation. Upon approval by the Board of Trustees, this request will be submitted to the State Board of Education.

Board Action(s) Requested:**Approval of group study course ANT 1920**

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

District Board of Trustees
April 15, 2003

Agenda Item: 6.6

Revision to College Calendar for 2003-2004	414.52, 02-03
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The Professional Development Day Planning Committee members request a change in the date of the 2004 professional development day. The current date, April 2, 2004, conflicts with spring break for Alachua County schools. It is recommended that the date be changed to March 26, 2004.

Upon approval, the revised calendar will be sent to the state Board of Education for approval.

Board Action(s) Requested:

Approval

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

District Board of Trustees
April 15, 2003

Agenda Item: 7.1

Amendment to Rule 3.3: Criteria for Selection and Evaluation of Full-Time Administrative, Faculty, and Technical and Professional Positions	410.352, 02-03
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The proposed revisions to Rule 3.3 address the selection and evaluation of full-time administrative, faculty, and technical and professional positions, and identify the Office of Human Resources as the records custodian of the selection and evaluative processes.

Board Action(s) Requested:

Approval

Discussion: President Sasser thanked Dr. Grunder, Dr. Jefferson, Ms. Locascio, and Ms. Elmore for all their hard work on Rule 3.3

Action: Motion to approve: Roundtree

Second: Brashear

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

**District Board of Trustees
April 15, 2003**

Agenda Item: 8.1

Agreement with Southeast Tissue Alliance - Health Information Management 408.1358, 02-03

This agreement with Southeast Tissue Alliance allows students enrolled in the Health Information Management to participate in professional practice experiences as part of their course of study. It gives them the opportunity to apply classroom theory to the records management processes.

Board Action(s) Requested:

Approval

Action: Motion to approve items 8.1 and 8.2: Brashear

Second: Roundtree

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

**District Board of Trustees
April 15, 2003**

Agenda Item: 8.2

Domestic Security Training Liaison Program -- Grant

409.1428, 02-03

The purpose of this project is to participate in a consortium with Gulf Coast Community College to provide leadership and coordination for the development and delivery of domestic security training for the first responder community in the state. This consortium will also serve as a national model for other states. The overall project will produce a high-quality, multi-discipline, competency-based weapons of mass destruction training curriculum. During this initial phase one, the training emphasis will be on our public safety community. Santa Fe's initial role is to serve as a liaison, in coordination with Florida Community College at Jacksonville, for the Florida Department of Law Enforcement, Region 3.

The amount of funds requested from the Department of Education, Florida Department of Law Enforcement, is \$4,968, with no matching funds from Santa Fe Community College.

Duration of this project is April 1, 2003, 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 8.1.