District Board of Trustees Santa Fe Community College
Minutes for Board Meeting of June 17, 2003
Wattenbarger Student Services Building Board Room

Adoption of Agenda

Agenda Item: 1.1
418.418, 02-03

1. General Functions

1.1 Adoption of Agenda for Meeting of June 17, 2003

1.2 Approval of Board Meeting Minutes of May 20, 2003

1.3 Board Meeting Schedule for 2003-2004

2. Information Items

2.1 President’s Report

2.2 Standardized Facilities Use Agreement for Biotechnology Laboratory Technology Program with:
Integrated Plant Genetics, Inc., Alachua, Florida
Regeneration Technologies, Inc., Alachua, Florida

2.3 New Rule 3.22: Criminal Background Checks

2.4 Revised Rule 2.2: College Organization

2.5 Revised Rule 7.23: Student Conduct Code

2.6 Board Organization for 2003-2004

3. Consent Items

Personnel

3.1 Contract Staff (Faculty)

3.2 Contract Staff (Administrative and Professional)

3.3 Career Service Staff

Contracts, Grants

3.4 Renewal of Legal Services Agreement with Brashear and Associates, P.L.

3.5 Renewal of Legal Services Agreement with Allen, Norton, and Blue, P.A.

3.6 Renewal of Agreement with the University of Florida Department of Exercise and Sports Sciences, College of Health and Human Performance for an Athletic Trainer

3.7 Renewal of Agreement with Bradford County Public Library
3.8 Renewal of Agreement with the University of Florida’s Student Health Care Center for Santa Fe Community College Student Health Care and Education

3.9 Agreement with City of Alachua Police Department to Provide Selection, Promotion, and Testing Consulting Services

3.10 Upward Bound -- Grant

3.11 Upward Bound Supplemental Money Management Institute -- Grant

3.12 Student Support Services -- Grant

3.13 Mid-Florida College Reach-Out Consortium -- Grant

3.14 Adult Education and Family Literacy - Senior Adult Learner -- Grant

3.15 Adult Education and Family Literacy - Comprehensive Family Literacy -- Grant

3.16 Adult Education and Family Literacy - English Literacy and Civics Education -- Grant

3.17 Adult Education and Family Literacy - Geographical Allocation -- Grant

3.18 Adults with Disabilities -- Grant

3.19. Criminal Justice Training Trust Fund -- Grant

4. Facilities Items

4.1 Project Report and Action Request - Building D (Change Order #3, Final Completion)

4.2 Project Report and Action Request - North Road Project (Change Order #1, Final Completion)

4.3 Project Report and Action Request - Utility Infrastructure Project (Permission to Advertise and Select Construction Management Firm)

4.4 Annual Safety Inspection Report

5. Rules

5.1 Approval of Revised Rule 3.16: Supplemental Payments

5.2 Approval of Revised Rule 7.11: Fees

6. Personnel

6.1 Leave of Absence

6.2 2003-2004 Salary Schedule

7. Finance/Business Affairs Items
7.1 Report of Purchases for May 2003

7.2 Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of May 31, 2003

7.3 Warrants Issued for May 2003

7.4 Colonel Harry M. Hatcher, Jr., Property Survey 03-10

7.5 Budget Amendment #2, 2002-2003 Operating Budget Current Unrestricted (Fund 1)

7.6 Approval of 2003-2004 Operating Budget, Current Unrestricted (Fund 1)

7.7 Approval of 2003-2004 Unexpended Plant Fund Budget (Fund 4)

7.8 Permission to Write-Off Uncollectible Accounts

7.9 Acceptance of Donation

8. General Institutional Items

8.1 Approval of Expenditure of Surgical Technology Program Enhancement Funds

8.2 Advisory Committee Appointments for:
   Automotive Technology
   Cardiopulmonary Technology
   Computer Information Technology
   Computer Programming and Analysis
   Dental Programs
   Emergency Medical Services (Fire Science and EMS)
   Graphic Design Technology
   Networking Service Technology

9. Contracts/Grants

9.1 Lease Agreement with the Santa Fe Community College Endowment Corporation for the Lillian Stump Building

9.2 Displaced Homemakers Focus on the Future -- Grant

9.3 Nurses Now -- Grant

9.4 U.S. Lithium Energetics, LLC Quick Response Training -- Grant

9.5 YES! Comprehensive Youth Program -- Grant

9.6 Community Technology Program -- Grant

9.7 Alachua/Bradford One-Stop Career Center -- Grant

10. Endowment Corporation Liaison Update

11. Board Members’ Remarks
12. Citizen’s Requests

13. Adjournment

**Board Action(s) Requested:**

Approval

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

District Board of Trustees
June 17, 2003

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Agenda Item: 1.2

Approval of Board Meeting Minutes of May 20, 2003

The minutes of the regular meeting of the District Board of Trustees of Santa Fe Community College held May 20, 2003, are presented for approval.

**Board Action(s) Requested:**

Approval

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

District Board of Trustees
June 17, 2003

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Agenda Item: 1.3

Board Meeting Schedule for 2003-2004

Below is the proposed schedule of the Board of Trustees meetings for 2003-2004. All meetings begin at 4:30 p.m. and are scheduled for the third Tuesday of the month, except as noted.

**Proposed**

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 22, 2003 *</td>
<td>Wattenbarger Student Services Building</td>
</tr>
<tr>
<td>February 17, 2004</td>
<td>Blount Downtown Center</td>
</tr>
</tbody>
</table>
No August Meeting

September 24, 2003 **
Blount Downtown Center

October 21, 2003
Wattenbarger Student Services Building

November 18, 2003
Jones-Rosenberg Building

No December Meeting

January 20, 2004
Wattenbarger Student Services Building

March 23, 2004 *
Wattenbarger Student Services Building

April 20, 2004
Jones-Rosenberg Building

May 18, 2004
Wattenbarger Student Services Building

June 22, 2004*
Wattenbarger Student Services Building

July 20, 2004
Wattenbarger Student Services Building

* Fourth Tuesday of the month
** Fourth Wednesday of the month

Board Action(s) Requested:

Approval

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

District Board of Trustees
June 17, 2003

Agenda Item: 2.1

President's Report

Information Item

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

Dr. Sasser passed around a recent article in the Bradford County Telegraph about Chair Arley McRae, who gave remarks at a Memorial Day ceremony. Chair McRae stated he would be giving the speech again on the 4th of July.

The following quarterly employee award winners were recognized and received a plaque of appreciation and service pin: part-time faculty, Brent Swanson; part-time non-instructional, Alice Schwartz; and administrative and professional, Jim Lewis. Richard Hord and Debby Strickland were unable to attend and will be recognized at a later board meeting.

Dr. Sasser reminded everyone of the retiree celebration reception planned for June 24, from 2:30-3:30 p.m., in the Robertson Administration building, second floor.

Trustees received copies of the Santa Fe Report, Summer 2003 Community Education Schedule,

District Board of Trustees
June 17, 2003

Agenda Item: 2.2

Standardized Facilities Use Agreement for Biotechnology Laboratory Technology Program with:

Integrated Plant Genetics, Inc., Alachua, Florida 408.1366, 02-03
Regeneration Technologies, Inc., Alachua, Florida 408.1367, 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 Integrated Plant Genetics, Inc. and Regeneration Technologies, Inc. for students enrolled in the SFCC Biotechnology Laboratory Technology program.

District Board of Trustees
June 17, 2003

Agenda Item: 2.3

New Rule 3.22: Criminal Background Checks Information Item 410.356, 02-03

Criminal background checks will be conducted on all future full-time and part-time, non-student employees and designated existing positions including, but not limited to, security employees, child care center employees, employees who work directly with school-age children, employees who handle money as a significant responsibility of their positions, and positions with extensive access to college property and hazardous materials. Criminal background checks may be required of employees in any other programs as determined by the President, or designee, for the purpose of increasing safety and security in the work/educational environment.

District Board of Trustees
June 17, 2003

Agenda Item: 2.4

Revised Rule 2.2: College Organization Information Item 410.357, 02-03
The college is recommending approval of the attached administrative organizational structure.

District Board of Trustees
June 17, 2003

Agenda Item: 2.5

Revised Rule 7.23: Student Conduct Code Information Item

This rule is being revised to clarify the specific authority and responsibility of the college in maintaining social discipline; to establish guidelines which facilitate a just and civil college community; to adopt codes of conduct and appropriate penalties for violations of rules, laws and regulations by students and student organizations; and to outline the associated judicial process to be administered by the college.

Discussion: Patti Locascio, General Counsel, presented the proposed revision of Rule 7.23: Student Conduct Code. She stated the revision is the product of a long-term review by a college-wide representative committee chaired by Steve Fisher, Director of Financial Aid, and has been endorsed by the College Senate, Career Service Council, and Student Government. Locascio noted the rule is being revised to clarify the specific authority and responsibility of the college and that Articles 4 and 5 were the major areas of change. The main issues involved increased student involvement in the judicial process, appropriate due process for all students, updating definitional terms, and clarifying certain areas that had been silent in the prior version of the code. For example, among many other things, this code makes clear that the Vice President for Student Affairs is designated as the administrator of the code. Chair McRae asked how closely aligned this code is with the University of Florida and other community colleges. Ms. Locascio replied the committee relied in large part on a national model conduct code and it was pointed out that the University of Florida also has an honor code while Santa Fe does not. Trustee Bradley noted he had several questions, but would address them with Ms. Locascio before the July board meeting. Chair McRae stated he would feel more comfortable with a workshop regarding the code. Trustee Jackson stated that it would be helpful to show Florida Statute and how it relates and ties into the rule. After further discussion, board members agreed that the significance of the code necessitates a special workshop for further discussion. It was agreed that they would hold a workshop at 4 p.m. on July 22, prior to the board meeting.

District Board of Trustees
June 17, 2003

Agenda Item: 2.6

Board Organization for 2003-2004 Information Item

Chair McRae noted that General Counsel Patti Locascio had informed him that, under college Rule 1.3 (Board of Trustees: Organization), the annual board organization would have to be voted
on after July 1. He would take the recommendation at this time; it will be voted on at the July 22 board meeting. The nominating committee, Trustee Brashear, recommended that Robert Roundtree serve as chair and Evelyn Womack serve as vice chair.

C O N S E N T

District Board of Trustees
June 17, 2003

Agenda Item: 3.1

Contract Staff (Faculty) 402.643, 02-03

The individuals listed below are being recommended for appointment for 2003-2004, or a portion of the 2002-2003 year, as stated in the individual employee’s contract.

Appointment

Full Time

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>John Feiber</td>
<td>Assistant Professor, English</td>
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<td><em>M.A., University of Florida</em></td>
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<tr>
<td>Susan Reed</td>
<td>Assistant Professor, Medical Sonography</td>
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<td></td>
<td><em>B.S., Saint Leo University</em></td>
</tr>
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</table>

Part Time

Paul Cavalluzzo
Barbara Fields
Russell Irish
Leonard Koch
Richard Ramer
Olga Rivera-Cruz
Robert Rohan
Angie Semegon
Katherine Wu

Board Action(s) Requested:

Approval

Action: Motion to approve consent items 3.1 through 3.3 and 3.5 through 3.19: Jackson
Second: Davis
Vote: Bradley - yes, Brashear - yes, Davis - yes, Jackson - yes, McRae - yes, Perry - yes, Womack - yes.


C O N S E N T

District Board of Trustees
June 17, 2003

Agenda Item: 3.2

Contract Staff (Administrative and Professional) 411.239, 02-03

The individuals listed below and on the attached sheets are being recommended for appointment or reappointment for the year 2003-2004 or a portion of the year, or a portion of the year 2002-2003, as stated in the individual employee’s contract.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Executive/Managerial</td>
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<tr>
<td>Name</td>
<td>Position</td>
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<td>Appointment</td>
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<tr>
<td>Edward Bonahue</td>
<td>Chairperson, Humanities and Foreign Languages</td>
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<tr>
<td>Byron Dyce</td>
<td>Chairperson, Mathematics</td>
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<tr>
<td>Robert Wolfson</td>
<td>Interim Director, Archer Center</td>
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<tr>
<td>Reappointment</td>
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<tr>
<td>Sheila Baker</td>
<td>Director, Health Sciences Counseling</td>
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<tr>
<td>Karen Bennett</td>
<td>Director, Child Development Programs and Little School</td>
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<tr>
<td>Harvey Blalock</td>
<td>Assistant Vice President, Technology and Applied Sciences</td>
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<tr>
<td>Cheryl Canova</td>
<td>Director, Andrews Center</td>
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<tr>
<td>Phillip Chaney</td>
<td>Director, Purchasing</td>
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<td>Deborah Clark</td>
<td>Director, Business Technology</td>
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<tr>
<td>John Cowart</td>
<td>Assistant to the Vice President for Student Affairs</td>
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<tr>
<td>Charles Curry</td>
<td>Director for Development Services</td>
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<tr>
<td>Sture Edvardsson</td>
<td>Chairperson, Natural Sciences</td>
</tr>
<tr>
<td>Steven Fisher</td>
<td>Director, Student Affairs and Financial Aid</td>
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<tr>
<td>Patsy Frenchman</td>
<td>Associate Vice President, Innovation and College Advancement</td>
</tr>
<tr>
<td>Reeda Fullington</td>
<td>Director, Cardiovascular Technology Programs and Sonography</td>
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<tr>
<td>Virginia Gibson</td>
<td>Comptroller</td>
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<tr>
<td>Cynthia Fran Holm</td>
<td>Associate Vice President, Technology and Applied Science</td>
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<tr>
<td>Paul Hutchins</td>
<td>Dean, Educational Centers</td>
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<tr>
<td>Curtis Jefferson</td>
<td>Associate Vice President, Liberal Arts and Sciences</td>
</tr>
<tr>
<td>Daryl Johnston</td>
<td>Chief of Police and Director, Institute of Public Safety</td>
</tr>
</tbody>
</table>
Douglas Jones  Director, Student Life
Eugene Jones  Director, Information Technology Education
Margaret Karrh  College Registrar
Lawrence Keen  Associate Vice President, News and Public Information
James Keites  Director, Athletics
Kimball Kendall  Assistant Vice President, Information Management and Educational Technologies, Director, Center for Academic Technologies
*Anne Kress  Associate Vice President, Information Management and Educational Technologies
Leslie Lambert  Chairperson, Visual and Performing Arts
Linda Lanza-Kaduce  Director, High School Programs
Patti Locascio  Legal Counsel
Daniel McEachern  Director, Enrollment Services
James McMullen  Director, Construction and Technical Programs
*Susan Motz  Director, Alachua/Bradford Career Center
Timothy Nesler  Associate Vice President, Information Technology Services
Linda Nichols  Chairperson, Sciences for Health Programs
Rochelle Prince  Associate Vice President, Finance
William Reese  Associate Vice President, Facilities Services
Michael Reiner  Chairperson, Social and Behavioral Sciences
Margaret Rogers  Director, Information Technology Services Operations
Karen Cole Smith  Assistant Vice President and Director, Center for Academic and Professional Development
Preston Harley Smith  Director, Educational Media
Patsy Smittle  Associate Vice President, Academic Foundations
William Stephenson  Chairperson, English
Myra Sterrett  Director, Library
Joan Suchorski  Assistant Vice President for Development, Grants, and Projects
Rita Sutherland  Director, Nursing
Lynn Sullivan  Director, Academic Advisement
James Watson  Director, Student Development Programs
Kristin Williams  Assistant Vice President, Technology, Continuing, and Community Education
Carole Windsor  Director, Academic Foundations
Guy York  Vice President, College and Governmental Relations

**Technical/Professional**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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</thead>
</table>

Appointment

Marcia Buresch  Coordinator, Prep Advising  
*PhD., St. Louis University*

Catherine Carr  Communication Specialist, News and Public Information  
*B.S., Florida Agricultural and Mechanical University*

Mardell Coleman  Coordinator, Counseling Center  
*Ph.D., University of Delaware*

Louis Mallory  Associate Director, EMS/Fire Science  
*M.B.A., Saint Leo University*

Part Time

*Andrew Anderson  Adult Education Specialist*

Mary Anderson  Holistic Scoring Specialist

Blake Bailey  Holistic Scoring Specialist

*Soraya Benitez  Vocational Prep Specialist*

LaVette Burnette  Test Proctor Specialist

*Connie Caldwell  Adult Education Family Literacy Specialist*

Cheryl Canova  Test Proctor Specialist

Suzanne Carlton  Holistic Scoring Specialist

*Thomas Clift  Math Lab Specialist*

*Janette Cowart  Summer Enrichment Specialist*

*Sara Dahlman  Adult Education Specialist*

*Dikassa Dixon  Summer Enrichment Specialist*

*Kathryn Ellis  ESL Lab Specialist*

Timothy Fitzpatrick  Adult Education Specialist

*Donna Foust  Adult Education Specialist*

Mark Hill  Holistic Scoring Specialist

Audrey Holt  Holistic Scoring Specialist

*Lisa Houston  Writing Lab Specialist*

Sarah Huffines  CLAST Lab Specialist

*Yvonne Hughes  Summer Enrichment Specialist*

Ivy Johnson  Adult Education Senior Specialist

*James Kocher  Critical Thinking Lab Specialist*

Jennifer Lane  Holistic Scoring Specialist

*Leanna Levin  Vocational Evaluation Specialist*

Cherie Lucia  ESL Lab Specialist

Carole Marquis  Holistic Scoring Specialist

Sarah McIntosh  Holistic Scoring Specialist

*Bermann Mesadieu  Adult Education Senior Specialist*
Joan Miller  Reading Lab Specialist
Cindy Moore  Academic Advisor
Julia Odom  Holistic Scoring Specialist
*Charles Parks  Adult Education Specialist
*Natalie Peeples  Summer Enrichment Specialist
Carol Pugh  Test Proctor Specialist
Julius Regalado  Math Lab Specialist
*Shirley Rehberg  Adult Education Family Literacy Specialist
*Maria Santos  Adult Education Senior Specialist
*Pat Schlenker  Family Literacy Specialist
*Rebecca Schroeppe  Adult Education Specialist
Laurel Severino  Special Projects Specialist
*Edward Shaw  Adult Education Specialist
*Anne Sigmond  Adult with Disabilities Specialist
Lucille Skipper  Test Proctor Specialist
William Clay Smith  Holistic Scoring Specialist
*Stuart Soto  Adult Education Specialist
*Deatra Spratling  Summer Enrichment Specialist
Christine Sulander  Test Proctor Specialist
*Valinda Taylor  Summer Enrichment Specialist
^Jorge Tormes  Intramural Basketball Coordinator
*Wendy Toure  Adult Education Senior Specialist
Julie Warmke-Robitaille  Holistic Scoring Specialist
*Ann Weigl  Downtown Lab Specialist
Betty Wilcox  Test Proctor Specialist

Reappointment

Name  Position
*Rayna Aarons  Career Manager
*Kathleen Anderson  Database Systems Coordinator
Linda Asbell  Zoo Administrative Support Specialist
Elizabeth Auerbach  Systems Coordinator
Susan Balmer  Banking Manager
Michael Barber  Student Development Specialist
*Equilla Bjerregaard  Senior Information Specialist, Title III
Pamela Blanton  Graphics Coordinator
Edward Braddy  Access and Retention Senior Specialist
Judith Braun  Payroll Manager
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>Richard Braun</td>
<td>Supervisor, Desktop</td>
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<tr>
<td>Deborah Brazee</td>
<td>Specialist, Counseling Center</td>
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<tr>
<td>Ruth Brennan</td>
<td>Payroll Specialist</td>
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<tr>
<td>*Christina Brown</td>
<td>Supervisor, Youth Employment</td>
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<td>*Sherry Browne-Davis</td>
<td>Specialist, Career Facilitator</td>
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<tr>
<td>LaVette Burnette</td>
<td>Downtown Lab Manager</td>
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<tr>
<td>Myrna Cabrera-Rivero</td>
<td>Coordinator, Multicultural Student Center</td>
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<tr>
<td>John Caldwell</td>
<td>Software Specialist, Network</td>
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<td>John Carr</td>
<td>Cable Technician</td>
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<tr>
<td>Jaime Castro</td>
<td>Coordinator, Research and Database</td>
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<tr>
<td>*Kerry Chancey</td>
<td>Coordinator, Health Careers Opportunity Program</td>
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<tr>
<td>*Velma Chandler</td>
<td>Youth Specialist</td>
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<td>John Chapman</td>
<td>Applications Manager</td>
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<tr>
<td>Matthew Chasteen</td>
<td>MacIntosh Lab Maintenance Specialist</td>
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<td>Saint Elmo Cherry-Clark</td>
<td>Special Projects Coordinator</td>
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<td>Angela Chin</td>
<td>Websmith, Software Specialist</td>
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<td>*Georgeann Clark</td>
<td>Career Manager, Mentoring Specialist</td>
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<tr>
<td>*Angela Clifford</td>
<td>Coordinator, Perkins Program</td>
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<tr>
<td>John Coleman</td>
<td>Manager, Facilities Services</td>
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<tr>
<td>*Marcey Corey</td>
<td>Specialist, Talent Search Project</td>
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<tr>
<td>*Susan Courtemanche</td>
<td>Basic Skills/Academic Specialist</td>
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<tr>
<td>Kathleen Coyne-Russell</td>
<td>Senior Specialist, Zoo Programs</td>
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<tr>
<td>Rebecca Craig</td>
<td>Dental Clinic Specialist</td>
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<tr>
<td>*Oties Cramer</td>
<td>Supervisor, One Stop Center</td>
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<tr>
<td>*Virginie Crisalle</td>
<td>Programmer</td>
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<tr>
<td>*Warren Croke</td>
<td>I/Link Specialist</td>
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<tr>
<td>Nancy Darr</td>
<td>Coordinator of Open Campus</td>
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<tr>
<td>Billie Davis</td>
<td>Admissions Advisement Technology Specialist</td>
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<tr>
<td>*William Deitenbeck</td>
<td>Career Manager</td>
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<tr>
<td>Jess Delaney</td>
<td>Communications Coordinator</td>
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<tr>
<td>James Diercks</td>
<td>Systems Coordinator, Applications</td>
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<tr>
<td>Betty Drost</td>
<td>Advisement Specialist</td>
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<tr>
<td>Julius Dunmore</td>
<td>Evening Custodial Manager</td>
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<tr>
<td>Phouc Duong</td>
<td>Manager, Lab Facilities</td>
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<tr>
<td>James Earles</td>
<td>International Student Senior Specialist</td>
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<tr>
<td>Lela Elmore</td>
<td>Coordinator, Human Resources</td>
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<td>Fredrick Evans</td>
<td>Supervisor, Customer Service</td>
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</tbody>
</table>
Barbara Fields  Business Lab Manager
John Fitchue  Software Specialist, Desktop
Donald Flake  Facilities Planning Coordinator
Scott Fortner  Occupational Specialist, Health Sciences Counseling
Brian Fox  Coordinator, Business Programs
Lisa Gagne  Coordinator, Center for Business & Professional Development
John Gebhardt  Supervisor, Veteran's Affairs
John Gentry  Coordinator, Apprenticeship Programs
Charmaine Godwin  Dental Clinic Specialist
Edna Gomez  Computer Institute Specialist
Kathryn Gordon  Community Education Specialist
Bradford Grant  Hardware Technician, Desktop
*Kevin Greetham  Lead Vocational Evaluator
*Nancy Griffin  Coordinator, Displaced Homemaker Program
Charles Griggs  Coordinator, Safety and Risk Management
Sara Grubbs  Programmer/Analyst, Applications
*Mary Hammons  Job Developer
*Barry Handberg  Coordinator, Project Independence
Kim Hankins  Library Specialist
*Alexandra Harris  Community Employment Specialist
*Adam Hartmann  Specialist, Lead Career Facilitator
Robert Hatker  Project Manager, Facilities Services
Mila Henderson  Enrollment Services Specialist
Saundra Henderson  High School Dual Enrollment Specialist
Tanisha Henry  Lab Manager, Sciences for Health
*Debra Hines-Warco  Orientation Specialist
*Anita Howard  Job Developer
*Kim Hudson  Career Manager
*Joy Hughes  Youth Specialist
*Michael Hutley  Specialist, Disability Resource Center
Hellen Ingle  Specialist, SFCC Police Department
*Carlos Iriarte  Counseling Coordinator, Upward Bound
Eva Jansen  Network Software Systems Specialist
*Ruthanne Jansen  Career Manager
Stephen Jensen  Instructional Systems Specialist
David Johnson  Manager, Printing Services
<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Herschel Johnson</td>
<td>Academic Advisement Specialist</td>
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<tr>
<td>Kenneth Johnson</td>
<td>Manager, Cashier</td>
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<tr>
<td>Christy Jones</td>
<td>Transcript Evaluation Advising Specialist</td>
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<tr>
<td>*Isaac Jones</td>
<td>Coordinator, Student Support Service</td>
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<td>*Susan Jones</td>
<td>Educational Talent Search Coordinator</td>
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<tr>
<td>Louis Kalivoda</td>
<td>Coordinator, Criminal Justice Services</td>
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<tr>
<td>*Santosh Kamath</td>
<td>Senior Assessment Specialist</td>
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<tr>
<td>Brice Keith</td>
<td>Systems Coordinator, Applications</td>
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<tr>
<td>Gloria Kersh</td>
<td>Software Specialist, CAT Lab</td>
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<tr>
<td>Marsha Kiner</td>
<td>Recruitment and Retention Specialist</td>
</tr>
<tr>
<td>William Kiser</td>
<td>Senior Specialist, Disabilities Resource Center</td>
</tr>
<tr>
<td>Dan Lackey</td>
<td>Programmer, Applications</td>
</tr>
<tr>
<td>^Teresa Lanier</td>
<td>Business Manager, Student Leadership and Activities</td>
</tr>
<tr>
<td>James Layton</td>
<td>Project Manager, Facilities Services</td>
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<tr>
<td>Lesley Lebaron</td>
<td>Senior Specialist, Counseling Center</td>
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<tr>
<td>Kathryn Lehman</td>
<td>Coordinator, Cultural Programs</td>
</tr>
<tr>
<td>*Levy Lennon</td>
<td>Job Developer</td>
</tr>
<tr>
<td>James Lewis</td>
<td>Associate Director, Follow Up and Reporting</td>
</tr>
<tr>
<td>Andrew Lievertz</td>
<td>Hardware Technician, Information Technology Education</td>
</tr>
<tr>
<td>Robert Lightner</td>
<td>Manager, TV Productions</td>
</tr>
<tr>
<td>*Barbara Little</td>
<td>Perkins Grant Specialist</td>
</tr>
<tr>
<td>*Tamara Lux</td>
<td>Youth Specialist</td>
</tr>
<tr>
<td>*R.A. Mangol</td>
<td>Career Manager Specialist</td>
</tr>
<tr>
<td>Michael Manlove</td>
<td>Manager, Lab Facilities</td>
</tr>
<tr>
<td>Thomas Mason</td>
<td>Construction and Technical Program Advisement Specialist</td>
</tr>
<tr>
<td>John McCall</td>
<td>Senior Systems Specialist</td>
</tr>
<tr>
<td>Lynda McDaniel</td>
<td>Property/Contract Supervisor</td>
</tr>
<tr>
<td>Debra McElroy</td>
<td>Compensation Specialist, Human Resources</td>
</tr>
<tr>
<td>Dorothy McGinnes</td>
<td>Senior Assessment Specialist</td>
</tr>
<tr>
<td>Marie McMillan</td>
<td>Systems Coordinator, Application</td>
</tr>
<tr>
<td>Ouida McNeil</td>
<td>Associate Director, Enrollment Services</td>
</tr>
<tr>
<td>*Joan McQueen</td>
<td>Transition Specialist, Academic Foundations</td>
</tr>
<tr>
<td>William Meeker</td>
<td>Manager, Physics Lab</td>
</tr>
<tr>
<td>*Cecelia Mitchell</td>
<td>Coordinator, Pilot for Success</td>
</tr>
<tr>
<td>*Billie Monroe</td>
<td>Program Improvement Specialist</td>
</tr>
<tr>
<td>Joan Moore</td>
<td>Specialist, Prep Advisor</td>
</tr>
<tr>
<td>*Michael Moran</td>
<td>Youth Specialist, YES! Program</td>
</tr>
</tbody>
</table>
*Debra Morgan  Career Manager
Martha Morton  Curriculum Support Specialist
Elizabeth Mott  Advisement Specialist
*Marsha Mott  Case Management Coordinator
Susan Muggeo  Systems Coordinator, Applications
Claudia Munnis  Specialist, Disabled Student Services
James Murphey  Associate Director, IPS Programs
Kenneth Murphy  CLAST Lab Specialist
Fanny Navarro  Zoo Education Specialist
Keith Nelson  Software Specialist, Web
Angel Nieves  Math Lab Senior Specialist
*Ade Ofunniyin  Senior Specialist for Senior Adults
Michael Ordish  Software Specialist
*William Orr  Youth Specialist
*Jorge Ortiz  Coordinator, College Reach Out Program
Takela Perry  College Prep Advisor Specialist
*Tony Perryman  Youth Specialist
Beverly Polk  Benefits Specialist
Sharon Pope  Reading Lab Specialist
Eric Powell  Systems Specialist
*A Laura Predny  Adult Education and Technology Specialist
*Brent Ransom  Senior Specialist, Criminal Justice
*Andrea Rawls  Youth Career Development Specialist
Maria Remer  Occupational Specialist
Nasrin Rezaei  Systems Coordinator
Eleanor Rich  Manager, ICL Open Lab
*Charles Richardson  Database Programmer/Analyst
*Jerri Richardson  Specialist, Career Facilitator
^Daniel Rodkin  Coordinator, Student Leadership and Activities
Leoris Richardson  Specialist, Student Development
Michael Ridlon  Network Software Specialist
Douglas Robertson  Business Programs Advisor Specialist
*Ana Robles-Rhoads  Career Manager
Raymond Ross  Cable Technician, Telecommunications
Phil Scarpace  Software Specialist
Mark Schroeppe1  Coordinator, Utilities Maintenance and Service
Uma Sethuram  Coordinator, Office for Finance
*Rebecca Severance Lead Career Manager
Nuzhat Shamim Specialist, Little School
*Patricia Shirkey Career Manager
David Shlafer Purchasing Specialist
*Vernon Singleton Academic Coordinator, Upward Bound
Diana Smith Coordinator, Student Services, Downtown Center
Felecia Smith Computer and Information Research Specialist
*Michael Smith Youth Specialist
*Kimberly Standifer Specialist, BITCAP
Michele Stauffer Orientation Specialist
*Christine Sulander Family Literacy Adult Education Specialist
Kalpana Swamy Senior Specialist, Counseling Center
*Priscilla Tanner Specialist, Career Manager
*Carolyn Tarkington Specialist, Talent Search Project
Deborah Taube Specialist, Mainframe
Jan Taylor Software Specialist, Telecommunications
Michael Terreri Software Specialist
Tommy Terry Associate Director, Criminal Justice Selection Center
Mary Thames Advisement Specialist
Terry Thomas Business Coordinator, Facilities
Mathew Thompson Network Systems Specialist
Judy Tison High School Dual Enrollment Counseling Specialist
*Margaret Tison Specialist, Health Careers Opportunity Program
Linda Traupane Specialist, Health Sciences Counseling
*Bruce Vannostrand Career Manager
Christopher Wagoner Specialist, High Liability Training
James Ward Associate Director, Police Services
*Wendy Wasserman Senior Career Manager
Jennifer Weeks CPT Lab Manager
*Rebecca Weir Senior Job Development Specialist
Peggy Werts Associate Director, Financial Aid
*Patricia West Coordinator, Upward Bound Program
Patti West Network Manager
*Joann Wilkes Displaced Homemakers Program Specialist
*Mary Williams Career Manager
Nancy Williamson Systems Coordinator, Applications
Stephen Williamson Manager, Systems and Operations
*Karla Wooten  Work Exploration Placement Specialist
Paulette Wright  Advisement Specialist
James Yawn  Specialist, Career Resource Center
Steve Yongue  Coordinator of Web Design
David Yonutas  Coordinator of Educational Technologies
Eric Ziecheck  Advisement Specialist

* Grant funded
^ Student Leadership and Activities funded

**Board Action(s) Requested:**

Approval

Action: Approved. See item 3.1.

**C O N S E N T**

District Board of Trustees
June 17, 2003

Agenda Item: 3.3

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**Career Service Staff**
403.419, 02-03

The individuals listed below are being recommended for appointment or promotion.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tammy Magnuson</td>
<td>Custodian, Facilities Services</td>
</tr>
<tr>
<td>John Santos</td>
<td>Police Officer, SFCC Police Department</td>
</tr>
<tr>
<td>Paul Wilcox</td>
<td>Custodian, Facilities Services</td>
</tr>
<tr>
<td>Helen Hafers</td>
<td>Account Clerk, Office for Finance</td>
</tr>
</tbody>
</table>

**Board Action(s) Requested:**

Approval

Action: Approved. See item 3.1.

**C O N S E N T**
District Board of Trustees
June 17, 2003

Agenda Item: 3.4

Renewal of Legal Services Agreement with Brashear and Associates, P.L. 408.1368, 02-03

It is requested that the board approve renewal of the contract for legal services with Bruce Brashear, Esq., for legal representation of the board. The proposed contract for 2003-2004 is basically the same as the contract currently in force, with a few minor administrative changes required by the Attorney General’s Office. The fee for paralegals has been decreased by $20; the fee for law clerks has been increased by $20. The remaining fees are the same as last year. This agreement runs from July 1, 2003, through June 30, 2004.

Board Action(s) Requested:

Approval

Note: Trustee Brashear abstained from voting on this item, citing her affiliation with the firm of Brashear and Associates, P.L. She filed the conflict on interest form 8B, as appropriate.

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

C O N S E N T

District Board of Trustees
June 17, 2003

Agenda Item: 3.5

Renewal of Legal Services Agreement with Allen, Norton, and Blue, P.A. 408.1369, 02-03

It is requested that the board approve renewal of the legal services contract with Allen, Norton and Blue, P.A. in order that Robert Norton, Esq. can continue to provide legal representation for the college. The proposed contract for 2003-2004 is basically the same as the contract currently in force, with a few minor administrative changes required by the Attorney General’s Office.

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1.
Renewal of Agreement with the University of Florida Department of Exercise and Sport Sciences, College of Health and Human Performance for an Athletic Trainer  

This contract is for the provision of an athletic trainer for the 2003-2004 school year. The term of the agreement is July 1, 2003, through June 30, 2004. The trainer will provide health-related duties and additional sport trainer duties for all SFCC intercollegiate athletic programs. The terms and conditions are the same as last year’s contract, except for an increase in cost from $10,500 to $10,967.25.

**Board Action(s) Requested:**

Approval

Action: Approved. See item 3.1.

Renewal of Agreement with Bradford County Public Library  

This renewal agreement allows Santa Fe students attending the Andrews Center to use the Bradford County Public Library. The college has had an agreement with the library since 1996. This is a one-year renewal agreement with a term of July 1, 2003, through June 30, 2004. The college will pay $14,000, the same amount as last year, to compensate the library for the increased demands on its staff and the facility.

**Board Action(s) Requested:**

Approval

Action: Approved. See item 3.1.
Agenda Item: 3.8

Renewal of Agreement with the University of Florida's Student Health Care Center for Santa Fe Community College Student Health Care and Education 408.1372, 02-03

The attached contract is a renewal of the ongoing collaboration between the University of Florida's (UF) Student Health Care Center and Santa Fe Community College's (SFCC) Center for Student Leadership and Activities to provide health care information and education to SFCC students. As in last year’s agreement, UF provides health care staff, medical supplies and equipment, and supervision of personnel. SFCC provides the physical facility and administrative equipment and support. Also attached is the internal budget for informational purposes.

This year’s agreement has been expanded to include even more on-site access for SFCC students to a Nurse Practitioner (ARNP) while classes are in session. It also adds access hours to programs and services provided by the Health Educator. The increase in cost for these expanded services brings the overall contract value to $122,640.00. The new agreement continues to provide student access to a Registered Nurse (RN) on a full-time basis. The facility is located in S-120 and does NOT provide emergency care. Clarifying changes have also been added throughout the agreement as needed.


Board Action(s) Requested:

Approval

Action: Approved. See item 3.1.

Agenda Item: 3.9

Consent

Agreement with City of Alachua Police Department to Provide Selection, Promotion, and Testing Consulting Services 408.1373, 02-03

The purpose of this project is to develop, administer, and score promotional processes for the Alachua Police Department in the area of law enforcement. A thorough review of their union contract will be done prior to the administration of the promotional processes. The promotion processes will be developed on our campus, and administrated in Alachua.
Board Action(s) Requested:

Approval

Action: Approved. See item 3.1.

C O N S E N T

District Board of Trustees
June 17, 2003

Agenda Item: 3.10

Upward Bound -- Grant

The purpose of this project is to generate the academic skills and personal motivation necessary for the participants to persist in completing high school and to enter and complete a program of postsecondary education. The project will serve at least 50 students per year from Newberry High School and Bradford High School. Students will participate in an academic year component of tutoring, supplemental instruction, and personal, academic, and career counseling. Students will also participate in a six-week, non-residential summer enrichment component. This is year four of a five-year project.

The amount of funds requested from U.S. Department of Education, Office of Postsecondary Education, is $251,937, with no matching funds from Santa Fe Community College.

Duration of this project is September 1, 2003, through August 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.

Action: Approved. See item 3.1.

C O N S E N T

District Board of Trustees
June 17, 2003

Agenda Item: 3.11

Upward Bound Supplemental Money Management Institute -- Grant

The purpose of this project is to generate the academic skills and personal motivation necessary for the participants to persist in completing high school and to enter and complete a program of postsecondary education. The project will serve at least 50 students per year from Newberry High School and Bradford High School. Students will participate in a academic year component of tutoring, supplemental instruction, and personal, academic, and career counseling. Students will also participate in a six-week, non-residential summer enrichment component. This is year four of a five-year project.

The amount of funds requested from U.S. Department of Education, Office of Postsecondary Education, is $251,937, with no matching funds from Santa Fe Community College.

Duration of this project is September 1, 2003, through August 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.

Action: Approved. See item 3.1.
The purpose of this project is to generate the academic skills and personal motivation necessary for the participants to persist in completing high school and to enter and complete a program of postsecondary education, and to enhance the long-term economic position of participants whose knowledge of personal money management and careers in finance (accounting, banking, investments, insurance, and real estate) will be improved through a planned sequence of financial workshops and activities. The project will serve 20 students per year from the neediest backgrounds from target schools in Alachua (Newberry High School) and Bradford (Bradford High School) counties. Students will participate in an academic year component of tutoring, supplemental instruction, and personal, academic, and career counseling. Students will also participate in a six-week, non-residential summer enrichment component.

The amount of funds requested from U.S. Department of Education, Office of Postsecondary Education, is $90,813, with no matching funds from Santa Fe Community College.

Duration of this project is September 1, 2003, through August 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.

Action: Approved. See item 3.1.

**C O N S E N T**

District Board of Trustees
June 17, 2003

Agenda Item: 3.12

The purpose of this project is to provide supplementary support services to low-income, first-generation, or disabled college students in order to increase their success as measured by retention, graduation, and transfer rates. Individual counseling, tutoring, and other extensive work in the basic academic subjects (reading, writing, and mathematics) will be the substance of the program. An additional part of the program includes a two-year/four-year initiative, to assist Santa Fe Community College project students in securing admission to and financial assistance for enrollment in four-year institutions of higher education. This is year three of a four-year program. Approximately 200 students will be served each year.

The amount of funds requested from U.S. Department of Education, Office of Postsecondary Education, is $234,095, with an in-kind match of $53,837 from Santa Fe Community College.

Duration of this project is September 1, 2003, through August 31, 2004.

Operating budget impact: In-kind match from existing college budget.
Mid-Florida College Reach-Out Consortium -- Grant 409.1438, 02-03

The purpose of this project is to strengthen the educational motivation and preparation of economically and educationally disadvantaged students in grades 6-12. The project will provide a four-week summer college experience for eligible sixth, seventh, and eighth graders. Additionally, ninth graders will participate in a one-week residential component at the University of Florida. The project will also provide parent information sessions, after school homework/tutoring club, orientation programs, career counseling, cultural field trips, student mentoring, and guest speakers. Santa Fe Community College participates in the consortium with the University of Florida and Central Florida Community College. Approximately 240 students will be served.

The amount of funds requested from the Florida Department of Education, Office of Equity and Access, is $88,209, with an in-kind match of $76,872 from Santa Fe Community College.

Duration of this project is September 1, 2003, through August 31, 2004.

Operating budget impact: In-kind match from existing college budget.

Board Action(s) Requested:

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

Action: Approved. See item 3.1.

C O N S E N T

District Board of Trustees
June 17, 2003

Agenda Item: 3.13
The purpose of this project is to assist senior adults, age 55 and over, to become literate, to obtain the knowledge and skills necessary for employment and self-sufficiency, and to complete a GED and/or enter postsecondary education. The focus will be on integrating literacy skills with the acquisition of computer and technology skills using real-life interests and context for instruction. The program will serve approximately 50 senior adult learners.

The amount of funds requested from Florida Department of Education, Division of Workforce Development, is $75,000, 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.

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The purpose of this project is to assist adults in completing a GED and/or increasing their literacy skills. This will improve their opportunities for employability and/or postsecondary training and assist them in becoming full partners in the education of the dependent children under their care. The planned activities include classroom sessions, discussion groups, educational workshops, and time for the parent and children to be together to explore and experiment with new ways of interacting within families. The program will serve approximately 50 students and their children. This is year two of a two-year project.

The amount of funds requested from Florida Department of Education, Division of Workforce Development, is $75,000, 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.

**C O N S E N T**

District Board of Trustees
June 17, 2003

**Agenda Item: 3.16**

Adult Education and Family Literacy - English Literacy and Civics Education -- Grant 409.1441, 02-03

The purpose of this project is to assist adults who have limited English proficiency and/or who do not have a secondary school diploma become literate and obtain the knowledge and skills necessary for employment, self-sufficiency, and full partnership in their children’s education. An additional focus of this project is to provide an integrated program of services that incorporates English literacy and civics education while preparing participants for their GED, further educational training, and/or employment. This project will serve approximately 30 participants.

The amount of funds requested from Florida Department of Education, Division of Workforce Development, is $16,874, 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.

**C O N S E N T**

District Board of Trustees
June 17, 2003

**Agenda Item: 3.17**
Adult Education and Family Literacy - Geographical Allocation -- Grant 409.1442, 02-03

The purpose of this project is to provide transition services (intake, workplace readiness, SFCC program transition) for SFCC adult basic education and GED students. This program will also teach adult education students basic computer skills, and will provide adult basic education/GED/Computerized Placement Test review/Test of Adult Basic Education (TABE) skill enhancement classes. This project will also provide SFCC transition information and assistance to encourage transferring into further education training and/or employment. Approximately 500 students will be served by this project.

The amount of funds requested from Florida Department of Education, Division of Workforce Development, is $71,912, 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.

C O N S E N T

District Board of Trustees
June 17, 2003

Agenda Item: 3.18

Adults with Disabilities -- Grant 409.1443, 02-03

The purpose of this project is to provide literacy instruction, life skills training, pre-vocational training, and a variety of leisure and recreational activities to adults with disabilities to improve the quality of their lives and help them be as self sufficient as possible. The program will serve approximately 50 students.

The amount of funds requested from Florida Department of Education, Division of Workforce Development, is $82,978, 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.

C O N S E N T

District Board of Trustees
June 17, 2003

Agenda Item: 3.19

Criminal Justice Training Trust Fund -- Grant 409.1450, 02-03

The purpose of this project is to provide advanced and specialized training for approximately 939 law enforcement, correctional, and probation and parole officers in the college’s service region.

The amount of funds requested from the Florida Department of Law Enforcement, Division of Criminal Justice Professionalism Programs, is $75,120, 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
June 17, 2003

Agenda Item: 4.1

Project Report and Action Request - Building D (Change Order #3; Final Completion) 412.943, 02-03

Project Description:

Building D houses the college’s telecommunications center, word processing, printing services, and custodial services. The project consists of a total renovation of the telecommunications area to include the installation of a new telephone switch and provide for an auxiliary network.
operations center. Custodial services will relocate to E annex allowing for the renovation of their existing space to house word processing. The entire building will receive infrastructure, fire alarm, ADA, and cosmetic upgrades. This project is being conducted as a minor project pursuant to Florida Statutes.

**Architect/engineer**
Skinner & Associates, Gainesville, Florida

**Contractor/construction manager**
Perry-Parrish, Inc., Gainesville, Florida

**Uniform building code inspector**
In-house

**Project budget**
$659,943

**Source(s) of funding**
PECO

**Project Status:**
College staff has received and processed additive change order #3 for additional scope added per owner’s request. This project has reached final completion.

- **Current construction contract amount**
  - $582,918.00
- **Change order #3 – electrical changes per scope, transformer upgrade, concrete infill for floors, and miscellaneous wall patching and painting.**
  - $13,190.00
- **Revised current construction contract amount**
  - $596,108.00

**Board Action(s) Requested:**

- **Acceptance of project completion**

  **Discussion:** Bill Reese, Associate Vice President Facilities Services, reviewed the facilities items 4.1 through 4.3 individually. As a follow-up from the May board meeting, Reese gave a short Power Point presentation on the selection criteria for architectural or construction services that included

  The means by which local vendors are considered. The selection committee is comprised of five people with a technical background or interest in the project. The committee reviews proposals for experience and ability to perform and ranks them on a scale from 0-20. Proximity to the workplace is a consideration when it affects the vendor’s ability to perform the work. From this group, a minimum of three firms are selected to make presentations before the committee. They are judged on their understanding of and approach to the project; this ranking is then presented to the board for approval. Trustee Davis asked if there were limits of insurance. Reese replied the limits were $1 million/$5 million.

  Note: Trustee Perry abstained from voting on item 4.1, citing his affiliation with the firm of Perry-Parrish, Incorporated. He filed the conflict of interest, form 8B, as appropriate.

  **Action:** Motion to approve: Davis
  Second: Womack
  Vote: Bradley - yes, Brashear - yes, Davis - yes, Jackson - yes, McRae - yes, Perry - abstained on item 4.1 only; yes on 4.2 and 4.3, Womack - yes.
June 17, 2003

Agenda Item: 4.2

Project Report and Action Request - North Road Project
(Change Order #1; Final Completion) 412.944, 02-03

Project Description:
This project consists of the installation of the western portion of the North Road, connecting the northern parking lots to Northwest 91st Street as proposed in the campus master plan. When complete, this project will alleviate some of the traffic congestion at the gym intersection, as well as the existing intersection of North Road and Northwest 83rd Street and give students direct access to an external thoroughfare.

Contractor
Uniform building code inspector In-house
Project budget $192,245
Source(s) of funds Other Local

Project Status:
College staff has received and processed additive change order #1 for this project, which represents additional work to add curb cuts, striping, and re-grading. This project has reached final completion.

Current construction contract amount $173,045.00
Additive change order # 1 for curbs, striping, and grading $ 3,507.63
Revised current construction contract amount $176,552.63

Board Action(s) Requested:
Acceptance of project completion

Action: Approved. See item 4.1.

District Board of Trustees
June 17, 2003

Agenda Item: 4.3

Project Report and Action Request - Utility Infrastructure Project
Project Description:

Engineering reports dating back to 1980 have detailed problems with the underground utilities on the Northwest 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 cause of failures resulting in disruptions to the campus. Additionally, the early first phase buildings on the campus, for the most part, still have original mechanical equipment in operation.

Architect/engineer: Affiliated Engineers, Gainesville, Florida
Contractor/construction manager: To be determined
Uniform building code inspector: In-house
Total project budget: $6,282,735
Phase I appropriation: $2,094,245
Source(s) of funding: PECO

Project Status:

Due to the complexity of this project, as well as the critical phasing that will be required due to the multi-year funding, college staff is recommending construction management be utilized as the mode of project delivery. Permission is requested to advertise for proposals for construction management services pursuant to college Rule 6.15.

Board Action(s) Requested:

Permission to advertise and select a construction management firm

Action: Approved. See item 4.1.

District Board of Trustees
June 17, 2003

Agenda Item: 4.4

Annual Safety Inspection Report

Florida Statutes and Florida Department of Education rules require that each community college board of trustees provide for periodic inspection of its physical plant at least once a year to determine compliance with sanitation, casualty, and fire safety standards. This inspection report was conducted in April and prepared by Mr. Piper Walton with the Florida Community Colleges Risk Management Consortium, in conjunction with certified college staff. This year saw an approximate 21% decrease in the number of items needing attention by the college. Most of these items have been corrected through routine maintenance. The remainder of the items will be rectified as part of scheduled renovation projects within the coming year. A few items are necessitated by changes in code and are required only when major renovation of the facility is undertaken. They will be corrected in future years as required.
Board Action(s) Requested:

Approval of report

Discussion: Trustee Bradley asked if the annual safety inspection was done in-house. Lela Elmore responded that Florida Community Colleges Risk Management Consortium employee, Mr. Piper Walton, completed the inspection. Trustee Bradley questioned why some of the routine maintenance items where not completed, such as exit lights out and elevator inspections. Bill Reese stated that this was the first year the state inspectors did not inspect the elevators and Santa Fe was not notified of this in a timely manner. He also stated that they have a routine rotation inspection in place for the campus. Elmore commented that over all there was a 21% decrease in the number of items needing attention and feels the college is headed in the right direction for correcting existing items. At Trustee Bradley’s request, Lela Elmore will look into whether additional in-house inspections are needed.

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

District Board of Trustees
June 17, 2003

Agenda Item: 5.1

Approval of Revised Rule 3.16: Supplemental Payments 410.359, 02-03

Rule 3.16 is being expanded to include all eligible employment classifications and to further define the parameters.

Board Action(s) Requested:

Approval

Discussion: Trustee Bradley asked what the justification was for charging the 7.5% increase and whether we could legally pass the rule since the details were not available at the first reading. Chair McRae noted that the justification issues were covered at the budget workshop. Dr. Sasser added that it was submitted as an information item at the May meeting pending the Florida House and Senate’s consideration of a tuition rate increase of 7% to 7.5% for all courses. At the close of the special session, the legislature approved the tuition increase of 7.5%, subject to final action by the Governor. The fees will be effective the beginning of fall 2003 term registration. General Counsel Patti Locascio advised that all legal requirements have been satisfied and that the rule could be the subject of a vote today.

Action: Motion to approve items 5.1 and 5.2: Davis
Second: Perry
Vote: Bradley - yes, Brashear - yes, Davis - yes, Jackson - yes, McRae - yes, Perry - yes, Womack - yes.
District Board of Trustees
June 17, 2003

Agenda Item: 5.2

Approval of Revised Rule 7.11: Fees 410.360, 02-03

The attached amendment to Rule 7.11 is presented for approval, subject to final action by the Governor. The fees will be effective with the beginning of fall term registration.

For all courses, the total increase is approximately 7.5%. This increase for a full-time student per year is:

- Credit (36 semester hours) $138.60
- PSAV - Adult Vocational (900 contact hours) 90.00
- Adult Basic Education (900 contact hours) 45.00

Board Action(s) Requested:

Approval of revised Rule 7.11 subject to final action by the Governor

Action: Approved. See item 5.1.

District Board of Trustees
June 17, 2003

Agenda Item: 6.1

Leave of Absence 420.129, 02-03

Robert Wolfson, tenured faculty member in the Air Conditioning and Refrigeration program, has requested a leave of absence from July 1, 2003, thru June 30, 2004, to serve as the Interim Director of the Archer Center. This request is supported by the Program Director, Associate Vice President, and the Interim Vice President.

Board Action(s) Requested:

Approval

Action: Motion to approve: Jackson
Second: Bradley
Vote: Bradley - yes, Brashear - yes, Davis - yes, Jackson - yes, McRae - yes, Perry - yes, Womack - yes.
District Board of Trustees  
June 17, 2003

Agenda Item: 6.2

2003-2004 Salary Schedule  
405.94, 02-03

The proposed 2003-2004 Salary Schedule is submitted for review and approval by the board. The Santa Fe Community College Salary Schedule is established annually. The president recommends this schedule to the Board of Trustees at the June board meeting, and once adopted, it becomes the sole instrument used in determining employee compensation.

The following is a summary of proposed rate increases for 2003-2004:

Contract Personnel (Administrative and Professional) Salary Increases for 2003-2004 
Effective July 1, 2003, administrative and professional personnel may receive a 2.00% increase on the 2002-2003 base. Individual adjustments may vary.

Part-time professionals hired prior to July 1, 2003, may receive an increase of 2.00% to their hourly rate, effective July 1, 2003.

Contract Personnel (Faculty) Salary Increases for 2003-2004 
Basic Salary Contract – Effective August 25, 2003, full-time instructional personnel may receive a 2.00% increase on the 2002-2003 base.

210-Day Instructional Contract – Effective August 25, 2003, full-time instructional personnel may receive a 2.00% increase on the 2002-2003 base. A supplement of $3,008 will be added for the additional days of service beyond the basic salary contract period.

Twelve-Month Contract – Effective July 1, 2003, twelve-month faculty may receive a 2.00% increase on the 2002-2003 base.

Part-time Instruction – Part-time instructional service will be paid on the basis of $548 per semester credit hour and $21.92 per clock/contact hour, which represents approximately a 2.00% increase on the hourly rate.

Career Service Salary Increases for 2003-2004 
Effective July 1, 2003, full-time career service personnel may receive a 2.00% increase on the 2002-2003 hourly rate. Individual salary adjustments may vary.

Part-time Non-Instructional Employees 
Part-time non-instructional employees hired prior to July 1, 2003, may receive an increase of 2.00% to their hourly rate, effective July 1, 2003.

Board Action(s) Requested:

Approval of the 2003-2004 Salary Schedule

Discussion: Dr. Sasser thanked Lela Elmore for all her hard work on preparing the 2003-2004 salary schedule.
Action: Motion to approve: Perry  
Second: Brashear  
Vote: Bradley - yes, Brashear - yes, Davis - yes, Jackson - yes, McRae - yes, Perry - yes, Womack - yes.

District Board of Trustees  
June 17, 2003

Agenda Item: 7.1

Report of Purchases for May 2003  
202.507, 02-03

Below are the total amounts and a summary of purchases for the month of May 2003.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchasing</td>
<td>$2,045,347.03</td>
</tr>
<tr>
<td>Risk Management Consortium</td>
<td>142,800.00</td>
</tr>
<tr>
<td>Library</td>
<td>12,102.50</td>
</tr>
<tr>
<td>Total</td>
<td>$2,200,249.53</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>P.O. No.</th>
<th>Amount</th>
<th>Procurement</th>
<th>Vendor</th>
<th>Class of Item-Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>X46182 (Fund 6)</td>
<td>$142,800.00</td>
<td>Special</td>
<td>Gallagher Bassett Services</td>
<td>Claims Administration Fees Risk Management Consortium</td>
</tr>
<tr>
<td>X46191 (Fund 1)</td>
<td>$59,631.20</td>
<td>Contract</td>
<td>Dell Marketing</td>
<td>Computers (40) Information Technology</td>
</tr>
<tr>
<td>X46275 (Fund 1)</td>
<td>$43,650.00</td>
<td>Contract</td>
<td>Dell Marketing</td>
<td>Microsoft Campus Agreement Information Technology</td>
</tr>
<tr>
<td>X46797 (Fund 1)</td>
<td>$565,808.00</td>
<td>Exempt</td>
<td>Cornerstone Systems, Inc.</td>
<td>Mainframe System Information Technology</td>
</tr>
<tr>
<td>X46876 (Fund 1)</td>
<td>$38,822.72</td>
<td>Contract</td>
<td>OEC Business Interiors</td>
<td>Furniture Archer Center</td>
</tr>
<tr>
<td>X46934 (Fund 1)</td>
<td>$53,009.16</td>
<td>Contract</td>
<td>Dell Marketing</td>
<td>Computers (37) Information Technology</td>
</tr>
<tr>
<td>X47197 (Funds 1 and 2)</td>
<td>$115,809.00</td>
<td>Exempt</td>
<td>E-Tech Services</td>
<td>Data Backup System Title III/Information Technology</td>
</tr>
</tbody>
</table>

$1,019,530.08

Purchases $0 - $25,000.00

Number of purchase orders: 1,039  
Number of contracts awarded by the Board of Trustees: 2
Board Action(s) Requested:

Approval of report

Discussion: Rochelle Prince, Associate Vice President for Finance, reviewed items 7.1 through 7.9 individually. On item 7.4, Rochelle Prince noted there were no stolen items this month and addressed the question from the last board’s meeting about the stolen laptops. She informed the board that there have been a total of four stolen laptops, two off campus and two on campus. The college was reimbursed by the individual employees' homeowners insurance for two of the laptops. They have researched purchasing tracking chips for the laptop computers. The chips are inexpensive, but the annual service fee per chip for monitoring was $1,500. The board found that fee to be excessively high. During item 7.8 Trustee Bradley asked about short-term loans. Rochelle Prince said these loans support students until they receive financial aid, and that 98 percent of students repay the loans. The board then considered the items together.

Action: Motion to approve items 7.1 through 7.9: Jackson
Second: Brashear
Vote: Bradley - yes, Brashear - yes, Davis - yes, Jackson - yes, McRae - yes, Perry - yes, Womack - yes.

District Board of Trustees
June 17, 2003

Agenda Item: 7.2

Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of May 31, 2003 201.541, 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 May 2003.

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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dollar Amount</td>
<td>Percent of Budget</td>
</tr>
<tr>
<td>Revenue</td>
<td>50,693,620</td>
<td>96.58</td>
</tr>
<tr>
<td>Expenditures</td>
<td>42,822,466</td>
<td>78.70</td>
</tr>
</tbody>
</table>

Board Action(s) Requested:

Approval of report

Action: Approved. See item 7.1.

District Board of Trustees
June 17, 2003
Agenda Item: 7.3

Warrants Issued for May 2003

In accordance with State Board of Education Rule 6A-14.073(5), a listing of all checks issued from May 1 through May 31, 2003, is available at this meeting for the board’s information. The amount disbursed for the month was $7,122,295.16.

Warrant Numbers

Manual Payroll None
Manual Payables None
Payables 301951 -307005
Payroll 580401 -581139

Electronic Transfers
54345 - 56575

Board Action(s) Requested:

Approval of report

Action: Approved. See item 7.1.

District Board of Trustees
June 17, 2003

Agenda Item: 7.4

Colonel Harry M. Hatcher, Jr., Property Survey 03-10

Below and on the attached pages 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 departmental requests before they are presented to the board for approval.

The Property Survey Committee met May 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 recommend 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.

<table>
<thead>
<tr>
<th>Category</th>
<th>Number of Items</th>
<th>Original Cost or Value Items &lt; $5,000 to be Removed from Inventory</th>
<th>Number of Items</th>
<th>Original Cost or Value &gt; $5,000 to be Removed from Inventory and Financial Records</th>
<th>Depreciation of Items&gt; $5,000</th>
<th>Total Book Value Items to be Removed from Inventory and/or Financial Records</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Worn-Out Equipment with Salvageable Parts | 1 | $3,824.00 | 0 | $0.00 | $0.00 | $0.00
Worn-Out Equipment with No Salvageable Parts | 1 | $759.00 | 0 | $0.00 | $0.00 | $0.00
Surplus Property | 18 | $25,489.45 | 0 | $0.00 | $0.00 | $0.00
Lab Replacements | 1 | $1,558.00 | 0 | $0.00 | $0.00 | $0.00
Transfers | 28 | $43,519.00 | 0 | $0.00 | $0.00 | $0.00
TOTAL | 49 | $75,149.45 | 0 | $0.00 | $0.00 | $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. One item is being transferred to the SFCC Amateur Radio Club.

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 are tracked for inventory purposes ONLY. The present value of most of the items less than $5,000 listed here is substantially lower than the amount indicated.

**Board Action(s) Requested:**

Approval of survey

Action: Approved. See item 7.1.

**District Board of Trustees**

**June 17, 2003**

**Agenda Item: 7.5**

Budget Amendment #2, 2002-2003 Operating Budget, Current Unrestricted (Fund 1) | 201.542, 02-03
The second amendment to the Fund 1 (Current Unrestricted) Operating Budget is submitted for approval. Approval is requested in order to budget additional estimated salary lapse budget to capital, reallocate budgeted contingency to actual, and increase transfer out to payback portion of due to the Auxiliary Fund (Fund 3).

**Board Action(s) Requested:**

Approval of Budget Amendment #2

Action: Approved. See item 7.1.

District Board of Trustees  
June 17, 2003  

Agenda Item: 7.6

---

Approval of 2003-2004 Operating Budget, Current Unrestricted (Fund 1)  
201.543, 02-03

The college 2003-2004 Operating Budget has been presented and reviewed by the board at an annual budget workshop.

**Board Action(s) Requested:**

Approval of 2003-2004 Operating Budget

Action: Approved. See item 7.1.

District Board of Trustees  
June 17, 2003  

Agenda Item: 7.7

---

Approval of 2003-2004 Unexpended Plant Fund Budget (Fund 7)  
201.544, 02-03

Following the close of accounting records for fiscal year 2002-2003, the Fund 7 budget can be prepared. That budget will be presented for board approval at the September 2003 meeting. In the meantime, board approval is requested to expend from the Unexpended Plant Fund beginning July 1, 2003, as follows:

Projects approved in the 2002-2003 budget to the extent of balances carried forward, including interest earnings through June 30, 2003, at June 30

Projects for which PECO (Public Education Capital Outlay) funds were appropriated by the 2003 Florida Legislature, i.e.:

General Maintenance  
$ 522,386
General Renovation/Remodel, Drainage, HVAC, Utility Systems, Roofs and Site Improvement $1,482,387

Major Renovation/Remodel, Failing Underground Utilities $2,094,245

**Board Action(s) Requested:**

Approval of Unexpended Plant Fund (Fund 7) budget

Action: Approved. See item 7.1.

**District Board of Trustees**

June 17, 2003

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Agenda Item: 7.8

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Permission to Write-Off Uncollectible Accounts 200.654, 02-03

The college requests permission to write off the accounts listed below as uncollectible. All of these accounts are at least two years past due and the students' records will continue to be flagged, which will stop registration and other activity until the amount is repaid.

| Returned Checks | $2,764.64 |
| Short-Term Loans | |
| Regular | $17,987.55 |
| Tuition | 20,330.19 |
| Accounts Receivable | |
| Financial Aid Repayments | 10.03 |
| Other | 790.73 |
| **Total** | **$41,883.14** |

**Board Action(s) Requested:**

Approval to write off uncollectible accounts

Action: Approved. See item 7.1.

**District Board of Trustees**

June 17, 2003

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Agenda Item: 7.9
Acceptance of Donation 200.655, 02-03

Dr. Roy Lambert has donated the following item to the college’s Visual and Performing Arts Department in memory of Ruth (Bobbie) Lambert:

<table>
<thead>
<tr>
<th>Item</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Howard Grand Piano</td>
<td>$7,500.00</td>
</tr>
</tbody>
</table>

Board Action(s) Requested:

Acceptance of donation

Action: Approved. See item 7.1.

District Board of Trustees
June 17, 2003

Agenda Item: 8.1

Approval of Expenditure of Surgical Technology Program Enhancement Funds 400.443, 02-03

The Santa Fe Community College Endowment Corporation, Inc. requests permission to expend a total of $4,500 from the Dr. Philip Benjamin Academic Improvement Trust Fund for the benefit of the Surgical Technology program. This was previously approved by the Santa Fe Community College Endowment Corporation, Inc. at its April 22, 2003, meeting. These expenditures will provide for part-time faculty instructional costs for a second surgical technology class for an additional 15-18 students. This class was initiated on behalf of our business partners and from funds donated from Shands at UF, Shands at AGH, and North Florida Regional Hospital. Initiation of this class is in response to the national shortage of surgical technologists. These funds will be transferred to Santa Fe Community College in support of these faculty positions.

Board Action(s) Requested:

Approval of expenditure of Surgical Technology program enhancement funds

Action: Motion to approve items 8.1 and 8.2: Brashear
Second: Perry
Vote: Bradley - yes, Brashear - yes, Davis - yes, Jackson - yes, McRae - yes, Perry - yes, Womack - yes.

District Board of Trustees
June 17, 2003

Agenda Item: 8.2
Advisory Committee Appointments for: 417.61, 02-03
Automotive Technology
Cardiopulmonary Technology
Computer Information Technology
Computer Programming and Analysis
Dental Programs
Emergency Medical Services (Fire Science and EMS)
Graphic Design Technology
Networking Service Technology

The advisory committee appointments are being recommended to the board effective July 1, 2003, through June 30, 2005. All individuals have been contacted and have agreed to serve for the two-year period.

Automotive Programs

Reappointments
Mr. Dave Mays, Dave Mays Automotive, Gainesville
Mr. Ken Creel, AERSI, Gainesville
Ms. Fran Ricardo, Publisher/Consumer, Gainesville
Mr. Frank McGeown, Star Import Service, Inc., Gainesville
Mr. Chester Cowart, Wade Raulerson Pontiac-GMC, Gainesville
Mr. Larry Noegel, Noegel Auto Sales, Inc., Starke
Mr. Phil Snyder, Carquest Auto Parts, Gainesville
Mr. Chris Vought, All Pro Imports, Gainesville
Mr. Steve Brotherton, Continental Imports, Gainesville

New Members
Mr. Eddie Mayes, Prestige Linncoln-Mercury, Gainesville
Mr. Steve Tillman, Brasington Cadillac-Oldsmobile, Gainesville
Mr. Mark Venturella, Saturn of Gainesville, Gainesville
Mr. Tim Hoen, Gainesville Ford, Inc., Gainesville

Cardiovascular Technology

Reappointments
Mr. Milio Chappel, Shands at AGH, Gainesville
Ms. Ann Cutter, Shands at UF, Gainesville
Ms. Sandra Daughtry, North Florida Regional Medical Center, Gainesville
Dr. Edward Geiser, UF Health Science Center, Gainesville
Mr. Brad Green, Shands at UF, Gainesville
Dr. Eloise Harman, Shands at UF, Gainesville
Ms. Donna Hendesels, Veterans Affairs Medical Center, Gainesville
Mr. Ken Judkins, Munroe Regional Medical Center, Ocala
Mr. Ron Lendvay, Baptist Medical Center, Jacksonville
Ms. Lori McCormick, Shands at AGH, Gainesville
Ms. Lila Oehmig, North Florida Imaging, Gainesville
Ms. Rita Squires, North Florida Regional Medical Center, Gainesville
Mr. Danny Stevenson, Shands at AGH, Gainesville
Ms. Laura Thomas, Shands at UF, Gainesville
Mr. Michael Wehrli, Lake City Medical Center, Lake City
Mr. Jeffrey Wright, North Florida Regional Medical Center, Gainesville

New Members
Ms. Sharon Chapman, Shands at UF, Gainesville
Mr. Jeff Farrar, Shands at UF, Gainesville
Ms. Carla Schmidt, Cardiac Cath Lab, Gainesville
Mr. Todd Smith, Mayo Clinic, Jacksonville

Computer Information Technology

Reappointments
Mr. Mike Girard, Nationwide Insurance, Gainesville
Mr. Harry Kegelmann, Florida Digital Turnpike, Gainesville
Ms. Alyson Widmer, Shands HealthCare, Gainesville

New Members
Mr. George Arola, Gainesville Regional Utilities, Gainesville
Mr. Larry Gleim, Gleim Publications, Inc., Gainesville
Mr. Alexander Logan, Atlantic.net, Gainesville
Mr. Ron VanAken, Barr Systems, Gainesville

Computer Programming and Analysis

Reappointments
Mr. George Arola, Gainesville Regional Utilities, Gainesville
Mr. Cedric Faulkner, Barr Systems, Gainesville
Ms. Marcia Greensburg, Information Services, Gainesville
Mr. Jeff Lyons, Mind Solve Technologies, Inc., Gainesville
Mr. Tim Nesler, SFCC Information Technology Services, Gainesville
Mr. Steve Ware, NE Regional Data Center, Gainesville

New Members
Mr. Phil Dodds, Medical Manager Corp., Alachua

Dental Programs

Reappointments
Dr. Brian Decker, Dental Practice, Gainesville
Ms. Jody Heflin (CDA), Dental Practice, Gainesville
Ms. Cindy Pritchett, Micco Marketing, Inc., Gainesville
Dr. Wade Townsend, Dental Practice, Gainesville

New Members
Ms. Sharon Abraben, UF Health Science Center, Gainesville
Mr. Berly Toby, Gainesville
Dr. Timothy Garvey, Gainesville
Ms. Laura Guyer (Ph.D.), SRAHEC, Alachua
Dr. Samuel Low, Gainesville

Emergency Services Advisory Committee (Fire Science and EMS)

Reappointments
Ms. Terry Barr, North Florida Regional Medical Center, Gainesville
Ms. Barbara Benken, Shands at UF, Gainesville
Dr. Tony Blalock, SFCC, Gainesville
Chief Cliff Chapman, Alachua County Fire Rescue, Gainesville
Ms. Paula Davis, Shands at UF, Gainesville
Chief Phil Dennison, Gainesville Fire Rescue, Gainesville
Dr. Peter Gianas, SFCC, Starke
Mr. Nelson Green, Bradford County EMS, Starke
Capt. Daniel Griffin, Alachua County Fire Rescue, Gainesville
Ms. Betty Grisham, Shands at Vista, Gainesville
Mr. Dwayne Hardy, Bradford County EMS, Starke
Mr. Jim Howard, ShandsCair, Gainesville
Dr. Anne Jacob, SFCC Emergency Medical Services, Gainesville
Mr. Daryl Johnston, SFCC Institute of Public Safety, Gainesville
Mr. Louis Kalivoda, SFCC/Institute of Public Safety, Gainesville
Ms. Cindy Keller, Shands at AGH, Gainesville
Ms. Rhonda Kent, North Florida Regional Medical Center, Gainesville
Ms. Barbara Klingensmith, Florida State Fire College, Ocala
Mr. Sam LoPalo, Shands at UF, Gainesville
Mr. Stephen Lyons, SFCC/Institute of Public Safety, Gainesville
Mr. Louis Mallory, SFCC/Institute of Public Safety, Gainesville
Chief Will May, Alachua County Fire Rescue, Gainesville
Mr. Orrie "Bill" McCea, Gainesville Fire Rescue, Gainesville
Mr. Ed Nolan, Alachua County Fire Rescue, Gainesville
Lt. Donnie Sessions, Gainesville Fire Rescue, Gainesville
Chief Jeff Tucker, Gainesville Fire Rescue, Gainesville
Ms. Gaye Weisbaum, ShandsCair and Renal UF, Gainesville
Chief Richard Williams, Gainesville Fire Rescue, Gainesville
Ms. Audrey Wright, Alachua County Fire Rescue, Gainesville

New Members
Ms. Beth Hardee, Alachua County Fire Rescue, Gainesville
Mr. Gene Lazarus, Florida State Fire College, Ocala
Chief Gene Prince, Gainesville Fire Rescue, Gainesville
Ms. Pamela Thornton, North Florida Regional Medical Center, Gainesville

Graphic Design Technology

Reappointments
Mr. Eric Jewel, Magic 101.3 FM, Gainesville
Mr. Rick Nesbit, Southern Press, Gainesville
Mr. Buster O’Connor, Eye4, Inc., Gainesville
Mr. Steve Shepherd, Southern Press, Gainesville

New Members
Ms. Nita Chester, ADBIZ, Gainesville

Networking Service Technology

Reappointments
Mr. George MacKay, CPAmerica International, Inc., Alachua
Mr. Chris Meyers, James Moore and Company, P.L., Gainesville
Mr. Dan Miller, NE Regional Data Center, Gainesville
Mr. Jim Moffett, School Board of Alachua County, Gainesville
Mr. Duane Neubauer, Jr., Hunter Marine, Alachua
Mr. Virgilio Vensamoye, Alachua County Information Services, Gainesville

New Members
Mr. Steve Kozakoff, Shands Healthcare, High Springs
Mr. David McKinney, University of Florida, Gainesville
Mr. Russ Poole, NE Regional Data Center, Gainesville

Board Action(s) Requested:
Approval of advisory committee members

Action: Approved. See item 8.1.

District Board of Trustees
June 17, 2003

Agenda Item: 9.1

Lease Agreement with the Santa Fe Community College Endowment Corporation for the Lillian Stump Buildings 408.1374, 02-03

This is a 40-year rolling lease agreement with the Santa Fe Community College Endowment Corporation for the Lillian Stump building in Starke, beginning July 1, 2003.

Board Action(s) Requested:

Approval

Discussion: President Sasser asked Joan Suchorski, Assistant Vice President for Development, Grants, and Projects, if there was additional information about grants that she would share with the board. She stated that grant requests on the June agenda alone total about $4.5 million. President Sasser said these grants add a level of excellence to the college. He thanked Mr. Sharron, Ms. Suchorski, and the Endowment Office staff for all their hard work.

Action: Motion to approve items 9.1 through 9.7: Brashear
Second: Davis
Vote: Bradley - yes, Brashear - yes, Davis - yes, Jackson - yes, McRae - yes, Perry - yes, Womack - yes.

District Board of Trustees
June 17, 2003

Agenda Item: 9.2

Displaced Homemakers Focus on the Future -- Grant 409.1444, 02-03

The purpose of this project is to provide services to women over 35 years of age who have lost financial support and have been unable to secure adequate employment in Alachua and surrounding counties. Services to be provided through a 92-hour class include personal growth and development, with emphasis on self esteem building; time and money management; communication skills; and career and vocational testing and skill building, which will include application preparation, resume writing, interview techniques, job search planning, and information and referral. This comprehensive program offers services designed to assist the individual toward independence and economic security. Approximately 250 individuals will be served. This is year one of a three-year project.
The amount of funds requested from the Florida Department of Education, Agency for Workforce Innovation, is $125,000, with an in-kind match of $14,440 and a cash match of $17,043 from Santa Fe Community College.

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

Operating budget impact: Funds from existing college budget.

**Board Action(s) Requested:**

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

Action: Approved. See item 9.1.

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**District Board of Trustees**

June 17, 2003

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The purpose of this project is to train 40 L.P.N., A.S.N., and B.S.N. nurses. Funds will provide for tuition, scholarships, recruitment, assessment, support services, and case management of students enrolled in nursing programs at Santa Fe Community College, the University of Florida, and Masters of Science in Nursing institutions. Funds will enable the SFCC Nursing program to expand their capacity by nine L.P.N. students and ten A.S.N. Bridge students.

The amount of funds requested from the Agency for Workforce Innovation is $215,160, 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 9.1.

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**District Board of Trustees**

June 17, 2003

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U.S. Lithium Energetics, LLC Quick Response Training -- Grant 409.1446, 02-03

The purpose of this project is to provide on-the-job training for a new industry in rural Alachua County. The grant will reimburse the company, U. S. Lithium Energetics, LLC for 94 new employees, of which 60 employees will receive approximately 2,160 hours of on-the-job training. Santa Fe will initially serve only as fiscal agent.

The amount of funds requested from Workforce Florida, Inc. is $138,600, with an in-kind match of $4,000 from Santa Fe Community College.

Duration of this project is June 15, 2003, through June 14, 2005.

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

Board Action(s) Requested:

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

Action: Approved. See item 9.1.

District Board of Trustees
June 17, 2003

Agenda Item: 9.5

YES! Comprehensive Youth Program -- Grant 409.1447, 02-03

The purpose of this project is to provide career exploration, work experience, employability skills training, academic enhancement, mentoring, vocational training, and job placement activities for youth ages 14-21 in partnership with area schools and youth organizations. Participants will be assessed, receive pre-employment training and academic enhancement, placed on work sites, receive required support services, and followed for one year after exiting the program. Approximately 1,000 youth will be served by YES!

The amount of funds requested from Alachua/Bradford Regional Workforce Development Board is $849,456, 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 9.1.

District Board of Trustees
June 17, 2003

Agenda Item: 9.6

________________________________________________________________________________

Community Technology Program -- Grant 409.1448, 02-03

The purpose of this project is to provide adult basic literacy, family literacy, and computer training and access to adults while enhancing the use of existing computer labs in East Gainesville where many homes do not have computers. This project will create a partnership with the Boys and Girls Club of Alachua County/Rotary Southeast Unit, which is a computer "PowerUp" site. The SFCC Adult Education program will provide the following services: assistance in improving literacy skills, obtaining a GED, and obtaining the knowledge and skills necessary for employment and self-sufficiency; assistance in becoming full partners in the educational development of their children; and assistance in obtaining computer technology skills and computer access. This project will serve approximately 75 participants. This is year two of a two-year project.

The amount of funds requested from Florida Department of Education, Division of Workforce Development, is $125,000, 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 9.1.

District Board of Trustees
June 17, 2003

Agenda Item: 9.7

________________________________________________________________________________

Alachua/Bradford One-Stop Career Center -- Grant 409.1449, 02-03

The purpose of this project is to provide a comprehensive, coordinated workforce development program through a One-Stop Career Center system to meet the needs of both area businesses
and job seekers. Intensive job search, case management, pre-employment activities, and vocational training opportunities will be available to Workforce Investment Act, Welfare Transition, and Welfare-to-Work customers. Approximately 2,000 job seekers and businesses will be served.

The amount of funds requested from Alachua/Bradford Regional Workforce Development Board is $1,943,559, 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 9.1.

**District Board of Trustees**

**June 17, 2003**

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**Endowment Corporation Liaison Update**

Trustee Bradley reported on several highlights from the previous year. Among them were the opening of the Stump Center in Starke, Spring Arts House in Gainesville, and the fall opening of the Ron and Norita Davis Center in Archer. He also noted that the endowment's assets have grown from approximately $20 million in 2002 to $22.6 million as of May 2003. Also, SFCC Endowment Corporation is the 20th largest two-year college foundation in the United States of approximately 1,200 two-year colleges in the nation.

**District Board of Trustees**

**June 17, 2003**

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**Board Members' Remarks**

President Sasser asked Nancy Griffin, Coordinator, Displaced Homemaker program, to give the latest announcement about the funding for the program. Ms. Griffin stated that they had requested $85,000, but just learned that SFCC was on-line to receive $117,700.