

[□ Back to Agenda Listing](#)

**District Board of Trustees Santa Fe Community College
Minutes for Board Meeting of July 22, 2003
Wattenbarger Student Services Building Board Room**

Adoption of Agenda

**Agenda Item: 1.1
418.419, 03-04**

1. General Functions

- 1.1 Adoption of Agenda for Meeting of July 22, 2003
- 1.2 Organization of the Board
- 1.3 Ratification of Board Meeting Schedule for 2003-2004
- 1.4 Approval of Board Meeting Minutes of June 17, 2002

2. Information Items

- 2.1 President's Report
- 2.2 Renaming the Jones-Rosenberg Building
- 2.3 Naming of the Archer Center

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 Addendum to High School Dual Enrollment Agreements with:
 - School Board of Alachua County
 - P.K. Yonge Developmental Research School
- 3.5 Renewal of High School Dual Enrollment Agreement with School Board of Bradford County
- 3.6 Agreement with University of Florida for Administration of Dental Programs
- 3.7 Agreement with Cape Coral Police Department for Promotional Testing
- 3.8 Agreement with Lee County Sheriff's Office for Promotional Testing
- 3.9 Agreement with University of Florida Police Department for Promotional Testing

3.10 Memorandum of Understanding with University of North Florida Board of Trustees, Small Business Development Center

3.11 Florida Educational Fund, Center of Excellence -- Grant

3.12 Title III - Strengthening Educational Services Through Student-Centered Technologies -- Grant

4. Facilities Items

4.1 Approval of Capital Improvement Plan

4.2 Project Report and Action Request - Building N (Change Order, Final Completion)

5. Finance/Business Affairs Items

5.1 Report of Purchases for June 2003

5.2 Fund 1 (Current Unrestricted) Revenue and Expenditure Report, June 2003

5.3 Warrants Issued for June 2003

5.4 Colonel Harry M. Hatcher, Jr., Property Survey 04-01

5.5 Budget Amendment #1, 2003-2004 Operating Budget, Current Unrestricted (Fund 1)

5.6 Acceptance of Donation

5.7 Renewal of Long-Term Investment Management Services Agreement National Bank, Evergreen Investments Division

5.8 Renewal of Long-Term Investment Management Services Agreement with Wachovia National Bank, Evergreen Investments Division, as Fiscal Agent for the Florida Community Colleges Risk Management Consortium

5.9 Addendum to Food Service Contract with Compass Group USA for Athletic Meal Plan

5.10 Award of Request for Proposal for Bookstore Contract, Authority to Negotiate Contract, and Authority to Execute Contract

6. General Institutional Items

6.1 Credit and Postsecondary Adult Vocational Lab Fee Schedule

6.2 Approval of 2003-2004 College Catalog

6.3 Continuing and Community Education EnRich! Brochure for Fall 2003

6.4 Acceptance of the Santa Fe Community College Endowment Corporation's Financial Statements and Independent Auditors' Report for 2002

6.5 Certification of Endowment Corporation Activity

6.6 Emergency Contract Authority

7. Rules

7.1 New Rule 3.22: Criminal Background Checks

7.2 Revised Rule 2.2: College Organization

7.3 Revised Rule 7.23: Student Conduct Code

8. Presentations

8.1 Endowment Corporation Liaison Update

8.2 Board Members' Remarks

8.3 Citizen's Requests

9. Adjournment

Board Action(s) Requested:

Approval

Action: Motion to approve: Womack

Second: Davis

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

**District Board of Trustees
July 22, 2003**

Agenda Item: 1.2

Organization of the Board

416.87, 03-04

Trustee McRae turned the meeting over to President Sasser. Dr. Sasser thanked Chairman McRae for his leadership. Before proceeding with item 1.2, Dr. Sasser noted that Trustee Roundtree needed to make an announcement relating to the organization of the board. Trustee Roundtree expressed deep regret that he has submitted a letter of resignation to the Governor's Office effective immediately. Trustee Roundtree stated the decision was due to changes in interpretation of the canons of legal ethics regarding judges sitting on governing boards. He expressed his appreciation to the board, staff, and faculty for the last four years. Dr. Sasser accepted Trustee Roundtree's resignation and stated he would be missed. Trustee Roundtree was presented with a gift of appreciation then excused himself from the meeting.

In light of the resignation of Trustee Roundtree, President Sasser then read a letter from the nominating committee, Trustee Brashear; stating: The nominating committee would like to place the following names for chairman and vice chairman. This is the recommendation for the 2003-2004 year. Trustee Evelyn Womack to serve as Chair and Trustee Bessie Jackson to serve as

Vice Chair.

Board Action(s) Requested:

Approval

Action: Motion to approve: Bradley

Second: Davis

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

**District Board of Trustees
July 22, 2003**

Agenda Item: 1.3

Ratification of Board Meeting Schedule for 2003-2004	416.88, 03-04
--	---------------

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

July 22, 2003 *	February 17, 2004
Wattenbarger Student Services Building	Blount Downtown Center
No August Meeting	March 23, 2004 *
	Wattenbarger Student Services Building
September 24, 2003 **	April 20, 2004
Blount Downtown Center	Andrews Center Cultural Building
October 21, 2003	May 18, 2004
Wattenbarger Student Services Building	Wattenbarger Student Services Building
November 18, 2003	June 22, 2004*
Andrews Center Cultural Building	Wattenbarger Student Services Building
No December Meeting	July 20, 2004
	Wattenbarger Student Services Building
January 20, 2004	
Wattenbarger Student Services Building	

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

Board Action(s) Requested:

Ratification

Action: Motion to approve: Bradley

Second: Davis

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

**District Board of Trustees
July 22, 2003**

Agenda Item: 1.4

Approval of Board Meeting Minutes of June 17, 2003

401.410, 03-04

The minutes of the regular meeting of the District Board of Trustees of Santa Fe Community College held June 17, 2003, are presented for approval.

Board Action(s) Requested:

Approval

Action: Motion to approve minutes as amended: Davis

Second: Bradley

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

**District Board of Trustees
July 22, 2003**

Agenda Item: 2.1

President's Report

Information Item

President Sasser recognized Bob Wolfson, Chapter President Elect of FACC; Amber Ingersoll, Career Service Chair; and Ward Scott, College Senate President. Jeremy Green, President of Student Government, was unable to attend.

Dr. Sasser presented a plaque from the League for Innovation for developing a student-friendly online degree audit to the following Academic Advisement and Information Technology Services personnel: Lynn Sullivan, Betty Lou Drost, Herschel Johnson, Ann Mott, Mary Thames, Paulette Wright, Eric Ziecheck, Virginie Crisalie, James Diercks, and Lisa Auerbach.

Debbly Strickland was recognized for the Career Service quarterly employee award winner. She

received a plaque of appreciation and service pin.

President Sasser acknowledged Ben Fein, former Student Government senator, for all of his hard work and dedication with county officials to secure the new sidewalk that runs along the front of the college from 23rd to 39th avenues.

Trustees received a College for Kids t-shirt, copies of the SFCC College Catalog, Vitality Magazine, SFCC Peacock Prints Newsletter, and SFCC brochures for Financial Aid, High School Dual Enrollment, and the Multicultural Center.

**District Board of Trustees
July 22, 2003**

Agenda Item: 2.2

Renaming the Jones-Rosenberg Building Information Item	412.949, 03-04
--	----------------

The Santa Fe Community College Endowment Corporation has approved the renaming of the Jones-Rosenberg building in Starke the Santa Fe Community College Andrews Center Cultural Building. Signage at the building is currently being changed by the Endowment Corporation.

Discussion: Trustee Bradley reported that the Endowment Corporation Executive Committee approved on July 16, 2003, the name change for the Jones-Rosenberg Building at the Andrews Center in Starke to the Santa Fe Community College Andrews Center Cultural Building. He also stated that on April 22, 2003, the Endowment Corporation Board of Directors approved naming the Center in Archer the Ron and Norita Davis and Family Santa Fe Community College Davis Center in Archer. Discussion followed about the wishes of the families in regards to the renaming of the Jones-Rosenberg building where board members wondered if there would be repercussions from the families of Jones-Rosenberg if the name was changed. The board decided to defer this back to the SFCC Endowment Corporation Board of Directors for consideration.

**District Board of Trustees
July 22, 2003**

Agenda Item: 2.3

Naming of the Archer Center Information Item	412.950, 03-04
--	----------------

At their April 22, 2003, meeting, the Board of Directors of the Santa Fe Community College Endowment Corporation approved naming the facility in Archer the Ron and Norita Davis and Family Santa Fe Community College Davis Center, Archer, Florida.

C O N S E N T

**District Board of Trustees
July 22, 2003**

Agenda Item: 3.1

 Contract Staff (Faculty)

402.644, 03-04

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

**Appointment
Full Time**

<u>Name</u>	<u>Position</u>
Owen Reynolds	Assistant Professor, Technical Theatre MFA, Wayne State University

Reappointment

Daneen Adams
 Alberto Alonso
 Erin Amerman
 Adana Anschutz
 Eileen Berry-Downs
 William Bowers
 Karl Eckberg
 Elizabeth Engel
 Marilyn Eisenberg
 Kristin Fletcher
 Zona Gale
 James Geason
 Juan Gomez-Canseco
 Corinne Greenberg
 James Griswold
 Denise Guerin
 Bobby Hom
 Naana Horne
 Ellen Hulslander
 Gerald Johnston
 Jeffrey Ladenheim
 Nancy Lewis
 Wesley Lindberg
 Margaret Luongo
 Stephen Lyons
 John Marks
 Judith McBride
 Bridget Middleton
 Robert Mitchell
 Rhonda Morris
 Richard Nunez
 George O'Leary
 Cheryl Preisinger
 Susan Reed
 Traci Reed

Serafin Roldan-Santiago
 Robin Rompre
 Terry Siorek
 James Smart
 Edythe Smith
 Glenn Smith
 Richard Tarbox
 Eric Torres
 Laura Trefry
 Bruce Tucker ^
 Lothar Vollweiler
 Jamey Weare

^Student Leadership and Activities Funded

Board Action(s) Requested:

Approval

Discussion: Trustee Bradley asked in regards to item 3.5 how the program was funded. Ms. Jan Bullard explained the Bradford County agreement is different from the Alachua County agreement in that the monies come directly from the state to SFCC because only college and not high school classes are offered in Bradford County.

Action: Motion to approve consent items 3.1 through 3.12: Davis

Second: Perry

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

C O N S E N T

**District Board of Trustees
 July 22, 2003**

Agenda Item: 3.2

Contract Staff (Administrative and Professional)	411.240, 03-04
--	----------------

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

Executive/Managerial

Full Time

Name

Position

Reappointment

Bennye Alligood

Interim Vice President, Academic Affairs

Edward Bonahue

Chairperson, Humanities and Foreign Languages

Byron Dyce

Chairperson, Mathematics

Technical/Professional

Full TimeNamePositionAppointment

- ^ Christopher Mowry Men's Basketball Coach
B.S., St. Ambrose College
- * Tara Orłowski Grant Coordinator, Child Development
M.A., University of Florida
- ^ Chanda Stebbins Women's Basketball Coach
B.A., University of Florida

Promotion

Barbara Oberlander Associate Chairperson, Social and Behavioral Sciences

Reappointment

Teri McClellan Associate Director, Office for Development

Part TimeNamePosition

- * Claire Bakr College Reach Out Program Tutoring Specialist
- * Soraya Benitez Family Literacy Specialist
- * Connie Caldwell Family Literacy Specialist
- * Chante Carter College Reach Out Program Specialist
- * Courtney Chambers Enrichment Program Specialist
- * Thomas Cliff Math Lab Specialist
- Kelly Coxe Writing Lab Specialist
- * Melinda Craine College Reach Out Program Specialist
- * Jonathan Crosson Adult Education Senior Specialist
- * Sara Dahlman Geo Grant Specialist
- * Nadia Dixon Enrichment Program Specialist
- * Jennifer Duncan Math Lab Specialist
- * Rhogeana Fleming College Reach Out Program Specialist
- * Charmaine Henry College Reach Out Program Specialist
- * Joann Jenkins College Reach Out Program Specialist
- * Leanna Levin Vocational Evaluation Specialist
- * Art Link Youth Specialist
- * Cherie Lucia ESL Lab Specialist
- Marcel Navarro College for Kids Specialist
- Carol Pugh Test Proctor Specialist
- * Doris Raven College Reach Out Program Specialist
- Julius Regalado Downtown Lab Specialist
- * Maria Santos Adult Education Senior Specialist

- * Pat Schlenker Family Literacy Specialist
- * Rebecca Schroepel Family Literacy Specialist
- * Anne Sigmond Adults with Disabilities Specialist
- * Lucille Skipper Critical Thinking Lab Specialist
- * Shannon Wright College Reach Out Program Specialist
- Chanyoung Yun Biotechnology Lab Manager
- Chris Zurheide Writing Lab Specialist

- ^ Student Leadership and Activities funded
- * Grant funded

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1.

C O N S E N T

**District Board of Trustees
July 22, 2003**

Agenda Item: 3.3

Career Service Staff

403.420, 03-04

The individuals listed below are being recommended for appointment.

<u>Name</u>	<u>Position</u>
Bobby Crawford	Executive Secretary, Academic Advisement
Lonna Glisson	Administrative Assistant, Academic Foundations
Elizabeth Johnson	Accountant, Office for Finance
Cheryl McKinney	Custodian, Facilities Services

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1.

C O N S E N T

**District Board of Trustees
July 22, 2003**

Agenda Item: 3.4

Addendum to High School Dual Enrollment Agreements with: School Board of Alachua County P.K. Yonge Developmental Research School	408.1375, 03-04 408.1376, 03-04
--	------------------------------------

This addendum includes a section on teacher preparation as required by Florida Statute 1007.235.

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1.

C O N S E N T

**District Board of Trustees
July 22, 2003**

Agenda Item: 3.5

Renewal of High School Dual Enrollment Agreement with School Board of Bradford County	408.1377, 03-04
--	-----------------

This renewal agreement details the responsibilities of each institution regarding the Dual Enrollment programs for Technology and Applied Sciences, Academic, and Fine Arts, as well as remediation reduction, teacher preparation, Early College Admissions, and Tech Prep. The agreement commences July 23, 2003. Either party may cancel with or without cause upon six-months' written notice to the other party. The minor substantive modifications to this year's agreement involve the Dual Enrollment programs and a change to the teacher preparation clause. The agreement was also updated to reflect changes in the new Education Code.

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1.

C O N S E N T

**District Board of Trustees
July 22, 2003**

Agenda Item: 3.6

Agreement with University of Florida for Administration of Dental Programs	408.1378, 03-04
--	-----------------

The terms of this agreement with the University of Florida are essentially the same as last year's, with the addition of a clinical assistant professor (a teaching dentist). It makes available a director for the college's Dental programs and a clinical assistant professor, who will provide instruction, supervision, and evaluation in the clinic. This agreement is effective July 1, 2003, and will remain in effect unless amended by the parties. Santa Fe and the University of Florida agree to meet 60 days prior to June 30, 2004, to review the contract. The total cost of the agreement is \$225,655, \$50,000 of which is for the clinical assistant professor.

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1.

C O N S E N T

**District Board of Trustees
July 22, 2003**

Agenda Item: 3.7

Agreement with Cape Coral Police Department for Promotional Testing	408.1379, 03-04
---	-----------------

The purpose of this project is to develop, administer, and score promotional processes for the Cape Coral Police Department in the area of Law Enforcement. A thorough review of their job-task analysis will be done prior to the administration of the promotional processes. The promotion processes will be developed on the campus of the Institute of Public Safety and administered in Cape Coral, Florida. This agreement will commence on August 1, 2003, and continue for two years; thereafter, it will automatically renew for successive two-year periods. A 60-day notice prior to the expiration of any term is required to cancel. Cape Coral agrees to pay the college \$8,300 for the promotional process, with a statement covering requests to re-negotiate the cost of individual promotional processes. Said sum covers expenses for travel, lodging, and meals incurred by the Santa Fe consultant(s).

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1.

C O N S E N T

**District Board of Trustees
July 22, 2003**

Agenda Item: 3.8

 Agreement with Lee County Sheriff's Office for Promotional Testing

408.1380, 03-04

The purpose of this project is to design, administer, and score promotional tests for the Lee County Sheriff Office in Ft. Myers, Florida, commencing July 1, 2003, and continuing indefinitely or until dissolved by mutual agreement. Termination requires not less than 15 days' written notice. Lee County Sheriff's Office agrees to pay the college \$15,000 for each promotional process for Law Enforcement Sergeant and Detention Sergeant, and \$10,000 for each promotional process for Law Enforcement Lieutenant and Detention Lieutenant. All four of the promotional tests will be administered in Ft. Myers and scored at Santa Fe Community College. This is an on-going contract.

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

Action: Approved. See item 3.1.

C O N S E N T

District Board of Trustees
July 22, 2003

Agenda Item: 3.9

 Agreement with University of Florida Police
 Department for Promotional Testing

408.1381, 03-04

The purpose of this project is to develop, administer, and score promotional processes for the University of Florida Police Department in the area of law enforcement. The contract is in the amount of \$3,000 for each promotional process on an as-needed basis. It contains a clause that allows for negotiation of the cost of the promotional process. The agreement commences August 1, 2003, and continues indefinitely or until dissolved by mutual agreement. It allows the college to develop a partner relationship with the University of Florida Police Department and bring in revenue for the Criminal Justice Selection Center.

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

Action: Approved. See item 3.1.

C O N S E N T

District Board of Trustees
July 22, 2003

Agenda Item: 3.10

Memorandum of Understanding with University of North
Florida Board of Trustees, Small Business Development Center

408.1382, 03-04

This memorandum of understanding allows SFCC's Center for Business and University of North Florida's Small Business Development Center to offer classes together and share revenue based on the level of participation in each class provided by each party. Classes will be offered to the public at \$30 or \$25 per person. Classes will be offered between September and December. The contract will continue if it meets with both parties' approval.

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1.

C O N S E N T

**District Board of Trustees
July 22, 2003**

Agenda Item: 3.11

Florida Educational Fund, Center of Excellence -- Grant

409.1451, 03-04

The mission of the Florida Educational Fund program has been implemented through a number of related programs intended to provide access and create diversity programs related to education. The Center of Excellence mission includes: 1) assuming a more proactive stance in the education of youth, 2) employing the development of a group achievement module for African-American elementary and secondary students, and 3) increasing the pool of African-American and other historically disadvantaged minority students who are prepared, motivated, and qualified to enter higher education. The Center of Excellence project will serve approximately 400 students. Chapters for the Achievers have been established in Gainesville, Alachua/High Springs, and Hawthorne.

The amount of funds requested from the State of Florida is \$26,000, 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
July 22, 2003**

Agenda Item: 3.12

Title III - Strengthening Educational Services Through
Student-Centered Technologies -- Grant

409.1452, 03-04

The purpose of this project is to move Santa Fe Community College toward self-sufficiency by reforming its approach to arts and sciences (AA) student services by using technology to build an online, comprehensive student support system and by transforming college culture to promote student-centered practices. These practices will include (1) implementation of a web-enabled student support system; and (2) preparation of faculty, staff, and administrators to deliver innovative, student-centered academic and support services. This is year four of a five-year project.

The amount of funds requested from the U.S. Department of Education, Strengthening Institutions Program, Title III-Part A, is \$349,720, with a cash match of \$192,423 from Santa Fe Community College.

Duration of this project is October 1, 2003, through September 30, 2004.

Operating budget impact: Cash match from existing college funds

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
July 22, 2003**

Agenda Item: 4.1

Approval of Capital Improvement Plan

412.947, 03-04

Attached is the Capital Improvement Plan (CIP) for the college. This is the legislative funding request for 2003-2004 PECO funds that covers proposed renovation, remodeling, and new construction for the next five years. The CIP is based on the most recent plant survey for the college. It is requested that the board approve this plan for submission to the State Board of Education in Tallahassee.

Board Action(s) Requested:**Approval of Capital Improvement Plan**

Discussion: Bill Reese, Associate Vice President Facilities Services, reviewed facilities items 4.1 and 4.2 individually. Trustee Bradley asked Mr. Reese to elaborate on the proposed Capital Improvement Plan. Mr. Reese explained that the plan consists of the legislative funding requests for 2003-2004 PECO funds covering proposed renovation, remodeling, and new construction for the next five years. Trustee Bradley asked how the list was derived. Mr. Reese responded that all projects submitted on the Capital Improvement Plan must be recommended by the most recent Educational Plant Survey. That is where all college space is validated, enrollment is projected by program, and shortages in space are addressed through new construction or renovation/remodeling of space. The Health Science addition was deemed to be the college's highest priority based on the shortages in nurses and other health professionals.

Trustee Bradley also noted that at the last meeting the minutes reflected there would be follow-up regarding if there would need to be additional in-house safety inspections. Ms. Lela Elmore, Coordinator for Human Resources, stated she had reported on that item for Guy York, Vice President for College and Governmental Relations, in his absence and since he was present today he should respond. Mr. York stated SFCC's current inspection processes are adequate. There is a daily maintenance schedule that is followed, in addition to the maintenance crews in the course of their regular workday looking for items that need repair and report them.

Trustee Bradley wanted to know why the elevators were cited if our inspection processes are adequate. Mr. Reese replied 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. Santa Fe then had to contract with a third party, someone other than their annual service provider, to perform separate inspections on any elevator over two landings. Elevators with two landings or less do not require annual inspections as long as they are maintained under an annual service agreement. The certificate of operation in each elevator and the maintenance of each elevator are two separate issues. The certificate of operation verifies that a fee has been paid to the state. Renewals for these are typically sent out as late as July of each year although the certificates expire August 1 of each year. The maintenance of each elevator is based on a contract with a licensed elevator service contractor.

Fees for the certificate of operation are reduced for firms whose elevators are under an annual maintenance agreement. Mr. Reese opined that this would not be a recurring problem in the future. President Sasser recommended that the college document its role in requesting the inspections so that the college can show that it has done all it can do under the circumstances.

Action: Motion to approve items 4.1 and 4.2: Jackson

Second: Davis

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

District Board of Trustees
July 22, 2003

Agenda Item: 4.2

Project Report and Action Request - Building N
(Change Order, Final Completion)

412.948, 03-04

Project Description:

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

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

Project Status:

College staff has received and processed additive change order #1 for this project. This change order represents the installation of acoustical wall panels in N-314 and the upgrade of the communication closet in N-321. This project has also reached final completion.

Current construction contract amount	\$130,222.00
Additive change order #1 for acoustical wall panels and the upgrade of the communication closet	\$5,993.00

Revised current construction contract amount \$136,215.00

Board Action(s) Requested:

Acceptance of project completion

Action: Approved. See item 4.1.

District Board of Trustees

July 22, 2003

Agenda Item: 5.1

Report of Purchases for June 2003

202.508, 03-04

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

Purchasing	\$724,802.75
Risk Management Consortium	0.00

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
			Library	<u>0.00</u>
			Total	\$724,802.75
X47335 (Fund 7)	\$ 28,307.00	Contract	PPI Construction Management	Building G Restroom Renovations ADA
X47369 (Fund 1)	\$ 28,895.00	Bid	Philips Medical	Cardiovascular Ultrasound Cardiopulmonary Technology
X47370 (Fund 1)	\$ 48,600.00	Bid	GE Medical Systems	Cardiovascular Ultrasound Cardiopulmonary Technology
X47398 (Fund 7)	\$ 99,497.00	Contract	PPI Construction Management	Building H Panel Replacement General Maintenance
X47399 (Fund 7)	\$ 72,886.00	Contract	PPI Construction Management	Building H Addition Panel Replacement – General Maintenance
X47420 (Fund 1)	\$172,343.27	Contract	OEC Business Interiors	Classroom Furniture Information Management/Educational Technology
X47422 (Fund 1)	\$ 30,936.32	Contract	OEC Business Interiors	Classroom Furniture Information Management/Educational Technology
	\$481,464.59			

Purchases \$0 - \$25,000.00

Number of purchase orders: 205 Amount: \$240,728.65

Number of contracts awarded by the Board of Trustees: 1 Amount: \$2,609.51

Board Action(s) Requested:

Approval of report

Note: Trustee Perry abstained from voting on item 5.1, citing his affiliation with the firm of Perry-Parrish, Incorporated. He filed Form 8B, stating a conflict of interest, as appropriate.

Action: Motion to approve: Davis

Second: McRae

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

**District Board of Trustees
July 22, 2003**

Agenda Item: 5.2

Fund 1 (Current Unrestricted) Revenue and Expenditure
Budget Report, June 2003

201.545, 03-04

Closing for the fiscal year ending June 30, 2003, will be completed on August 15, 2003. The attached Fund 1 (Current Unrestricted) Revenue and Expenditure Report is PRELIMINARY and does not reflect all of the accounting activity for the 12-month period. The Annual Financial Report for fiscal year 2002-2003 will be presented at the September meeting.

Board Action(s) Requested:

Approval of report

Discussion: Rochelle Prince, Associate Vice President for Finance, reviewed items 5.2 through 5.10 individually. On item 5.2, Trustee Bradley questioned why they were approving only a preliminary expenditure report. Ms. Prince explained that the final year-end closing was not complete and the final report would be presented at the September meeting.

During item 5.4 Trustee Bradley inquired if missing property was the same as stolen property. Ms. Prince responded that it was two entirely different things. She stated that missing property is where an item is on the inventory list last year and this year it cannot be located due to various reasons, such as the item was loaned to another area and not properly recorded or the item was stored in another location. She also added that associate vice presidents and vice presidents are notified and they all work together to locate any missing items.

Trustee Bradley asked what the ambulance would be used for as mentioned in item 5.6. Mr. Daryl Johnston, Director of the Institute of Public Safety, stated the institute would use the ambulance for the Emergency Medical Technology and Fire Science Technology programs as an additional training tool, and for recruiting and advertising for those programs.

Under item 5.10 Ms. Prince stated that a committee of eleven individuals comprised of faculty, staff, students, and administration reviewed the bookstore proposals and evaluated the responses based on an award criteria. After reviewing all the criteria, the committee recommends awarding the contract to Barnes & Noble Bookstores, Inc. for a period of five years, with a five-year option to renew. Trustee McRae asked if this was large enough item to be a candidate for a consortium. Ms. Bullard responded that it wouldn't, as the bookstore is a benefit to the college and to students by providing scholarships and goods at low cost.

Action: Motion to approve items 5.2 through 5.10: Davis

Second: Perry

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

**District Board of Trustees
July 22, 2003**

Agenda Item: 5.3

Warrants Issued for June 2003

208.403, 03-04

In accordance with State Board of Education Rule 6A-14.073(5), a listing of all checks issued from

June 1 through June 30, 2003, is available at this meeting for the board's information. The amount disbursed was \$7,553,467.05.

Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	307006 - 310115
Payroll	581140 - 581748

Electronic Transfers

56576 – 58617

Board Action(s) Requested:

Approval

Action: Approved. See item 5.2.

**District Board of Trustees
July 22, 2003**

Agenda Item: 5.4

Colonel Harry M. Hatcher, Jr., Property Survey 04-01

200.656, 03-04

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 June 19, 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.

Category	Number of Items	Original Cost or Value Items < \$5,000 to be Removed from Inventory	Number of Items	Original Cost or Value Items > \$5,000 to be Removed from Inventory and Financial Records	Depreciation of Items > \$5,000	Total Book Value Items to be Removed from Inventory and/or Financial Records
Missing Property	12	\$18,352.61	0	\$0.00	\$0.00	\$0.00
Worn-Out Equipment with No Salvageable Parts	5	\$7,805.41	1	\$9,225.75	\$9,225.75	\$0.00
Surplus Property	12	\$23,852.67	3	\$29,500.00	\$9,833.33	\$19,666.67

Lab Replacements	103	\$163,345.00	0	\$0.00	\$0.00	\$0.00
Trade-Ins	5	\$8,546.00	0	\$0.00	\$0.00	\$0.00
Transfers	72	\$108,527.50	0	\$0.00	\$0.00	\$0.00
TOTAL	209	\$330,429.19	4	\$38,725.75	\$19,059.08	\$19,666.67

Notes

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

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 County 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 County schools, sold, or scrapped.

Trade-Ins are items that have been traded in on new equipment.

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

Acquisition Value represents the college's acquisition cost, NOT the current value of the items. The college depreciates and capitalizes items costing \$5,000 or greater. Items greater than \$750 but less than \$5,000 are not depreciated or capitalized but 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 5.2.

**District Board of Trustees
July 22, 2003**

Agenda Item: 5.5

Budget Amendment #1, 2003-2004 Operating Budget,
Current Unrestricted (Fund 1)

201.546, 03-04

The first amendment to the Fund 1 (Current Unrestricted) Operating Budget is submitted for approval. Approval is requested in order to incorporate the estimated budget required to pay obligations carried forward from 2002-2003 and budget reserves carried forward for Performance Base Incentive Funding.

Board Action(s) Requested:

Approval of budget amendment

Action: Approved. See item 5.2.

**District Board of Trustees
July 22, 2003**

Agenda Item: 5.6

Acceptance of Donation	200.657, 03-04
------------------------	----------------

The Bradford County Board of County Commissioners has donated the following item to the college's Emergency Medical Services program:

<u>Item</u>	<u>Value</u>
1988 GMC Type I Ambulance	\$3,000.00

Board Action(s) Requested:

Approval/acceptance of donation

Action: Approved. See item 5.2.

**District Board of Trustees
July 22, 2003**

Agenda Item: 5.7

Renewal of Long-Term Investment Management Services Agreement with Wachovia National Bank, Evergreen Investments Division	209.93, 03-04
---	---------------

The college's long-term investment management agreement with Wachovia National Bank has an original effective date of August 1, 2000, and is a three-year agreement with two one-year extension options. Upon approval by the Board of Trustees, the extension options can be exercised with the same terms as set forth in the original agreement. The college requests approval to exercise the first extension option and extend the agreement to cover the period of August 1, 2003, through July 31, 2004.

Board Action(s) Requested:

Approval to extend current agreement

Action: Approved. See item 5.2.

**District Board of Trustees
July 22, 2003**

Agenda Item: 5.8

Renewal of Long-Term Investment Management Services Agreement with Wachovia National Bank, Evergreen Investments Division, as Fiscal Agent for the Florida Community Colleges Risk Management Consortium

209.94, 03-04

The Florida Community Colleges Risk Management Consortium's long-term investment management agreement with Wachovia National Bank has an original effective date of October 1, 2000, and is a three-year agreement with two one-year extension options. As fiscal agent for the Florida Community Colleges Risk Management Consortium, the college maintains the long-term investment portfolio for the consortium. At the Florida Community Colleges Risk Management council meeting held in June 2003, approval was given to execute the first extension option and extend this agreement to cover the period of October 1, 2003, through September 30, 2004.

Board Action(s) Requested:

Approval to extend current agreement

Action: Approved. See item 5.2.

**District Board of Trustees
July 22, 2003**

Agenda Item: 5.9

Addendum to Food Service Contract with Compass Group USA for Athletic Meal Plan

209.95, 03-04

This addendum to the food and vending services agreement with Compass Group USA provides for meals for the Athletes' Scholarship Enhancement Meal Plan for student athletes for a fee of \$2.75 for breakfast and \$4.75 for lunch. The terms of the addendum are the same as last year, which includes a 5% commission paid to the college for the meals. The addendum runs from August 27, 2003, through April 23, 2004 (the fall 2003 and spring 2004 academic terms).

Board Action(s) Requested:

Approval of contract addendum

Action: Approved. See item 5.2.

District Board of Trustees

July 22, 2003

Agenda Item: 5.10

Award of Request for Proposal for Bookstore Contract, Authority to Negotiate Contract, and Authority to Execute Contract

209.96, 03-04

On May 8, 2003, a Request for Proposal for contracting the operations of the Santa Fe Community College Bookstore was issued and advertised. A mandatory pre-proposal conference was held at the Northwest Campus on May 22, 2003. Representatives from Barnes & Noble College Bookstores, Inc., Follett Higher Education Group, and College Book Stores of America were in attendance. Both Barnes & Noble and Follett responded, while College Book Stores of America declined to submit a proposal. The proposals were opened on June 12, 2003. A team of eleven individuals, including students, faculty, staff, and administration, reviewed the proposals for completeness and comparability and evaluated each response against the award criteria. The scoring on each of the award criteria is as follows:

	Barnes & Noble	Follett
1. Compensation	30	16
2. References	30	30
3. Competitive Pricing	15	10
4. Financial Strength	15	5
5. Proposed Staffing and Qualifications	15	10
6. Buyback Capabilities	10	10
7. Experience in Business	10	10
8. Proposed Renovations	5	0
9. Bonus Points	10	3
Total Points	140	94

The committee recommends the award of the bookstore contract for a period of five years, with a five-year option to renew, to Barnes & Noble College Bookstores, Inc. The board is requested to authorize Vice-President for Finance Jan Bullard, Associate Vice-President for Finance Rochelle Prince, and Legal Counsel Patti Locascio to complete contract negotiations with Barnes & Noble College Bookstores, Inc. Authority is also requested for the chair to execute the contract that will then be brought to the board for ratification in September.

If for any reason negotiations for the contract cannot be completed with Barnes & Noble College Bookstores, Inc. under the provisions of the Request for Proposal or Barnes & Noble College Bookstores, Inc. response, we request the authority to proceed with negotiations with Follett Higher Education Group.

The contract is anticipated to begin on November 1, 2003.

Based on the proposals, the five-year projected compensation including commissions on projected sales, scholarships, and renovation funding would be:

Barnes & Noble	\$2,352,000
Follett	\$1,534,490

Board Action(s) Requested:

**Approval of award of contract to Barnes & Noble College Bookstores, Inc.
 Authority to negotiate a contract
 Authority for board chair to execute contract**

Action: Approved. See item 5.2.

**District Board of Trustees
 July 22, 2003**

Agenda Item: 6.1

Credit and Postsecondary Adult Vocational Lab Fee Schedule	301.104, 03-04
--	----------------

In response to recommendations made in a July 2002 statewide audit of student fees, SFCC college staff began a thorough review of all course laboratory fees along with the development of a standard methodology for assessing those fees. That review is still in progress and will be completed during fall term 2003. In the meantime, the continuation of the 2002-03 credit and postsecondary adult vocational lab fee schedule is recommended until a revised fee schedule is presented and approved by the Board of Trustees.

Board Action(s) Requested:

Approval

Note: Due to a previous engagement, Trustee Jackson left the meeting following discussion on this item.

Action: Motion to approve item 6.1 through 6.3: Davis

Second: Perry

Vote: Bradley - yes, Davis - yes, Jackson - not present for vote, McRae - yes, Perry - yes, Womack - yes.

**District Board of Trustees
 July 22, 2003**

Agenda Item: 6.2

Approval of the 2003-2004 College Catalog	400.446, 03-04
---	----------------

The 2003-2004 college catalog is now available on the Santa Fe web site and in print.

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

Action: Approved. See item 6.1.

**District Board of Trustees
July 22, 2003**

Agenda Item: 6.3

Continuing and Community Education EnRich! Brochure for Fall 2003	415.98, 03-04
---	---------------

As required by the State Board of Education regulations, the schedule of Community Education and the Center for Business EnRich! courses for the 2003 fall term is presented for board approval. Term dates are September 20 through December 5, 2003, with registration beginning August 25 and continuing through the term. The schedule is subject to further changes as certain classes may be added to or deleted from the schedule. Generally, additions would only be made for online courses from contract vendors as such classes become available. Deletions may be made based on instructor and space availability.

Board Action(s) Requested:

Approval and authority for Interim Vice President for Academic Affairs to approve changes as needed

Action: Approved. See item 6.1.

**District Board of Trustees
July 22, 2003**

Agenda Item: 6.4

Acceptance of the Santa Fe Community College Endowment Corporation's Financial Statements and Independent Auditors' Report for 2002	400.445, 03-04
---	----------------

Attached is the Financial Statements and Independent Auditors' Report dated December 31, 2002, for the Santa Fe Community College Endowment Corporation, Inc.

Board Action(s) Requested:

Acceptance of the Santa Fe Community College Endowment Corporation's Financial Statements and Independent Auditors' Report for 2002

Discussion: Joan Suchorski, Assistant Vice President for Development, Grants and Projects, reviewed items 6.4 and 6.5. She commented that in the last year, the Endowment Corporation added \$1.3 million in assets, provided \$408,000 in scholarships to students, and completed the

Lillian Stump Education Building in Starke and the Spring Arts House in Gainesville.

Action: Motion to approve: McRae

Second: Bradley

Vote: Bradley - yes, Davis - yes, Jackson - not present for vote, McRae - yes, Perry - yes, Womack - yes.

**District Board of Trustees
July 22, 2003**

Agenda Item: 6.5

Certification of Endowment Corporation Activity

400.444, 03-04

In compliance with Florida Statute 1004.70, on July 1 of each year, the board is asked to certify to the State Board of Education that the Santa Fe Community College Endowment Corporation is operating in a manner consistent with the goals of the college and in the best interests of the state. As part of this process, the college certifies that its president serves as secretary and is a voting member of the Endowment Corporation, that a member of the Board of Trustees was officially appointed as liaison between the board and the Endowment Corporation and is a voting member of the Endowment Corporation, and lastly, that the Endowment Corporation audit report has been presented to the college's Board of Trustees. These items have been accomplished.

Board Action(s) Requested:

Certification that the Endowment Corporation is operating in a manner consistent with the goals of the college and in the best interests of the state

Action: Approved. See item 6.4.

**District Board of Trustees
July 22, 2003**

Agenda Item: 6.6

Emergency Contract Authority

408.1383, 03-04

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

Board Action(s) Requested:

Approval

Action: Motion to approve: Bradley

Second: Davis

Vote: Bradley - yes, Davis - yes, Jackson - not present for vote, McRae - yes, Perry - yes, Womack - yes.

**District Board of Trustees
July 22, 2003**

Agenda Item: 7.1

New Rule 3.22: Criminal Background Checks

410.361, 03-04

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.

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

Discussion: President Sasser noted that the rule in their packet is slightly different from the one that was proposed as an information item last month. Based on information from the college community, the order of some of the sentences was changed and a statement regarding the college's ability to make employment decisions based on past misconduct of an applicant or employee was added. Also, in response to the board's inquiries last month regarding fingerprinting of students, all student employees who are in a position of special trust or responsibility or who are working in sensitive locations will be fingerprinted for a background check.

Action: Motion to approve: Perry

Second: Davis

Vote: Bradley - yes, Davis - yes, Jackson - no present for vote, McRae - yes, Perry - yes, Womack - yes.

**District Board of Trustees
July 22, 2003**

Agenda Item: 7.2

Revised Rule 2.2: College Organization

410.362, 02-03

The college is recommending approval of the attached administrative organizational structure.

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

Action: Motion to approve: Davis

Second: Perry

Vote: Bradley - yes, Davis - yes, Jackson - not present for vote, McRae - yes, Perry - yes, Womack - yes.

**District Board of Trustees
July 22, 2003**

Agenda Item: 7.3

Revised Rule 7.23: Student Conduct Code

410.363, 03-04

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

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

Discussion: President Sasser thanked the board members for participating in the workshop held prior to this meeting. He wanted to acknowledge all the hard work of the committee and expressed his appreciation to them.

Action: Motion to amend the Student Conduct Code as modified earlier in the workshop: McRae

Second: Bradley

Vote: Bradley - yes, Davis - yes, Jackson - not present for vote, McRae - yes, Perry - yes, Womack - yes.