

District Board of Trustees
Santa Fe Community College
Agenda for Board Meeting of September 24, 2003, at 4:30 p.m.
Charles L. Blount Downtown Center Board Room

Adoption of Agenda

Agenda Item: 1.1
418.420, 03-04

1. General Functions

- 1.1 Adoption of Agenda for Meeting of September 24, 2003
- 1.2 Approval of Board Meeting Minutes of July 22, 2003

2. Information Items

- 2.1 President's Report
- 2.2 Revised Rule 7.30: Student Activities

3. Consent Items

Personnel

- 3.1 Contract Staff (Faculty)
- 3.2 Contract Staff (Administrative and Professional)
- 3.3 Community and Continuing Workforce Education Contract Staff
- 3.4 Career Service Staff
- 3.5 Leave of Absence

Contracts, Grants

- 3.6 Ratification of Affiliation Agreement with the University of Florida College of Nursing -- Rotation of Students at an External Institution
- 3.7 Renewal of Agreement with North Florida Regional Medical Center for Nursing, Health Information Management, Diagnostic Medical Sonography, Cardiopulmonary Technology, Radiography, Biotechnology, Respiratory Therapy, Nuclear Medicine Technology, Surgical Technology, and Emergency Medical Services **(Deleted)**
- 3.8 Agreement with University of Florida Colleges of Dentistry, Medicine, and Pharmacy -- Health Sciences Programs
- 3.9 Starke Fall Festival 2004 -- Grant
- 3.10 Little School Food Program -- Grant
- 3.11 School Board of Alachua County Head Start/Pre-Kindergarten -- Grant
- 3.12 Institutional Application to Participate in Federal Student Financial Aid Programs for Fiscal Year 2004-2005
- 3.13 Career Advancement and Retention Challenge III -- Grant
- 3.14 Youth and First-Time Job Seekers Skills Training -- Grant
- 3.15 Suwannee River Area Health Education Center, Inc. and Santa Fe Community College Nursing Programs -- Grant

- 3.16 Suwannee River Area Health Education Center, Inc. High School Dental Aide Project -- Grant
- 3.17 Work Exploration -- Grant

- 4. Facilities Items
 - 4.1 Project Report and Action Request - Building P, Phase II and III, Final Completion
 - 4.2 Project Report and Action Request - Building W, Final Completion
 - 4.3 Project Report and Action Request - Parking Lot 15 B, Change Order #3 and Final Completion
 - 4.4 Project Report and Action Request - Stormwater Pond A, Revised Budget

- 5. Finance/Business Affairs Items
 - 5.1 Report of Purchases for July and August 2003
 - 5.2 Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of August 31, 2003
 - 5.3 Warrants Issued for July and August 2003
 - 5.4 Colonel Harry M. Hatcher, Jr., Property Survey 04-02
 - 5.5 Report of Investments, Quarter Ending June 30, 2003
 - 5.6 Annual Financial Report, Year Ended June 30, 2003
 - 5.7 Budget Amendment #2, 2003-2004 Operating Budget, Current Unrestricted (Fund 1)
 - 5.8 2003-2004 Annual Budget, Unexpended Plant Fund (Fund 7)
 - 5.9 Fee Waiver Report for Summer Terms A/C and B 2003
 - 5.10 Acceptance of Donations 04-02 - Health Sciences Equipment
 - 5.11 Addendum to Contract with Williams and Fudge, Inc.

- 6. General Institutional Items
 - 6.1 Amendment to Criminal Justice Technology Advisory Committee
 - 6.2 Approval of User Fee for Gym Lockers

- 7. Contracts/Grants
 - 7.1 Educational Partnership Agreement with Webster University
 - 7.2 Agreement with Greater Gainesville Area Association for Technical Training
 - 7.3 Agreement with Gainesville Electrical Joint Apprenticeship and Training Committee
 - 7.4 Agreement with Masonry Association of Florida North Central Florida Chapter
 - 7.5 Santa Fe Galleries Standard-Form Agreements: Incoming Loan Agreement and Artist Agreement
 - 7.6 Fine Arts Building/HUD Project -- Grant
 - 7.7 Adult and/or Youth Literacy Services in the Archer Area -- Grant
 - 7.8 Adult Education and Family Literacy - English Literacy and Civics Education (NEW) -- Grant
 - 7.9 Biotechnology Curriculum Development -- Grant
 - 7.10 Prepare Florida -- Grant Part I

8. Endowment Corporation Liaison Update
9. Board Members' Remarks
10. Citizen's Requests
11. Adjournment

Board Action(s) Requested:

Approval

Action: Motion to approve the agenda as amended (deletion of item 3.7): Jackson
Second: Bradley
Vote: Bradley - yes, Brashear - yes, Davis - yes, Jackson - yes, Perry - absent at time of vote,
Womack - yes.

Approval of Board Meeting Minutes of July 22, 2003 401.411, 03-04

The minutes of the regular meeting of the District Board of Trustees of Santa Fe Community College held July 22, 2003, are presented for approval.

Board Action(s) Requested:

Approval

Action: Motion to approve: Bradley

Second: Davis

Vote: Bradley - yes, Brashear - yes, Davis - yes, Jackson - yes, Perry - absent at time of vote,
Womack - yes.

President's Report

Information Item

Dr. Sasser welcomed Mr. Mallini and presented him a SFCC attaché tote bag, along with a new SFCC coffee mug. Other trustees also received a coffee mug.

President Sasser recognized Myrna Cabrera-Rivero, Chapter President of FACC; Amber Ingersoll, Career Service Chair; Ward Scott, College Senate President; and Alan Rezaei, representative for Student Government in the absence of Jeremy Green.

Richard Hord was recognized as the faculty quarterly employee award winner. He received a plaque of appreciation and service pin.

The president mentioned the current Robertson Administration building lobby art display is the work of Elsa Kula and Elizabeth Hodges. The show will be on display until the end of October.

Dr. Sasser mentioned that he and the other twenty-seven community college presidents would be meeting with Governor Bush on Monday.

President Sasser also invited all the trustees to join him at a reception on Friday, October 3, for state Senator Ken Pruitt, chairman of the Senate Appropriations Committee.

Trustees received the Santa Fe Report, SFCC wall calendar, Starke Fall Festival poster, Title III Newsletter, The Advisor, Tracings magazine, Florida Community College Advocate, Insight magazine, SFCC library calendars, College Catalog, Office of Development Grants and Contracts 2003 booklet, and the Campus Heartbeat (Career Service newsletter).

Revised Rule 7.30: Student Activities

Information Item
410.364, 03-04

The current College Rule 7.30 was adopted in 1981 and requires updating to reflect current practice and to address certain issues raised by the Board of Education's revisions to Rule 6A-14.057, Florida Administrative Code in June 2003. The revised College Rule 7.30:

- Provides for a committee to allocate student activity and service fees (A and S fees) involving students in the decision-making process.
- Identifies the composition (students and staff) for the committee, and defines how the students and staff will be selected.
- Provides guidelines for appropriate A and S fee expenditures.
- Prohibits discrimination in any activity on which A and S fees are spent.
- Provides for a student government and establishes the boundaries of its responsibility.
- Provides for student organizations and identifies conditions for them to be recognized by the College.
- Allows for student organizations to be funded through the student government.
- Allows for student organizations to participate in fund-raising activities.

CONSENT

District Board of Trustees
September 24, 2003

Agenda Item: 3.1

Contract Staff (Faculty)

402.645, 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>
Carla Anderson <i>M.S., University of Florida</i>	Assistant Professor, Nursing Programs
Susan Beverung <i>M.S., University of South Florida</i>	Assistant Professor, Nursing Programs
Lavette Burnette <i>M.S., Western Kentucky University</i>	Assistant Professor, Speech
Brandi Cooke <i>M.S., University of Tennessee</i>	Assistant Professor, Mathematics
Nancy Dale <i>Ph.D., University of Minnesota</i>	Interim Assistant Professor, Mathematics
John Fitzgerald <i>M.A., University of Florida</i>	Interim Assistant Professor, History and Political Sciences
Vilma Fuentes <i>Ph.D., University of Florida</i>	Assistant Professor, Political Sciences
Beatriz Gonzalez <i>Ph.D., University of Florida</i>	Assistant Professor, Biological Sciences
Jane Hatker <i>B.S., Florida State University</i>	Assistant Professor, Nursing Programs
Heather Holley <i>M.S., University of West Florida</i>	Assistant Professor, Mathematics
Audrey Holt <i>M.A., University of Florida</i>	Assistant Professor, English
Patricia Kunkel <i>M.S., Nova Southeast University</i>	Assistant Professor, Academic Foundations
Rebecca McKee <i>M.A., University of Florida</i>	Assistant Professor, Humanities
Gregory Mead <i>Ph.D., University of Florida</i>	Assistant Professor, Physical Sciences
Karen Milnor <i>M.S., University of Florida</i>	Assistant Professor, Mathematics
Wahida Mohammed <i>M.S., Barry University</i>	Assistant Professor, Nursing Programs
Kelle Moore <i>B.S., University of Florida</i>	Assistant Professor, Respiratory Care Program
Allan Nail <i>M.Ed., University of Florida</i>	Assistant Professor, High School Dual Enrollment Program
Angel Nieves <i>M.S., Interamerican University</i>	Assistant Professor, Mathematics
Rita Revak-Lutz <i>M.S.N., University of Florida</i>	Assistant Professor, Nursing Programs

Charles Stephenson	Assistant Professor, Business Programs
<i>Ph.D., California Pacific University</i>	
Marcia Swope	Assistant Professor, College Prep Mathematics
<i>M.S., Nova Southeastern University</i>	
Samia Williams	Interim Assistant Professor, Health Sciences
<i>M.D., Ain Shams University</i>	
Laura Younts	Assistant Professor, Mathematics
<i>M.S., East Tennessee University</i>	

Part Time

Alagely Abid	Lisa Magary
Sylvia Ashwell	E. Scott Medley
Mario Alfaro	Berman Mesadieu
Eric Baker	Ruby Montgomery
Suzanne Benjamin	Emmanuel Oman
Austin Boyd	Joycette Parker
Elsa Boysha	Jonathan Pinkston
Patrick Breslin	Katharine Putnam
Gayle Brown	John Reitzel
Ramona Chance	John Rollins
Ronald Chandler	Marin Smillov
William Compton	Kenneth Smylie
Maurie Crass	Mark Smith
Kristine Dunn	Linda Stephens
Sheila Forrester	Jeremy Sundgren
Martin Gauthier	Christine Thompson
Danielle Hamed	Richard Tovar
Ingrid Herrmann	Bradley Tripp
Russell Irish	Peggy Vermont
Paul Jernigan	Pauline Vickery
Kristin Karasik	Anita Webster
Jason Kassel	Jeffrey Wright
Ashley Lancaster	Linda Yonutas
Linda Lotz	
Robert MacDonald	

Board Action(s) Requested: Approval

Discussion: President Sasser noted that he would like to discuss each of the consent items then call for a vote. He felt this would assist Mr. Mallini in future board meetings. President Sasser reviewed items 3.1 through 3.8, then asked Joan Suchorski, Assistant Vice President of Development, Grants, and Special Projects, to review grant items 3.9 through 3.17 and items 7.6 through 7.10. Ms. Suchorski stated that all of these grants enable the college to provide a broad spectrum of services that benefit the community.

Action: Approved. See item 3.17.

CONSENT

District Board of Trustees
September 24, 2003

Agenda Item: 3.2

Contract Staff (Administrative and Professional)

411.241, 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.

Technical/Professional

<u>Name</u>	<u>Position</u>
Full Time	
<u>Appointment</u>	
Nelson Cano <i>A.S., Santa Fe Community College</i>	Computer Operator Specialist
Marcia Gilbert <i>M.S., University of South Florida</i>	Accounting Supervisor, Office for Finance
<u>Promotion</u>	
Susan Courtemanche	Academic Support Senior Specialist, Academic Foundations
Elizabeth Grant	Special Projects Manager, Visual and Performing Arts
Patrick Grigsby	Coordinator, Graphic Design
Claudia Munnis	Coordinator, Disabilities Resources
Part Time	
* Andrew Anderson	Senior Communications Technology Specialist
Adana Anschutz	Academic Affairs Coordinator
Sheila Baker	Interpreter Specialist
* Darlene Banks	Upward Bound Program Specialist
Soraya Benitez	Adult Education Senior Specialist
Theodore Bowman	Programmer Specialist
Sandra Bradley	Financial Aid Specialist
Richard Braun	Repair Specialist
Sarah Brewster	Writing Lab Specialist
^ Erin Brooks	Student Activities and Leadership Specialist
* Rosalyn Burgman	Vocational Evaluation Specialist
Nelson Cano	Software Specialist
Suzanne Carlton	Holistic Scoring Specialist
* Sandra Cosgrave	Critical Thinking Lab Specialist
Kelly Coxe	CLAST Lab Specialist
* Melinda Craine	CROP Summer Math Specialist
Julie Crucian	Staff Accompanist Specialist
* Rosemary Davis	Services Coordinator
* Wilhemina DeNunzio	Youth Specialist
* Marilyn Diaz	Upward Bound Program Specialist
* Jodi Doherty	Talent Search Specialist
^ Daniel Drost	Fitness Center Specialist

<u>Name</u>	<u>Position</u>
* Teri Edison	Talent Search Specialist
Sells Edwards	Vocational Evaluation Specialist
Timothy Fitzpatrick	Adult Education Senior Specialist
* Rhogeana Fleming	College Out Reach Program Specialist
* Donna Foust	Family Literacy Specialist
Dawn Graziani	Holistic Scoring Specialist
* Sherry Hallman	Upward Bound Program Specialist
Lisa Houston	Writing Lab Specialist
Sarah Huffines	CLAST Lab Specialist
* Daisy Johnson	Youth Specialist
Ivy Johnson	Adult Education Specialist
James Kocher	Reading Lab Specialist
Charles Lesch	Dental Programs Manager
* Leanna Levin	Vocational Evaluation Specialist
* Art Link	Youth Specialist
Kelli McChesney	Student Advisement Specialist
* Julie McCollough-Patrick	Vocational Evaluation Specialist
Joan McQueen	Adult Education Senior Specialist
* Berman Mesadieu	Family Literacy Specialist
* Joan Miller	Reading Lab Specialist
Cindy Moore	Academic Advisement Specialist
Richard Nuthman	Help Desk Specialist
* Priscilla Parker	Tech Prep Specialist
Shannon Raulerson	Surgical Technology Specialist
* Doris Raven	College Out Reach Program Specialist
Julius Regalado	Downtown Learning Lab Specialist
* Shirley Rehberg	Family Literacy Specialist
^ Melissa Rios	Grad Assistant
Marianne Romeo	Life Model Specialist
Guillermo Salazare	Life Model Specialist
* Maria Santos	Senior Adults Specialist
Stuart Schwartz	Life Model Specialist
Laurel Severino	Reading Lab Specialist
* Edward Shaw	Communication Technology Specialist
Linda Sheffield	College for Kids Specialist
* Anne Sigmond	Adults with Disabilities Senior Specialist
Christopher Simoneaux	Programmer Specialist
June Simring	Life Model Specialist
* Lucille Skipper	Reading Lab Specialist
Rosa Soto	Holistic Scoring Specialist
* Stuart Soto	Senior Adults Specialist
* Ronnie Sowell	Upward Bound Program Specialist
Elizabeth Strickland	Library Senior Specialist
Brent Swanson	Lab Manager
* Wendy Toure	Family Literacy Specialist

<u>Name</u>	<u>Position</u>
Paola Vazquez	Assistant Lab Manager
Ann Weigl	Downtown Lab Manager
Patricia Wolfe	Life Model Specialist
* Lakeidra Young	Upward Bound Program Specialist

^ Student Leadership and Activities funded

* Grant funded

Board Action(s) Requested:

Approval

Action: Approved. See item 3.17.

CONSENT

District Board of Trustees
September 24, 2003

Agenda Item: 3.3

Community and Continuing Workforce Education Contract Staff

404.354, 03-04

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

Community Education

<u>Name</u>	<u>Position</u>
Ann Aldrich	College for Kids
Christine Alicot	Music
Cheryl Alldredge	MS Office
Elaina Allen	Forensic Sleuthing
Kelly Alligood	College for Kids
Sandra Angelou	Yoga
James Atyeo	Photo Printing
Josephine Badinga	Dance
John Bailey	College for Kids
Lillian Bailey	Best Babysitting
Shenna Benarte	Astrology
Elinore Bowman	Needlecrafts
Elaine Brown	Watercolor
Stacey Brown	Aromatherapy
Lawrence Caldara	Construction/Fix it Class
Emiley Campbell	College for Kids
Paul Campbell	Tai Chi
Lawrence Christian	Investments
Cynthia Christianson	Personal Coach
Marsha Cooper	Typing and Keyboarding
Susan Courtemanche	Critical Thinking
Christopher Curry	Homeowner Horticulture
Magaret DiNegro	Papermaking
Stephen Dixon	Golf
Marc Dodd	College for Kids
Dietrich Dohrmann	Jewelry
Scott Dombek	Golf
Haydee Duenas	Spanish
Jennifer Duncan	Algebra
Lamia El Achchabi	French
Sandra Erickson	College for Kids
Laura Feher	College for Kids
Brian Fox	MS Office
Janice Gelatt	Caligraphy
Rachel Gibson	Web Design
Charles Gold	Racquetball

Community Education, cont.

<u>Name</u>	<u>Position</u>
Sam Halpert	Short Stories
Pamela Harween	College for Kids
James Hearn	Bridge
Alan Heck	Scuba Diving
Marc Henri	Macrobiotic Cooking
Martha Hernandez	College for Kids
Carmen Hester	College for Kids
Natalie Hill	Accounting and Bookkeeping
Marya Hinderer	Stained Glass
Cynthia Hinson	College for Kids
Haseeb Jabbar	Arabic
Cynthia Kachik	MS Office
Julian Kazimier	Guitar
Michael Kelley	Mountain Bike
Gilda Kinsey	College for Kids
Barbara Kerkhoff	Yoga
Lean Larson	Hand Drumming
Alison LeBaron	Art
Lloyd LeZotte	Photography
Jenny Liang	Power Yoga
Robert Lightner	Fencing
Ellen Lord	Line Dance
Marjorie Malerk	Middle Eastern Dance
Ruth Mansell	Decorate Your House
Marion Mayer	Civil War
Kelli McChesney	Clogging
Jennifer McIntyre	Accent Modification
Fanny Navarro	Zookeeping
Lois Nevins	Travel Cheaply
Andrew Nichols	Parapsychology
Robert Oehl	Aviation
Catherine Parlapiano	Photography
Linda Pence	Watercolor
Linda Richards	De-clutter Your House
Carolyn Robertson	College for Kids
Laurie Rodriquez	ESL, Grammar and Reading
Marguerite Romeis	Psychic Awareness
Maria Ruiz	Oil Painting
Rita Shapiro	Yoga
Janos Shoemyen	Creative Writing
Claudia Siders	Racquetball
George Sternfels	Wine Tasting
Janet Todd	Spanish
Claudia Triana	College for Kids
Jackie Valdez	College for Kids
Dina Vous	Best Babysitters
William Wagner	Golf
Geoffrey Warnock	MS Office

Community Education, cont.

<u>Name</u>	<u>Position</u>
Darren Wendroff	MS Office
Regina White	Creating Newsletters
Jeffrey Williams	College for Kids
Samia Williams	Mediterranean Cooking
Yosef Yariv	Hebrew
Pamela Yasurek	College for Kids
Jimmy Yawn	Digital Camera

Continuing Workforce Education

Kristen Baggarly	CPR
Denise Bogart-Caballero	Human Resources
Timothy Bowen	Business
Xenula Brown	CPR
Jane Burnette	Real Estate
Elizabeth Campfield	AutoCAD
Harry Collins	CPR
David DePatie	A+ PC Technician
Kevin Dore	MS Office
Jon Duff	CPR
Lois Ellis	Administration of IV Therapy
Morgan Ellis	HazMat
Earl Ference	Insurance
Janet Foster	MS Office
Zona Gale	MS Office
Rachel Gibson	General Computing
James Griswold	Nursing
Clint Hamilton	Business
Douglas Henson	Insurance
Tracey Higdon	Business
Diane James	CPR
Cynthia Kachik	MS Office
Ronald Lewis	CPR
Michelle Lucas	Web Authoring
Kimberly Oliver	Fish
Tara Orłowski	Child Development
Louis Ortega	MS Office
Patti Paige	Nursing
Toni Phillips	Administration of IV Therapy
Ronald Reddish	Business
Robert Roberg	MS Office
Susan Robertson	Quickbooks
Sue Rocher	MS Office
Robin Rompre	Nursing
Richard Saulsberry	Business
Donald Sessions	Business
Mary Short	Customer Service
Allen Siorek	CPR

Continuing Workforce Education, cont.

<u>Name</u>	<u>Position</u>
Lucille Skipper	MS Office
Elaine Slocum	Administration of IV Therapy
Belkis Suarez	Office Attire
Jonathan Taylor	Insurance
Dan Tilton	CPR
Beverly Turner	Administration of IV Therapy
Dina Vouis	Child Development
Darren Wendroff	MS Office
Julie Whitney	HIV/AIDS
Terresa Wood	CPR

Board Action(s) Requested:

Approval

Action: Approved. See item 3.17

CONSENT

District Board of Trustees
September 24, 2003

Agenda Item: 3.4

Career Service Staff

403.421, 03-04

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

Name

Position

Appointment

Heather Brown	Administrative Secretary, Human Resources
Angela Carter	Administrative Specialist, Office for Development
Bryseis Diaz	Administrative Secretary, Human Resources
Sheila Griffin	Account Clerk, Office for Finance
Kelli McChesney	Administrative Assistant, Mathematics Department
Jarica Nipper	Administrative Specialist, Institute of Public Safety

Promotion

Walter Benefield	Plumber, Facilities Services
Christina Parks	Administrative Assistant, Archer Center
Megan Swilley	Executive Secretary, Human Resources

Board Action(s) Requested:

Approval

Action: Approved. See item 3.17

CONSENT

**District Board of Trustees
September 24, 2003**

Agenda Item: 3.5

Leave of Absence

420.130, 03-04

Joanna Clark, full-time Visual and Performing Arts tenured faculty member, requests a leave of absence from May 10, 2004, to August 12, 2004. This request is supported by the Department Chair, Associate Vice President for Liberal Arts and Sciences, and Interim Vice President for Academic Affairs.

Board Action(s) Requested:

Approval

Action: Approved. See item 3.17

CONSENT

**District Board of Trustees
September 24, 2003**

Agenda Item: 3.6

Ratification of Affiliation Agreement with the University of Florida College of Nursing - Rotation of Students at an External Institution 408.1384, 02-03

This contract with the University of Florida College of Nursing allows certain nursing students to participate in clinical rotations, or practicums, at Santa Fe Community College under the supervision of Santa Fe faculty. The practicum is part of students' educational requirements, and, at the same time, is a beneficial experience for the college's Nursing programs. This is an on-going contract, with a 60-day termination statement.

Because it was necessary to have this contract in place prior to the September board meeting so a particular student could begin the practicum at the beginning of fall semester, the board chair signed it in August, with an effective date of August 1, 2003, as allowed under the emergency contract authority approved by the board at the July 2003 meeting.

Board Action(s) Requested:

Ratification of agreement

Action: Approved. See item 3.17

DELETED CONSENT

**District Board of Trustees
September 24, 2003**

Agenda Item: 3.7

Renewal of Agreement with North Florida Regional Medical Center for Nursing, Health Information Management, Diagnostic Medical Sonography, Cardiopulmonary Technology, Radiography, Biotechnology, Respiratory Therapy, Nuclear Medicine Technology, Surgical Technology, and Emergency Medical Services 408.1385, 03-04

This relationship with North Florida Regional Medical Center has been in effect since December 2000 and provides students in the Health Sciences programs experience in a clinical setting. The agreement covers the following Santa Fe programs: Nursing, Health Information Management, Diagnostic Medical Sonography, Cardiopulmonary Technology, Radiography, Biotechnology, Respiratory Therapy, Nuclear Medicine Technology, Surgical Technology, and Emergency Medical Services. The term of the agreement is one year, commencing December 1, 2003, and may be renewed for one-year successive terms upon a mutual, written amendment. The agreement may be terminated without cause upon 90 days' prior written notice, provided that all students currently enrolled be given the opportunity to complete their clinical program.

Board Action(s) Requested:

Approval

Action: Approved. See item 3.17

CONSENT

**District Board of Trustees
September 24, 2003**

Agenda Item: 3.8

Agreement with University of Florida Colleges of Dentistry, Medicine, and Pharmacy - Health Sciences Programs
408.1386, 03-04

This is an agreement with the University of Florida Board of Trustees to allow our students in the Health Sciences programs to obtain clinical experiences in the university clinics (Colleges of Dentistry, Medicine, and Pharmacy). There is no termination date, but the agreement can be terminated upon 60 days' notice by either party.

Board Action(s) Requested:

Approval

Action: Approved. See item 3.17

CONSENT

District Board of Trustees
September 24, 2003

Agenda Item: 3.9

Starke Fall Festival 2004 -- Grant

409.1453, 03-04

The purpose of this project is to present the 18th annual Starke Fall Festival in Starke's historic district, showcasing 100 regional and local artists and crafters as well as performing artists and youth art areas including an art show from Bradford County Schools. The festival is sponsored by the SFCC Andrews Center, the SFCC Endowment Corporation, and the Bradford County Tourist Development Council in conjunction with the Starke Shriners' Parade.

The amount of funds requested from the State of Florida, Division of Cultural Affairs, is \$25,000, with in-kind matching funds of \$25,000 from Santa Fe Community College.

Duration of this project is July 2, 2004, through June 30, 2005.

Operating budget impact: Matching 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 3.17

CONSENT

District Board of Trustees
September 24, 2003

Agenda Item: 3.10

Little School Food Program -- Grant

409.1454, 03-04

The purpose of this project is to provide funds for nutritionally balanced meals for children at the Little School. Each day, using provisions from the U.S. Department of Agriculture, breakfast, lunch, and an afternoon snack will be provided to all children enrolled in the childcare program. The food is served family style, with emphasis on developing independence in eating, serving, and cleaning up. Serving nutritious meals encourages awareness of good nutrition, and adults initiate conversation about mealtime etiquette and nutrition.

The amount of funds requested from U.S. Department of Agriculture, Food and Nutrition Services, is \$50,264, with no matching funds from Santa Fe Community College.

Duration of this project is October 1, 2003, through September 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 3.17

CONSENT

**District Board of Trustees
September 24, 2003**

Agenda Item: 3.11

School Board of Alachua County Head Start/Pre-Kindergarten -- Grant

409.1455, 03-04

The purpose of this project is to provide Associate in Science, Child Development Associate, and Child Care Worker Certification training to approximately 25 trainees from the School Board of Alachua County Head Start/Pre-kindergarten programs.

The amount of funds requested from the School Board of Alachua County is \$24,000, 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 3.17

CONSENT

District Board of Trustees
September 24, 2003

Agenda Item: 3.12

Institutional Application to Participate in Federal Student Financial Aid Programs for Fiscal Year 2004-2005
409.1456, 03-04

The purpose of this project is to apply for federal funding for the Federal Supplemental Educational Opportunity Grant (FSEOG) and the Federal Work Study Program (FWSP). FSEOG is need-based gift aid and is awarded to qualified, exceptionally needy students who have financial needs. The FWSP provides part-time employment for students who demonstrate financial need. Approximately 1,000 students will benefit from these programs.

The amount of funds requested from U.S. Department of Education, Office of Postsecondary Education, is \$1,430,000, with no matching funds from Santa Fe Community College.

Duration of this project is July 1, 2004, through June 30, 2005.

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 3.17

CONSENT

District Board of Trustees
September 24, 2003

Agenda Item: 3.13

Career Advancement and Retention Challenge III -- Grant

409.1457, 03-04

The purpose of this project is to provide training and mentoring for Temporary Aid to Needy Families services-eligible employed workers through a cooperative partnership with Shands HealthCare and other area employers. Employed students will be provided customized training requested by employers or will be enrolled in targeted vocational training programs. Mentoring to assist the students to advance in their careers will be available. Approximately 119 workers will be trained.

The amount of funds requested from Alachua/Bradford Workforce Board/Workforce Florida, Inc. is \$249,732, with no matching funds from Santa Fe Community College.

Duration of this project is September 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 3.17

CONSENT

District Board of Trustees
September 24, 2003

Agenda Item: 3.14

Youth and First-Time Job Seekers Skills Training -- Grant

409.1458, 03-04

The purpose of this project is to assist Workforce Investment Act eligible youth and first-time job seekers to obtain skills training for entry into targeted medical and business services occupations. Youth will be provided with after school training in computer skills and customer service. Older youth and first-time job seekers will be enrolled in appropriate vocational training programs. Approximately 155 students will be served.

The amount of funds requested from Alachua/Bradford Workforce Board/Workforce Florida, Inc. is \$252,711 with no matching funds from Santa Fe Community College.

Duration of this project is August 15, 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 3.17

CONSENT

District Board of Trustees
September 24, 2003

Agenda Item: 3.15

Suwannee River Area Health Education Center, Inc. and Santa Fe Community College Nursing
Programs -- Grant 409.1459, 03-04

The purpose of this project is to create academic and community partnerships that promote training and educational experiences for students enrolled in the Santa Fe Community College Nursing programs. The project helps provide support for education and delivery of health promotion and primary care services that improve the health of rural and medically underserved communities. This project will benefit approximately 200 students in the Associate of Science in Nursing degree programs. This is a renewal of an existing project that has been approved by the Board of Trustees in the past.

The amount of funds requested from Suwannee River Area Health Education Center, Inc. is \$2,500, 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 3.17

CONSENT

District Board of Trustees
September 24, 2003

Agenda Item: 3.16

Suwannee River Area Health Education Center, Inc. High School Dental Aide Project -- Grant
409.1460, 03-04

The purpose of this project is to support the Dental Aid program for the 2003-2004 academic year for health academy students from the Gainesville High School Institute of Health Professions and the Lake City High School Academy of Health Related Professions. This is a renewal of an existing project that has been approved by the Board of Trustees in the past. Approximately 12 high school students will participate in the program.

The amount of funds requested from Suwannee River Area Health Education Center, Inc. is \$2,000, with no matching funds from Santa Fe Community College.

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

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 3.17

CONSENT

District Board of Trustees
September 24, 2003

Agenda Item: 3.17

Work Exploration -- Grant

409.1461, 03-04

The purpose of this project is to address the needs of and provide the following services to persons with disabilities who have employability barriers: comprehensive vocational evaluation, employee development, and community employment. Each of these services maintains its own set of goals and is designed to promote the development and attainment of vocational objectives.

Comprehensive vocational evaluation seeks to assist in identifying vocational goals through a state-of-the-art program of services, including vocational evaluations, interest assessments, and career exploration activities. Employment development and community employment target specific issues impacting an individual's ultimate employability. Through these services, participants complete two weeks of employability skills classes and obtain assistance in resume writing, completing applications, interviewing skills, team building, job search training, and other job-related needs. Approximately 250 vocational rehabilitation customers will benefit from these services.

The amount of funds requested from the State of Florida, Department of Education, Division of Vocational Rehabilitation, is \$190,200, with an in-kind match of \$49,928 from Santa Fe Community College.

Duration of this project is October 1, 2003, through September 30, 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: Motion to approve consent items 3.1 through 3.17: Brashear

Second: Davis

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

Project Report and Action Request – Building P, Phase II and III, Final Completion 412.951, 03-04

Funding History:

These projects were originally to be funded through a singular allocation. During the original year's funding cycle, the college was asked if it would accept the funding over a two-year period. Halfway through the following year, in an attempt to stimulate the economy, the legislature funded the remaining dollars. In a special board meeting on October 3, 2001, in anticipation of the additional funding, we asked for and were granted permission to increase the budget and extend the contracts of the architect and construction manager.

Project Description:

This project involves remodeling the eastside of building P following occupancy of the Lawrence W. Tyree Library in December 2001. It will convert the original stack areas into 14 classrooms for occupancy in the fall of 2002. Phase III involves bringing the remaining portion of the building into compliance with building, life safety, and ADA codes.

Architect/engineer:	Ponikvar & Associates, Gainesville, Florida
Contractor/construction manager	Perry-Parrish, Incorporated, Gainesville, Florida
Uniform building code inspector	In-house
Original project budget	\$ 2,223,191
Phase III budget	<u>\$ 1,115,504</u>
Revised project budget	\$ 3,338,695
Source(s) of funding:	PECO

Project Status:

This project has reached final completion.

Board Action(s) Requested:

Acceptance of project completion

Discussion: Bill Reese, Associate Vice President for Facilities Services, reviewed the facilities items 4.1 through 4.4 individually. Mr. Reese also gave an update on the campus exit lights and elevator certificates of operation. He stated that there are 662 exit lights on campus and that the recent inspection found a 2% failure rate. He also stated that 169 of the exit lights were the old incandescent type and are more prone to failure. The replacement of these lights is already scheduled as part of an energy conservation project.

Mr. Reese noted that the college operates seventeen elevators, each of which has a certificate of operation that expires August 1 of each year. The Office of Facilities Services received only eight

renewal applications on July 31, the day before the current certificates expired and the remaining nine renewals were received eight days later. Only thirteen of the seventeen certificates have been received to date after numerous phone calls to the state elevator bureau.

Trustee Perry abstained from voting on items 4.1, 4.2, and 4.4, citing his affiliation with the firm of PPI, Incorporated. He filed the conflict of interest, form 8B, as appropriate.

Action: Motion to approve items 4.1, 4.2, and 4.4: Jackson

Second: Davis

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

Project Report and Action Request – Building W, Final Completion

412.952, 03-04

Project Description:

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

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

Project Status:

College staff has received and processed deductive change order #1 for this project. This change order represents the guaranteed maximum price savings for this project.

Current construction contract amount	\$241,675.00
Deductive change order #1 for guaranteed maximum price savings	(\$31,762.34)
Revised construction contract amount	\$209,912.66

Board Action(s) Requested:

Acceptance of project completion

Action: Approved. See item 4.1.

Project Report and Action Request – Parking Lot 15 B, Change Order #3 and Final Completion

412.953, 03-04

Project Description:

This project consists of the renovation of what is now a dirt parking lot with temporary lighting north of the Santa Fe gym. It includes the installation of base materials and asphalt paving, as well as curbing, lighting, and landscaping. This parking lot, along with the proposed addition of the western portion of the new North Road extension, will relieve some of the traffic congestion at the gym intersection and create a safer environment for our students. Since this parking lot, in its current unpaved condition, serves as overflow during peak times, there is but one window of opportunity for the construction of this project, during the summer months.

Architect/engineer	Water & Air Research, Incorporated, Gainesville, Florida
Construction manager/contractor	Harlis R. Ellington Construction, Lake Butler, Florida
Uniform building code inspector	In-house
Project budget:	
Planning	\$ 25,520
Construction	\$487,525
Revised project budget	\$546,425
Sources(s) of funds	PECO

Project Status:

College staff has received and processed additive change order #3 for this project. This change order represents the grading of the eroded slopes of both basins and the placement of Bermuda sod on slopes and soil. This project has also reached final completion.

Current construction contract amount	\$450,852.75
Additive change order #3 for grading of slopes and the placement of sod on slopes and soil	\$9,300.00
Revised current construction contract amount	\$460,152.75

Board Action(s) Requested:

Acceptance of project completion

Action: Motion to approve: Davis

Second: Jackson

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

Project Report and Action Request – Stormwater Pond A, Revised Budget

412.954, 02-03

Project Description:

With the recent approval of the college's storm water master plan for the Northwest Campus by the local water district, St. Johns River Water Management District, we are developing plans to reconfigure the primary detention basin next to I-75. This master planning effort has established pre-development conditions, inventoried all storage and transfer structures (both natural and manmade), and categorized all current impervious surfaces on the campus. By establishing this information, we will approach this project with our campus development master plan in mind. Sufficient capacity will be created in the primary basin to handle buildings on our master plan that have not yet been built.

Architect/engineer	Water & Air Research, Inc., Gainesville, Florida
Contractor/construction manager	To be determined
Uniform building code inspector	To be determined
Project budget	\$250,000
Proposed budget	\$285,000
Source(s) of funds	PECO

Project Status:

Bids were opened for this project on August 14, 2003, at 3:00 p.m. The results of that bid are as follows:

Pipeline Contractors	\$ 243,429
Watson Construction	\$ 263,925
Entech Enterprises	\$ 295,300
Osteen Brothers	\$ 338,667
Charles Perry Construction	\$ 437,000

Since the low bid was under the threshold for approval granted to the Director of Purchasing through Rule 5.2, the bid was posted and subsequently awarded to the low bidder. Due to the outcome of the bid, college staff is requesting that the board approve increasing the project budget to \$285,000.

Board Action(s) Requested:

Approval of revised budget of \$285,000

Action: Approved. See item 4.1.

Report of Purchases for July and August 2003

202.509, 03-04

Below are the total amounts and a summary of purchases for the months of July and August 2003.

Purchasing	\$5,677,547.32
Library	104,500.00
Risk Management Consortium	<u>1,792,227.80</u>
Total	<u>\$7,574,275.12</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
X47460 (Fund 1)	\$ 31,008.00	Exempt	Gainesville Regional Utilities	DSL Line Charges Information Technology
X47466 (Fund 1)	\$ 31,956.00	Exempt	Cornerstone Systems, Inc.	Mainframe Software Maintenance Information Technology
X47523 (Fund 1)	\$ 27,512.24	Exempt	IBM Corporation	Hardware Maintenance Information Technology
X47535 (Fund 1)	\$ 26,256.00	Special	MCI WorldCom	T-1 Line for Video Conferencing Information Technology
X47823 (Fund 1)	\$ 34,136.00	Contract	Danka Office Imaging Company	Copier Rental/Service Printing
X47957 (Fund 1)	\$ 30,000.00	Special	City of Starke	Andrews Center Utilities Utilities
X47959 (Fund 1)	\$1,476,250.00	Special	Gainesville Regional	Electricity, Gas, Water/Sewer Utilities
X48080 (Fund 1)	\$ 131,000.00	Special	BellSouth	Phone Line Charges Telephone Services
X48125 (Fund 1)	\$ 49,788.00	Contract	IBM Corporation	Mainframe Annual Software Information Technology
X48176 (Fund 6)	\$ 45,417.96	Special	Florida Farm Bureau	Farm Bureau Rent Risk Management Consortium

X48188 (Fund 6)	\$ 382,995.84	Special	Employers Reinsurance Co.	Reimbursement/Overpaid Claim Risk Management Consortium
X48216 (Fund 1)	\$ 160,000.00	Special	U.S. Postal Service	First Class Mail Charges Mail and Receiving
X48218 (Fund 1)	\$ 50,000.00	Special	U.S. Postal Service	Bulk Mail Charges Mail and Receiving
X48338 (Fund 1)	\$ 65,624.00	Special	City of Gainesville	Training Officer Agreement Criminal Justice Basic Recruit
X48342 (Fund 1)	\$ 45,994.08	Contract	Dell Marketing	Computers (33) Information Technology
X48348 (Fund 1)	\$ 88,767.00	Special	Alachua County Sheriff	Training Officer Agreement Criminal Justice Basic Recruit
X48378 (Fund 1)	\$ 155,035.97	Contract	Dell Marketing	Computers (108) Information Technology
X48436 (Fund 6)	\$ 230,593.00	Special	Arthur J. Gallagher	Boiler and Machinery Insurance Risk Management Consortium
X48437 (Fund 6)	\$ 59,158.00	Special	Arthur J. Gallagher	Athletic Insurance Risk Management Consortium
X48438 (Fund 6)	\$1,074,063.00	Special	Arthur J. Gallagher	Athletic Insurance Risk Management Consortium
X48444 (Fund 1)	\$ 55,060.12	Sole Source	<i>The Gainesville Sun</i>	Community Ed Brochures Recreation and Leisure
X48511 (Fund 7)	\$ 25,000.00	Special	Alachua County Board of County Commissioners	Sidewalk Construction Parking
X48544 (Fund 1)	\$ 53,400.00	Special	Florida U.C. Fund	Unemployment Insurance General Insurance
X48579 (Fund 7)	\$ 34,473.00	Contract	PPI Construction Management	Faculty Office Casework Renovation/Remodeling
X48581 (Fund 1)	\$ 55,000.00	Special	EBSCO Industries	Periodical Subscriptions Library

X48585 (Fund 7)	\$ 28,000.00	Exempt	Coleman Technologies, Inc.	Telephone Switch Assessment Technology Infrastructure
X48632 (Fund 1)	\$ 29,863.13	Special	Academic Systems Corporation	Instructional Texts College Prep
X48733 (Fund 1)	\$ 62,957.60	Contract	Dell Marketing	Computers (40) Information Technology
X48825 (Fund 7)	\$ 96,916.00	Contract	PPI Construction Management	Campus Signage Phase II Campus Signage
	<u>\$4,636,224.94</u>			

Purchases \$0 - \$25,000.00

Number of purchase orders: 1,609

Amount: \$1,971,338.93

Number of contracts awarded by the Board of Trustees: 10

Amount: \$ 862,211.25

Board Action(s) Requested:

Approval of report

Discussion: Rochelle Prince, Associate Vice President for Finance, reviewed item 5.1. Trustee Perry abstained from voting on item 5.1, citing his affiliation with the firm PPI, Incorporated. He filed the conflict of interest, form 8B, as appropriate.

Action: Motion to approve: Davis

Second: Brashear

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

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

201.547, 03-04

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 August 31, 2003.

The following summary provides a comparison of actual revenues and expenditures for 2003-2004 vs. 2002-2003.

	2003-2004		2002-2003	
	<u>Dollar Amount</u>	<u>Percent of Budget</u>	<u>Dollar Amount</u>	<u>Percent of Total Year</u>
Revenue	14,162,925	25.90	13,928,706	26.08
Expenditures	6,055,600	10.49	5,351,229	10.19

Board Action(s) Requested:

Approval of report

Discussion: Rochelle Prince, Associate Vice President for Finance, reviewed items 5.2 through 5.11 individually. Ms. Prince stated on item 5.4, the stolen laptop was taken by a student then pawned. The case has been turned over to the state attorney's office.

Action: Motion to approve items 5.2 through 5.11: Brashear

Second: Jackson

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

Warrants Issued for July and August 2003

208.404, 03-04

In accordance with State Board of Education Rule 6A-14.073(5), a listing of all checks issued from July 1 through August 31, 2003, is available at this meeting for the board's information.

The amount disbursed for the month of July was \$9,325,607.80.

Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	310116 - 313060
Payroll	581749 - 582387

Electronic Transfers

58618 - 60621

The amount disbursed for the month of August was \$5,857,598.35.

Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	313061 -314745
Payroll	582388 -583248

Electronic Transfers

60622 - 62599

Board Action(s) Requested:

Approval of report

Action: Approved. See item 5.2.

Colonel Harry M. Hatcher, Jr. Property Survey 04-02200.658, 03-04

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 August 29, 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
Stolen	1	\$ 1,349.00	0	\$ 0.00	\$ 0.00	\$0.00
Worn-Out Equipment with No Salvageable Parts	11	19,071.72	1	5,162.07	5,162.07	0.00
Surplus Property	24	53,864.53	1	8,424.00	8,424.00	0.00
Transfers	47	80,609.00	0	0.00	0.00	0.00
TOTAL	83	\$154,894.25	2	\$13,586.07	\$13,586.07	\$0.00

Notes

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

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

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

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.

Report of Investments, Quarter Ending June 30, 2003

201.551, 03-04

Demand deposits are maintained in the board's operating funds account with Compass Bank. Daily collected balances earn interest at the average monthly federal funds rate less 70 basis points.

Average adjusted rate, month of June	0.53%
Interest earnings, quarter	\$ 3,648
Interest earnings, fiscal year to date	\$53,878

Short-term investments are maintained in the Florida State Board of Administration Investment Pool. These funds are available for transfer to the demand deposit account upon request.

Interest rate at June 30, 2003	1.46%
Interest earnings, quarter	\$ 17
Interest earnings, fiscal year to date	\$47,994

Short-term investments are also maintained in the Florida Treasury Special Purpose Investment Pool. These funds are available for transfer to the demand deposit account upon request. Funds were transferred to this new account December 20, 2002.

Interest rate at June 30, 2003	5.681%
Interest earnings, quarter	\$143,201
Interest earnings, fiscal year to date	\$275,302

Long-term investments are managed through the investment advisory agreement with Evergreen Institutional Asset Management. Funds deposited in this account are those which the college finance staff has calculated can be invested for a longer term in that the investment policy is based on a maximum effective maturity of five years.

Current holdings: US Treasury notes and bonds, federal agency bonds and mortgages, money markets, and corporate bonds

Average effective maturity	1.77 Years
Anticipated yield to maturity	2.686%
Earnings, quarter	\$ 53,414
Earnings, current year to date	\$291,577

Interest Earnings Comparison:

Total interest earnings fiscal year to date 2002/2003	\$668,751
Total interest earnings fiscal year to date 2001/2002	\$498,929

Board Action(s) Requested: Approval of report

Action: Approved. See item 5.2.

Annual Financial Report, Year Ended June 30, 2003 201.548, 03-04

The Annual Financial Report for fiscal year 2002-2003 was completed and filed with the Chancellor of Community Colleges on August 15, 2003. Highlights of the report include:

Revenue Highlights

- Student tuition and fees increased \$1.1 million due to tuition rate and enrollment increases. Actual revenue increase reported from tuition and fees over last year is \$300,000 and the remaining \$800,000 is reported in scholarship allowances.
- Federal grants and contracts slightly decreased this year due to decreases in various Federal restricted funding sources.
- State, local, and private grants increased by \$100,000 primarily due to increases received this year in county grants.
- State appropriations increased by \$1.7 million, which is predominately restoration of prior year funding cuts.
- Other operating revenues increased by \$1.3 million largely due to the 2001-2002 \$1.1 million decrease in operating revenues that was needed to move to a full accrual method of accounting for faculty salary expense.
- Other non-operating revenue increased by \$2.1 million as a result of increases in state scholarships and federal Pell Grant awards.

Expense Highlights

- Salary expenses increased by \$1.3 million due to a college-wide 2.5% salary increase that was given to all employees this fiscal year. \$900,000 of this increase was attributable to instructional positions. Benefit expenses paid/accrued by the college decreased by \$300,000 as a result of a one-year decrease in the State of Florida Retirement System contribution rates for plan members for the fiscal year.
- Scholarship and waiver expenses increased by \$1.1 million due to increases in federal Pell Grant awards.
- All other operating expenses remained stable in comparison with the previous year.

General Fund (Fund 1) Highlights

- Unallocated Fund Balance increased by \$785,000 to \$5.1 million. The unallocated fund balance as a percent of total funds available is 8.75%.
- Cash, cash equivalents, and investments at year-end were \$10.4 million.

Plant Fund (Fund 7) Highlights

- Fund balance at year-end was \$4.8 million.
- Cash and cash equivalents at year-end were \$2.0 million.
- Major capital projects this year included:
 - Library completion \$500,000
 - Building D (Printing, Educational Document Development and Telecommunications) \$600,000
 - Building P Phase II (old library) renovation \$1.4 million

Board Action(s) Requested:

Approval of report

Action: Approved. See item 5.2.

Budget Amendment #2, 2003-2004 Operating Budget, Current Unrestricted (Fund 1)

201.549, 03-04

The second amendment to the Fund 1 (Current Unrestricted) Operating Budget is submitted for approval. Approval is requested in order to budget net unallocated fund balance at July 1, 2003, to actual, increase capital outlay to budget obligations carried forward from 2002-2003 for ongoing information technology projects, and to adjust compensated absences at July 1, 2003, to actual.

Board Action(s) Requested:

Approval of budget amendment

Action: Approved. See item 5.2.

2003-2004 Annual Budget, Unexpended Plant Fund (Fund 7)

201.550, 03-04

The Fund 7 (Unexpended Plant Fund) is used to account for resources that are available for the acquisition or construction of physical property to be used for institutional purposes and resources designated for the major repair and/or replacement of institutional property, as well as associated liabilities.

The fiscal year 2003-2004 budget details by project the allocated budgets by fund source.

PECO (Public Education Capital Outlay): The primary source of funding for construction, remodeling, renovation, and repair of college facilities and for site acquisition. This source of funds comes from state-issued bonds backed by utilities services taxes.

CO and DS (Capital Outlay and Debt Service): Another source of funding for construction or remodeling of college educational facilities. These funds are provided directly to the college from an allocation of license tag fees. The board may elect to expend the funds directly or participate in a state bond issue backed by these funds.

CIF (Capital Improvement Fee): These funds are collected from student fees (currently \$1 per credit hour for in-state tuition and \$3 for out-of-state) to be used to maintain, improve, or enhance the educational facilities.

Two of the broadly defined budget allocations cover some major projects, i.e., those initially estimated to cost over \$250,000 that may require further board action, in addition to a large number of minor projects that fall within the scope of the allocation and college purchasing guidelines. The currently defined major projects include:

From the allocation "Renovate/remodel HVAC, drainage, panels, utilities, roofs, site impns.":

- Reroofing G building and E building auditorium
- Replacement of exterior building panels
- Utility infrastructure engineering design
- Replacement of air handler in Building R
- Rebuilding electrical underground
- Pond A construction

From the allocation "Life/Safety Projects":

- Fire alarm and elevator system upgrades

Interest is earned by project on unexpended funds and is allocated monthly.

Board Action(s) Requested:

Approval of the 2003-2004 annual Fund 7 budget

Approval to budget interest earnings to the related projects throughout the year as accumulated

Action: Approved. See item 5.2.

Fee Waiver Report for Summer Terms A/C and B 2003

200.659, 03-04

Pursuant to Rule 7.13, the college grants fee waivers for matriculation and tuition, along with application fees for senior citizens. Below is the report of fee waivers granted by the college for the summer 2003 terms. This report shows the number of students granted fee waivers, along with the amount of matriculation and tuition waived in each category.

2003 - Summer - Full

Course Fee - Credit

College Employees	10	\$ 1,557.00
Senior Citizens	2	891.75
State of Florida Employees	9	1,816.50
Employee Dependents	15	3,425.40
Session Totals - Credit	<u>36</u>	<u>\$ 7,690.65</u>

2003 Summer A

Course Fee - Credit

College Employees	22	\$ 3,590.05
Senior Citizens	3	467.10
PSAV	2	778.32
State of Florida Employees	13	2,229.80
Employee Dependents	39	8,578.56
Total Credit	<u>79</u>	<u>\$15,643.83</u>

Course Fee - Community Ed

Senior Citizens	44	\$ 1,961.00
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Session Totals

Credit	79	\$ 15,643.83
Community Ed	44	1,961.00

Total **123** **\$17,604.83**

2003 Summer B

Course Fee - Credit

College Employees	11	\$ 2,033.55
Senior Citizens	5	934.20
State of Florida Employees	10	2,448.75
Employee Dependents	24	5,501.40
Total Credit	<u>50</u>	<u>\$10,917.90</u>

Course Fee - Community Ed

Senior Citizens	36	\$ 1,104.00
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Session Totals

Credit	50	\$ 10,917.90
Community Ed	36	1,104.00

Total **86**

\$12,021.90

Term Totals

Credit	165	\$34,252.38
Community Ed	80	3,065.00

Total **245** **\$37,317.38**

Board Action(s) Requested: Approval of report

Action: Approved. See item 5.2.

Acceptance of Donations 04-02 - Health Sciences Equipment 200.660, 03-04

SFCC Endowment Corporation has donated the following items to the college's Nursing program:

<u>Items</u>	<u>Unit Value</u>	<u>Total Value</u>
(3) Birthing Simulator Computer Interactive	\$11,995.00	\$35,985.00
Simulator with Subclavain Insertion	893.00	893.00
(3) Hil-Rom Century Bed	2,736.34	8,209.02
Medex Medfusion 2010i Syringe Pump	2,050.00	2,050.00
Baxter Flo-Gard 6301 Pump and Stand	4,010.00	4,010.00
Sharp PG-C45X 2500 Lumen Projector	2,475.00	<u>2,475.00</u>
Total		<u>\$53,622.02</u>

Board Action(s) Requested:

Approval/acceptance of donation

Action: Approved. See item 5.2.

Addendum to Contract with Williams and Fudge, Inc. 209.97, 03-04

This addendum provides that the collector, Williams and Fudge, Inc., will abide by the principles of the Gramm-Leach-Bliley Act, which allows for the safeguarding of certain personally identifiable information.

Board Action(s) Requested:

Approval of contract addendum

Action: Approved. See item 5.2.

Amendment to Criminal Justice Technology Advisory Committee

417.62, 03-04

Because of recent reassignments and retirements within local agencies, it is requested that the individuals listed below be appointed to serve out the remainder of the current members' terms (December 2003) on the Criminal Justice Technology Advisory Committee. All appointees have agreed to serve on this advisory committee.

New Appointee

Current Member

Captain Ray Weaver
Gainesville Police Department
P. O. Box 1250
Gainesville, FL 32602

Captain Robert Mitchell

Justification: Captain Mitchell retired and Captain Weaver was appointed to that position.

New Appointee

Current Member

Captain Gerald Lapinsky
University of Florida Police Department
Museum Road, Building 51
Gainesville, Florida 32611

Captain Eric Rice (Chair)
University of Florida Police Department
Museum Road, Building 51
Gainesville, Florida 32611

Chief Linda Stump
University of Florida Police Department
Museum Road, Building 51
Gainesville, Florida 32611

Chief Everett Stevens
University of Florida Police Department
Museum Road, Building 51
Gainesville, Florida 32611

Justification: Captain Rice was assigned to the department's investigations unit and Captain Lapinsky became the department training coordinator. Chief Stevens retired and Chief Stump was recently hired to fill the chief's position.

Board Action(s) Requested:

Approval of new members

Action: Motion to approve: Jackson

Second: Brashear

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

Approval of User Fee for Gym Lockers

200.661, 03-04

Approval is requested to raise the gym locker fee from \$3 per semester to \$10 per semester or \$25 for the year. There has not been an increase in the amount charged for a locker since the inception of the fee. This change will be effective with the winter 2004 semester.

Board Action(s) Requested:

Approval of locker fee

Action: Motion to approve: Bradley

Second: Brashear

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

Educational Partnership Agreement with Webster University

408.1387, 03-04

The purpose of the agreement is for Webster University and SFCC to enter into an educational partnership in order to facilitate the offering of additional educational opportunities, such as Master of Business Administration and Master of Arts, to SFCC employees and graduates and to citizens of the college service area. Webster University is accredited by the North Central Association of Colleges and Schools, Commission on Colleges. Their home campus is located in St. Louis, Missouri.

Revenue will be received from Webster University for use of classrooms, based on the college's operating cost of facilities and parking areas from the previous fiscal year's expenses. This year's costs are \$28.70 per classroom hour. Classroom space will be scheduled for Webster classes following the initial scheduling of Santa Fe classes. The term of the agreement is August 27, 2003, through August 13, 2004, and is to be renewed annually, with an addendum to be signed annually by the president or his designee to cover the new fee, if applicable.

Board Action(s) Requested:

Approval of the agreement with Webster University

Discussion: President Sasser asked Dr. Grunder, Vice President, Innovation and College Advancement, to review the agreement with Webster University. Dr. Grunder stated that Webster University would offer bachelors and advanced degrees to employees of the college and community residents. Under the agreement, Webster would offer classes at SFCC similar to the existing agreement with Saint Leo University.

Action: Motion to approve: Perry

Second: Davis

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

Agreement with Greater Gainesville Area Association for Technical Training

408.1388, 03-04

The purpose of this agreement is to ensure that Santa Fe and Greater Gainesville Area Association for Technical Training (GGAATT) work together to promote the advancement of a quality apprenticeship training program that provides training beneficial to the construction industry and the tradespeople in the community.

The term of the agreement is August 30, 2003, through August 29, 2004. There is no exchange of funds between the parties except as set forth in paragraph 3(i) whereby GGAATT may provide funding for instructional costs.

Board Action(s) Requested:

Approval

Discussion: President Sasser thanked Ms. Bennye Alligood, Ms. Fran Holm, and Mr. Jim McMullen for all their hard work on the Greater Gainesville Area Association for Technical Training agreement.

Action: Motion to approve items 7.2 through 7.4: Brashear

Second: Jackson

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

Agreement with Gainesville Electrical Joint Apprenticeship and Training Committee 408.1389, 03-04

The purpose of this agreement is to ensure that Santa Fe and Gainesville Electrical Joint Apprenticeship and Training Committee (GEJATC) work together to promote the advancement of a quality apprenticeship training program that provides training beneficial to the electrical construction industry and the tradespeople in the community.

The term of the agreement is August 30, 2003, through August 29, 2004. There is no exchange of funds between the parties except as set forth in paragraph 3(f) whereby GEJATC may provide funding for instructional costs.

Board Action(s) Requested:

Approval

Action: Approved. See item 7.2.

Agreement with Masonry Association of Florida North Central Florida Chapter

408.1390, 03-04

The purpose of this agreement is to ensure that Santa Fe and Masonry Association of Florida North Central Florida Chapter (MAFNCFC) work together to promote the advancement of a quality apprenticeship training program that provides training beneficial to the construction industry and the tradespeople in the community.

The term of the agreement is August 30, 2003, through August 29, 2004. There is no exchange of funds between the parties except as set forth in paragraph 3(i) whereby MAFNCFC may provide funding for instructional costs.

Board Action(s) Requested:

Approval

Action: Approved. See item 7.2.

Santa Fe Galleries Standard-Form Agreements: Incoming Loan Agreement and Artist Agreement
408.1391, 03-04

Attached are two standard-form agreements for use by the Santa Fe Galleries, with a brief explanation of each listed below.

The Santa Fe Galleries *Incoming Loan Agreement*

The Santa Fe Galleries loan agreement between the Gallery and a lender provides a mechanism through which the Gallery can borrow work from the owner, rather than from the artist who originally created the work.

The loan agreement spells out the conditions under which the gallery will accept the loan. These conditions include: dates, location, and duration of the exhibit; care and handling; transportation and packing; insurance; reproductions; and various miscellaneous provisions.

The Santa Fe Galleries *Artist Agreement*

The Santa Fe Galleries artist contract between the Gallery and the creator of the artwork provides a mechanism through which the Gallery can borrow work from the artist who originally created the work.

The artist contract spells out the conditions under which the Gallery will exhibit the work. These conditions include: dates, location, and duration of the exhibit; care and handling; transportation and packing; insurance; reproductions; and various miscellaneous provisions.

The Gallery Director will prepare these contracts, and as standard form agreements, no substantive changes will be made to them. The college requests the board to delegate authority for the Gallery Director and the Associate Vice President for Liberal Arts and Sciences to sign these contracts without further board review.

Board Action(s) Requested:

Approval of standard-form agreements for artists and lenders and delegation of authority for the Gallery Director and the Associate Vice President for Liberal Arts and Sciences to sign these standard-form agreements

Action: Motion to approve: Davis

Second: Perry

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

Fine Arts Building/HUD Project -- Grant

409.1462, 03-04

The purpose of this project is to provide for phase I of the planning and construction of a new Fine Arts building. Grant funds will be used for site surveys, site geo-technical, and architectural and educational specification concept package.

The amount of funds requested from VA-HUD-Independent Agencies Appropriations Act of FY 2003 (PL 108-7), is \$117,669, 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: Motion to approve items 7.6 through 7.10: Perry

Second: Jackson

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

Adult and/or Youth Literacy Services in the Archer Area -- Grant

409.1463, 03-04

The purpose of this two-year project is to assist adults and youth in the Archer area to become more literate and to ultimately help them improve their scholastic performance and/or advance their potential to earn a self-sufficient income. These goals will be accomplished through providing adult basic education/literacy services at the new SFCC Davis Archer Center. These services will assist students in acquiring the basic English, mathematics, and reading skills so they can earn their GED, advance in or gain employment, and/or enter college programs.

In addition, this project will provide community-building opportunities through partnerships with the Archer Community School, the 4-H Club, and the National Board for Professional Teaching Standards. This partnership will enable students at the Archer Community School to participate in an after school science program, which will use National Board Certified Teachers to teach 4-H hands-on projects to engage students in real-life activities while teaching the FCAT science curriculum. Approximately 300 students will be served over a two-year period.

The amount of funds requested from the Alachua County Board of Commissioners is \$45,000, with no matching funds from Santa Fe Community College.

Duration of this project is October 1, 2003 through September 30, 2005.

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 7.6.

Adult Education and Family Literacy - English Literacy and Civics Education (New) -- Grant
409.1464, 03-04

The purpose of this project is to assist adults with 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. Additionally, it will provide an integrated program of services that incorporates English literacy and civics education while preparing participants for the GED, further educational training, and/or employment. This project will serve approximately 100 participants.

The amount of funds requested from the Florida Department of Education, Division of Workforce Development, is \$33,648, with no matching funds from Santa Fe Community College.

Duration of this project is September 24, 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 7.6.

Biotechnology Curriculum Development -- Grant

409.1465, 03-04

The purpose of this project is to develop, validate, and assess innovative biotechnology training curricula and to formulate the delivery system that meets the needs of the Florida biotechnology industry and job seekers in the state of Florida. The program will conduct focus groups throughout the state to align the training goals with the industry's needs. Following this, curriculum development will begin in three areas: (1) biotechnology laboratory technology, (2) biomanufacturing, and (3) regulatory affairs.

This project is a consortium with Florida Community College at Jacksonville (FCCJ), Hillsborough Community College, University of Florida, Florida Atlantic University, University of South Florida, BioFlorida, Florida Resource Center for Occupational Program Design and Evaluation of Daytona Beach Community College, Florida Space Research Institute – Kennedy Space Center, and Steel Beach Productions. FCCJ will serve as the fiscal agent for the project. This project will serve approximately 100 students.

The amount of funds requested from Workforce Florida, Inc. is \$126,000, with no matching funds from Santa Fe Community College.

Duration of this project is November 28, 2003, through December 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 7.6.

Prepare Florida -- Grant Part 1

409.1466, 03-04

The purpose of this project is to provide the PREPARE FLORIDA Basic Weapons of Mass Destruction and Incident Command eight-hour course to first responders, public works, public health, health care, public safety communications, government administrative, and private security agencies and personnel in Florida. Approximately 1,350 individuals will be served.

The amount of funds requested from the Florida Department of Education, is \$64,412, with no matching funds from Santa Fe Community College.

Duration of this project is July 1, 2003, through June 30, 2005.

Operating budget impact: None

Board Action(s) Requested:

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

Action: Approved. See item 7.6.

Endowment Corporation Liaison Update

Information Item

Trustee Bradley reported that the Davis Center is on-line and has 260 individuals registered. The grand opening is scheduled for October 18 at 2:30 p.m. He also noted that the groundbreaking for the Bradford County Lake Region Center is scheduled for December 10 at 2:30 p.m.

Board Members' Remarks

Information Item

Chair Womack thanked the Santa Fe family for their expressions of sympathy after the passing of her aunt, Ms. Evelyn Stump Griffin. President Sasser noted that she was a strong advocate for education and Santa Fe.