

District Board of Trustees
Santa Fe Community College
Agenda for Board Meeting of October 21, 2003, at 4:30 p.m.
Wattenbarger Student Services Building Board Room

Adoption of Agenda

Agenda Item: 1.1
418.421, 03-04

1. General Functions
 - 1.1 Adoption of Agenda for Meeting of October 21, 2003
 - 1.2 Approval of Board Meeting Minutes of September 24, 2003
2. Information Items
 - 2.1 President's Report
 - 2.2 Contract Review Committee for the President's Contract
3. Consent Items
 - Personnel
 - 3.1 Contract Staff (Faculty)
 - 3.2 Contract Staff (Administrative and Professional)
 - Contracts, Grants
 - 3.3 Tech Prep Articulation Agreement with Baker County School Board - Automotive Service Technology
 - 3.4 Renewal of Agreement with North Florida Regional Medical Center - Nursing, Health Information Management, Diagnostic Medical Sonography, Cardiovascular Technology, Radiography, Biotechnology, Respiratory Therapy, Nuclear Medicine Technology, Surgical Technology, Emergency Medical Services
 - 3.5 Alachua County Interagency Agreement for Serious Habitual Offender Comprehensive Action Program (SHOCAP)
4. Facilities Items
 - 4.1 Project Report and Action Request - Building G Re-Roofing (Approval of Project Budget)
 - 4.2 Project Report and Action Request - Fire Alarm Systems Upgrade, Phase I (Approval of Phase I Project Budget)
 - 4.3 Project Report and Action Request - Replacement of Electrical Underground, West Feeder (Approval of Project Budget)
5. Finance/Business Affairs Items
 - 5.1 Report of Purchases for September 2003
 - 5.2 Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of September 30, 2003

- 5.3 Warrants Issued for September 2003
- 5.4 Agreement with Barnes & Noble College Bookstores, Inc.

- 6. General Institutional Items
 - 6.1 Approval of Proposed College Calendars for 2004-2005 and 2005-2006
 - 6.2 Request to Expend Dr. Philip Benjamin Academic Improvement Trust Funds - Andrews Center Library
 - 6.3 Request to Expend Nursing Education Enhancement Funds
 - 6.4 Approval of Course Laboratory Fees, Effective Spring 2004

- 7. Rules
 - 7.1 Revised Rule 7.30: Student Activities

- 8. Contracts/Grants
 - 8.1 The Ron and Norita Davis and Family Davis Center Community Technology Computer Laboratory Classroom -- Grant

- 9. Endowment Corporation Liaison Update

- 10. Board Members' Remarks

- 11. Citizen's Requests

- 12. Adjournment

Board Action(s) Requested:

Approval

Action: Motion to approve: Brashear

Second: Jackson

Vote: Bradley - not present at time of vote, Brashear - yes, Jackson - yes, McRae - yes, Perry - yes, Womack - yes.

Approval of Board Meeting Minutes of September 24, 2003

401.412, 03-04

The minutes of the regular meeting of the District Board of Trustees of Santa Fe Community College held September 24, 2003, are presented for approval.

Board Action(s) Requested:

Approval

Action: Motion to approve: Jackson

Second: Perry

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

President's Report

Information Item

President Sasser recognized Myrna Cabrera-Rivero, Chapter President of FACC; Sue Harris, Career Service Vice-Chair; and Ward Scott, College Senate President. Student Government President Jeremy Green was unable to attend today's meeting.

Dr. Sasser mentioned the upcoming induction of trustee Colonel McRae into the University of Florida Golden Key, a leadership and service honor society, on November 3. Colonel McRae will be recognized for his extensive public service for the Children's Table.

Dr. Sasser welcomed Ms. Mary Johnson, district aide for U.S. Representative Cliff Stearns.

The president introduced Mr. Bernie Becker who praised Santa Fe's students and faculty in the dental hygiene program for the care they gave him as part of his clinical experience.

President Sasser complimented Ms. Kathryn Lehman and the SFCC Endowment Corporation staff for all their hard work at the SFCC Starke Fall Festival. He also thanked Mr. Harvey Sharron and his staff for making the dedication of the Davis Center in Archer an enormous success and acknowledged the large community turnout.

Dr. Sasser noted the Florida Communication Association named Steve Lodle, Professor of Creative Arts and Speech, as Teacher of the Year.

The following quarterly employee award winners were recognized and received a plaque of appreciation and service pin: part-time faculty, Anca Segal; part-time non-instructional, Stephanie Toledo; administrative and professional, Karen Bennett; career service, Zan Hammond; and faculty, Julie Whitney.

President Sasser passed around a card of thanks from Chair Womack for the many expressions of sympathy regarding the passing of her aunt Ms. Evelyn Stump Griffin.

Dr. Sasser asked Dug Jones, Director of Student Life, to speak briefly about extending the hours of the two Regional Transit System bus routes to the Northwest Campus. Mr. Jones explained that they would like to establish a pilot program using student activity funds in the amount of \$32,000 to help subsidize two routes so they can run until 10:30 p.m. He noted that the bus service currently ends at 6 p.m. Mr. Jones said that providing this service would allow more students to enroll in night classes and to utilize amenities such as the library and the big open lab, which are open at night. He commended student government representatives who advocated and negotiated the arrangement with RTS. Trustee McRae asked where the routes would originate. Mr. Jones responded from downtown Gainesville. Trustee Bradley asked about the length of the contract. Mr. Jones responded that it would be for spring 2004 semester; and, if successful, they would like to continue the service in fall term. Trustee McRae commented that this service was good utilization of funds and a good way to enroll more students instead of turning them away. The board agreed that this is an effective use of funds and asked Mr. Jones to bring a contract for consideration at the November board meeting.

Trustees received the Santa Fe Report, Vitality magazine, and a board information sheet.

Contract Review Committee for the President's Contract

Information Item
411.242, 03-04

Chair Womack asked Trustee Bradley to serve as the committee to review the president's contract and report back to the board at the November meeting. Trustee Bradley agreed to serve in this capacity.

CONSENT

District Board of Trustees
October 21, 2003

Agenda Item: 3.1

Contract Staff (Faculty)

402.646, 03-04

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

Appointment

Full Time

<u>Name</u>	<u>Position</u>
Timothy Buchner <i>A.A.S., Santa Fe Community College</i>	Assistant Professor, Programming Technology
Brian Fox <i>B.A., University of Florida</i>	Assistant Professor, Business Programs

Part Time

Rhonda Black
Valerie D'Ortona
Cristina Gillis
Lou Ann Messina
Fred Pennington
Sandra Plympton
Barbara Stakely

Board Action(s) Requested:

Approval

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

Second: McRae

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

CONSENT

District Board of Trustees
October 21, 2003

Agenda Item: 3.2

Contract Staff (Administrative and Professional)

411.243, 03-04

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

Part-Time Technical/Professional Appointment

<u>Name</u>	<u>Position</u>
* Marvin Cohen	Health Careers Opportunities Program Education Specialist
* David Dean	Upward Bound Specialist
* Beverly Leibach	English-as-a-Second-Language Specialist
Sandra Plympton	Writing Lab Specialist
* Stephen Walker	Computer Application Specialist
* Grant funded	

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1.

CONSENT

District Board of Trustees
October 21, 2003

Agenda Item: 3.3

Tech Prep Articulation Agreement with Baker County School Board - Automotive Service Technology

The certificate program listed below has been identified as an accelerated path by which students will have the opportunity to receive college credit as described in the articulation agreement with the Baker County School Board.

Automotive Service Technology Certificate Program - Automotive Service Technology Program

Out-of-district approval has been received from Lake City Community College.

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1.

CONSENT

**District Board of Trustees
October 21, 2003**

Agenda Item: 3.4

Renewal of Agreement with North Florida Regional Medical Center - Nursing, Health Information Management, Diagnostic Medical Sonography, Cardiovascular Technology, Radiography, Biotechnology, Respiratory Therapy, Nuclear Medicine Technology, Surgical Technology, Emergency Medical Services
408.1394, 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.

This agreement was deleted from the September board agenda because we were awaiting North Florida Regional Medical Center approval. That has now been received.

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1.

CONSENT

**District Board of Trustees
October 21, 2003**

Agenda Item: 3.5

Alachua County Interagency Agreement for Serious Habitual Offender Comprehensive Action
Program (SHOCAP) 408.1395, 03-04

In signing this agreement SFCC agrees to, participate in a cooperative effort to share information and resources between agencies working with serious habitual juvenile offenders. SHOCAP enables these agencies to give additional focused attention to juveniles who repeatedly commit serious crimes by holding them immediately accountable for their actions and by helping them access the services they need to correct their behavior.

There is no money expended by virtue of this agreement.

The term of the agreement is November 25, 2002, through November 24, 2005. It will remain in effect unless terminated sooner upon mutual agreement of the parties.

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1.

Project Report and Action Request - Building G Re-Roofing (Approval of Project Budget)

412.955, 03-04

Project Description:

This project consists of the removal of the existing built-up roof and the installation of a new built-up roof on G building.

Architect/engineer	Craig Salley & Associates, Gainesville Florida
Construction manager/contractor	To be determined
Uniform building code inspector	In-house
Project budget	\$335,000
Source(s) of funds	PECO

Project Status:

College staff has established the budget and requests approval.

Board Action(s) Requested:

Approval of project budget

Discussion: Mr. Bill Reese, Associate Vice President Facilities Services, reviewed facilities items 4.1 through 4.3 individually.

Action: Motion to approve items 4.1 through 4.3: Bradley

Second: Jackson

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

Project Report and Action Request - Fire Alarm Systems Upgrade, Phase I (Approval of Phase I
Project Budget) 412.956, 03-04

Project Description:

This project involves the upgrade of the college's fire alarm systems. It is divided into two phases. The first will address deficiencies in our existing systems; the second phase will bring all buildings into compliance with current code.

Architect/engineer	Affiliated Engineers SE, Inc., Gainesville, Florida
Construction manager/contractor	To be determined
Uniform building code inspector	In-house
Project budget, Phase I	\$491,950
Source(s) of funds	CO & DS, PECO

Project Status:

In preparation of the changes resulting from the adoption of the new Florida Building Code and the new School Code, college staff commissioned a study of the college's fire alarm systems. The results of that study have identified existing deficiencies and conceptualized an approach for resolution.

Board Action(s) Requested:

Approval of phase I project budget

Action: Approved. See item 4.1.

Project Report and Action Request - Replacement of Electrical Underground, West Feeder (Approval of Project Budget) 412.957, 03-04

Project Description:

This project consists of the replacement of the primary underground electrical feeders for the western portion of the Northwest Campus, as well as the replacement/relocation of roof-mounted transformers on buildings A and B.

Architect/engineer	Affiliated Engineers SE, Inc. Gainesville, Florida
Construction manager/contractor	To be determined
Uniform building code inspector	In-house
Project budget	\$430,619
Source(s) of funds	PECO

Project Status:

College staff has established the budget and requests approval.

Board Action(s) Requested:

Approval of project budget

Action: Approved. See item 4.1.

Report of Purchases for September 2003

202.510, 03-04

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

Purchasing	\$1,170,984.63
Library	2,399.65
Risk Management Consortium	<u>622,422.00</u>
Total	<u>\$1,795,806.28</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
X49304 (Fund 6)	\$ 41,608.00	Special	A.J. Gallagher	Professional Liability (Miami-Dade) (Midwifery Students) Risk Management Consortium
X49389 (Fund 7)	\$ 34,037.00	Contract	PPI Construction Management	IPS Retention Pond Modifications Facilities
X49390 (Fund 7)	\$ 407,510.00	Exempt	Affiliated Engineers	Engineer for NW Utilities Facilities
X49391 (Fund 1)	\$ 175,655.00	Contract	University of Florida	Dental Program Dental
X49431 (Fund 1)	\$ 25,676.00	Sole Source	Danka	Copier Maintenance Agreement Printing
X49488 (Fund 6)	\$ 183,914.00	Special	A.J. Gallagher	Student Accident Coverage (08/26/03 – 08/26/04) Risk Management Consortium
X49524 (Fund 6)	\$ 396,900.00	Special	A.J. Gallagher	Professional Liability (Miami-Dade) (Allied Health Science Students) Risk Management Consortium
X49721 (Fund 7)	\$ 26,048.00	Contract	PPI Construction Management	Bldg P – Mechanical Facilities
	<u>\$1,291,348.00</u>			

Purchases \$0 - \$25,000.00

Number of purchase orders: 580

Number of contracts awarded by the Board of Trustees: 12

Amount: \$443,314.48

Amount: \$ 58,744.15

Board Action(s) Requested: Approval of report

Board Agenda Item 5.1
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Discussion: Ms. Uma Sethuram, Accounting Services Coordinator, reviewed item 5.1. Trustee Perry abstained from voting on item 5.1, citing his affiliation with the firm of PPI, Incorporated. He filed the conflict of interest form 8B, as appropriate.

Action: Motion to approve: McRae

Second: Brashear

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

Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of September 30, 2003
201.552, 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 September 30, 2003.

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

	2003-2004		2002-2003	
	Dollar Amount	Percent of Budget	Dollar Amount	Percent of Total Year
Revenue	16,830,665	30.77	16,525,373	30.94
Expenditures	10,140,399	17.56	9,613,377	18.31

Board Action(s) Requested:

Approval of report

Discussion: Ms. Uma Sethuram, Accounting Services Coordinator, reviewed items 5.2 through 5.4 individually. Under item 5.4, Trustee McRae asked whether the provisions are typical for this kind of contract. Jan Bullard responded that they are and noted that Barnes and Noble provides excellent service to our students and faculty, offers competitive pricing, provides financial support for college scholarships, and has committed to renovations of the bookstore. Trustee McRae asked if this item is appropriate for the consortium. Jan Bullard responded that it isn't. She said the bookstore benefits the college and students by providing scholarships and goods at low cost, and that a consortium arrangement would likely result in higher costs at a larger college such as SFCC to offset the lower revenues that bookstores receive at smaller colleges. Trustee Bradley asked if the contract provided janitorial services. Mr. Phil Chaney, Director of Purchasing, introduced Ms. Amy Burrows, SFCC Bookstore Assistant Manager, who responded that Barnes and Noble provides those services. Trustee Bradley asked if Barnes and Noble provided a certificate of insurance and wanted to know the amount of liability coverage. Ms. Patti Locascio, General Counsel, responded that the RFP and the proposal submitted by Barnes and Noble were incorporated by reference into the contract and that it is legally sufficient. Mr. Chaney confirmed that the liability coverage amount is \$1,000,000.00. Trustee Jackson asked about bookstore hours. Ms. Burrows responded that the hours are 7:30 a.m. to 5 p.m. Monday through Thursday and 7:30 a.m. to 4 p.m. on Fridays. The bookstore also is open Saturdays and offers extended hours at the beginning of each semester. Also, she noted that the students could go on-line and reserve books.

Action: Motion to approve items 5.2 through 5.4: McRae

Second: Perry

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

Warrants Issued for September 2003

208.405, 03-04

In accordance with State Board of Education Rule 6A-14.073(5), a listing of all checks issued from September 1 through September 30, 2003, is available at this meeting for the board's information. The amount disbursed for the month was \$11,475,941.37.

Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	314746 -324585
Payroll	583249 -583924

Electronic Transfers

62600 - 64574

Board Action(s) Requested:

Approval of report

Action: Approved. See item 5.2.

Agreement with Barnes & Noble College Bookstores, Inc.

209.98, 03-04

At its July 22, 2003, meeting, the District Board of Trustees approved the award of RFP 07-03 to Barnes & Noble College Bookstores. The attached contract, which incorporates by reference both the RFP and the successful proposal, is presented for approval. Based on the proposal, the five-year projected compensation, including commissions on projected sales, scholarships, and renovation funding, would be \$2,352,000. The term of the agreement is November 1, 2003, through October 31, 2008.

Board Action(s) Requested:

Approval agreement

Action: Approved. See item 5.2.

Approval of Proposed College Calendars for 2004-2005 and 2005-2006

414.52, 03-04

The college calendars for 2004-2005 and 2005-2006 have been approved by the College Senate. The Santa Fe calendars coincide with the University of Florida calendars, which is important to students at both institutions who are often jointly enrolled. The 2005-2006 calendar calls for an exception to the authorized start date for summer term 2006. Upon approval of the calendar, a request will be made to the Division of Community Colleges to approve this exception so that Santa Fe's calendars will coincide with the university's calendars.

Board Action(s) Requested:

Approval

Action: Motion to approve: McRae

Second: Brashear

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

Request to Expend Dr. Philip Benjamin Academic Improvement Trust Funds - Andrews Center Library

The Santa Fe Community College Endowment Corporation requests permission to expend a total of approximately \$449.15 from the Dr. Philip Benjamin Academic Improvement Trust Fund for the benefit of the Andrews Center library. This was approved by the Santa Fe Community College Endowment Corporation at its September 23, 2003, meeting. This expenditure will provide for reference books to update the Andrews Center library and will benefit approximately 500 students.

Board Action(s) Requested:

Approval of expenditure of Dr. Philip Benjamin Academic Improvement Trust Funds for the Andrews Center library

Action: Motion to approve items 6.2 and 6.3: Brashear

Second: McRae

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

Request to Expend Nursing Education Enhancement Funds

400.448, 03-04

The Santa Fe Community College Endowment Corporation requests permission to expend a total of \$42,000 from the Nursing Education Enhancement Fund. This was approved by the Santa Fe Community College Endowment Corporation at its September 23, 2003, meeting. This expenditure will provide for another full-time faculty position, which will benefit approximately 12-24 nursing students per year.

Board Action(s) Requested:

Approval of expenditure of Nursing Education Enhancement Funds

Action: Approved. See item 6.2.

Approval of Course Laboratory Fees, Effective Spring 2004

301.105, 03-04

Since January 2003, the college's academic chairs, directors, and coordinators have worked with finance staff in developing a standardized process for the determination of laboratory fee amounts to be charged on certain courses. Along with the development of the process, course costs to be recovered through laboratory fees have been thoroughly reviewed. Revised fees have been proposed by the department chair or director.

The revised fees, as itemized on the attached list, are presented for board approval and implementation for Spring Term 2004.

Board Action(s) Requested:

Approval of course laboratory fees, effective Spring Term 2004

Action: Motion to approve: Jackson

Second: Perry

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

Revised Rule 7.30: Student Activities

410.365, 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.

Board Action(s) Requested:

Approval

Action: Motion to approve: McRae

Second: Perry

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

The Ron and Norita Davis and Family Davis Center, Community Technology Computer Laboratory
Classroom -- Grant 409.1467, 03-04

The purpose of this project is to provide access and instruction for adult literacy training to an under-represented and under-served minority adult and college-age youth population in southwest Alachua County. Grant funds will be used to establish the community technology computer laboratory classroom at the Ron and Norita Davis and Family, Davis Center in Archer, Florida. Upon grant funding, a plaque will designate this computer laboratory as *The Gainesville Sun/New York Times* Company Foundation Computer Laboratory. This designated laboratory will accommodate 15 student workstations. Approximately 1,000 students will benefit from this instructional laboratory annually.

The amount of funds requested from New York Times Company Foundation is \$22,000.

Duration of this project is October 6, 2003, through October 5, 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: McRae

Second: Brashear

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

Endowment Corporation Liaison Update

Trustee Bradley reported that the dedication of the Davis Center was well attended and commented about the beauty of the facility, especially the picture window that provides a view of a grove of old oak trees. He also commented that the Bradford County Lake Region Center would be a similar structure. He reminded everyone that the groundbreaking for the Lake Region Center would be December 10 at 2:30 p.m.

Board Members' Remarks

Chair Womack reminded board members that the scheduled board meeting times were changed to 4:30 p.m. from 4 p.m. to accommodate the schedule of Judge Roundtree. She asked if any board members would not want the times changed back to 4 p.m. It was the consensus of the board to move the start time of the board meetings to 4 p.m.

Trustee Bradley asked for an update on the Cyber Café located in the library. President Sasser replied that it was under review and he would give a report at the November meeting.