

**District Board of Trustees  
Santa Fe Community College  
Agenda for Board Meeting of November 18, 2003, at 4 p.m.  
Andrews Center Cultural Building**

**Adoption of Agenda**

**Agenda Item: 1.1**  
418.422, 03-04

1. General Functions
  - 1.1 Adoption of Agenda for Meeting of November 18, 2003
  - 1.2 Approval of Board Meeting Minutes of October 21, 2003
  
2. Information Items
  - 2.1 President's Report
  - 2.2 Standard Health Agreements with:
    - Cardinal Health, Gainesville, Florida - Nuclear Medicine Technology
    - Dr. Christopher Riley, Gainesville, Florida - Dental
  - 2.3 Deletion of Rule 3.13: Promotion: Career Service Employees
  
3. Consent Items
  - Personnel
    - 3.1 Contract Staff (Faculty)
    - 3.2 Contract Staff (Administrative and Professional)
    - 3.3 Career Service Staff
    - 3.4 Leaves of Absence
  
  - Contracts, Grants
    - 3.5 Addendum to Master Clinical Education Agreement with Shands Teaching Hospital and Clinics, Inc. -- Nuclear Medicine Technology at Shands Medical Plaza at the University of Florida
    - 3.6 Agreement with University of Florida Board of Trustees - Law Enforcement Selection, Promotion, and Testing Services
    - 3.7 Indefinite Quantity Agreement with Citrus Levy Marion Regional Workforce Development Board, Inc.
    - 3.8 Agreement with Citrus County School District for Tech Prep
  
4. Facilities Items
  - 4.1 Project Report and Action Request - Building H, Final Completion
  - 4.2 Project Report and Action Request - Building W Re-Roofing, Final Completion
  - 4.3 Project Report and Action Request - Disposition of Haufler House

5. Personnel Items
  - 5.1 Evaluation of the President
  - 5.2 President's Contract
6. Finance/Business Affairs Items
  - 6.1 Report of Purchases for October 2003
  - 6.2 Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of October 31, 2003
  - 6.3 Warrants Issued for October 2003
  - 6.4 Report of Investments, Quarter Ending September 30, 2003
  - 6.5 Colonel Harry M. Hatcher, Jr., Property Survey 04-03
7. General Institutional Items
  - 7.1 Advisory Committees Appointments for:
    - Air Conditioning, Refrigeration, and Heating
    - Building Construction Technology
    - Child Development
    - Criminal Justice Technology
    - Diagnostic Medical Sonography
    - Radiography
    - Zoo Animal Technology
  - 7.2 Continuing and Community Education EnRich! Brochure for Winter 2004
  - 7.3 Deletion of Courses Not Taught in the Last Five Years
8. Contracts/Grants
  - 8.1 Emergency Contract Authority
  - 8.2 Cooperative Agreement with The American Red Cross, North Central Florida Chapter, for Emergency Shelters
  - 8.3 Interlocal Agreement with City of Gainesville for Extension of Evening Bus Service Hours to the Northwest Campus
9. Endowment Corporation Liaison Update
10. Board Members' Remarks
11. Citizen's Requests
12. Adjournment

**Board Action(s) Requested:**

**Approval**

Action: Motion to approve: Jackson  
Second: Davis  
Vote: Bradley - yes, Brashear - yes, Davis - yes, Jackson - yes, Mallini - yes, McRae - yes, Perry - absent at time of vote, Womack - yes.

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Approval of Board Meeting Minutes of October 21, 2003

401.413, 03-04

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The minutes of the regular meeting of the District Board of Trustees of Santa Fe Community College held October 21, 2003, are presented for approval.

**Board Action(s) Requested:**

**Approval**

Action: Motion to approve: McRae

Second: Brashear

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

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President's Report

Information Item

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Dr. Sasser thanked Ms. Cheryl Canova and her staff for hosting today's meeting.

President Sasser recognized Myrna Cabrera-Rivero, FACC chapter president; Amber Ingersoll, Career Service Chair; and Ward Scott, College Senate president. Student Government president Jeremy Green was unable to attend today's meeting. Dr. Sasser thanked Ms. Cabrera-Rivero for serving this year as chapter president and welcomed Ms. Terry Thomas as the new chapter president of FACC.

Dr. Sasser reminded everyone that there is no December board meeting.

Dr. Sasser reminded the board about the December 4 joint board meeting and dinner with the University of Florida and Alachua and Bradford counties schools. The meeting will take place at the Hilton University of Florida Conference Center at 6 p.m. Dr. Sasser noted he was very excited about the opportunity to participate in the joint initiatives of these four entities. He then asked Dr. Pat Grunder, Vice President, Innovation and College Advancement, to give the board a brief overview of the evening event. Dr. Grunder noted that this would be a wonderful opportunity for the first ever joint meeting between such boards. This meeting will highlight student success, showcase our joint partnerships with K-20, and focus upon new initiatives. Existing initiatives include high school dual enrollment, remedial education, and outreach programs in the local communities.

The president mentioned that the current Robertson Administration Building art exhibit is the work of Santa Fe faculty and staff. The show runs until December 16. Also, he noted that the annual Trees of Life would go up next week and be on display until December 12.

The president read a letter from former student Ms. Erin Dunn to Dr. Dan Brown, SFCC lead instructor of microbiology and biotechnology. The letter stated that she is a research coordinator at Johns Hopkins, where she is evaluating diagnostic tools to detect microbial/viral bioterrorism agents as part of a project under the Homeland Security Act. She continued that SFCC was a catalyst in her career and a great place to get her start. Dr. Sasser added that the biotechnology is a growing program graduating 9-10 students a year, and we will be adding a new full-time faculty member.

Trustees received *Vitality Magazine*, SFCC spring 2004 class schedule, SFCC Leaders Institute Newsletter, and the *Florida Community Colleges Advocate* magazine.

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Standard Health Agreements with:	Information Item
Cardinal Health, Gainesville, Florida - Nuclear Medicine Technology	408.1396, 03-04
Dr. Christopher Riley, Gainesville, Florida - Dental	408.1397, 03-04

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The board has authorized its chair to execute on behalf of the board standardized forms for clinical facilities agreements without further action by the board. Such agreements have been executed with the above facilities for students enrolled in the SFCC Nuclear Medicine Technology, Dental, and Cardiovascular Technology programs.

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Deletion of Rule 3.13: Promotion: Career Service Employees

Information Item  
410.366, 03-04

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It is requested that Rule 3.13: Promotion: Career Service Employees be deleted as outdated. Current restrictions and requirements related to promotion of career service employees are covered in the salary schedule, which is approved annually by the board.

Discussion: Trustee Bradley asked if the current rule requires the college to promote career service employees from within before looking outside for new employees. Ms. Lela Elmore, Coordinator for Human Resources, responded that the rule is outdated and that promotion is addressed in the current salary schedule. She noted that positions are open to all applicants and the salary schedule does not require promotion from within.

## CONSENT

District Board of Trustees  
November 18, 2003

Agenda Item: 3.1

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Contract Staff (Faculty)

402.647, 03-04

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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.

### Full Time

<u>Name</u>	<u>Position</u>
Rebecca Craig <i>A.A., Santa Fe Community College</i>	Assistant Professor, Dental Programs
Charmaine Godwin <i>M.Ed., University of Florida</i>	Assistant Professor, Dental Programs
Randolph Handel <i>M.A., East Tennessee State University</i>	Assistant Professor, English
Lauren Poe <i>M.Ed., University of Florida</i>	Assistant Professor, High School Dual Enrollment Program
Marc Shahboz <i>M.S., University of Florida</i>	Assistant Professor, Graphic Design

### Part Time

Christopher Amerman	Kelly Flowers	Joy Lewis
Stacy Badics	John Jewett	Angela Mulkin
Cynthia Boucher	Deborah Johnson-Simon	Ajani Ofunniyan
Tara Cataldo	Vonetta Jones	Mini Samuel-Landtiser
Gila Dikel	Monika Kaczmarek	Pauline Schneider
Joanne Doeherty-Goldstein	Elizabeth Kallis	Gregory Turner
Robin Fennel	Alyson Kee	Peter Vasat

### Board Action(s) Requested:

#### Approval

Discussion: Trustee Bradley asked on items 3.7 and 3.8 why the college has agreements with Citrus County. Dr. Sasser explained that the services provided in these agreements are not provided by the out-of-district community college.

Action: Motion to approve consent items 3.1 through 3.8: Perry

Second: Mallini

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

## CONSENT

District Board of Trustees  
November 18, 2003

Agenda Item: 3.2

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Contract Staff (Administrative and Professional)

411.244, 03-04

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

### Executive/Managerial -- Full Time

<u>Name</u>	<u>Position</u>
<u>Appointment</u> Edwin Dice <i>M.S., Nova Southeastern University</i>	Director, Radiologic Programs

### Technical/Professional -- Full Time

David Ashley <i>M.S., University of Florida</i>	Math Lab Specialist, Academic Foundations
* Rosalyn Burgman <i>M.S., University of Florida</i>	Comprehensive Vocational Evaluation Specialist
Christopher King <i>M.S., Nova Southeastern University</i>	Adaptive Technology Specialist, Disabilities Resource Center
William Peltier <i>11 years lab experience</i>	Lab Manager, Sciences for Health Programs

### Promotion

Edward Braddy	Assistant Executive Director, Endowment Corporation
Margaret Tison	Senior Education and Retention Specialist, Health Careers Opportunity Program

### Part Time

David Ashley	Math Lab Specialist
* Gloria Ashley	Youth Specialist
* Sheila Chacko	Senior Adults Specialist
* Louise Chenault	Youth Specialist
Candi Conyers	Community Education Site Specialist
Jesse Hale	Staff Accompanist Specialist
Glenda Henderson	Community Education Site Specialist
* Daisy Johnson	Youth Specialist
Monica Kaczmarek	English-as-a-Second Language Specialist
Joy Lewis	Writing Lab Specialist
* Art Link	Youth Specialist
Annette Merritt	Student Services Specialist
Sharon Misura	Community Education Site Specialist
* Linda Rudoj	Youth Specialist
Josephine Stewart	Community Education Site Specialist



<b><u>Name</u></b>	<b><u>Position</u></b>
* John Terrall	Education Specialist
Margaret Tison	Senior Education and Retention Specialist
Peter Vasat	Downtown Lab Specialist
* Quantavious Woulard	Teacher/Program Assistant
* Grant funded	

**Board Action(s) Requested:**

**Approval**

Action: Approved. See item 3.1.

## CONSENT

District Board of Trustees  
November 18, 2003

Agenda Item: 3.3

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Career Service Staff

403.422, 03-04

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The individuals listed below are being recommended for appointment or promotion. All positions are full time.

**Name**

**Position**

Appointment

Shemeka Bethel	Custodian, Facilities Services
Casey DeLashmutt	Administrative Specialist, Child Development
Ronny Freeney	Custodian, Facilities Services
Dina Lyons	Custodian, Facilities Services

Promotion

Claudette Bloodsworth	Account Clerk, Financial Aid
Cheri Hazzard	Financial Aid Specialist
Bertha Jackson	Records Specialist, Records
Toni Keene	Administrative Assistant, Andrews Center
June Pressley	Senior Supervisor, Financial Aid

**Board Action(s) Requested:**

**Approval**

Action: Approved. See item 3.1.

## CONSENT

**District Board of Trustees  
November 18, 2003**

**Agenda Item: 3.4**

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Leaves of Absence

420.132, 03-04

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Michael Barber, full-time Student Development Specialist at the Andrews Center, requests a leave of absence to serve in the position of interim Assistant Professor, Social and Behavioral Sciences, beginning January 6, 2004, and ending August 15, 2004. This request is supported by the Director of the Andrews Center, Dean of Educational Centers, and the Vice President for Academic Affairs.

Nancy Jai Levensgood, full-time tenured faculty member in Social and Behavioral Sciences, requests a leave of absence beginning November 3, 2003, and ending January 5, 2004. This request is supported by the department Chair, Associate Vice President of Liberal Arts and Sciences, and Vice President for Academic Affairs.

**Board Action(s) Requested:**

**Approval**

Action: Approved. See item 3.1.

## CONSENT

**District Board of Trustees  
November 18, 2003**

**Agenda Item: 3.5**

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Addendum to Master Clinical Education Agreement with Shands Teaching Hospital and Clinics, Inc. - Nuclear Medicine Technology at Shands Medical Plaza at the University of Florida  
408.1399, 03-04

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This addendum to the Master Clinical Education Agreement with Shands allows students enrolled in the Nuclear Medicine Technology program to participate in supervised learning experiences at Shands Medical Plaza at the University of Florida as part of their course of study.

**Board Action(s) Requested:**

**Approval**

Action: Approved. See item 3.1.

## CONSENT

**District Board of Trustees  
November 18, 2003**

**Agenda Item: 3.6**

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Agreement with University of Florida Board of Trustees - Law Enforcement Selection, Promotion, and Testing Services 408.1400, 03-04

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This agreement with the University of Florida Board of Trustees allows Santa Fe to develop, administer, and score written examinations for law enforcement personnel employed by the eleven state public universities. The agreement commences December 1, 2003, and continues until modified or terminated by either party. The agreement is essentially a continuation of duties that the college has performed for the state universities over the past few years.

The University of Florida, on behalf of the eleven state universities, requests promotional tests for the following police positions: investigator, corporal, and sergeant. The tests are administered at the participating universities and scored at the college. The annual fee is \$17,000 per year for the multiple-choice examination (including one make-up exam); process fees may be negotiated by the parties before process development begins. If there is more than one make-up exam, the additional fee will not exceed \$3,000 per exam.

This agreement continues the partner relationships with the eleven university police departments and brings in revenue for the Criminal Justice Selection Center.

**Board Action(s) Requested:**

**Approval**

Action: Approved. See item 3.1.

## CONSENT

**District Board of Trustees  
November 18, 2003**

**Agenda Item: 3.7**

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Indefinite Quantity Agreement with Citrus Levy Marion Regional Workforce Development Board, Inc.  
408.1401, 03-04

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This agreement with Citrus Levy Marion Regional Workforce Development Board (CLMRWDB) will allow CLMRWDB or designated agents to refer customers to Santa Fe for training and educational services. Payment for services will be made to Santa Fe in advance of services rendered through an intensive training account and according to the structure set forth in the agreement. Students will follow requirements of the course catalog. Santa Fe will provide training, and maintain and provide financial aid, enrollment, and statistical records according to the terms of the agreement.

**Board Action(s) Requested:**

**Approval**

Action: Approved. See item 3.1.

## CONSENT

District Board of Trustees  
November 18, 2003

Agenda Item: 3.8

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Agreement with Citrus County School District for Tech Prep

408.1402, 03-04

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The Associate in Science and Associate in Applied Science programs listed below have been identified as accelerated paths by which students have the opportunity to receive college credit as described in the articulation agreements with the Citrus County School District. Approval for Santa Fe to provide this opportunity has been received from Central Florida Community College. Because all the agreements are essentially the same, only one is attached.

- Cardiovascular Technology A.S./A.A.S. Degree
  - Dental Hygiene A.S./A.A.S. Degree
  - Graphic Design Technology A.S./A.A.S. Degree
  - Graphic Design Technology A.S./A.A.S. Degree
  - Nuclear Medicine A.S./A.A.S. Degree
  - Respiratory Care A.S./A.A.S. Degree
- Nursing Assistant
  - Dental Aide
  - Communications Technology
  - Web Design
  - Nursing Assistant
  - Nursing Assistant

**Board Action(s) Requested:**

**Approval**

Action: Approved. See item 3.1.

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Project Report and Action Request - Building H, Final Completion

412.958, 03-04

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Project Description:

This project involves remodeling portions of building H for the Building Construction Technology program through a PECO allocation for workforce projects. It is one of three projects funded from a singular allocation based on earlier survey recommendations. At its April 17, 2001, meeting, the board approved the educational specifications. The initial budget for the project was presented to the board at the September 18, 2001, meeting as item 5.6, 2001-2002 Annual Budget, Unexpended Plant Fund (Fund 7).

Architect/engineer	Brame Architects, Gainesville, Florida
Contractor/construction manager	PPI Inc., Gainesville, Florida
Uniform building code inspector	In-house
Total project budget	\$662,560
Source(s) of funding	PECO

Project Status:

This project has reached final completion; college staff is requesting acceptance of final completion by the board.

**Board Action(s) Requested:**

**Acceptance of final completion**

Discussion: Mr. Bill Reese, Associate Vice President Facilities Services, reviewed item 4.1. Trustee Perry abstained from voting, citing his affiliation with the firm of PPI, Incorporated. He filed a Form 8B Memorandum of Voting Conflict, as appropriate. The president congratulated Mr. Reese on the new directional signs at the Northwest Campus.

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



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Project Report and Action Request - Building W Re-Roofing, Final Completion

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412.959, 03-04

Project Description:

This project consists of the removal of the existing built-up roof and the installation of a new roof on W building. Additionally, all equipment and duct curbs will be brought up to current standards during this project.

Architect/engineer	Brame Architects, Gainesville, Florida
Contractor/construction manager	Big D Roofing, Ocala, Florida
Uniform building code inspector	In-house
Total project budget	\$350,000

Project Status:

This project has reached final completion; college staff is requesting acceptance of final completion by the board.

**Board Action(s) Requested:**

**Acceptance of final completion**

Discussion: Mr. Bill Reese, Associate Vice President Facilities Services, reviewed facilities items 4.2 and 4.3 individually. On item 4.3, Mr. Reese explained that the college purchased 9.24 acres of property, including the Haufler house that is currently located on this property. College staff has determined that the cost associated with bringing the house up to code would be \$80,000. There is lead-based paint and asbestos in the house, which makes renovation more costly. Trustee Brashear asked if we could move the house. Ms. Jan Bullard, Vice President for Administration, stated that moving is an option. Ms. Bullard explained that the vote from the board gives the college the authority to dispose of the structure in a legal manner. Without the authority the college cannot pursue avenues of possible disposal of the house. Trustee Bradley requested that the matter be brought back to the board if the only means of disposal is to raze the house.

Action: Motion to approve items 4.2 and 4.3: Davis  
Second: Mallini  
Vote: Bradley - yes, Brashear - yes, Davis - yes, Jackson - yes, Mallini - yes,  
McRae - yes, Perry - yes, Womack - yes.

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Project Report and Action Request - Disposition of Haufler House

412.960, 03-04

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Project Description:

The college purchased 9.24 acres of property in 2001, including the original Haufler house that is currently located on this property. The appraisal commissioned by the college at that time states, "the value estimate is for the underlying land value only and ignores the existing residential improvements situated on the property."

Project Status:

College staff has determined that the costs associated with making repairs to and bringing the residential improvements up to code for use by the college are not fiscally prudent. Therefore, it is requested that the board approve the disposal of the existing residential structure located on this property.

**Board Action(s) Requested:**

**Approval to dispose of existing structure**

Action: Approved. See item 4.2.

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Evaluation of the President

411.245, 03-04

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Ms. Patti Locascio, General Counsel, thanked all the board members for their participation in the evaluation process and explained that all trustees had received a copy of Dr. Sasser's 2003 evaluation results. She noted that this year the total number of evaluators is seven rather than eight because Mr. Mallini, being a new board member, did not think it was appropriate to review the past performance of the president. Dr. Sasser received an outstanding rating. Chair Womack affirmed that Dr. Sasser's performance was outstanding this past year and thanked him for his continued efforts for the college.

**Board Action(s) Requested:**

**Approval**

Action: Motion to approve: McRae

Second: Brashear

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

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President's Contract

411.246, 03-04

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Ms. Patti Locascio, General Counsel, stated that the president's proposed contract reflects the agreement between the contract review committee, Trustee Bradley, and Dr. Sasser. Ms. Locascio noted that she acted as the scrivener to accurately reflect the agreement. She extended special thanks to Trustee Bradley for his attention to detail and the time he put into this important task. Through Trustee Bradley's efforts the parties were able to identify points of clarification that were made and, therefore, created a new contract document rather than adding an addendum. Ms. Locascio turned the meeting back to Chair Womack. Chair Womack asked Trustee Bradley if he would like to make any comments. Trustee Bradley expressed his appreciation of Ms. Locascio and thanked her for her time and efforts.

**Board Action(s) Requested:**

**Approval**

Action: Motion to approve: McRae

Second: Jackson

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

Report of Purchases for October 2003

202.511, 03-04

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

Purchasing	\$1,247,105.84
Library	0.00
Risk Management Consortium	<u>0.00</u>
<b>Total</b>	<b><u>\$1,247,105.84</u></b>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item Department</u>
X49874 (Fund 7)	\$ 58,860.00	Contract	PPI Construction	Building C Panel Replacement Management General Renovation/Remodeling
X49875 (Fund 7)	\$ 83,711.00	Contract	PPI Construction	Building M Panel Replacement Management General Renovation/Remodeling
X49887 (Fund 7)	\$243,429.00	Bid	Pipeline Contractors	Stormwater Pond A General Renovation/Remodeling
X49941 (Fund 1)	\$ 53,000.00	Exempt	Morse	Maintenance Agreement Communications Telephone
X50236 (Fund 2)	\$ 45,000.00	Special	Boys and Girls Club	Lab/Classroom Space/Child Care Community Technology Program
X50308 (Fund 1)	\$ 62,649.60	Contract	Dell Marketing	Computers (40) Information Technology
	<u>\$546,649.60</u>			

Purchases \$0 - \$25,000.00

Number of purchase orders: 565

Amount: \$591,161.54

Number of contracts awarded by the Board of Trustees: 5

Amount: \$109,294.70

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

Discussion: Ms. Jan Bullard, Vice President Administration and Finance, reviewed item 6.1. Trustee Perry abstained from voting on item 6.1, citing his affiliation with the firm of PPI, Incorporated. He filed a Form 8B Memorandum of Voting Conflict, as appropriate.

Action: Motion to approve: McRae

Second: Jackson

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

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Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of October 31, 2003  
201.553, 03-04

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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 October 31, 2003.

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

	<b>2003-2004</b>		<b>2002-2003</b>	
	<u>Dollar Amount</u>	<u>Percent of Budget</u>	<u>Dollar Amount</u>	<u>Percent of Total Year</u>
Revenue	19,830,002	36.26	19,755,102	36.98
Expenditures	14,592,608	25.26	13,712,017	26.11

**Board Action(s) Requested:**

**Approval of report**

Discussion: Vice President Jan Bullard reviewed items 6.2 through 6.5 individually. Under item 6.5, Trustee Bradley asked if the locations on the form are where the items are located. Ms. Bullard responded yes.

Action: Motion to approve items 6.2 through 6.5: Davis  
Second: Mallini  
Vote: Bradley - yes, Brashear - yes, Davis - yes, Jackson - yes, Mallini - yes,  
McRae - yes, Perry - yes, Womack - yes.

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Warrants Issued for October 2003

208.406, 03-04

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In accordance with State Board of Education Rule 6A-14.073(5), a listing of all checks issued from October 1 through October 31, 2003, is available at this meeting for the board's information. The amount disbursed for the month was \$8,361,228.61.

Warrant Numbers

Manual Payroll	None
Manual Payables	666 - 669
Payables	324586 -328437
Payroll	583925 -584824

Electronic Transfers

64575 - 66898

**Board Action(s) Requested:**

**Approval**

Action: Approved. See item 6.2.

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Report of Investments, Quarter Ending September 30, 2003

201.554, 03-04

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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 September	0.314%
Interest earnings, quarter	\$5,296
Interest earnings, fiscal year to date	\$5,296

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 September 30, 2003	1.32%
Interest earnings, quarter	\$6,350
Interest earnings, fiscal year to date	\$6,350

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 September 30, 2003	4.865%
Interest earnings, quarter	\$45,206
Interest earnings, fiscal year to date	\$45,206

Long-term investments are managed through the investment advisory agreement with Evergreen Institutional Asset Management. Funds deposited in this account are those that 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	1.70 Years
Anticipated yield to maturity	2.731%
Earnings, quarter	\$40,168
Earnings, current year to date	\$40,168

**Interest Earnings Comparison:**

Total interest earnings fiscal year to date 2003/2004	\$ 97,020
Total interest earnings fiscal year to date 2002/2003	\$114,937

**Board Action(s) Requested:**

**Approval of report**

Action: Approved. See item 6.2.



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

200.662, 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 October 23, 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
Worn-Out Equipment with Salvageable Parts	4	\$ 6,115.00	0	\$ 0.00	\$ 0.00	\$0.00
Worn-Out Equipment with No Salvageable Parts	7	\$ 10,091.15	0	\$ 0.00	\$ 0.00	\$0.00
Surplus Property	4	\$ 8,938.70	2	\$10,290.00	\$10,290.00	\$0.00
Lab Replacements	112	\$162,281.55	0	\$ 0.00	\$ 0.00	\$0.00
Trade-Ins	0	\$0.00	1	\$ 8,143.05	\$ 8,143.05	\$0.00
Transfers	15	\$ 22,382.80	0	\$ 0.00	\$ 0.00	\$0.00
<b>TOTAL</b>	<u>142</u>	<u>\$209,809.20</u>	<u>3</u>	<u>\$18,433.05</u>	<u>\$18,443.05</u>	<u>\$0.00</u>

**Notes**

Worn-Out Equipment with Salvageable Parts are items from which parts will be taken before the items are discarded.

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

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

Lab Replacements are lab computers replaced through the PC replacement plan that are to be transferred to Alachua and Bradford counties schools, sold, or scrapped.

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

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

Acquisition Value represents the college's acquisition cost, NOT the current value of the items. The college depreciates and capitalizes items costing \$5,000 or greater. Items greater than \$750 but less than \$5,000 are not depreciated or capitalized but are tracked for inventory purposes ONLY. The present value of most of the items less than \$5,000 listed here is substantially lower than the amount indicated.

**Board Action(s) Requested:**

**Approval of survey**

Action: Approved. See item 6.2.

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Advisory Committees Appointments for: 417.63, 03-04  
    Air Conditioning, Refrigeration, and Heating  
    Building Construction Technology  
    Child Development  
    Criminal Justice Technology  
    Diagnostic Medical Sonography  
    Radiography  
    Zoo Animal Technology

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The advisory committee appointments are being recommended to the board effective January 1, 2004, through December 31, 2005. All individuals have been contacted and have agreed to serve for the two-year period.

### **Air Conditioning, Refrigeration, and Heating**

#### Reappointments

Mr. Roderick Allen Fair, North Florida/South Georgia Veterans Health System, Gainesville  
Mr. Steve Jarzembski, First Service, Gainesville  
Mr. Randy Hayes, Hayes Electric and Air Conditioning, Starke

#### New Members

Ms. Patty Cox, Johnstone Supply, Gainesville  
Mr. Brian Fletcher, The Trane Company, Newberry  
Mr. Allen Gross, Envirotemp, Inc., Gainesville  
Mr. Joey Loeffelholz, InLand Air Services, Inc., Gainesville  
Mr. Allen Smith, Hosier Supply, Gainesville

### **Building Construction Technology**

#### Reappointments

Mr. Ira J. Carter, Carter Construction, Gainesville  
Mr. Randy Robinson, G.W. Robinson Builder, Gainesville  
Mr. Fred Brenneman, Fred Brenneman Homes, Gainesville  
Dr. Robert Cox, M.E. Rinker Sr. School of Building Construction, University of Florida, Gainesville  
Mr. Jerry Painter, Painter Masonry, Gainesville  
Mr. Keith Brown, Alachua  
Mr. Kurt Morauer, National Center for Construction Education and Research, Gainesville  
Mr. Jim Temple, Jim Temple Construction Inc., Keystone Heights  
Mr. Ken Fonorow, Florida HERO, Newberry  
Mr. Saul Rentz, SL Construction and Remodeling Inc., Gainesville

#### New Members

Mr. Jerrold M. Smith, Mickey Smith Professional Builders Inc., Gainesville

## **Child Development**

### Reappointments

Ms. Roberta Elliott, Floodstrand Associates, Melrose  
Ms. Silvia Ferguson, Baby Gator, Gainesville  
Ms. Margaret Foust, Retired, Gainesville  
Dr. Ernest Bordini, Psychologist, Gainesville  
Ms. Prisha Malone, Child Care Resources, Gainesville  
Ms. Dina Vouis, Early Intervention Center, Gainesville  
Ms. Pauline Cowart, Sonshine Day Preschool, Gainesville  
Dr. Sharon Halsall, University of Florida, Gainesville  
Mr. Herb Jones, St. Augustine's Day Care Center, Gainesville  
Ms. Joan Campbell, SFCC, Gainesville  
Ms. Mary Jamerson, SFCC, Gainesville  
Dr. Karen Bennett, SFCC, Gainesville  
Dr. Corinne Greenberg, SFCC, Gainesville

### New Members

Ms. Tara Orlowski, SFCC, Gainesville

## **Criminal Justice Technology**

### Reappointments

Mr. John Alwood, Florida Department of Law Enforcement, Jacksonville  
Chief Norman Botsford, Gainesville Police Department, Gainesville  
Honorable William Cervone, Eight Judicial Circuit, Gainesville  
Major Robert Chapman, Alachua County Sheriff's Office, Gainesville  
Mr. Wayland Clifton, Department of Juvenile Justice, Alachua  
Chief Robert Jernigan, Alachua Police Department, Alachua  
Captain Gerald Lapinsky, University of Florida Police Department, Gainesville  
Sheriff Bob Milner, Bradford County Sheriff's Office, Starke  
Sheriff Stephen Oelrich, Alachua County Sheriff's Office, Gainesville  
Chief Gordon Smith, Starke Police Department, Starke  
Honorable Rod Smith, Senator, District 5, Gainesville  
Chief A.W. Smith, Waldo Police Department, Waldo  
Chief Linda Stump, University of Florida Police Department, Gainesville  
Captain Ray Weaver, Gainesville Police Department, Gainesville  
Major Al Weikel, Alachua County Sheriff's Office, Gainesville  
Major Claude Williams, North Florida Evaluation and Treatment Center, Gainesville

### New Members

Chief Ray Kaminskas, High Springs Police Department, High Springs

## **Diagnostic Medical Sonography**

### Reappointments

Ms. Cheryl Carlisle, North Florida Radiology, Gainesville  
Mr. Carl Gaona, Shands at Starke, Starke  
Ms. Patty Inis, Munroe Regional Medical Center, Ocala  
Ms. Alice Johnson, Lake City Medical Center, Lake City  
Ms. Chris Langford, Shands at UF, Gainesville  
Mr. Juan Toro, North Florida/South Georgia Veterans Health System, Gainesville

### New Members

Ms. Nelda Albert, Gainesville Radiology Group, Gainesville  
Ms. Machell Blundell, Ocala Regional Medical Center, Ocala  
Ms. Karen Dodge, Shands at UF, Gainesville  
Ms. Pat Dunsford, Baptist Medical Center, Jacksonville  
Ms. Mary Jackson, North Florida/South Georgia Veterans Health System, Lake City  
Ms. Shannon Larese, Shands at AGH, Gainesville  
Mr. Ermon Owens, North Florida/South Georgia Veterans Health System, Gainesville  
Ms. Barbara Schilling, North Florida Regional Medical Center, Gainesville  
Dr. Chris Sistrom, Shands at UF, Gainesville  
Ms. Marion Speed, Shands at AGH, Gainesville  
Ms. Vanessa Wilemon, Radiology Associates of Ocala, Ocala

## **Radiography**

### Reappointments

Ms. Melinda Chitty, Shands at UF, Gainesville  
Dr. Cheryl DeBose, North Florida/South Georgia Veterans Health System, Gainesville  
Dr. James Johnson, Shands at AGH, Gainesville  
Ms. Marion Speed, Shands at AGH, Gainesville  
Dr. Suzanne Mastin, Shands at UF, Gainesville  
Ms. Joyce Chappell, Shands at AGH, Gainesville  
Ms. Karen Dodge, Shands at UF, Gainesville  
Mr. Lowell James, Shands at UF, Gainesville  
Mr. Kenneth Murphy, North Florida Radiology, Gainesville  
Mr. Steve Norden, Shands at UF, Gainesville  
Mr. Ermon Owens, North Florida/South Georgia Veterans Health System, Gainesville  
Dr. Carol Younathan, North Florida Regional Medical Center, Gainesville

### New Members

Mr. Tony Arvesu, Gainesville Radiology Group, Gainesville  
Ms. Sharon Dewitt, North Florida Regional Medical Center, Gainesville  
Ms. Ginny Scott, North Florida/South Georgia Veterans Health System, Gainesville  
Ms. Lisa Wheeler, North Florida Regional Medical Center, Gainesville

## **Zoo Animal Technology**

### Reappointments

Mr. Fredrick Antonio, Central Florida Zoological Park, Lake Monroe, Florida  
Mr. Craig Dinsmore, Utah's Hogle Zoo, Salt Lake City, Utah  
Mr. Jack Hanna, Columbus Zoological Gardens, Powell, Ohio  
Mr. Joe Barkowski, Sedgewick County Zoo, Wichita, Kansas  
Mr. Darryl Heard, UF College of Veterinary Medicine, Department of Animal Clinical Sciences, Gainesville  
Ms. Margo McKnight, Brevard Zoo, Melbourne, Florida  
Mr. John Lehnhardt, Disney's Animal Kingdom, Lake Buena Vista, Florida

### New Members

Ms. Kristen Christensen, Palm Beach Zoo at Dreher Park, West Palm Beach, Florida

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

### **Approval**

Discussion: Trustee McRae asked under 7.1 why there was no representation from Bradford County on the Building Construction Advisory Committee. Ms. Fran Holm, Associate Vice President Technology and Applied Sciences, replied that Mr. Jim Temple of Keystone Heights represents the Lake Region that is part of Bradford County.

Action: Motion to approve items 7.1 through 7.3: Bradley  
Second: Jackson  
Vote: Bradley - yes, Brashear - yes, Davis - yes, Jackson - yes, Mallini - yes,  
McRae - yes, Perry - yes, Womack - yes.

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Continuing and Community Education EnRich! Brochure for Winter 2004

415.99, 03-04

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As required by State Board of Education regulations, the schedule of Community Education and the Center for Business EnRich! courses for winter term 2004 is presented for board approval. Term dates are January 24 through April 30, 2004, with registration beginning January 5, 2004, and continuing throughout the term. The schedule is subject to further changes as certain classes may be added to or deleted from the schedule. Generally, additions would be made only for online classes from contract vendors as such classes become available. Deletions may be made based on instructor and space availability.

**Board Action(s) Requested:**

**Approval**

Action: Approved. See item 7.1.

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Deletion of Courses Not Taught in the Last Five Years

400.449, 03-04

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The following courses have not been taught in the last five years and have been purged from the Statewide Course Numbering System catalog inventory for Santa Fe Community College. These courses have also been deleted from Santa Fe's in-house catalog inventory. With these deletions, the college remains in compliance with Rule 6A-10.0331, Florida Administrative Code, for the 2003-2004 academic year.

<u>Course #</u>	<u>Title</u>
CTS0020	COMPUTER CONCEPTS
CTS0030	MICROCOMPUTER OPERATING SYSTEMS
CTS0040	PROGRAMMING IN BASIC
CTS0055	ELECTRONIC SPREADSHEETS
CTS0060	VISUAL PRESENTATIONS
CTS0065	DATABASE MANAGEMENT
CTS0250	MICROARCHITECTURE
EET2305	COMMERCIAL FCC LICENSE PREPARATION
PHY1020	CONCEPTUAL PHYSICS
PHZ1100	MATH PREP FOR PHYSICS
REA1121	READING FOR ALLIED HEALTH
SPC2601	PUBLIC SPEAKING 2

**Board Action(s) Requested:**

**Approval**

Action: Approved. See item 7.1.



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Emergency Contract Authority

408.1403, 03-04

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The board is requested to authorize the chair, or vice chair in the chair's absence, to execute the documents, contracts, and change orders requiring board approval during the period between the November 2003 meeting and the January 2004 meeting, which actions if delayed until the January meeting would create operational or financial difficulties for the college. The president shall indicate in writing the reason that the document should be executed prior to the January 2004 board meeting. The board will be asked to ratify the chair's/vice chair's decision at the board meeting immediately following the execution of the document.

**Board Action(s) Requested:**

**Approval**

Action: Motion to approve items 8.1 through 8.3: Brashear  
Second: Jackson  
Vote: Bradley - yes, Brashear - yes, Davis - yes, Jackson - yes, Mallini - yes,  
McRae - yes, Perry - yes, Womack - yes.

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Cooperative Agreement with The American Red Cross, North Central Florida Chapter, for Use of  
SFCC Facilities for Emergency Shelters 408.1404, 03-04

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SFCC has been and will continue to be a shelter for people fleeing disasters in our state. This agreement with the American Red Cross formalizes the use of facilities during natural disasters, as mandated by the Governor. After receiving authorization from the college president, the shelter will be set up and managed by the Director of Environmental Health and Safety as a Red Cross shelter. Santa Fe will have final authority on any disputed issue concerning the shelter facility operation. This agreement will give SFCC the ability to bill for costs incurred during these events. Additionally, The Red Cross will provide volunteer shelter operation training for college employees at no cost.

The term of the agreement is November 5, 2003, through November 4, 2006. Either party may terminate with a 30-day prior written notice.

**Board Action(s) Requested:**

**Approval**

Action: Approved. See item 8.1.

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Interlocal Agreement with City of Gainesville for Extension of Evening Bus Service Hours to the Northwest Campus 408.1405, 03-04

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The attached interlocal agreement with the City of Gainesville for extended hours for bus service to the Northwest Campus was created to improve student access to evening classes during spring semester 2004. The Student Leadership and Activities budget committee has allocated \$30,000.00 to be paid to the city in exchange for the four-hour extension of two current bus routes that serve the Santa Fe Northwest campus. The last Northwest Campus pick up for route 10 will move from 6:27 p.m. to 10:27 p.m., Monday thru Friday of each week. Route 43's last Northwest Campus pick up will move from 6:05 p.m. to 10:05 p.m., also Monday thru Friday. This agreement will result in a cumulative 12 additional cycles for the effected bus routes each class day. The term of this agreement is January 5, 2004, through April 30, 2004.

**Board Action(s) Requested:**

**Approval**

Action: Approved. See item 8.1.

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Endowment Corporation Liaison Update

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Trustee Bradley reminded everyone about the groundbreaking ceremony for the Lake Region Center scheduled for December 10 at 2:30 p.m. He also stated that there are three candidates under consideration for membership on the Endowment board. The board would vote on those individuals at its meeting on November 25.

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Board Members' Comments

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Trustee Bradley stated he read an article in the *Florida Community College Advocate* about colleges that are turning away students. He asked if Santa Fe had turned away any students. Dr. Sasser replied that the college has indirectly done so. The president stated there were approximately 163 students who attempted to register but did not take classes. He said this is due more to the availability and capacity of classes and the times students wish to take them.

The president took this time to update the board on the article that appeared in today's *Gainesville Sun*. Contrary to assertions made in the article, Dr. Sasser stated the college is totally supportive of historic preservation and has no plans to move further east into the neighboring historic district.

Chair Womack wished everyone a Happy Thanksgiving, Merry Christmas, and a Happy New Year. She also reminded everyone that the next board meeting would not be until January 20, 2004.