

**District Board of Trustees
Santa Fe Community College
Agenda for Board Meeting of January 20, 2004, at 4 p.m.
Wattenbarger Student Services Building Board Room**

Adoption of Agenda

Agenda Item: 1.1
418.423, 03-04

1. General Functions
 - 1.1 Adoption of Agenda for Meeting of January 20, 2004
 - 1.2 Approval of Board Meeting Minutes of November 18, 2003
2. Information Items
 - 2.1 President's Report
 - 2.2 Standardized Clinical Facilities Use Agreement with Interventional Cardiologists of Gainesville, P.A. - Nuclear Medicine Technology
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
 - Contracts, Grants
 - 3.5 Renewal of Agreement with Educational Testing Service Technology-Based Testing Center Management and Administration Agreement, and The College Board CLEP (The College-Level Examination Program) Addendum
 - 3.6 Scholarships for Disadvantaged Nursing Students -- Grant
4. Facilities Items
 - 4.1 Project Report and Action Request - Building G Re-Roofing (Phase III Documents and Permission to Bid)
 - 4.2 Project Report and Action Request - Utility Infrastructure (Contract Manager Selection, Rank Order of Bidders)
 - 4.3 Project Report and Action Request - Disposition of Haufler House
5. Finance/Business Affairs Items
 - 5.1 Report of Purchases for November and December 2003
 - 5.2 Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of December 31, 2003

- 5.3 Warrants Issued for November and December 2003
- 5.4 Colonel Harry M. Hatcher, Jr., Property Survey 04-04
- 5.5 Fee Waiver Report for Fall 2003

6. General Institutional Items
 - 6.1 Report of Continuing Workforce Education Courses
 - 6.2 Approval of Expenditure from Dr. Philip Benjamin Academic Improvement Trust Fund

7. Rules
 - 7.1 Deletion of Rule 3.13: Promotion of Career Service Employees

8. Contracts/Grants
 - 8.1 Project AWARE (Achieving World Awareness Resources and Education) - Title VIB - The Business and International Education Program -- Grant
 - 8.2 Citizens of the World - Title VIA - Undergraduate International Studies and Foreign Language Program -- Grant
 - 8.3 Success in Chemistry: Implementation of Active Learning Methodologies in an Introductory Chemistry Course -- Grant
 - 8.4 Pathways to College Success -- 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: McRae
Second: Brashear
Vote: Brashear - yes, Davis - yes, Jackson - yes, Mallini - yes, McRae - yes.

Approval of Board Meeting Minutes of November 18, 2003

401.414, 03-04

The minutes of the regular meeting of the District Board of Trustees of Santa Fe Community College held November 18, 2003, are presented for approval.

Board Action(s) Requested:

Approval

Action: Motion to amend the minutes: McRae

Second: Brashear

Vote: Brashear - yes, Davis - yes, Jackson - yes, Mallini - yes, McRae - yes.

President's Report

Information Item

President Sasser recognized Terry Thomas, Chapter President of FACC; Amber Ingersoll, Career Service Chair; and Barbara Fields, College Senate Vice President. Student Government President Jeremy Green was unable to attend the meeting.

President Sasser asked Amber Ingersoll to give a report on the up-coming Career Service Spring Tribute. Ms. Ingersoll informed the board that the Spring Career Service Tribute is scheduled for Tuesday, January 27, at 8 a.m. in R-01. She noted that they have an excellent guest speaker, Joe Martin from Okaloosa-Walton Community College.

The president reminded board members about the trustee legislative conference scheduled for February 18 in Tallahassee.

Dr. Sasser extended congratulations to Pat Grunder and Gladys McRae on being named as Women of Distinction. The Women of Distinction luncheon will take place on March 4 at the Tower Club at the Village starting at 11:30 a.m.

The president commented on the current artwork by members of the Gainesville Fine Arts Association which is displayed in the Robertson Administration building until the end of February. The show is a variety of beautiful pictures, landscapes, and animals.

The following quarterly employee award winners were recognized and received a plaque of appreciation and service pin: faculty, Robert Mitchell; administrative and professional, Bob Wolfson; career service, Janet Foster; part-time faculty, Clay Smith; and part-time non-instructional, Takumi Sullivan.

The president made a special presentation to the Haufler family. He presented the door frame from Eugene Haufler's home which was inscribed with the heights of the his children and grandchildren. The family extended their appreciation to Dr. Sasser and the board. The president also mentioned that Mr. Mark Whiteacre from the college's carpentry shop was the one who discovered the item and was instrumental in restoring it.

Trustees received the Fall Facts pamphlet, SFCC Enrich! brochure, *Vitality* magazines, SFCC Tech News, Community College Survey of Students Engagement (CCSSE) report, and *Insight* newsletter.

Standardized Clinical Facilities Use Agreement with Interventional Cardiologists
of Gainesville, P.A. -- Nuclear Medicine Technology 408.1406, 03-04

Information Item

The board has authorized its chair to execute on behalf of the board standardized form clinical facilities agreements without further action by the board. Such an agreement has been executed with Interventional Cardiologists of Gainesville, P.A. for students enrolled in the SFCC Nuclear Medicine Technology program.

CONSENT

District Board of Trustees
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Agenda Item: 3.1

Contract Staff (Faculty)

402.648, 03-04

The individuals below and on the attached pages are recommended for appointment for 2003-2004, or a portion of the year, as stated in each individual employee's contract.

| <u>Name</u> | <u>Position</u> | |
|--|--|---------------------|
| Full Time | | |
| Michael Barber <i>M.A., University of North Florida</i> | Interim Assistant Professor, Psychology | |
| Gretchen Brooks <i>Ph.D., Ohio State University</i> | Interim Assistant Professor, Biology | |
| Alexis DiRienzo <i>M.S., University of Florida</i> | Assistant Professor, Reading | |
| Michael Hodge <i>M.S., Southern Illinois University</i> | Interim Assistant Professor, Mathematics | |
| Part Time | | |
| John Abbitt | Gretchen Brooks | Phyllis Cook |
| Christine Ahern | Katherine Brooks | Marsha Cooper |
| Panos Alexakos | Todd Brooks | Sharon Cooper |
| Jane Alexander | Sherry Brumme | Natalie Cornell |
| John Ames | Thomas Bullard | Sandra Cosgrave |
| Kimberly Anderson | Deanne Bush | Kelly Coxe |
| Mary Anderson-Lachnicht | Henry Butler | Terry Crews |
| Betty Arnette | Kevin Byrne | John Curchin |
| David Ashley | Cathy Campbell | Aharon Dagan |
| Valerie Aslakson-Jennings | Patricia Cannella | Cynthia Daudell |
| David Atherton | George Cannella | Trisha Davis |
| Peter Backhaus | George Canova | David Dean |
| Bhaskar Bandyopadyay | Suzanne Carlton | Neal Devine |
| Michael Barber | Joan Carr | Travis Devinny |
| Lance Bardsley | Julia Carson | Gila Dikel |
| Robert Bartley | Michele Chalmers | Alexis Dirienzo |
| Edward Bennett | John Chamberlain | Angela Dobberfuhl |
| Keith Bennett | Sarika Chandra | Anna Dranishnikov |
| Frank Bonaccorso | Sharon Chapman | Michael Duckworth |
| Ann Bonett | Allen Cheuvront | Jennifer Duncan |
| Marilyn Booher | Mary Chourey | Mary Elliss |
| David Boydston | Florence Cline | Stacy Ettl |
| Wesley Breeden | Marvin Cohen | Christopher Fancher |
| Sarah Brewster | Bernard Collins | Jeffrey Farrar |

John Favier
Alan Fay
Kimberly Feigenbaum
Michael Fender
Silvia Ferguson
Anthony Ferrara
Carl Fillyaw
Justin Flaitz
Johnnie Folsom
Laure Frank
Robert Fraser
Andrea Gabrielli
Timothy Garvey
Daniel Gerard
Betty Gibson
Susan Gildersleeve
Ann Golden
Tracey Graham
Rebecca Green
Susan Greimel
Azza Guertin
Cindi Guy
Albert Haddad
Mohamed Hafizi
Jesse Hale
Heather Hall
Michelle Hammond
Robin Hardee
Steven Harrison
Carter Henderson
Debra Hill
Mark Hill
Samuel Himes
Carol Hinton
Clay Hipke
Michael Hodge
Mary Hoffer
Millard Holder
Renate Hooper
Keong Hwangbo
Thomas Idoyaga
Myda Iamiceli
Coimbatore Iswaran
Michael Jackson
Shrikant Jagtap
Diane James
Brian Jimison
Paula Johnson
Patricia Johnson

David Jones
Sylvia Jones
Robert Kalis
Benjamin Killian
Janet King
Walter Kirkconnell
Erika Kisvarsanyi
Traci Klass
James Kocher
Steve Kozakoff
Amy Kunce
Jamie Kurnick
Paul Ladnier
Kay Lane
Jennifer Lane
Nicole Larose
Cliff LeBlanc
Beverly Leibach
Donna Leonard
Jayson Levy
Susan Lewis
Lee Libby
Charles Love
Cherie Lucia
Ariel Lugo
James Lybarger
Christopher Mahn
Tom Maida
Shawna Mansfield
Diana Mathews
Michael McAlhany
Kimberly McCollough
Bruce McCord
Michael McCullers
Nancy McCurdy
Rebecca McDaniel
Deborah McEdward
Sarah McIntosh
David McKinney
Linda McKnew
Stuart McRae
Matthew Meadows
Williams Meadows
Arnold Melczarek
Albert Mellen
Michael Melvin
Paul Meyers
Rebecca Micha
Alan Miller

Kathleen Miller
Kimberly Mitchell
Joseph Moro
Karron Morrow
Sara Morsey
Lonnie Mott
Jack Motta
John Nabet
Vanessa Norris
April O'Connell
Julia Odum
Christopher O'Steen
Josue Ostolaza
Helyn Outler
David Parker
Charles Parks
Alex Pastos
Jody Peeling
Eileen Peoples
Jocelyn Peskin
Suzon Peterson
Rhonda Peyton
Jeffrey Plant
Harvey Poole
Elizabeth Pooley
Stephen Preston
Timothy Price
Chittur Radhakrishnan
Richard Ramer
Michael Ramsey
Julius Regaldo
Shirley Rehberg
John Reitzel
Cheri Reyes
Darnell Rhea
Claude Richards
Sherry Riddle
Wade Ring
Robert Roberg
Gillian Robinson
Stacy Salute
Abrena Sandefur
Shanaz Sawyer
Nicholas Schaffner
Howard Scharps
Christine Schmitz
Jere Scola
Frederick Seese
Anca Segal

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Billy Senn

Tscharna Senn

Laurel Severino

Suzanne Sheridan
Joseph Shuford
Patty Simmons
Allen Siorek
Lucille Skipper
Jerrold Smith
William Smith
Jill Sonke
Rosa Soto
Tanya Spevack
Jahala Stirling
Susan Strauss
Elizabeth Strickland
Brent Swanson

George Swicord
Marvin Swindell
Nacira Tache
David Tate
Patricia Telesco
John Terry
Wendy Toure
Robert Ulmer
Mary Ulseth
Robert Uttaro
Tanya Vanwinkle
Virgilio Vensamoye
William Vickory
Jeanie Vincent

Adam Walker
Ann Weigl
Neil Weinstein
Clark Wheeler
Cory Whitby
Roxanne Wilde
Paul Williamson
Clinton Wilson
Richard Wolcott
William Wright
Angela Yau
Michael Yawn
Christopher Zurheide

Board Action(s) Requested:

Approval

Action: Motion to approve consent items 3.1 through 3.6: Brashear
Second: Davis
Vote: Brashear - yes, Davis - yes, Jackson - yes, Mallini - yes, McRae - yes.

CONSENT

District Board of Trustees
January 20, 2004

Agenda Item: 3.2

Contract Staff (Administrative and Professional)

411.247, 03-04

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

Name

Position

Executive/Managerial

Promotion

Ouida McNeil

Director, Enrollment Services

Technical/Professional

Full Time

Appointment

Andrew Anderson

B.S., University of Florida

Downtown Lab Manager

Brandon Bolden

B.A., Saint Leo University

Admissions Advisement Specialist

Lisa Houston

M.A., Texas A&M University

Writing Lab Specialist

Elizabeth Johnson

B.A., Saint Leo University

Budget and Banking Manager

Thaddeus Suggs

A.S., Santa Fe Community College

Software Specialist, Information Technology Services

Promotion

Karen Chin

Educational and Managerial Specialist

Natalie Hinckley

Compensation Specialist, Human Resources

* Jerri Richardson

Youth Senior Specialist

Part Time

* Sonya Anderson

Family Literacy Specialist

Sheila Baker

Interpreter Specialist

Mary Bonner

Ceramics Specialist

Sandra Bradley

Customer Service Specialist

Richard Braun

Repair Specialist

* Margo Castronovo

Youth Specialist

Julie Crucian

Music Specialist

Part Time, continued

| <u>Name</u> | <u>Position</u> |
|-----------------------|--|
| Angela Cummings | Telephone Service Specialist |
| Wilmer Edwards | Vocational Evaluation Specialist |
| * Robin Frey | Communication Technology Senior Specialist |
| * Yvonne Jones | Family Literacy Specialist |
| Gwendolyn Magee | Ceramics Specialist |
| Annette Merritt | Student Services Specialist |
| Richard Nuthman | Customer Support Specialist |
| Guido Reichstadter | Downtown Lab Specialist |
| Marianne Romeo | Life Model Specialist |
| Kathryn Rush | Ceramics Specialist |
| Guillermo Salazar | Life Model Specialist |
| Christopher Simoneaux | Programmer Specialist |
| June Simring | Life Model Specialist |
| Brent Swanson | Lab Manager Specialist |
| Paola Vasquez | Assistant Lab Manager Specialist |
| * Grant funded | |

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1.

CONSENT

District Board of Trustees
January 20, 2004

Agenda Item: 3.3

Community and Continuing Workforce Education Contract Staff

404.355, 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.

Name

Position

Community Education

| | |
|-----------------|----------------------|
| Stephen Akridge | Microsoft Office |
| Maureen Demers | Sewing for Beginners |
| Kristine Dunn | Microsoft Office |
| Marilyn Escue | Partner Dancing |
| Eric Johnson | Critics Table |
| Tina Larkin | Irish Fiddling |
| Robert Roberg | E-bay |

Continuing Workforce Education

| | |
|-------------------|--|
| Peggy Cogar | CPR |
| Heather Doles | Child Development |
| Lois Ellis | IV Therapy |
| Corinne Greenberg | Child Development |
| James Griswold | Domestic Violence Update |
| Dawn Miller | Reviving the Spirit in Your Nursing Practice |
| Rayne Morency | Child Development |
| Patti Paige | HIV/AIDS Update |
| Robin Rompre | Reviving the Spirit in Your Nursing Practice |
| Elaine Slocum | Prevention of Medical Errors |
| Beverly Turner | End of Life Care |
| Julie Whitney | HIV/AIDS Update |

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1.

CONSENT

District Board of Trustees
January 20, 2004

Agenda Item: 3.4

Career Service Staff

403.423, 03-04

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

Name

Position

Appointment

| | |
|----------------------|--|
| Amariah Andrew | Administrative Secretary, Enrollment Services |
| Jill Barrett | Administrative Assistant, Nursing Programs |
| Judith Brunn | Administrative Specialist, Liberal Arts and Sciences |
| Stacey Ledvina | Administrative Assistant, President's Office |
| Jessica Reyes | Administrative Secretary, Record's Office |
| Shawntal Wittenmeyer | Zoo Foreman |

Promotion

| | |
|-------------------|--|
| Amanda Buzzerd | Administrative Assistant, Innovation and College Advancement |
| Angela Carter | Office Manager, Office for Development |
| Nives-Marie Lawan | Administrative Specialist, Financial Aid |
| * Mary Mosley | Executive Secretary, YES! Program |
| Debra McElroy | Executive Assistant to the Vice President, Academic Affairs |
| Danielle Paulsen | Office Manager, Technology and Applied Sciences |

* Grant funded

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1.

CONSENT

**District Board of Trustees
January 20, 2004**

Agenda Item: 3.5

Renewal of Agreement with Educational Testing Service Technology-Based Testing Center Management and Administration Agreement, and The College Board CLEP (The College-Level Examination Program) Addendum 408.1407, 03-04

This agreement allows the college to continue as an Educational Testing Service (ETS) test site and to administer The College-Level Examination Program and other ETS-produced tests. The effective date is November 1, 2003, and continues until terminated by either party with 90 days' notice. Students pay \$80 per test.

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1.

CONSENT

District Board of Trustees
January 20, 2004

Agenda Item: 3.6

Scholarships for Disadvantaged Nursing Students -- Grant

409.1468, 03-04

The purpose of this project is to provide scholarship funds for minority and disadvantaged students in the Nursing program. Program participants will be nursing students who have demonstrated a commitment to pursuing a career in the health professions field. Grant funds may be used for tuition, books, supplies, and related expenses for an estimated three to five students.

The amount of funds requested from the U. S. Department of Health and Human Services, Bureau of Health Professions, is \$1,500 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 3.1.

Project Report and Action Request - Building G Re-Roofing (Phase III Documents and Permission to Bid) 412.961, 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 building G.

| | |
|---------------------------------|---|
| Architect/engineer | Craig Salley and Associates, Architects, 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 received and reviewed phase III documents for this project and is requesting approval and permission to bid this project.

Board Action(s) Requested:

- 1. Approval of phase III drawings**
- 2. Permission to bid and award to lowest responsive bidder**

Discussion: Mr. Bill Reese, Associate Vice President for Facilities Services, reviewed items 4.1 through 4.3 individually. The president asked under item 4.3 if the bricks could be reused. Mr. Reese replied that the labor cost to clean the mortar off the bricks would be cost prohibitive. Trustee McRae inquired about the cost related under item 4.1 for re-roofing G building. Mr. Reese replied that the amount in question was the maximum budget, and that the re-roofing project includes the design fees, surveys for asbestos, and other non-construction cost, as well as construction cost.

Action: Motion to approve items 4.1 through 4.3: Mallini
Second: Davis
Vote: Brashear - yes, Davis - yes, Jackson - yes, Mallini - yes, McRae - yes.

Project Report and Action Request - Utility Infrastructure (Contract Manager Selection, Rank Order of Bidders) 412.962, 03-04

Project Description:

Engineering reports dating back to 1980 have detailed problems with the underground utilities on the Northwest Campus. A significant portion of the underground domestic water piping was subsequently replaced, but little or no chilled water or heating hot water has been replaced. This piping has been the cause of failures resulting in disruptions to the campus. Additionally, the early first phase buildings on the campus, for the most part, still have original mechanical equipment in operation.

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

Project Status:

At its June 2003 meeting, the board granted permission to advertise and select a construction management firm for this major infrastructure project. On December 1, 2003, the selection committee met to interview and put in rank order the three short-listed firms. They are as follows:

PPI, Construction Management, Inc., Gainesville, Florida
A² Group, Inc., Orlando, Florida
Scherer Construction and Engineering/North Florida, Inc., Gainesville, Florida

Board Action(s) Requested:

Permission to select the top-ranked firm in order to negotiate and execute a contract as approved by the board attorney

Action: Approved. See item 4.1.

Project Report and Action Request - Disposition of Haufler House

412.963, 03-04

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. The Purchasing Department for Santa Fe Community College advertised for bids in *The Gainesville Sun* and the *Bradford County Telegraph* soliciting persons or firms interested in removing the residential structure from the property. No interest was generated. Therefore, staff is requesting 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 4.1.

Report of Purchases for November and December 2003

202.512, 03-04

Below are the total amounts and a summary of purchases for the months of November and December 2003.

| | |
|----------------------------|------------------------------|
| Purchasing | \$1,371,317.37 |
| Risk Management Consortium | 0.00 |
| Library | 0.00 |
| Total | <u>\$1,371,317.37</u> |

| <u>P.O. No.</u> | <u>Amount</u> | <u>Procurement</u> | <u>Vendor</u> | <u>Class of Item-Department</u> |
|--------------------|---------------|--------------------|--------------------------------------|--|
| X50365 (Fund 7) | \$ 88,445.98 | Exempt | Alcatel Internetworking | Replacement for Damaged Equipment/Sign-Off Technology Infrastructure |
| X50461 (Fund 2) | \$ 61,320.00 | Contract | University of Florida | Nursing Services, Health Educator, and Medical Provider Student Health Care Center |
| X50600 (Fund 1) | \$ 45,447.00 | Exempt | Tallahassee Community College | Online Database/Courier Services Library |
| X50723 (Fund 7) | \$ 40,585.00 | Contract | PPI Construction Management, Inc. | Building M, Room 131 Renovation Renovation/Remodeling |
| X50725 (Fund 7) | \$ 95,000.00 | Special | Ponikvar & Associates | Architect Services Fine Arts Building |
| X50726 (Fund 7) | \$ 29,120.00 | Contract | Affiliated Engineers SE, Inc. | NW Campus Fire Alarm Upgrade Life/Safety Projects |
| X50731 (Fund 7) | \$ 27,627.00 | Contract | Shaw Industries | Replace L Building Flooring General Maintenance |
| X50763 (Fund 1) | \$ 132,677.92 | Contract | Dell Marketing | Computers (103) Information Technology |
| X50849 (Fund 2) | \$ 33,585.00 | Contract | School Board of Bradford County | Perkins Grant Contract Bradford-Union Vo-Tech |

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| <u>P.O. No.</u> | <u>Amount</u> | <u>Procurement</u> | <u>Vendor</u> | <u>Class of Item-Department</u> |
|--------------------|----------------------|--------------------|----------------------|--|
| X50984 (Fund 7) | \$ 149,826.00 | Bid | Andrews Paving, Inc. | North Road and Parking Lots 6 and 7 Resurface and Repair Parking |
| | <u>\$ 703,633.90</u> | | | |

Purchases \$0 - \$25,000.00

Number of purchase orders: 736

Number of contracts awarded by the Board of Trustees: 1

Amount: \$658,002.65

Amount: \$ 9,680.82

Board Action(s) Requested:

Approval of report

Discussion: Rochelle Prince, Associate Vice President for Finance, reviewed items 5.1 through 5.5 individually.

Action: Motion to approve Items 5.1 through 5.5: McRae

Second: Davis

Vote: Brashear - yes, Davis - yes, Jackson - yes, Mallini - yes, McRae - yes.

Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of December 31, 2003
201.555, 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 December 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 | 31,468,657 | 57.54 | 31,687,804 | 59.32 |
| Expenditures | 23,381,491 | 40.48 | 21,754,636 | 41.43 |

Board Action(s) Requested:

Approval of report

Action: Approved. See item 5.1.

Warrants Issued for November and December 2003 208.407, 03-04

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

For November 2003: The amount disbursed was \$5,774,570.19.

Warrant Numbers

| | |
|-----------------|-----------------|
| Manual Payroll | None |
| Manual Payables | None |
| Payables | 328438 - 329964 |
| Payroll | 584825 - 585711 |

Electronic Transfers

66899 -69264

For December 2003: The amount disbursed was \$5,668,875.79.

Warrant Numbers

| | |
|-----------------|-----------------|
| Manual Payroll | None |
| Manual Payables | None |
| Payables | 329965 - 331385 |
| Payroll | 585712 - 586511 |

Electronic Transfers

69265 -71630

Board Action(s) Requested:

Approval

Action: Approved. See item 5.1.

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

200.663, 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 December 17, 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 | \$ 3,190.00 | 0 | \$ 0.00 | \$ 0.00 | \$0.00 |
| Worn-Out Equipment with Salvageable Parts | 22 | 38,217.52 | 1 | 5,711.00 | 5,711.00 | 0.00 |
| Worn-Out Equipment with No Salvageable Parts | 16 | 33,395.07 | 0 | 0.00 | 0.00 | 0.00 |
| Surplus Property | 13 | 38,853.88 | 3 | 56,410.15 | 56,410.15 | 0.00 |
| Transfers | 28 | 42,881.00 | 0 | 0.00 | 0.00 | 0.00 |
| TOTAL | 80 | \$156,537.47 | 4 | \$62,121.15 | \$62,121.15 | \$0.00 |

Notes

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

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.

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 5.1.

Fee Waiver Report for Fall 2003

200.664, 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 fall term 2003. This report shows the number of students granted fee waivers, along with the amount of matriculation and tuition waived in each category.

Fall - Full

| | <u>Number of Waivers</u> | <u>Amount</u> |
|----------------------------|--------------------------|--------------------|
| Applications | <u>3</u> | <u>\$ 90.00</u> |
| <u>Course Fee – Credit</u> | | |
| College Employee | 67 | \$21,351.75 |
| Senior Citizens | 21 | 5,463.50 |
| PSAV | 6 | 2,734.37 |
| State of Florida Employees | 35 | 9,553.25 |
| Employee Dependent | <u>96</u> | <u>44,241.68</u> |
| Total | <u>225</u> | <u>\$83,345.55</u> |
| Session Total - Credit | <u>228</u> | <u>\$83,435.55</u> |

Fall A

| | | |
|---|-----------|--------------------|
| <u>Course Fee – Credit</u> | | |
| College Employee | 2 | \$ 790.50 |
| PSAV | 1 | 266.40 |
| Employee Dependent | <u>5</u> | <u>960.07</u> |
| Total | <u>8</u> | <u>\$ 2,016.97</u> |
| <u>Course Fee - Community Education</u> | | |
| Senior Citizens | <u>78</u> | <u>\$ 3,719.00</u> |
| <u>Session Totals</u> | | |
| Credit | 8 | \$ 2,016.97 |
| Community Education | <u>78</u> | <u>3,719.00</u> |
| Total | <u>86</u> | <u>\$ 5,735.97</u> |

Fall B

| | <u>Number of Waivers</u> | <u>Amount</u> |
|---|--------------------------|--------------------|
| <u>Course Fee - Credit</u> | | |
| PSAV | 1 | \$ 266.40 |
| State of Florida Employee | 1 | 288.75 |
| Employee Dependents | <u>6</u> | <u>1,133.73</u> |
| Total | <u>8</u> | <u>\$ 1,688.88</u> |
| | | |
| <u>Course Fee - Community Education</u> | | |
| Senior Citizens | <u>2</u> | <u>\$ 15.00</u> |
| | | |
| <u>Session Totals</u> | | |
| Credit | 8 | \$ 1,688.88 |
| Community Education | <u>2</u> | <u>15.00</u> |
| Total | <u>10</u> | <u>\$ 1,703.88</u> |
| | | |
| <u>Term Totals</u> | | |
| Credit | 244 | \$87,141.40 |
| Community Education | <u>80</u> | <u>3,734.00</u> |
| Total | <u>324</u> | <u>\$90,875.40</u> |

Board Action(s) Requested:

Approval

Action: Approved. See item 5.1.

Report of Continuing Workforce Education Courses 415.100, 03-04

In accordance with Rule 7.11, the president is authorized to approve course fees for continuing workforce education (CWE) courses on a course-by-course basis. The president is instructed to establish such course fees so that total fees collected are equal to at least 50% of the total costs of the CWE program within the fiscal year. These classes are offered outside the board-approved schedule of courses and are developed to meet community or business demand.

The following classes were approved by the president from July through December 2003:

| <u>Course</u> | <u>Course Name</u> | <u>Number of Students</u> | <u>Fee Per Student</u> |
|---------------|-----------------------|---------------------------|------------------------|
| INS0145.001 | Farm Bureau Insurance | 10 | \$ 50 |
| BUS0140.001 | Machine Shop | 15 | \$180 |

Board Action(s) Requested:

Approval

Action: Motion to approve items 6.1 and 6.2: Davis

Second: Brashear

Vote: Brashear - yes, Davis - yes, Jackson - yes, Mallini - yes, McRae - yes.

Approval of Expenditure from Dr. Philip Benjamin Academic Improvement Trust Fund

400.450, 03-04

The Santa Fe Community College Endowment Corporation requests permission to expend a total of \$17,000 from the Dr. Philip Benjamin Academic Improvement Trust Fund for the benefit of the Santa Fe Community College Nursing program. These funds will be used to purchase essential equipment that will benefit over 350 students in 6 nursing programs. This equipment will assist the nursing students as they initially learn, review, and prepare to enter community clinical health care agencies.

Board Action(s) Requested:

Approval

Action: Approved. See item 6.1.

Deletion of Rule 3.13: Promotion of Career Service Employees

410.367, 03-04

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. This request was brought to the board at the November 2003 meeting as an information item.

Board Action(s) Requested:

Approval

Action: Motion to approve: Brashear

Second: Davis

Vote: Brashear - yes, Davis - yes, Jackson - yes, Mallini - yes, McRae - yes.

Project AWARE (Achieving World Awareness Resources and Education) - Title VIB - The Business and International Education Program -- Grant 409.1469, 03-04

The purpose of this project is to internationalize Santa Fe business faculty, business curriculum, business students, and K-12 teachers, and to assist the local business community to better compete within the global market. This project will provide for the development of a new international course, development of 6-8 international infusion projects for existing courses, creation of a web-based continuing education program in international economics for K-12 teachers, and provide for international study abroad travel for faculty and students. An integral part of this project is the provision of international business education to Chamber of Commerce members and our business community through seminars, quarterly breakfast meetings with international topics, and tuition-free business Spanish continuing education courses. This project is a partnership with the Gainesville Area Chamber of Commerce and the Gainesville Council for Economic Outreach, a division of the Chamber. This is year one of a two-year project.

Grant funds will provide faculty release time for course infusion projects, community speakers, and international study abroad travel for faculty and students. This project will benefit approximately 13,000 students each year.

The amount of funds requested from the U.S. Department of Education/Business and International Education Program is \$68,865, with an in-kind match of \$77,469 from Santa Fe Community College.

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

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.

Discussion: Ms. Joan Suchorski, Assistant Vice President Development for Grants and Projects, reviewed items 8.1 through 8.4 individually. President Sasser asked Ms. Suchorski to expand on how a grant is developed. Ms. Suchorski said grant proposals begin with an evaluation based on the needs of students and goals of the college. She said that the college pursues grants if the needs are clear. The college's high success rate at obtaining grants is due to their legitimate need and the time given by and expertise of the college's faculty, staff, and Endowment Office.

Trustee Mallini thanked Ms. Suchorski for her overview. He inquired under item 8.1 about the 13,000 students who would benefit from the grant. Ms. Suchorski said the number is comprised of students, faculty, and the members of the business community.

Action: Motion to approve items 8.1 through 8.4: McRae
Second: Davis
Vote: Brashear - yes, Davis - yes, Jackson - yes, Mallini - yes, McRae - yes.

Citizens of the World - Title VIA - Undergraduate International Studies and Foreign Language Program
-- Grant 409.1470, 03-04

The purpose of this project is to instill global perspectives across the Associate of Arts curriculum and to enhance the foreign language program. This project will provide for the creation of six new courses and revision of sixteen existing courses, creation of a Certificate in Global Studies, creation of a professional development program and college-wide lecture series that will support faculty work in curriculum development and increase global awareness among all faculty and staff, and add two new courses in both French and Italian.

Grant funds will provide faculty release time for course development and revision, speakers for the lecture series, and international study abroad travel for faculty. This project will serve approximately 10,000 students. This is year one of a two-year project.

The amount of funds requested from the U.S. Department of Education/Undergraduate International Studies and Foreign Language Program, is \$84,591, with an in-kind match of \$94,866 and a cash match of \$7,780 from Santa Fe Community College.

Duration of this project is August 1, 2004, through July 31, 2005.

Operating budget impact: In-kind contributions and cash match from existing college operating 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 8.1.

Success in Chemistry: Implementation of Active Learning Methodologies in an Introductory Chemistry Course -- Grant 409.1471, 03-04

The purpose of this project is to increase student success and retention in the general chemistry sequence. This project will provide for the development of a new introductory chemistry course, which will utilize active learning methodologies adapted from a model New Traditions national project. Active learning will be assured and monitored by the use of a Personal Response System (PRS™) that will track student responses to concept questions during class time and laboratory time. There will be three evaluations that will provide evidence that course goals are achieved: a planning, a longitudinal, and a summative evaluation. Success with this course will be the foundation for subsequent revision of the entire three-course general chemistry sequence. Approximately 1,400 students will be served each year. This is year one of a two-year project.

Grant funds will provide faculty time for curriculum development, faculty workshops, external evaluation, and educational materials.

The amount of funds requested from the National Science Foundation is \$38,438, 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 8.1.

Pathways to College Success -- Grant

409.1472, 03-04

The purpose of this project is to participate as a research site for the Lumina Foundation for Education, a funded project on developmental education learning communities. Santa Fe Community College will serve as a site for a student survey portion of the larger study.

The amount of funds requested from the Lumina Foundation is \$1,500, with no matching funds from Santa Fe Community College.

Duration of this project is November 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 8.1.

Endowment Corporation Liaison Update

In Trustee Bradley's absence Mr. Harvey Sharron, Vice President for Development, stated that the Endowment Corporation received an additional \$200,000 from Mr. Alfred Watson for phase II for the Lake Region Center. Also, as of December 31, 2003, the Endowment Corporation has \$24 million in assets.

Board Members' Remarks

Trustee McRae announced the arrival of this third grandchild. His oldest son is the proud father of a son named Landon Levi, who weighed 7 pounds, 14 ounces, and measured 21 inches long.