

**District Board of Trustees  
Santa Fe Community College  
Agenda for Board Meeting of February 17, 2004, at 4 p.m.  
Charles L. Blount Downtown Center Board Room**

**Adoption of Agenda**

**Agenda Item: 1.1**  
418.424, 03-04

1. General Functions
  - 1.1 Adoption of Agenda for Meeting of February 17, 2004
  - 1.2 Approval of Board Meeting Minutes of January 20, 2004
2. Information Items
  - 2.1 President's Report
  - 2.2 Continuing Contract Candidates for 2003-2004
  - 2.3 Resolution in Honor of Retiring Chancellor Augustine Gallego, San Diego Community College District
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 Mutual Aid/Voluntary Cooperation Agreement with Alachua County Sheriff's Office
    - 3.6 Renewal of Mutual Aid Agreement - Combined Operational Assistance and Voluntary Cooperation Agreement with the City of Gainesville Police Department
    - 3.7 Renewal of Memorandum of Understanding for Treatment of Misdemeanor Crimes with the State Attorney of the Eighth Judicial Circuit for Treatment of Minor Crimes
    - 3.8 Santa Fe Community College Spring Arts Festival -- Grant
4. Facilities Items
  - 4.1 Information on Utility Infrastructure (Phase 1, Guaranteed Maximum Price)
5. Finance/Business Affairs Items
  - 5.1 Report of Purchases for January 2004
  - 5.2 Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of January 31, 2004
  - 5.3 Warrants Issued for January 2004
  - 5.4 Report of Investments, Quarter Ending December 31, 2003

- 5.5 Renewal of Food and Vending Services Contract with Compass Group USA, Inc.
- 5.6 Addendum to the Florida Community Colleges Risk Management Consortium Agreement for Professional/Technical Services
  
- 6. General Institutional Items
  - 6.1 Request to Offer an Out-of-District Group Study in Interdisciplinary Social Science in Peru, March 5-17, 2004
  - 6.2 Continuing and Community Education EnRich! Brochure for Spring 2004
  - 6.3 Dr. Philip Benjamin Matching Grant Program for Community Colleges
  - 6.4 Approval of Technology and Applied Sciences Instructional Program Initiation and Restructuring for Associate in Science Degrees (AS), Associate in Applied Science Degrees (AAS), College Credit (Technical) Certificates (CCC), Career and Technical Certificates (CTC), and Applied Technology Diplomas (ATD)
  
- 7. Contracts/Grants
  - 7.1 Lease Agreement with the Santa Fe Community College Endowment Corporation for the Ron and Norita Davis and Family Davis Center, Archer, Florida
  - 7.2 Articulation Agreement with Ai Miami International University of Art & Design
  - 7.3 International Mobile Air Conditioning Association (IMACA) Automotive Air Conditioning Education -- Grant
  - 7.4 Math Opens the Door Scholarship Program -- Grant
  
- 8. Endowment Corporation Liaison Update
  
- 9. Board Members' Remarks
  
- 10. Citizen's Requests
  
- 11. Adjournment

**Board Action(s) Requested:**

**Approval**

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

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Approval of Board Meeting Minutes of January 20, 2004

401.415, 03-04

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The minutes of the regular meeting of the District Board of Trustees of Santa Fe Community College held January 20, 2004, are presented for approval.

**Board Action(s) Requested:**

**Approval**

Action: Motion to approve: Brashear

Second: McRae

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

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President's Report

Information Item

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The president thanked Dr. Paul Hutchins and his staff for their hospitality in hosting today's board meeting.

President Sasser recognized Terry Thomas, Chapter President of FACC; Amber Ingersoll, Career Service Chair; and Ward Scott, College Senate President. Sherry Isler and Mary Davis were there representing Student Government in Jeremy Green's absence.

President Sasser informed the board that some of them had received a letter from a Ms. Barbara Porter asking for assistance in coming back to school. The president explained that the college registrar had contacted Ms. Porter and she will be assisting her.

The president reminded board members that the college would be closed for spring break the week of March 8-12.

The president mentioned that the March artwork on display in the Robertson Administration building would be by Mr. Michael Oyenarte. A reception to unveil the SFCC Spring Arts poster is scheduled for March 15 in the President's lobby starting at 2:30 p.m.

Dr. Sasser mentioned that he was looking into having the March board meeting at the teaching zoo if the room location is feasible. He would report back to the board on this matter.

Trustees received the Human Resources recruitment brochure, *Vitality Magazine*, Santa Fe Report, invitation to African Textiles grand opening, and digNubia flyer.

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Continuing Contract Candidates for 2003-2004

Information Item  
402.650, 03-04

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Candidates for continuing contract are listed below. Files for these individuals are available for board members to review in the office of the division Vice President. Recommendations for board action regarding continuing contract personnel will be presented at the March 23, 2004, board meeting.

It should be noted that the presentation of this list does not imply a recommendation for continuing contract.

2004-2005 Continuing Contract Candidates

Daneen Adams  
Alberto Alonso  
Adana Anschutz  
\* Eileen Berry-Downs  
William Bowers  
Marilyn Eisenberg  
Kristin Fletcher  
Zona Gale  
James Geason  
Juan Gomez-Canseco  
Corinne Greenberg  
James Griswold  
Bobby Hom  
Naana Horne  
Jeffrey Ladenheim  
Nancy Lewis  
Bridget Middleton  
Richard Nunez  
George O'Leary  
Cheryl Preisinger  
Traci Reed  
Terry Siorek  
James Smart  
Edythe Smith  
Bruce Teague  
Eric Torres  
Laura Trefry  
^ Bruce Tucker  
Georg Vollweiler  
Jamey Weare

\* Grant funded

^ Student Leadership and Activities funded

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Resolution in Honor of Retiring Chancellor Augustine Gallego, San Diego Community College District  
Information Item

400.452, 03-04

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In honor of Augustine Gallego's many years of dedicated service to the San Diego Community College District, which is a member of the League for Innovation in the Community College, and upon his retirement this spring, a resolution from the SFCC Board of Trustees has been prepared to be presented to Chancellor Gallego at an event on March 26. The resolution outlines the many areas in which Augustine Gallego has played a major role in shaping the education and communities in which he has been involved.

## CONSENT

District Board of Trustees  
February 17, 2004

Agenda Item: 3.1

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Contract Staff (Faculty)

402.649, 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, as stated in the individual employee's contract.

### Part Time

Mary Anderson	Carol Hunter	Jessica Staib
Thomas Anderson	James Ingle	Carmen Stephan
Claire Bakr	Deborah Ingram	Randall Stephens
Karen Bakuzonis	Richelle Janiec	Daniel Stepp
Carl Barfield	Teri Jones	Elizabeth Strickland
Daniel Barnett	Cynthia Kachik	Noel Thomas
Laura Battle	Monica Kaczmarek	Candece Tierney
William Battle	Sherelle Kendrick	Madhu Trehan
Charles Bradley	Adam Kent	Saidi Tunga-Lergo
Katherine Brooks	Traci Klass	Joshua Utley
Hubert Brown	Jennifer Lane	Richard Vasquez
Robert Brown	Nicole Larose	Ryan Vaughn
Sarah Brusky	Michelle Lee	Darlene Visscher
Victor Buresch	Christine Link	Harry Weaver
Deanne Bush	Anne Lisca	Roy Weiland
Marcy Carbajal-Van Horn	Carl Lofgren	James West
Lawrence Certain	Kristin Lomholt	Maisha Wester
Clifford Chapman	Heather Long	Mary Wilkinson
Wayland Clifton	Matthew Maloney	William Winkler
Dorothy Coar	Joanne Maranzana	Peter Wolf
Charna Cohn	Cherry May	Kenya Woods
Mary Ann Cole	Cynthia McCallum	David Wooten
Lizabeth Coleman-Hayes	David McCally	Shelton Wright
Peter Colverson	Sarah McIntosh	Byran Wuthrich
Elaine Dale	E. Scott Medley	Frederick Young
Robert Daniels	Arnold Melczarek	Christopher Zurheide
Carrie Davis	Jose Melgarejo	
Caroline Dennis	Kimberly Mitchell	
Melvin Flournoy	Angela Mulkin	
Timothy Fogarty	Christine Murray	
Raymond Godfrey	Cheryl Ngwenyama	
Edward Greaves	Julia Odom	
Mary Ann Grottano	Jeffrey Richards	
Katherine Guthrie	Craig Rinne	
Gary Hardesty	Susan Rivera	
Jody Heflin	Paloma Rodriquez-Monreal	
Mark Hills	Robert Rohan	
Frederick Hippeli	Gerald Rosenberg	
Amanda Hirshik	Timothy Shay	
Jason Hodge	Jing Shi	
Eunice Hoffman	Cynthia Snell	
Renate Hooper	Kathy Southall	

**Board Action(s) Requested:**

**Approval**

Discussion: Trustee McRae asked under item 3.3 about the nature of SFCC's involvement with the FCAT. Ms. Kris Williams, Assistant Vice President Technology, Continuing and Community Education, explained that instructors through the College Reach Out Program work with the eight and twelfth graders who have failed the FCAT test twice.

Action: Motion to approve consent items 3.1 through 3.8: McRae  
Second: Perry  
Vote: Bradley - yes, Brashear - yes, Davis - yes, Jackson - yes, Mallini - yes,  
McRae - yes, Perry - yes, Womack - yes.



## CONSENT

District Board of Trustees  
February 17, 2004

Agenda Item: 3.2

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Contract Staff (Administrative and Professional)

411.248, 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, as stated in the individual employee's contract.

### Technical/Professional

Name

Position

#### Full Time

Theodore Bowman <i>A.S., Santa Fe Community College</i>	Programmer, Information Technology Services
* Jennifer Pearce <i>B.A., University of Florida</i>	Career Planning and Assessment Specialist, One Stop Center

#### Part Time

* Benjamin Allen	Geographical Grant Specialist
Mary Anderson	Holistic Scoring Specialist
Erica Brooks	Computer Specialist
* Christina Brown	Grants Manager
Christopher Cabrera	Programming Specialist
* Oties Cramer	Grants Manager
Patricia Faas	Life Model Specialist
Mark Hills	Holistic Scoring Specialist
Renate Hooper	Holistic Scoring Specialist
Colin Hostert	Computer Operator Specialist
* Joann Jenkins	College Reach Out Program Life Skills Specialist
Traci Klass	Holistic Scoring Specialist
Patricia Klaus	Advisement Specialist
Jennifer Lane	Holistic Scoring Specialist
Nicole Larose	Holistic Scoring Specialist
Sarah McIntosh	Holistic Scoring Specialist
* Jose Melgarejo	Upward Bound Specialist
* Marsha Mott	Grants Manager
Julia Odom	Holistic Scoring Specialist
Sandra Plympton	Holistic Scoring Specialist
^ Devi Singh	Graduate Assistant Specialist

Part Time, continued

<u>Name</u>	<u>Position</u>
Clay Smith	Holistic Scoring Specialist
Elizabeth Strickland	Library Specialist
* John Terrall	Science and Math Specialist
William Winkler	Lab Manager
* Shelton Wright	Family Literacy Specialist
Frederick Young	Holistic Scoring Specialist
Chanyoung Yun	Biology Lab Manager
Christopher Zurheide	PREP Specialist
* Grant funded	
^ Student Leadership and Activities funded	

**Board Action(s) Requested:**

**Approval**

Action: Approved. See item 3.1.

## CONSENT

District Board of Trustees  
February 17, 2004

Agenda Item: 3.3

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Community and Continuing Workforce Education Contract Staff

404.356, 03-04

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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

Bermann Mesadiue  
Anna Segal

SAT Mathematics  
Elementary Alegbra

### Continuing Workforce Education

Dorothy Coar  
Valerie Freeman  
William Goodman  
Beatrice Hines  
Stephanie Hornbuckle  
Joanne Jenkins  
Ann Nicholas  
Kay Patterson  
Raul Perez  
Olivia Roberts  
Cottie Wright

FCAT Prep  
FCAT Prep  
FCAT Prep  
FCAT Prep  
Haz Mat  
FCAT Prep  
FCAT Prep  
FCAT Prep  
Machine Shop  
FCAT Prep  
FCAT Prep

### Board Action(s) Requested:

#### Approval

Action: Approved. See item 3.1.

**CONSENT**

**District Board of Trustees  
February 17, 2004**

**Agenda Item: 3.4**

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Career Service Staff

403.424, 03-04

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The individuals listed below are being recommended for appointment.

**Full Time**

<u>Name</u>	<u>Position</u>
Jeremy Miller	Trades Helper, Facilities Services
Rosetta Sanders	Custodian, Facilities Services

**Board Action(s) Requested:**

**Approval**

Action: Approved. See item 3.1.

## CONSENT

District Board of Trustees  
February 17, 2004

Agenda Item: 3.5

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Renewal of Mutual Aid/Voluntary Cooperation Agreement with Alachua County Sheriff's Office  
408.1408, 03-04

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This renewal agreement is essentially the same as the one currently in force. The agreement allows Santa Fe Community College police officers to respond to emergency calls for service in the apartment complexes contiguous to the Northwest Campus at the request of the Sheriff's Office when the Alachua County Sheriff's Office call load would cause a delayed response. Santa Fe officers will only respond to these calls: 1) when our staffing allows, and 2) only to ensure the safety of all until the Sheriff's Office personnel arrive and take control of the scene. This will allow us to ensure the safety of many of our students, who are primarily the tenants of the complexes.

The agreement shall continue in full force and effect until January 1, 2008.

**Board Action(s) Requested:**

**Approval**

Action: Approved. See item 3.1.

## CONSENT

**District Board of Trustees  
February 17, 2004**

**Agenda Item: 3.6**

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Renewal of Mutual Aid Agreement - Combined Operational Assistance and Voluntary Cooperation Agreement with the City of Gainesville Police Department 408.1409, 03-04

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This agreement gives authority for the City of Gainesville Police Department to provide operational support for the purpose of requesting and rendering assistance in law enforcement-intensive situations and emergencies, and for assistance of a routine law enforcement nature that crosses jurisdictional lines.

The terms of the agreement are the same as those currently in force, with the exception of an extension of the effective date to June 30, 2008.

**Board Action(s) Requested:**

**Approval**

Action: Approved. See item 3.1.

## CONSENT

**District Board of Trustees  
February 17, 2004**

**Agenda Item: 3.7**

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Renewal of Memorandum of Understanding for Treatment of Misdemeanor Crimes with the State Attorney of the Eighth Judicial Circuit for Treatment of Minor Crimes 408.1410, 03-04

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This renewal memorandum of understanding with the State Attorney's Office is the same as the one currently in effect and runs for two years. It provides for alternative disposition and referral of minor crimes committed by Santa Fe students by handling them through SFCC's student judicial process instead of formal charges being sent to the State Attorney for prosecution.

**Board Action(s) Requested:**

**Approval**

Action: Approved. See item 3.1.

## CONSENT

District Board of Trustees  
February 17, 2004

Agenda Item: 3.8

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Santa Fe Community College Spring Arts Festival -- Grant

409.1473, 03-04

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The purpose of this project is to request in-kind services from the City of Gainesville for the 2005 SFCC Spring Arts Festival. The services requested include police security, maintenance and clean-up, traffic engineering, code enforcement, dumpsters, and the use of the city-owned Thomas Center. Approximately 130,000 area residents attend this festival annually.

The amount of in-kind services requested from the City of Gainesville is \$14,575.

Duration of this project is April 2 and 3, 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.



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Information on Utility Infrastructure (Phase 1, Guaranteed Maximum Price)

412.964, 03-04

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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, Gainesville, Florida
Contractor/construction manager	PPI Construction Management, Gainesville, Florida
Uniform building code inspector	In-house
Total project budget	\$6,282,735
Source(s) of funding	PECO

Project Status:

At its January 2004 meeting, the board approved the recommendation of the selection committee for the top-ranked construction management firm and granted permission to negotiate and execute a contract as approved by the board attorney for the phase I portion of work. As information, the guaranteed maximum price for the first phase of work is \$3,567,987.00

**Board Action(s) Requested:**

**None**

Discussion: Mr. Bill Reese, Associate Vice President, Facilities Services, reviewed item 4.1. The item did not require any action.

Report of Purchases for January 2004

202.513, 03-04

Below are the total amounts and a summary of purchases for the month of January 2004.

Purchasing	\$4,379,666.43
Risk Management Consortium	111,209.00
Library	<u>00.00</u>
<b>Total</b>	<b><u>\$4,490,875.43</u></b>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
X51288 (Fund 1)	\$ 31,323.20	Contract	Dell Marketing	Computers (20) Information Technology
X51338 (Fund 2)	\$ 30,000.00	Special	City of Gainesville	Expanded Bus Service Student Activities
X51399 (Fund 7)	\$ 98,293.00	Contract	PPI Construction	Signage Phase III Management Campus Signage
X51543 (Fund 7)	\$ 107,125.00	Contract	Automated Controls	Building W Logic Upgrade HVAC
X51590 (Fund 6)	\$ 111,209.00	Special	Arthur J. Gallagher	Workers Compensation Risk Management Consortium
X51594 (Fund 7)	\$3,567,987.00	Contract	PPI Construction	NW Campus Utilities Management Infrastructure Upgrade HVAC
	<u>\$3,945,937.20</u>			

Purchases \$0 - \$25,000.00

Number of purchase orders: 524

Number of contracts awarded by the Board of Trustees: 3

Amount: \$489,203.04

Amount: \$ 55,735.19

**Board Action(s) Requested:**

**Approval of report**

Discussion: Ms. Rochelle Prince, Associate Vice President for Finance, reviewed items 5.1 through 5.6 individually. She noted under item 5.5 on the last sentence of the summary the wording should read "a five-year contract consisting of one five-year term with the option to extend for two additional one year terms." Trustee Bradley asked under item 5.5 if the college seeks student opinions about food and vending service. Ms. Prince replied yes. Trustee McRae asked on item 5.6 about the college's relationship with the Florida Community College Risk Management Consortium. Ms. Prince replied that the partnership with the consortium is a great one. Trustee Perry abstained from voting on item 5.1, 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: Bradley  
Vote: Bradley - yes, Brashear - yes, Davis - yes, Jackson - yes, Mallini - yes,  
McRae - yes, Perry - abstained, Womack - yes.

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Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of January 31, 2004  
201.556, 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 January 31, 2004.

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	36,434,268	66.62	36,070,639	67.53
Expenditures	27,826,592	48.17	25,849,916	49.23

**Board Action(s) Requested:**

**Approval of report**

Action: Motion to approve items 5.2 through 5.6: Jackson  
Second: Brashear  
Vote: Bradley - yes, Brashear - yes, Davis - yes, Jackson - yes, Mallini - yes,  
McRae - yes, Perry - yes, Womack - yes.

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Warrants Issued for January 2004

208.408, 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 January 1 through January 31, 2004, is available at this meeting for the board's information. The amount disbursed for the month was \$12,887,556.19.

Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	331386 - 342403
Payroll	586512 - 587497

Electronic Transfers

71631 - 73923

**Board Action(s) Requested:**

**Approval of report**

Action: Approved. See item 5.2.

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Report of Investments, Quarter Ending December 31, 2003

201.557, 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 December	0.286%
Interest earnings, quarter	\$ 4,153
Interest earnings, fiscal year to date	\$ 9,449

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 December 31, 2003	1.28%
Interest earnings, quarter	\$ 13,158
Interest earnings, fiscal year to date	\$ 19,508

\*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.

Interest rate at December 31, 2003	3.226%
Interest earnings, quarter	\$ 35,833
Interest earnings, fiscal year to date	\$ 81,039

\*Funds transferred to this new account December 20, 2002.

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

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

Average effective maturity	1.70 years
Anticipated yield to maturity	2.807%
Earnings, quarter	\$57,577
Earnings, current year to date	\$97,745

Interest Earnings Comparison:

Total interest earnings fiscal year to date 2003/2004:	\$207,741
Total interest earnings fiscal year to date 2002/2003:	\$248,730

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

Action: Approved. See item 5.2.

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Renewal of Food and Vending Services Contract with Compass Group USA, Inc.

209.100, 03-04

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The college would like to exercise the option to extend our food and vending services agreement within our current contract with Compass Group USA, Inc. to cover the period of July 1, 2004, through June 30, 2005. In addition, we would like to exercise our option for an additional one-year period from July 1, 2005, through June 30, 2006, provided the contractor's performance is satisfactory. The contract stipulates that either party shall have the right to terminate this agreement with or without cause upon 90 days' advance written notice to the other party to this agreement.

The contract entered into on July 1, 1999, is a five-year contract consisting of one three-year term with the option to extend for two additional one-year terms.

**Board Action(s) Requested:**

**Approval to extend current contract**

Action: Approved. See item 5.2.

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Addendum to the Florida Community Colleges Risk Management Consortium Agreement for  
Professional/Technical Services 209.101, 03-04

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The college's existing fiscal agency agreement with the Florida Community Colleges Risk Management Consortium contains language specifying a reserve of consortium funds required by an insurance carrier. In the post September 11 insurance and bonding environment, carriers are requiring larger reserves against claims and bonding is no longer available to partially cover the reserve. Consequently, the carrier requires that the reserve amount be increased by a formal addendum to the agreement between the college and the consortium. Consortium funds are more than adequate to cover the required reserve. No college funds are involved.

**Board Action(s) Requested:**

**Approval of the addendum to the agreement**

Action: Approved. See item 5.2.



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Request to Offer an Out-of-District Group Study in Interdisciplinary Social Science in Peru,  
March 5-17, 2004

101.38, 03-04

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In accordance with State Board of Education Rule 6H-1.017, FAC, the college requests approval to conduct out-of-district instruction for ISS 1920, (1 credit) Interdisciplinary Social Science to be offered March 5-14, 2004, in Peru. The course will provide students with field experience in the study of ancient Inca culture through visits to the Sacred Valley, Machu Picchu, the Nasca Lines, and other sites. The group study will include appropriate orientation, direct instruction, and field experiences, plus a debriefing session and evaluation. Upon approval by the Board of Trustees, this request will be submitted to the State Board of Education.

**Board Action(s) Requested:**

**Approval**

Discussion: Dr. Ed Bonahue, Chair, Humanities and Foreign Languages, commented on item 6.1 that this was a wonderful experience and opportunity for our students to study the ancient Inca culture in Peru. The students pay for all their expenses, and SFCC instructor, Professor Stuart McRae, will not receive any compensation for his organization of or participation in the trip; rather, he is leading this trip out of a desire to serve our students and increase their opportunities to study abroad. Trustee Brashear asked what type of insurance is required. Dr. Bonahue responded the typical travelers insurance. Trustee Bradley asked how the trip was funded. Dr. Bonahue replied the students raise the funds themselves at no cost to the college.

Action: Motion to approve items 6.1 through 6.3: Jackson

Second: Mallini

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 Spring 2004

415.101, 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 spring term 2004 is presented for board approval. Term dates are April 10 through May 21, 2004, with registration beginning March 22 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 6.1.

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Dr. Philip Benjamin Matching Grant Program for Community Colleges

400.451, 03-04

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Santa Fe Community College Endowment Corporation is submitting an application for matching funds from the Dr. Philip Benjamin Matching Grant Program for the 2004-2005 budget request.

The matching ratio for donations that are specifically designated to support scholarships, student loans, or need-based grants will be funded with \$1 of state matching funds to \$1 of local private funds. The matching funds requested by the Santa Fe Community College Endowment Corporation will be used for scholarships in various Associate of Science and Associate of Art degree programs and certificate of training programs at Santa Fe Community College, as previously approved. The Endowment Corporation certifies that it has on deposit \$662,521 as of February 1, 2004, in private contributions for scholarship programs. Some of these funds will be added to permanently endowed scholarships.

A total of approximately 125 new and additional students will benefit annually in perpetuity from the scholarship programs affected by these contributions and matching funds.

Funds designated for uses other than scholarships, such as equipment fund programs and professional development programs, will be funded with \$4 in state matching funds for every \$6 received in private contributions. These matching funds will be used for professional development and equipment fund programs at Santa Fe Community College, as previously approved by the Board of Trustees. The Endowment Corporation certifies that it has on deposit \$65,000 in private contributions as of February 1, 2004, for equipment and professional development. Some of these funds will benefit approximately 2,000 students in a typical year from the endowed equipment fund programs and some will be added to the Professional Development Fund providing for the advancement and enhancement of faculty and staff at the college.

In summary, the Santa Fe Community College Endowment Corporation certifies a total of \$727,521 in private contributions received from February 2, 2003, through February 1, 2004, and requests a total of \$705,857 in matching funds from the State Board of Education.

**Board Action(s) Requested:**

**Approval**

Action: Approved. See item 6.1.

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Approval of Technology and Applied Sciences Instructional Program Initiation and Restructuring for Associate in Science Degrees (AS), Associate in Applied Science Degrees (AAS), College Credit (Technical) Certificates (CCC), Career and Technical Certificates (CTC), and Applied Technology Diplomas (ATD) 101.39, 03-04

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Technology and Applied Sciences (TAS) instructional programs are restructuring selected programs of study and implementing new instructional programs in response to regional and statewide occupational demands enhancing economic development. Documentation of SFCC Board of Trustees approval for these changes in TAS instructional programs is needed for the Southern Association of Colleges and Schools and for the Florida Department of Education.

Programs that are restructuring and initiating new AAS and AS degrees include the following:

Professional Pilot Technology (AS and AAS) *	Office Management (CCC)
Aviation Operations (AS and AAS)*	Legal Office Management (CCC)
Cardiovascular Technology (AS)	Office Specialist (CCC)
Dental Hygiene (AS)	Medical Office Management (CCC)
Dental Hygiene Bridge (AS)	Medical Record Transcribing (ATD)
Nuclear Medicine Technology (AS)	Medical Coder/Biller (ATD)
Radiography (AS)	Internet Service Technology (AS)
Respiratory Care (AS)	Networking Service Technology (AS)
Business Administration (AS and AAS)	Information Technology Technician (CCC)
Office Administration (AS and AAS)	Information Technology Management (CCC)
Medical Office Specialization (AS and AAS)	Information Technology Support (CCC)
Legal Assistant (AAS)	Cisco Networking Academy (CCC)
Business Specialist (CCC)	Information Technology Analysis (CCC)
Business Operations Specializations:	Criminal Justice Technology (AS and AAS)
E-Business (CCC)	Criminal Justice Officer Administration (AS and AAS)
Human Resources (CCC)	Crossover Correctional Officer to Law Enforcement (CTC)
Management (CCC)	Crossover Law Enforcement to Correctional Officer (CTC)
Business Management Specializations:	Emergency Medical Services (AS and AAS)
Real Estate (CCC)	Emergency Medical Technician (ATD)
Retail Management (CCC)	
Human Resources (CCC)	
Marketing (CCC)	

\* Indicates new program. All other programs are restructuring programs of study based upon standardized program length mandated by the Florida Department of Education, in addition to recommendations of accreditation agencies/organizations and advisory committees composed of employers.

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

Discussion: Ms. Fran Holm, Associate Vice President Technology and Applied Sciences, reviewed item 6.4. She noted that the Professional Pilot Technology (AS and AAS) and Aviation Operations (AS and AAS) were new certificate programs. Trustee Bradley asked how we determine the need for the programs. Ms. Holm replied that a needs assessment is conducted. She also noted that these programs have growth potential because they are in high-wage/high-demand fields.

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

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Lease Agreement with the Santa Fe Community College Endowment Corporation for the Ron and Norita Davis and Family Davis Center, Archer, Florida 408.1411, 03-04

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Attached is a 40-year rolling lease agreement for the Ron and Norita Davis and Family Davis Center, Archer, Florida, commencing August 1, 2004. The college will lease the center from the Endowment Corporation for \$1 per year. Unless terminated, the lease shall automatically renew for one-year increments on each commencement anniversary.

**Board Action(s) Requested:**

**Approval**

Discussion: Trustee McRae inquired on item 7.2 why the contract is only for one year. Ms. Holm responded that this is a pilot program and the contracts are usually for one year to determine the relationship between both institutions.

Action: Motion to approve items 7.1 through 7.4: Jackson  
Second: Brashear  
Vote: Bradley - yes, Brashear - yes, Davis - yes, Jackson - yes, Mallini - yes,  
McRae - yes, Perry - yes, Womack - yes.

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Articulation Agreement with Ai Miami International University of Art & Design

408.1412, 03-04

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This articulation agreement with Ai Miami International University (Ai MIU) will allow Santa Fe students who have earned an associate's degree in Graphic Design Technology to transfer to Ai MIU for their bachelor's degree. The agreement will remain in effect for one year.

**Board Action(s) Requested:**

**Approval**

Action: Approved. See item 7.1.

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International Mobile Air Conditioning Association (IMACA) Automotive Air Conditioning Education --  
Grant 409.1473, 03-04

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The purpose of this project is to purchase an Atech Training Air Conditioning System simulator to be used by students in our Automotive Technology programs. The simulator will be used to teach system diagnostics and will allow students to see the internal workings of an air conditioning system, enhancing the training in air conditioning controls, ducts, and other refrigeration components. Approximately 75 students will benefit from the simulator each year.

The amount of funds requested from the International Mobile Air Conditioning Association Education Foundation is \$8,755, with no matching funds from Santa Fe Community College.

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

Operating budget impact: None

**Board Action(s) Requested:**

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

Action: Approved. See item 7.1.



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Math Opens the Door Scholarship Program -- Grant 409.1474, 03-04

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The purpose of this project is to improve the recruitment and retention of 15 financially needy, academically talented students, specifically women and underrepresented minorities, within the math discipline. The project will improve student support programs by creating a mathematics faculty monitoring and mentoring program, creating a mathematics and engineering WebCT component, and by expanding the role of the Santa Fe Math Club. This is year one of a four-year project. Grant funds are primarily used to provide scholarships for students each semester.

The amount of funds requested from the National Science Foundation is \$25,980, with no matching funds from Santa Fe Community College.

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

Operating budget impact: None

**Board Action(s) Requested:**

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

Action: Approved. See item 7.1.

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Endowment Corporation Liaison Update

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Trustee Bradley reported that the groundbreaking ceremony for the Bradford County Lake Region Center went well in December. He noted that the Endowment Corporation has three new members: Mr. Bryan Nazworth, Mr. Dexter O'Steen, and Mr. Breck Weingart. A contribution of \$50,000 was made to establish the Margaret F. Knapp Nursing Scholarship, and an anonymous donor has pledged \$500,000 over a five-year period to benefit the planetarium. The Endowment Corporation has received \$50,000 of that commitment. Also, an additional \$500,000 has been provided for Phase II of the Watson Center.

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Board Members' Remarks

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Trustee Mallini thanked Santa Fe for the \$60,000 the college raised for the United Way's 2003 campaign.

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Citizen's Requests

423.15, 03-04

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Mr. Ward Scott mentioned that the new retention pond near the Interstate has been officially dubbed "Jackson Hole." President Sasser replied that most students thought the new retention pond would be an additional parking lot.