

**District Board of Trustees
Santa Fe Community College
Agenda for Board Meeting of April 20, 2004, at 4 p.m.
Andrews Cultural Center, Starke, Florida**

Adoption of Agenda

Agenda Item: 1.1
418.426, 03-04

1. General Functions
 - 1.1 Adoption of Agenda for Meeting of April 20, 2004
 - 1.2 Approval of Board Meeting Minutes of March 23, 2004
2. Information Items
 - 2.1 President's Report
3. Consent Items
 - Personnel
 - 3.1 Contract Staff (Faculty)
 - 3.2 Contract Staff (Administrative and Professional)
 - 3.3 Community and Continuing Workforce Education Contract Staff
 - 3.4 Career Service Staff
 - 3.5 Leaves of Absence
 - Contracts, Grants
 - 3.6 Renewal Agreement for Veterans' Affairs Counseling Services with University of Florida
 - 3.7 Renewal Agreement for Testing Procedures for University of Florida Online Business Program
 - 3.8 Agreement to Provide Selection, Promotion, and Testing Consulting Services to Daytona Beach Shores Department of Public Safety
 - 3.9 Tech Prep Agreements with School Board of Alachua County, School Board of Bradford County, and Dixie County Schools
 - 3.10 Upward Bound Summer Food Program -- Grant
 - 3.11 Gear-Up -- Grant
 - 3.12 YES! Summer Youth Employment -- Grant
4. Finance/Business Affairs Items
 - 4.1 Report of Purchases for March 2004
 - 4.2 Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of March 31, 2004
 - 4.3 Warrants Issued for March 2004
 - 4.4 Colonel Harry M. Hatcher, Jr., Property Survey 04-06

5. General Institutional Items
 - 5.1 Summer Flex Schedule Proposal
 - 5.2 Recommendation to Award Honorary Associate of Arts Degree to Alfred B. Watson, Sr.
 - 5.3 Continuing and Community Education EnRich! Brochure for Summer 2004
 - 5.4 Permission to Expend Dr. Philip Benjamin Matching Grant Programs Funds - Automotive Technology Certificate and Degree Programs
 - 5.5 Permission to Expend Dr. Philip Benjamin Matching Grant Programs Funds - Automotive Technology Associate in Applied Science and Certificate programs
 - 5.6 Update of the Santa Fe Community College Endowment Corporation
6. Rules
 - 6.1 Revised Rule 2.2: College Organization
7. Contracts/Grants
 - 7.1 Agreement with Notami Hospital of Florida, Inc. dba Lake City Medical Center - Respiratory Care
 - 7.2 Custom Benefit Services, Inc. Business Associate Contract
 - 7.3 Alachua/Bradford One Stop Career Centers Joint Venture -- Grant
 - 7.4 Prepare Florida -- 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: Jackson
Second: Mallini
Vote: Bradley - yes, Brashear - yes, Davis - yes, Jackson - yes, Mallini - yes,
Perry - not present for vote, Womack - yes.

Approval of Board Meeting Minutes of March 23, 2004

401.417, 03-04

The minutes of the regular meeting of the District Board of Trustees of Santa Fe Community College held March 23, 2004, are presented for approval.

Board Action(s) Requested:

Approval

Action: Motion to approve: Mallini

Second: Brashear

Vote: Bradley - yes, Brashear - yes, Davis - yes, Jackson - yes, Mallini - yes,
Perry - not present for vote, Womack - yes.

President's Report

Information Item

President Sasser recognized Terry Thomas, Chapter President of FACC; Sue Harris, Career Service Vice Chair; and Ward Scott, College Senate President. Jeremy Green was unable to attend. The president recognized that this was last board meeting for Ward Scott. He thanked Ward for his four years of service to the Senate and the college. Ward extended thanks to the president and the board for always being supportive.

Mr. Ed Braddy, Assistant Executive Director for SFCC Endowment Corporation, commented that the SFCC Spring Arts Festival was a tremendous success. They had over 129,000 visitors, and the weather was beautiful for the two-day event. The president and Mr. Braddy commended and praised Ms. Kathryn Lehman on the success of the festival.

The president noted that tomorrow would be a special day for administrative professional assistants. The board members acknowledged the support of Ms. Tina Crosby and wished her a happy administrative day.

Trustees received the Santa Fe Report, High School Dual Enrollment brochure, College for Kids flyer, *Vitality Magazine*, and an invitation to attend the student awards ceremony.

CONSENT

District Board of Trustees
April 20, 2004

Agenda Item: 3.1

Contract Staff (Faculty)

402.653, 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.

Full Time

<u>Name</u>	<u>Position</u>
* Patricia Reep <i>M.S., Barry University</i>	Assistant Professor, Nursing
* Grant funded	

Part Time

Scott Anderson
Ted Browning
William Craig
Daleen Diedericks
Arthur Dimpas
Steve Everett
William Ezzell
Scott Finnen
James Frost
Katherine Hutchison
Gerald Lapinsky
Ronald Lewis
Jodi Long
Rodger Mallard
Adriano Navarro
Carrie Nelson-Davis
Deborah Nicholson
Kevin Oberlin
John Richman
Kevin Schutzler
Gerri Scully
Henry Spurlin
Roberto Sutton
Janet Thomas

Board Action(s) Requested:

Approval

Discussion: Regarding item 3.12, Trustee Bradley asked what type of training is provided. Ms. Fran Holm, Associate Vice President Technology and Applied Sciences, explained that this was on-the-job training directly related to employment for disadvantaged youth in Alachua and Bradford counties. She also added that it was a very successful program. Under item 3.6, Trustee Mallini asked if this was the only program offered by anyone. President Sasser responded yes, and this year we increased service time from 48 weeks to 52 weeks. He noted that Mr. John Gebhardt, Coordinator of Veterans Affairs Department, provides excellent service to UF and SFCC students.

Action: Motion to approve items 3.1 through 3.12: Bradley
Second: Jackson
Vote: Bradley - yes, Brashear - yes, Davis - yes, Jackson - yes, Mallini - yes,
Perry - yes, Womack - yes.

CONSENT

District Board of Trustees
April 20, 2004

Agenda Item: 3.2

Contract Staff (Administrative and Professional)

411.250, 03-04

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

Part Time

Name Position

- | | | |
|---|--------------------|--|
| | Philip Achey | Oral Interpreter Specialist |
| * | Marneshia Burney | Center for Excellence Specialist |
| * | Candace Kerns | Youth Specialist |
| | Colleen Scott-Hall | Interim Student Development Specialist |
| * | Grant funded | |

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1.

CONSENT

District Board of Trustees
April 20, 2004

Agenda Item: 3.3

Community and Continuing Workforce Education Contract Staff

404.357, 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

Gary Bone	Clay Wheel Throwing
Tina Elmore	Natural Skin Care
Gail Erney	The Joy of Living Simply
Bradley Files	Bats and Bathhouses
Janet Foster	Basic Computer Skills
Judith Funk	Mixed Media Drawing
Cady Garey	Pregnancy, Birth and Beyond
Melinda Grosz	Golf
Dawn Lopresto	Income Tax Preparation
Ayaka Mikami	Japanese
Helda Montero	Backpacking for Women
Luis Ortego	Buying and Selling on Ebay
Evelyn Palm	Painting Exploration
Mary Beth Rinzler	Knitting Lace
Lucille Skipper	Basic Computer Skills
Janet Starling	Floral Design
Maria Underhill	Spanish for Beginners

Continuing Workforce Education

Kelly Aissen	Study Skills for Firefighter Employment
Jonathan Aleman	FCAT Prep
Tara Orłowski	Child Development
Kenneth Seebeck	Corporate Training

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1.

CONSENT

District Board of Trustees
April 20, 2004

Agenda Item: 3.4

Career Service Staff

403.426, 03-04

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

Name

Position

Appointment

Lourdes Christian	Administrative Secretary, Human Resources
Odalys Cruz	Accountant, Office for Finance
Algecaria Flagg	Custodian, Facilities Services
Sylvester Garrison	Custodian, Facilities Services
George Hastie	Trades Helper, Facilities Services
Angela List-Siekers	Administrative Assistant, Information Management
Jacqueline Thomas	Administrative Assistant, Academic Foundations

Promotion

Susan Thompson	Administrative Specialist, Financial Aid
Carol Wilson	Accountant, Office for Finance

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1.

CONSENT

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

Agenda Item: 3.5

Leaves of Absence

420.133, 03-04

Richard Nunez, full-time faculty member in English who was approved for continuing contract for the 2004-2005 contract year, requests a leave of absence beginning August 19, 2004, and ending August 15, 2005. This request is supported by the department Chair, Associate Vice President of Liberal Arts and Sciences, and Vice President for Academic Affairs.

Margaret Luongo, full-time faculty member in English, has been extended a temporary assistant professorship at Miami University in Ohio and requests a leave of absence for the 2004-2005 academic year. Although she is not a tenured faculty member, the department recognizes the mutual benefit of this opportunity, and, therefore, 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
April 20, 2004**

Agenda Item: 3.6

Renewal Agreement for Veterans' Affairs Counseling Services with University of Florida

408.1417, 03-04

This contract contains the same terms and conditions as last year's, with the exception of an increase in the number of weeks that Santa Fe provides this service to the University of Florida from 48 weeks to 52 weeks. It authorizes Santa Fe to provide services to University of Florida veterans and other eligible programs recipients. The SFCC veterans' affairs coordinator works 12 hours per week at the University of Florida for this purpose and maintains a staff of UF veteran work-study students who staff the office during the rest of the week. This arrangement has worked well over the past years, and our coordinator is willing to continue in this position for another year. Under the agreement, the university will pay Santa Fe \$17,521.92 for the one-year agreement, which runs from July 1, 2004, through June 30, 2005.

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1.

CONSENT

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

Agenda Item: 3.7

Renewal of Agreement for Testing Procedures for University of Florida Online Business Program
408.1418, 03-04

This renewal agreement allows Santa Fe Community College Assessment Center to provide testing administration services to the University of Florida online undergraduate business program. There are no substantial changes to the agreement, except in the list of courses provided through UF. The university will pay Santa Fe \$225-300 per course. The term of the agreement is April 21, 2004, through April 29, 2005.

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1.

CONSENT

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

Agenda Item: 3.8

Agreement to Provide Selection, Promotion, and Testing Consulting Services to Daytona Beach Shores Department of Public Safety 408.1419, 03-04

This contract allows the SFCC Criminal Justice Selection Center to develop, administer, and score promotional processes for law enforcement personnel employed by Daytona Beach Shores Department of Public Safety. The cost to Daytona Beach Shores Department of Public Safety for the first promotional process is \$3,000, with future process costs to be negotiated by the parties.

The agreement commences May 1, 2004, and continues until modified or terminated by either party.

Through this contract, the college will develop a partner relationship with Daytona Beach Shores Department of Public Safety and also bring in revenue for the Criminal Justice Selection Center.

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1.

CONSENT

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

Agenda Item: 3.9

Tech Prep Agreements with School Board of Alachua County, School Board of Bradford County, and Dixie County Schools

408.1423, 03-04

The A.S. transfer degree programs, along with A.A.S. and certificate programs listed below, have been identified as accelerated paths by which students will have the opportunity to receive college credit as described in the articulation agreements with the School Board of Alachua County, School Board of Bradford County, and the Dixie District Schools. Because the contracts are essentially the same, only one is attached.

School Board of Alachua County (Renewal ** / New *)

Early Childhood Education A.S. Degree Program **	}	Early Childhood Education Program
Early Childhood Education A.A.S. Degree Program *		
Early Intervention Certificate Program **		
Child Development Associate Training Program **		

Accounting Applications Certificate Program **	}	Accounting Operations Program
Business Administration A.A.S. Degree Program **		
Business Management Certificate Program **		
Office Administration A.A.S. Degree Program *		
Business Administration A.S. Degree Program **		

School Board of Bradford County (Renewal ** / New *)

Accounting Applications Certification Program **	}	Accounting Operations Program
Business Administration A.A.S. Degree Program **		
Business Management Certificate Program **		
Office Administration A.A.A. Degree Program *		
Business Administration A.S. Degree Program **		

Dixie District Schools (All New)

Cardiovascular Technology A.S. Degree	}	Nursing Assistant
Nuclear Medicine A.S./A.A.S. Degree		
Radiography A.S./A.A.S. Degree		
Respiratory Care A.S./A.A.S. Degree		
Surgical Technology Certificate		
Dental Hygiene A.S./A.A.S. Degree	}	Dental Aid
Dental Assisting Certificate		

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1.

CONSENT

District Board of Trustees
April 20, 2004

Agenda Item: 3.10

Upward Bound Summer Food Program -- Grant

409.1476, 03-04

The purpose of this project is to provide nutritious meals to students who enroll in the six-week, non-residential summer enrichment component of the Upward Bound program. The program's focus is to generate in participants the academic skills and personal motivation necessary to complete a program of postsecondary education. The project will serve at least 50 students from Newberry and Bradford high schools.

The amount of funds requested from the U.S. Department of Agriculture, Food and Nutrition Science, is \$9,326, with no matching funds from Santa Fe Community College.

Duration of this project is June 14, 2004, through July 23, 2004.

Operating budget impact: None

Board Action(s) Requested:

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

Action: Approved. See item 3.1.

CONSENT

District Board of Trustees
April 20, 2004

Agenda Item: 3.11

Gear-Up -- Grant

409.1477, 03-04

The purpose of this project is to serve the School Board of Alachua County's Howard Bishop and Lincoln middle schools, by providing services to students in the board's Gear-Up project, which will support the project and aid it in achieving its goals. Santa Fe Community College will collaborate with the Gear-Up project personnel to provide career exploration services for 7th grade students at Howard Bishop and Lincoln middle schools. Approximately 600 students will be served.

The amount of funds requested from the U.S. Department of Education through the School Board of Alachua County is \$3,000, with no matching funds from Santa Fe Community College.

Duration of this project is April 1, 2004, through April 30, 2004.

Operating budget impact: None

Board Action(s) Requested:

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

Action: Approved. See item 3.1.

CONSENT

District Board of Trustees
April 20, 2004

Agenda Item: 3.12

YES! Summer Youth Employment -- Grant

409.1478, 03-04

The purpose of this project is to increase the future employment opportunities of approximately 100 unemployed, disadvantaged, and at-risk youth in Alachua County by providing employability skills training and referring Gainesville youth to subsidized employment.

The amount of funds requested from the City of Gainesville and Alachua County Board of County Commissioners is \$63,000, with no matching funds from Santa Fe Community College.

Duration of this project is April 1, 2004, through October 30, 2004.

Operating budget impact: None

Board Action(s) Requested:

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

Action: Approved. See item 3.1.

Report of Purchases for March 2004

202.515, 03-04

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

Purchasing	\$447,105.26
Risk Management Consortium	379,166.00
Library	<u>0.00</u>
Total	<u>\$826,271.26</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
X52215 (Fund 1)	\$ 35,032.00	Bid	Laerdal Medical	Patient Simulator CorporationEmergency Medical Degree
X52229 (Fund 6)	\$ 27,000.00	Special	Arthur J. Gallagher	Internet Risk Assessment Fee Risk Management Consortium
X52232 (Fund 6)	\$ 31,186.00	Special	Arthur J. Gallagher	Non-owned Aircraft Liability Miami-Dade College Risk Management Consortium
X52234 (Fund 6)	\$ 69,495.00	Special	Health Ink & Vitality	Vitality Magazine Subscription Risk Management Consortium
X52350 (Fund 1)	\$ 71,289.00	Bid	Pelton & Crane	Dental Chairs, Units, and Lights Dental Programs
X52438 (Fund 6)	\$ 27,575.00	Special	Arthur J. Gallagher	Facilities Use Audit Risk Management Consortium
X52523 (Fund 6)	\$223,910.00	Special	Arthur J. Gallagher	Workers Compensation Service Fees Risk Management Consortium
	<u>\$485,487.00</u>			

Purchases \$0 - \$25,000.00

Number of purchase orders: 452

Amount: \$330,246.37

Number of contracts awarded by the Board of Trustees: 2

Amount: \$ 10,537.89

Board Action(s) Requested:

Approval of report

Discussion: Ms. Rochelle Prince, Associate Vice President for Finance, reviewed items 4.1 through 4.4 individually. Regarding item 4.1, Trustee Mallini asked what the term "special" meant under the procurement column. Ms. Prince explained that those items are purchases by the Florida Community Colleges Risk Management Consortium and the term "special" relates to items or services that do not lend themselves to a request for purchase (RFP). Arthur J. Gallagher, Inc., is chosen by an RFP process and can subcontract out to individual agencies.

Action: Motion to approve: Brashear

Second: Perry

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

Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of March 31, 2004

201.559, 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 March 31, 2004.

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	43,392,784	79.34	42,659,303	79.86
Expenditures	36,498,800	63.19	34,215,821	65.16

Board Action(s) Requested:

Approval of report

Action: Approved. See item 4.1.

Warrants Issued for March 2004

208.410, 03-04

In accordance with State Board of Education Rule 6A-14.073(5), a listing of all checks issued from March 1 through March 31, 2004, is available at this meeting for the board's information. The amount disbursed for the month was \$16,215,433.06.

Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	345231 - 347402
Payroll	588370 - 589224

Electronic Transfers

76331 – 78758

Board Action(s) Requested:

Approval

Action: Approved. See item 4.1.

Colonel Harry M. Hatcher, Jr., Property Survey 04-06

200.666, 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 March 25, 2004, 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	15	\$ 36,631.30	0	\$ 0.00	\$ 0.00	\$0.00
Worn-Out Equipment with No Salvageable Parts	5	19,848.40	1	5,267.00	5,267.00	0.00
Surplus Property	8	15,255.29	0	0.00	0.00	0.00
Lab Replacements	186	248,490.00	0	0.00	0.00	0.00
Trade-Ins	1	2,600.00	0	0.00	0.00	0.00
Transfers	19	26,207.95	0	0.00	0.00	0.00
TOTAL	<u>234</u>	<u>\$349,032.94</u>	<u>1</u>	<u>\$5,267.00</u>	<u>\$5,267.00</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 4.1.

Summer Flex Schedule Proposal

400.453, 03-04

A proposal for optional flex scheduling from June 7 through August 27, 2004, has come forward from college staff. The proposal has been reviewed and endorsed by the President's Expanded Cabinet, pending board approval, with the following caveats:

- A. There are three work plan options available:
 - 1. Monday - Thursday 7:30 am - 6:00 pm
 - 2. Tuesday - Friday 7:30 am - 6:00 pm
 - 3. Monday - Friday 8:00 am - 4:30 pm

- B. This proposal applies only to 12-month employees.

- C. Supervisors may require employees to return to the regular workweek if this option is not serving students and the college in a favorable manner.

Board Action(s) Requested:

Approval

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

Recommendation to Award Honorary Associate of Arts Degree to Alfred B. Watson, Sr.

400.454, 03-04

In recognition of his dedication to providing higher education to the residents in the Keystone Heights area and his significant contribution to Santa Community College, the college recommends that Alfred B. Watson, Sr. be awarded an honorary Associate of Arts degree from Santa Fe Community College. Not only has Mr. Watson been an asset to the college, he has supported the Keystone Heights community through his contributions to educational and religious facilities. He has been actively involved in numerous volunteer activities, such as Alzheimer's Research at the Mayo Clinic and Hospice House in Gainesville.

If approved by the board, this degree will be presented to Mr. Watson at spring commencement.

Board Action(s) Requested:

Approval

Action: Motion to approve: Davis

Second: Bradley

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

Continuing and Community Education EnRich! Brochure for Summer 2004

415.102, 03-04

As required by State Board of Education regulations, the schedule of Community Education and the Center for Business EnRich! courses and fees for summer term 2004 is presented for board approval. Term dates are June 12 through August 15, 2004, with registration beginning [May 24](#) 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: Motion to approve items 5.3 through 5.5: Davis

Second: Mallini

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

Permission to Expend Dr. Philip Benjamin Matching Grant Programs Funds - Automotive Technology Certificate and Degree Programs 400.455, 03-04

The Santa Fe Community College Endowment Corporation requests permission to expend a total of \$9,018.11 from the Dr. Phillip Benjamin Matching Grant Program to purchase technical equipment to train students in Santa Fe's Automotive Technology certificate and degree programs. These expenditures are specifically to procure an automotive training simulator and coursework package for generation II on-board diagnostic (OBDII) training for current Ford products. Approximately 80 students will benefit from the purchase of this equipment, which can also be used for industry update and continuing education courses.

Board Action(s) Requested:

Approval

Action: Approved. See item 5.3.

Permission to Expend Dr. Philip Benjamin Matching Grant Programs Funds - Automotive Technology
Associate in Applied Science and Certificate Programs 400.456, 03-04

The Santa Fe Community College Endowment Corporation requests permission to expend a total of \$15,525 from the Dr. Phillip Benjamin Matching Grant Program to purchase technical equipment to train students in Santa Fe's Associate in Applied Science degree program and the certificate program. These expenditures are specifically to procure and install a rotary alignment lift. Approximately 80 students will benefit from the purchase of this equipment, which can also be used for industry update and continuing education courses.

Board Action(s) Requested:

Approval

Action: Approved. See item 5.3.

Update of the Santa Fe Community College Endowment Corporation

400.457, 03-04

Mr. Ed Braddy, Interim Assistant Executive Director for SFCC Endowment Corporation, gave a report on the year's activities of the SFCC Endowment Corporation. The Endowment Corporation has \$25 million in assets and provided 449 scholarships to Santa Fe students. Planned for opening in the fall is the Watson Center, Phase I, with Phase II to follow. Mr. Braddy acknowledged that Trustee Mallini is the current president of the Endowment Corporation board and that trustees Bradley, Brashear, and Womack are also members of the Endowment board. The board has added four new members for a total of 27 directors.

Board Action(s) Requested:

Approval

Action: Motion to approve: Brashear

Second: Davis

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

Revised Rule 2.2: College Organization

410.369, 03-04

This revision moves the college organizational chart from the rule-making process to the administrative procedure (Procedure 2.2P: College Organization). The revision also clarifies that administrative procedures must be approved by the president after review by Cabinet. Making the chart part of the procedure will facilitate keeping the chart current and eliminate costly legal procedures.

Board Action(s) Requested:

Approval

Action: Motion to approve: Mallini

Second: Davis

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

Agreement with Notami Hospital of Florida, Inc. dba Lake City Medical Center - Respiratory Care
408.1422, 03-04

This agreement with Notami Hospital of Florida, Inc. is based on the college's standard facilities use agreement, with language concerning HIPAA added at the request of the hospital. The added language can be found in item 9 of the contract.

Board Action(s) Requested:

Approval

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

Custom Benefit Services, Inc. Business Associate Contract

408.1424, 03-04

Custom Benefits Services, Inc. provides a flexible benefit plan for the college's employees. This business associate contract with Custom Benefits Services, Inc. states that they will meet compliance regulations in regards to the Health Insurance Portability and Accountability Act (HIPAA). HIPAA privacy regulations are designed to protect against inappropriate and unauthorized use of an individual's protected health information.

Board Action(s) Requested:

Approval

Action: Motion to approve items 7.2 through 7.4: Davis

Second: Mallini

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

Alachua/ Bradford One Stop Career Centers Joint Venture -- Grant

409.1479, 03-04

The purpose of this project is to provide a comprehensive, coordinated workforce development program for youth and adults through a One Stop Career Center system to meet the needs of area businesses and job seekers. Employer services, job matching, case management, pre-employment activities, and vocational training opportunities will be provided for approximately 20,000 area residents and employers. Sub-recipient agreements to deliver portions of this project will be developed with the Gainesville Area Chamber of Commerce, North Florida Regional Chamber of Commerce, Florida Institute for Workforce Innovation, Communities in Schools of Bradford County, and The Dignity Project. Santa Fe Community College will serve as the lead entity for this project.

The amount of funds requested the Alachua/Bradford Regional Workforce Board is \$4,034,395, 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 7.2.

Prepare Florida -- Grant

409.1480, 03-04

The purpose of this project is to deliver training activities for Prepare Florida, a program designed to provide interdisciplinary training to enhance the response capabilities of Florida's first responders in the event of an attack involving weapons of mass destruction. This training program will support the state reading initiative through curriculum used for instruction. An estimated 2,500 emergency responders, emergency managers, and publicly elected officials within identified disciplines will be served. This is year one of a two-year project.

The amount of funds requested from the Florida Department of Education, Division of Community Colleges and Workforce Education, is \$31,462, with no matching funds from Santa Fe Community College.

Duration of this project is June 12, 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 7.2.

Endowment Corporation Liaison Update

Trustee Bradley reported that the annual presidents dinner is May 4 and hoped all the trustees would be able to attend.

Board Members Remarks

Trustee Davis remarked that it was good to have everyone in Starke.

Chair Womack commended and thanked Mr. Ward Scott on the outstanding job he has done as College Senate President and for his commitment and dedication to the college.