

**District Board of Trustees
Santa Fe Community College
Agenda for Board Meeting of May 18, 2004, at 4 p.m.
Wattenbarger Student Services Building Board Room**

Adoption of Agenda

Agenda Item: 1.1
418.427, 03-04

1. General Functions
 - 1.1 Adoption of Agenda for Meeting of May 18, 2004
 - 1.2 Approval of Board Meeting Minutes of April 20, 2004 (Amended Narrative)
2. Information Items
 - 2.1 President's Report
 - 2.2 Standardized Internship Agreement with EcoArray, Inc. - Biotechnology Laboratory Technology
 - 2.3 Amendment to Rule 7.11: Fees
3. Consent Items
 - Personnel
 - 3.1 Contract Staff (Faculty)
 - 3.2 Contract Staff (Administrative and Professional)
 - 3.3 Career Service Staff
 - Contracts, Grants
 - 3.4 Tech Prep Articulation Agreements with School Board of Alachua County
 - 3.5 132 Postsecondary and Adult Vocational Programs Roll Forward Funds, 2003-2004 -- Grant
 - 3.6 Carl D. Perkins Tech Prep Education Roll Forward Funds, 2003-2004 -- Grant
 - 3.7 Santa Fe Community College - Department of Children and Families Childcare Training -- Grant
 - 3.8 Displaced Homemakers -- Grant
 - 3.9 Perkins Postsecondary Rural and Sparsely Populated Areas -- Grant
4. Facilities Items
 - 4.1 Project Report and Action Request - Health Sciences Addition
 - 4.2 Project Report and Action Request - Fire Alarm Systems Upgrade (Phase I)
5. Finance/Business Affairs Items
 - 5.1 Report of Purchases for April 2004
 - 5.2 Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of April 30, 2004

- 5.3 Warrants Issued for April 2004
 - 5.4 Report of Investments, Quarter Ending March 31, 2004
 - 5.5 Colonel Harry M. Hatcher, Jr., Property Survey 04-07
 - 5.6 Fee Waiver Report for Spring Term 2004
 - 5.7 Renewal of Florida Community Colleges Risk Management Consortium Agreement for Professional/Technical Services
6. General Institutional Items
 - 6.1 Request of the State Board of Education to Approve a Special Purpose Center in the Northwest Alachua County/City of Alachua Area
7. Contracts/Grants
 - 7.1 Mutual Aid Agreement with University of Florida Police Department
 - 7.2 First Amendment to Agreement with University of Florida for Health Education and Clinical Care - SFCC Student Health Care Center
 - 7.3 BioTechnology Articulation Agreement with Tallahassee Community College - Biotechnology
 - 7.4 Affiliation Agreement with Wuesthoff Health Systems, Inc. - Cardiovascular Technology
 - 7.5 Florida Partnership for Industrial Biotechnology Career Development and Training for National Science Foundation -- Grant
 - 7.6 132 Postsecondary and Adult Vocational Programs -- Grant
 - 7.7 Carl D. Perkins Tech Prep Education -- Grant
8. Endowment Corporation Liaison Update
 9. Board Members' Remarks
 10. Citizen's Requests
 11. Adjournment

Board Action(s) Requested:

Approval

Discussion: Chair Womack noted that the contract associated with agenda item 7.4 was changed since mailing to reflect updated language in section 3.6 of the contract.

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

Approval of Board Meeting Minutes of April 20, 2004

401.418, 03-04

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

Board Action(s) Requested:

Approval

Discussion: Trustee McRae stated that the minutes needed to be amended to correctly state his name. He noted that his name was listed as Arley W. McRae, Jr.; it should be Arley W. McRae.

Action: Motion to approve the minutes as amended: Mallini
Second: Jackson
Vote: Bradley - yes, Davis - yes, Jackson - yes, Mallini - yes,
McRae - yes, Perry - yes, Womack - yes.

President's Report

Information Item

Mr. Guy York, Vice President for College and Governmental Relations, recognized Terry Thomas, Chapter President of FACC; Amber Ingersoll, Career Service Chair; Carole Marquis, College Senate President; and Eddie Hasan, Student Government President.

Vice President York reminded board members about the board budget workshop/dinner scheduled for June 8 in building S-329 from 5-7 p.m.

It was also noted that the annual ice cream social is scheduled for June 9 from 2-3 p.m. in building R-01.

Mr. York commented Santa Fe that will provide the location for a dinner honoring Dr. James Wattenbarger hosted by the Florida Association of Community Colleges on June 11 at 6:30 p.m. in building S-29. He said any trustees would like to attend should contact Ms. Tina Crosby.

Vice President York noted the college will hold two legislative appreciation receptions for its delegation members. The first will be held in Bradford County at the Andrews Center on June 21 from 2-3 p.m. The second will be held June 22 before the board meeting in the Robertson Administration building second floor lobby area starting at 2 p.m.

Trustees received the Tech Newsletter and the *Tracings* magazine.

District Board of Trustees
May 18, 2004

Agenda Item: 2.2

Standardized Internship Agreement with EcoArray, Inc. - Biotechnology Laboratory Technology
Information Item
408.1425, 03-04

The board has authorized its chair, on behalf of the board, to execute standardized form internship agreements without further action by the board. Such an agreement has been executed with EcoArray, Inc. for students enrolled in the SFCC Biotechnology Laboratory Technology program.

Amendment to Rule 7.11: Fees

Information Item
410.370, 03-04

Currently the Florida House and Senate have approved a tuition rate increase of 5% for all college courses. Pending final approval by the governor, the new fees will be presented by a proposed change to college Rule 7.11 in its entirety at the June Board of Trustees meeting. The rate increase is to be effective with the beginning of fall term registration.

If the change is adopted, the estimated total annual increase for a full-time student taking 36 semester hours per year would be \$99.00 for credit courses.

Discussion: Jan Bullard, Vice President for Administration and Finance, noted the Florida House and Senate have approved a tuition rate increase of 5% for all college credit courses and are awaiting approval by the Governor. The estimated total annual increase for a full-time student would be \$99.00 per credit courses. She added the new fees would be presented by a proposed change to college Rule 7.11 at the June board meeting.

CONSENT

District Board of Trustees
May 18, 2004

Agenda Item: 3.1

Contract Staff (Faculty)

402.654, 03-04

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

Name

Position

Full Time

Elaine Casquarelli Assistant Professor, Student Development Instruction
Specialist in Education, University of Florida

Bryan Wuthrich Assistant Professor, Social and Behavioral Sciences, History
M.S., Eastern Illinois University

Part Time

Mia Aliotti
Lesley Gamble
Dusti Hersey
Patricia O'Neil
Frederick Smith

Board Action(s) Requested:

Approval

Discussion: Trustee Bradley asked for more information regarding item 3.9. Ms. Kris Williams, Assistant Vice President for Technology and Continuing and Community Education, explained this grant would assist students in the rural areas of Bradford County by providing assistance and programs that help them set goals and increase the retention rate. It would also assist the students to fully develop their academic, vocational, and technical skills. Trustee McRae asked what type of equipment would be purchased. Ms. Williams responded that the list of equipment is shown on the back of the grant page in their board notebook.

Action: Motion to approve consent items 3.1 through 3.9: Jackson
Second: Davis
Vote: Bradley - yes, Davis - yes, Jackson - yes, Mallini - yes,
McRae - yes, Perry - yes, Womack - yes.

CONSENT

District Board of Trustees
May 18, 2004

Agenda Item: 3.2

Contract Staff (Administrative and Professional)

411.251, 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.

Name

Position

Executive/Managerial

Full Time

Robert Wolfson
M.S., Adult Education

Director, Davis Center

Technical/Professional

Full Time

Colleen Scott-Hall
M.A., University of Phoenix

Interim Student Development Specialist, Andrew's Center

Part Time

* Jennifer Cohen
Chelsea LaBate
Charles Lesch
* Ella Tabares

Vocational Evaluator Specialist
Life Model Specialist
Dental Equipment Specialist
Graduate Assistant Specialist

* Grant funded

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1.

CONSENT

**District Board of Trustees
May 18, 2004**

Agenda Item: 3.3

Career Service Staff

403.427, 03-04

The individual listed below is being recommended for promotion.

<u>Name</u>	<u>Position</u>
Jeannetta Cook	Records Specialist

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1.

CONSENT

District Board of Trustees
May 18, 2004

Agenda Item: 3.4

Tech Prep Articulation Agreements with School Board of Alachua County

408.1426, 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. Because the contracts are essentially the same, only one is attached.

Renewal

Automotive Service Management Tech A.A.S. Degree	-	Automotive Service Technology
Automotive Service Technology Certificate	-	Automotive Service Technology
Graphic Design Technology A.S./A.A.S. Degree	-	Communications Technology

New

Graphic Design Technology A.S./A.A.S. Degree	-	Web Design
Graphic Design Technology A.S./A.A.S. Degree	-	New Media Technology
Information Technology Analysis Certificate	-	Communications Technology
Information Technology Analysis Certificate	-	Web Design Program
Computer Information Technology A.S./A.A.S. Degree	-	Web Design Program

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1.

CONSENT

District Board of Trustees
May 18, 2004

Agenda Item: 3.5

132 Postsecondary and Adult Vocational Programs Roll Forward Funds, 2003-2004 -- Grant
409.1481, 03-04

The 132 Postsecondary Roll Forward funds will be used to enhance the original project serving career and technical students. Grant funds will be used to provide additional part-time personnel with expertise in retention services to provide counseling, mentoring, and advisement services to these technical students. Personnel will also develop individual retention plans for career and technical students enrolled in non-traditional programs. Moreover, funds will be used for the purchase of additional educational supplies, materials, and equipment for programmatic and instructional purposes for Biotechnology, Health Sciences, and other Division of Technology and Applied Sciences programs. Approximately 3,000 students are being served in this project.

The amount of funds requested from the Florida Division of Workforce Development is \$24,700, with no matching funds from Santa Fe Community College.

Duration of this project is July 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 3.1.

CONSENT

District Board of Trustees
May 18, 2004

Agenda Item: 3.6

Carl D. Perkins Tech Prep Education Roll Forward Funds, 2003-2004 -- Grant

409.1482, 03-04

The Tech Prep Education Roll Forward funds will be used to purchase innovative technology and equipment to expand Tech Prep programs and to further prepare secondary and post-secondary students for college and careers through purchasing innovative technology and equipment.

Santa Fe Community College and schools in Alachua and Bradford counties are participating in a Tech Prep consortium, which will strengthen the links among these institutions in a systematic, comprehensive program. Students will benefit from planned, sequential programs of study, which integrate academic and technical education. Business and industry partners are encouraged to offer input and to provide cooperative and exploratory work experience and job placement for students who seek employment and/or plan to continue their education. Approximately 9,000 students benefit from over 160 articulated academic and technical courses, as well as work-based learning, which prepare students for lifelong learning and careers. Additional grant funds will be used to provide educational equipment for programmatic use in the Technical and Applied Sciences programs.

The amount of funds requested from the Florida Division of Workforce Development is \$5,268, with no matching funds from Santa Fe Community College.

Duration of this project is July 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 3.1.

CONSENT

District Board of Trustees
May 18, 2004

Agenda Item: 3.7

Santa Fe Community College - Department of Children and Families Childcare Training -- Grant
409.1483, 03-04

The purpose of this project is to provide basic child care training courses, available at Santa Fe Community College and at six additional training sites, accessible to the 11 county Department of Children and Families District III: Lake City Community College, Suwannee Hamilton Technical Center, Central Florida Community College, St. Johns River Community College, Suwannee Valley 4 C's, and Bradford Union Vocational Technical Center. Approximately 960 individuals will be served.

The amount of funds requested from the State of Florida, Department of Children and Families, District III, is \$133,234, with an in-kind contribution of \$43,398 from Santa Fe Community College.

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

Operating budget impact: In-kind contributions 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 3.1.

CONSENT

District Board of Trustees
May 18, 2004

Agenda Item: 3.8

Displaced Homemakers -- Grant

409.1484, 03-04

The purpose of this project is to provide services to women over 35 years of age who have lost financial support and have been unable to secure adequate employment in Alachua and surrounding counties. Services will be provided through classes and workshops on the topics of life management skills, financial management, educational exploration, basic computer skills, pre-employment issues, job counseling, and employability skills, including applications, resume development, interview techniques, and job search plans. This comprehensive program is designed to assist the individual toward independence and economic security. Approximately 150 individuals will be served. This is a performance-based contract with funding based on enrollment, program completion, and job placement. This is year two of a three-year project.

The amount of funds requested from the Florida Department of Education, Agency for Workforce Innovation, is \$125,000, with an in-kind match of \$13,676 and a cash match of \$22,210 from Santa Fe Community College.

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

Operating budget impact: Funds 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.

Action: Approved. See item 3.1.

CONSENT

District Board of Trustees
May 18, 2004

Agenda Item: 3.9

Perkins Postsecondary Rural and Sparsely Populated Areas -- Grant

409.1485, 03-04

The purpose of this project is to more fully develop the academic, vocational, and technical skills of postsecondary rural students in Bradford County. Public awareness and equipment for high-skills/high-wages jobs and information technology will be emphasized. Strong secondary/post-secondary partnerships will assist in increasing the number of students taking a rigorous academic curriculum, increasing the high school graduation rate, increasing student choice among rigorous high school programs or acceleration to postsecondary education, reducing the need for postsecondary remediation among recent high school graduates, and increasing the number of students participating in postsecondary programs directly from high school. Approximately 500 students will be served.

The amount of funds requested from the Florida Division of Workforce Development is \$20,000, 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 - Health Sciences Addition

412.966, 03-04

Project Description:

The demand for health related professionals, both locally and nationally, has exceeded the supply for many years. Program growth at Santa Fe in many areas has caused severe overcrowding in both classroom and lab space. This project will add 45,240 GSF of new space as an addition to the current health sciences building on the Northwest Campus.

Architect/engineer	To be announced
Construction manager/contractor	To be announced
Uniform building code inspector	In-house
Project budget	\$7,285,400
Source of funds	PECO

Project Status:

College and Health Science Management Team staffs have developed the educational specification for this project. An abbreviated educational specification, submitted with the annual capital improvement program was approved by the board at their July 2003 meeting. An executive summary of the educational specification is attached for review and approval by the board. Due to the severe overcrowding of existing program space and in anticipation of the allocation of planning dollars in this year's PECO appropriation, college staff is requesting permission to advertise and select an architectural firm to design this much-needed addition.

Board Action(s) Requested:

- A. Approval of the educational specification for the health sciences addition**
 - B. Permission to advertise and select an architectural firm for the design of**
- the facility**

Discussion: Bill Reese, Director of Facilities, reviewed facilities items 4.1 and 4.2 individually. Regarding item 4.2, Trustee Mallini asked what was the scope of the work on phase I. Mr. Reese replied that phase I entails planning repairs to correct deficiencies in the existing system. Phase II will then bring all college buildings up to current code.

Action: Motion to approve items 4.1 and 4.2: Bradley
Second: Jackson
Vote: Bradley - yes, Davis - yes, Jackson - yes, Mallini - yes,
McRae - yes, Perry - yes, Womack - yes.

Project Report and Action Request - Fire Alarm Systems Upgrade, Phase I

412.967, 03-04

Project Description:

In preparation for the changes resulting from the adoption of the new Florida Building Code and the new School Code, college staff commissioned a study of the college's fire alarm systems. The study has identified existing deficiencies, as well as conceptualized an approach for resolution. This project involves the upgrade of the college's fire alarm systems. It is divided into two phases. The first phase will address deficiencies in our existing systems; the second phase will bring all buildings into compliance with current code.

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

Project Status:

College staff has received and reviewed phase III documents for this project and is requesting approval by the board. Staff is also requesting approval to advertise, bid, and award this project to qualified electrical contractors in the local area.

Board Action(s) Requested:

- A. Approval of phase III drawings**
- B. Permission to advertise, bid, and award contract**

Action: Approved. See item 4.1.

Report of Purchases for April 2004

202.516, 03-04

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

Purchasing	\$1,295,989.93
Risk Management Consortium	161,712.00
Library	0.00
Total	<u>\$1,457,701.93</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
X52585 (Fund 1)	\$ 27,303.84	Contract	Office Environment	Campus Furniture Center Vice President Student Affairs
X52605 (Fund 1)	\$ 41,880.00	Contract	PPI Construction	Building D Emergency Generator Management Information Technology
X52753 (Fund 1)	\$146,050.90	Contract	Dell Marketing	Computers (109) Information Technology
X52756 (Fund 1)	\$ 30,767.50	Contract	Dell Marketing	Computers (23) Information Technology
X52758 (Fund 1)	\$ 74,972.10	Contract	Dell Marketing	Computers (56) Information Technology
X53086 (Fund 1)	\$ 26,250.00	Exempt	Thomson Learning	Testing Software Assessment
X53120 (Fund 1)	\$ 66,838.44	Contract	Dell Marketing	Computers (40) Information Technology
X53157 (Fund 7)	\$214,780.00	Bid	Poole Roofing &	Building E Re-Roof Sheet Metal Co. General Maintenance
X53159 (Fund 1)	\$ 47,562.19	Exempt	Dell Marketing	Microsoft Campus Agreement Information Technology

Risk Management Consortium

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
X52702 (Fund 6)	\$161,712.00	RFP	Gallagher Bassett Services	Property/Casualty Risk Management Consortium
	<u>\$838,116.97</u>			

Purchases \$0 - \$25,000.00

Number of purchase orders: 651	Amount: \$616,402.56
Number of contracts awarded by the Board of Trustees: 2	Amount: \$ 3,182.40

Board Action(s) Requested:

Approval of report

Discussion: Ms. Rochelle Prince, Associate Vice President for Finance, reviewed items 5.1 through 5.7 individually. Regarding item 5.5, Trustee Bradley asked if the items listed as stolen were taken at the same time. Ms. Prince responded yes. Trustee Perry abstained from voting on item 5.1, citing his affiliation with the firm of Perry-Parrish Incorporated. He filed the conflict of interest form 8B, as appropriate.

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

Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of April 30, 2004

201.560, 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 April 30, 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	48,146,750	88.03	46,493,457	87.04
Expenditures	40,959,824	70.91	38,398,786	73.12

Board Action(s) Requested:

Approval of report

Action: Motion to approve items 5.2 through 5.7: Davis

Second: McRae

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

Warrants Issued for April 2004

208.411, 03-04

In accordance with State Board of Education Rule 6A-14.073(5), a listing of all checks issued from April 1 through April 30, 2004, is available at this meeting for the board's information. The amount disbursed for the month was \$5,887,269.53.

Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	347403 - 349392
Payroll	589225 - 590062

Electronic Transfers

78759 - 81206

Board Action(s) Requested:

Approval of report

Action: Approved. See item 5.2.

Report of Investments, Quarter Ending March 31, 2004

201.561, 03-04

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 March.	0.304%
Interest earnings, quarter	\$5,382
Interest earnings, fiscal year to date	\$14,831

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 March 31, 2004	1.19%
Interest earnings, quarter	\$12,093
Interest earnings, fiscal year to date	\$31,601

Short-term investments are also maintained in the Florida Division of Treasury Special Purpose Investment pool. These funds are available for transfer to the demand deposit account upon request.

Interest rate at March 31, 2004	5.617%
Interest earnings, quarter	\$82,352
Interest earnings, fiscal year to date	\$163,391

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

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

Average effective maturity	1.91 years
Anticipated yield to maturity	2.680%
Earnings, quarter	\$43,790
Earnings, current year to date	\$141,535

Interest Earnings Comparison:

Total interest earnings fiscal year to date 2003/2004	\$351,358
Total interest earnings fiscal year to date 2002/2003	\$374,342

Board Action(s) Requested:

Approval of report

Action: Approved. See item 5.2.

Colonel Harry M. Hatcher, Jr. Property Survey 04-07200.667, 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 April 23, 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
Stolen	3	\$ 3,981.60
Worn-Out Equipment with Salvageable Parts	3	8,519.00
Worn-Out Equipment with No Salvageable Parts	1	1,435.98
Surplus Property	8	10,541.30
Transfers	44	124,032.65
Reinstated Items	1	(1,452.00)
TOTAL	60	\$147,058.53

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
0	\$0.00	\$0.00	\$0.00
0	0.00	0.00	0.00
0	0.00	0.00	0.00
0	0.00	0.00	0.00
0	0.00	0.00	0.00
0	0.00	0.00	0.00
0	\$0.00	\$0.00	\$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.

Reinstated Items are those items being returned to active status for the reason(s) indicated on the attached lists.

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 5.2.

Fee Waiver Report for Spring Term 2004

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

Spring – Full

	<u>NUMBER OF WAIVERS</u>	<u>AMOUNT</u>
<u>Applications</u>	2	\$ 60.00
 <u>Course Fee - Credit</u>		
College Employee	53	\$10,356.60
Senior Citizen	18	3,846.75
PSAV	7	2,712.84
State of Florida Employees	42	11,038.50
Employee Dependent	<u>73</u>	<u>22,046.90</u>
TOTAL	<u>193</u>	<u>\$50,001.59</u>
 <u>SESSION TOTALS</u>		
Credit	<u>195</u>	<u>\$50,061.59</u>
TOTAL	<u>195</u>	<u>\$50,061.59</u>

Spring A

<u>Course Fee - Credit</u>		
College Employee	2	\$ 390.25
Senior Citizen	1	55.75
State of Florida Employee	1	55.75
Employee Dependent	<u>1</u>	<u>167.25</u>
TOTAL	<u>5</u>	<u>\$ 669.00</u>
 <u>Course Fee - Community Education</u>		
Senior Citizen	<u>75</u>	<u>\$ 3,653.00</u>
Total	<u>75</u>	<u>\$ 3,653.00</u>
 <u>SESSION TOTALS</u>		
Credit	5	\$ 669.00
Community Education	<u>75</u>	<u>3,653.00</u>
TOTAL	<u>80</u>	<u>\$ 4,322.00</u>

	<u>NUMBER OF WAIVERS</u>	<u>AMOUNT</u>
	<u>Spring B</u>	
Employee	3	\$ 613.25
Senior Citizen	1	55.75
State of Florida Employee	1	167.25
Employee Dependent	<u>3</u>	<u>334.50</u>
TOTAL	<u>8</u>	<u>\$ 1,170.75</u>
 <u>SESSION TOTALS</u>		
Credit	<u>8</u>	<u>\$ 1,170.75</u>
TOTAL	<u>8</u>	<u>\$ 1,170.75</u>
 <u>TERM TOTALS</u>		
Credit	208	\$51,901.34
Community Education	<u>75</u>	<u>3,653.00</u>
TOTAL	<u>283</u>	<u>\$55,554.34</u>

Board Action(s) Requested:

Approval

Action: Approved. See item 5.2.

Renewal of Florida Community Colleges Risk Management Consortium Agreement for
Professional/Technical Services

209.103, 03-04

Santa Fe Community College is under contract to act as fiscal agent for the Florida Community Colleges Risk Management Consortium (FCCRMC), a consortium of 27 colleges, for providing insurance and risk management. Board approval is requested to continue the agreement as fiscal agent for the FCCRMC for the period of July 1, 2004, through June 30, 2005. The revised agreement increases the total annual fee to \$60,937.28.

Board Action(s) Requested:

Approval of agreement

Action: Approved. See item 5.2.

Request of the State Board of Education to Approve a Special Purpose Center in the Northwest
Alachua County/City of Alachua Area 400.458, 03-04

Pursuant to 6H-1.040 FAC and 1001.02(7)(e) FS respectively, it is recommended that the board request that the State Board of Education designate a Special Purpose Center for the Northwest Alachua County/City of Alachua area. The project name for the development of the center is "Alachua Corporate Training Center."

A Special Purpose Center is a unit of a community college consisting of college-owned facilities or unowned facilities leased for more than one year that provide a limited number of special, clearly defined programs or services, such as instruction or administration.

The "Alachua Corporate Training Center" is expected to contain approximately 22,800 square feet of instructional space, including classrooms, computer labs, chemistry and biology labs, vocational/technical training areas in biotechnology, construction, information technology, and bio-manufacturing. The center is expected to be open by 2007.

Board Action(s) Requested:

Approval to request the State Board of Education to designate a Special Purpose Center for the Northwest Alachua County/City of Alachua area

Discussion: Ms. Jan Bullard, Vice President for Administration and Finance, stated this is the first step of many to establish a special purpose center in northwest Alachua County. She noted that Santa Fe has to obtain permission from the State Board of Education within one year prior to starting construction. The special purpose center will be located in the City of Alachua area and will serve as a corporate training site to prepare a comprehensive workforce to satisfy those business needs of the expanding biotechnology, health related, bio-manufacturing, construction, and information technology industries. The proposal will be placed on the State Board agenda for approval at its August meeting.

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

Mutual Aid Agreement with University of Florida Police Department

408.1427, 03-04

This agreement gives authority for the University 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. It is essentially the same as the City of Gainesville Police Department mutual aid agreement. The agreement will remain in force until June 30, 2008, unless terminated by either party.

Board Action(s) Requested:

Approval

Discussion: Under item 7.3, Trustee McRae asked if an agreement was necessary. Mr. Guy York replied yes and asked Ms. Linda Nichols, Chair, Sciences for Health Programs, to provide additional information regarding this articulation agreement. Ms. Nichols stated this was a wonderful opportunity for the students. Currently, SFCC is the only community college in the state that offers a biotechnology program. Students would take their first year general education courses at Tallahassee Community College (TCC) then enroll in the biotechnology courses at Santa Fe, provided they passed the critical thinking test. They would have the option to pursue an Associate of Science degree in Biotechnology awarded by Santa Fe or an Associate of Arts degree awarded by TCC and take elective courses in biotechnology at SFCC. Trustee McRae noted that it would be beneficial to have a review of the biotechnology area and requested a review/workshop of the program at a future meeting.

Action: Motion to approve items 7.1 through 7.7: Davis
Second: Jackson
Vote: Bradley - yes, Davis - yes, Jackson - yes, Mallini - yes,
McRae - yes, Perry - yes, Womack - yes.

First Amendment to Agreement with University of Florida for Health Education and Clinical Care -
SFCC Student Health Care Center 408.1427, 03-04

The attached agreement is an amendment of the existing agreement between the University of Florida's (UF) Student Health Care Center and Santa Fe Community College's (SFCC) Center for Student Leadership and Activities to provide health care information and education to SFCC students. As in last year's agreement, UF provides health care staff, medical supplies and equipment, and supervision of personnel. SFCC provides the physical facility and administrative equipment and support.

This year's agreement moves the responsibility for funding the student receptionist to UF. This change was made to ensure that all persons handling HIPPA-related information were UF employees. This brings the overall contract value to \$130,657.00. The new agreement continues to provide student access to a registered nurse (RN) on a full-time basis and access to a nurse practitioner 12 hours per week. The facility is located in S-120 and does NOT provide emergency care.

The term of the agreement is extended through June 30, 2005.

Board Action(s) Requested:

Approval

Action: Approved. See item 7.1.

BioTechnology Articulation Agreement with Tallahassee Community College - Biotechnology
408.1428, 03-04

The articulation agreement with Tallahassee Community College (TCC) will facilitate TCC students' enrollment in biotechnology courses at Santa Fe. Students may choose to pursue an Associate of Science degree in Biotechnology awarded by Santa Fe, after having taken their general education courses at TCC. Another option is for students pursuing an Associate of Arts degree awarded by TCC to take elective courses in biotechnology at SFCC.

There is no money involved other than the tuition funds and possible performance funds, if available for completers and placements, that Santa Fe may earn for students enrolled in our biotechnology classes and/or program.

The agreement is effective for the 2005-2006 academic year. It will remain in effect for one additional year unless either party provides the other with written notice of intent to terminate no later than sixty days prior to the expiration of the academic year.

Board Action(s) Required:

Approval

Action: Approved. See item 7.1.

Affiliation Agreement with Wuesthoff Health Systems, Inc. - Cardiovascular Technology
408.1429, 03-04

This agreement with Wuesthoff Health System, Inc. will allow selected students in the Cardiovascular Technology program the opportunity to participate in learning experiences at this facility. The agreement is for one year, beginning May 18, 2004, through May 17, 2005. Either party has the right to terminate the agreement with six month's written notice.

Board Action(s) Requested:

Approval

Action: Approved. See item 7.1.

Florida Partnership for Industrial Biotechnology Career Development and Training for National Science Foundation -- Grant 409.1486, 03-04

The purpose of this project is to build a local, skilled workforce for both emerging and established biotechnology companies. This project is in partnership with the University of Florida and the School Board of Alachua County. Santa Fe Community College will design, develop, and implement an introduction to a biomanufacturing capstone course for its Biotechnology Laboratory Technician (BLT) program. SFCC will also develop and implement a Technical Certificate in Regulatory and Quality Assurance for graduates of the BLT program or for incumbent workers. This is year one of a three-year project.

Approximately 3,500 students will be served.

The amount of funds requested from the National Science Foundation is \$14,758, with no matching funds from Santa Fe Community College.

Duration of this project is January 1, 2005, through December 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.

132 Postsecondary and Adult Vocational Programs -- Grant

409.1487, 03-04

The purpose of this project is to provide assistance for student attainment of challenging state-established academic, vocational, and technical skills proficiencies and attainment of a postsecondary degree or certificate. Retention in and completion of postsecondary education, advanced training, placement in military service, or placement or retention in employment are emphasized. Another focus is student participation in and completion of vocational and technical education programs leading to nontraditional training and employment. Other special populations will also be served. The use of technology and contextual, integrated curriculum will be expanded. Approximately 3,500 students will be served.

The amount of funds requested from the Florida Division of Workforce Development is \$483,013, 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 7.1.

Carl D. Perkins Tech Prep Education -- Grant

409.1488, 03-04

The purpose of this project is to expand existing Tech Prep programs and to research and develop new programs. Emphasis will be on curriculum, which will prepare students for employment in rapidly changing technological fields. The integration of academic and vocational education will be a major focus.

Santa Fe Community College and schools in Alachua and Bradford counties are participating in a Tech Prep consortium, which will strengthen the links among these institutions in a systematic, comprehensive program. Students will benefit from planned, sequential programs of study, which integrate academic and technical education. Business and industry partners are encouraged to offer input and to provide cooperative and exploratory work experience and job placement for students who seek employment and/or plan to continue their education. Approximately 9,833 students benefit from this project.

The amount of funds requested from the Florida Division of Workforce Development is \$190,139, 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 7.1.

Endowment Corporation Liaison Update

Trustee Bradley reported the annual president's dinner was a success with record attendance. He and Trustee Womack praised the Office of Development Staff for their hard work.