

**The District Board of Trustees
Santa Fe Community College, Florida
Agenda for Board Meeting of June 22, 2004, at 4 p.m.
Wattenbarger Student Services Building Board Room**

Adoption of Agenda

Agenda Item: 1.1
418.428, 03-04

1. General Functions
 - 1.1 Adoption of Agenda for Meeting of June 22, 2004
 - 1.2 Approval of Board Meeting Minutes of May 18, 2004
 - 1.3 Approval of Schedule of Board of Trustees Meetings for 2004-2005

 2. Information Items
 - 2.1 President's Report
 - 2.2 Organization of the Board for 2004-2005
 - 2.3 Standardized Clinical Facilities Use Agreements with:
 - Gainesville Council on Aging, Inc. d.b.a. Gainesville Health Care Center - Nursing
 - Tallahassee Medical Center, Inc. d.b.a. Capital Regional Medical Center - Cardiovascular Technology

 3. Consent Items
 - Personnel
 - 3.1 Contract Staff (Faculty)
 - 3.2 Contract Staff (Administrative and Professional)
 - 3.3 Career Service Staff
 - 3.4 Leave of Absence
 - Contracts, Grants
 - 3.5 Renewal of Athletic Training and Service Agreement with the Department of Exercise and Sport Sciences, College of Health and Human Performance at the University of Florida
 - 3.6 Renewal of Legal Services Agreement with Brashear and Associates, P.L.
 - 3.7 Renewal of Legal Services Agreement with Allen, Norton and Blue, P.A.
 - 3.8 Renewal Agreement with Bradford County Public Library
 - 3.9 Upward Bound -- Grant
 - 3.10 Student Support Services -- Grant
 - 3.11 North Central Florida Educational Talent Search -- Grant
 - 3.12 College Reach Out Program (CROP) -- Grant
 - 3.13 Adult Education and Family Literacy - Geographical Allocation -- Grant
 - 3.14 Adult Education and Family Literacy - English Literacy and Civics Education -- Grant
 - 3.15 Adult Education and Family Literacy - Comprehensive Family Literacy Services -- Grant
 - 3.16 Adult Education and Family Literacy - Senior Adult Learner -- Grant
 - 3.17 Community Technology Program -- Grant

 4. Rules
 - 4.1 Amendment to Rule 7.11: Fees

 5. Facilities
 - 5.1 Annual Safety Inspection Report
- Board Agenda
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6. Finance/Business Affairs Items
 - 6.1 Report of Purchases for May 2004
 - 6.2 Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of May 31, 2004
 - 6.3 Warrants Issued for May 2004
 - 6.4 Budget Amendment #3, 2003-2004 Operating Budget, Current Unrestricted (Fund 1)

- 6.5 Approval of 2004-2005 Operating Budget, Current Unrestricted (Fund 1)
- 6.6 Approval of 2004-2005 Unexpended Plant Fund Budget (Fund 7)
- 6.7 Permission to Write-Off Uncollectible Accounts
- 6.8 Addendum to Food and Vending Service Agreement With Compass Group, USA

- 7. Personnel
 - 7.1 2004-2005 Salary Schedule

- 8. General Institutional Items
 - 8.1 Educational Equity Act Report for 2003-2004
 - 8.2 Advisory Committee Appointments for
 - Biotechnology
 - Legal Assistant
 - Nuclear Medicine Technology
 - Respiratory Care

- 9. Contracts/Grants
 - 9.1 Agreement with Western Governors University - Assessment Center/Testing
 - 9.2 BioTechnology Articulation Agreement with Central Florida Community College - Biotechnology
 - 9.3 Agreement with Tallahassee Memorial HealthCare, Inc. - Cardiovascular Technology
 - 9.4 Prepare America -- Grant
 - 9.5 Work Skills for Youth and First Time Job Seekers II -- Grant
 - 9.6 Career Advancement and Retention Challenge IV -- Grant
 - 9.7 Adult Education and Family Literacy - Corrections -- Grant

- 10. Endowment Corporation Liaison Update

- 11. Board Members' Remarks

- 12. Citizen's Requests

- 13. Adjournment

Board Action(s) Requested: Approval

Discussion: Upon unanimous consent of the board, the following change was made to the agenda:

Delete: Item 9.3 – Agreement with Tallahassee Memorial Healthcare, Inc. -- Cardiovascular

Action: Motion to approve the agenda as amended: Mallini

Second: Bradley

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

Approval of Board Meeting Minutes of May 18, 2004 401.419, 03-04

The minutes of the regular meeting of the District Board of Trustees of Santa Fe Community College held May 18, 2004, are presented for approval.

Board Action(s) Requested:

Approval

Action: Motion to approve: Brashear

Second: McRae

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

Approval of Schedule of Board of Trustees Meetings for 2004-2005

416.89, 03-04

Below is the proposed schedule of the Board of Trustees meetings for 2004-2005. All meetings begin at 4 p.m. and are scheduled for the third Tuesday of the month, except as noted.

Proposed

July 20, 2004 (Approved 7/03)
Wattenbarger Student Services Building

No August Meeting

September 21, 2004
Blount Downtown Center

October 19, 2004
Wattenbarger Student Services Building

November 16, 2004
Andrews Center Cultural Building, Starke

No December Meeting

January 18, 2005
Wattenbarger Student Services Building

February 15, 2005
Wattenbarger Student Services Building

March 22, 2005 *
NW Campus - SFCC Zoo Classroom

April 19, 2005
Andrews Center Cultural Building, Starke

May 17, 2005
Davis Center, Archer

June 21, 2005
Wattenbarger Student Services Building

July 19, 2005
Wattenbarger Student Services Building

* Fourth Tuesday of the month

Board Action(s) Requested:

Approval

Action: Motion to approve: Jackson

Second: Mallini

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

President's Report

Information Item

Dr. Sasser welcomed and introduced Dr. Nancee Bailey, Vice President for Academic Affairs, to her first SFCC board meeting.

President Sasser recognized Ms. Terry Thomas, Chapter President of FACC; Ms. Amber Ingersoll, Career Service Chair; Ms. Carole Marquis, College Senate President; and Ms. Laura McCormick, Student Government President.

The president presented a plaque to Ms. Patsy Frenchman, who was recognized by the League for Innovation as "Innovator of the Year" for her work with the Women of Distinction Luncheon. Also, the president presented a plaque to Mr. Terry Klenk from the Florida Community College Activities Association for his production of "Is there Life After High School".

Dr. Sasser called on Mr. Isaac Jones who presented the president and the board with a plaque from the Department of Education in which the college was recognized for its summer food service program for the Upward Board Program.

The following quarterly employee award winners were recognized and received a plaque of appreciation and service pin: full time faculty, Mr. Mark McGraw; administrative and professional, Mr. Phil Scarpace; part-time faculty, Ms. Robin Hardee; and part-time non-instructional, Ms. Gabriela Reyes. Mr. Eliot Jacobs, career service recipient, was unable to attend and will be recognized at the July board meeting.

Trustees received the Santa Fe Report, *Vitality Magazine*, and the Heart of Florida brochure.

Organization of the Board for 2004-2005

Information Item
416.90, 03-04

Chair Womack asked Trustee Bradley to serve as the nominating committee for the board organization for 2004-2005. Mr. Bradley agreed to serve in this capacity.

Standardized Clinical Facilities Use Agreements with:	Information Item
Gainesville Council on Aging, Inc. d.b.a. Gainesville Health Care Center - Nursing	408.1430, 03-04
Tallahassee Medical Center, Inc. d.b.a. Capital Regional Medical Center - Cardiovascular Technology	408.1431, 03-04

The board has authorized its chair to execute on behalf of the board standardized form clinical facilities agreements without further action by the board. Such agreements have been executed with Gainesville Council on Aging, Inc. d.b.a. Gainesville Health Care Center for students enrolled in the SFCC Nursing program and with Tallahassee Medical Center, Inc. d.b.a. Capital Regional Medical Center for students in the Cardiovascular Technology program.

CONSENT

District Board of Trustees
June 22, 2004

Agenda Item: 3.1

Contract Staff (Faculty)

402.665, 03-04

The individuals listed below are being recommended for appointment or reappointment for the 2004-2005 year or a portion of the year, and/or a portion of the year 2003-2004, as stated in the individual employee's contract.

Name

Position

Appointment

Full Time

Sarah Brewster	Interim Assistant Professor, College Prep Writing Coordinator <i>M.S., Nova Southeastern</i>
Erik Hushelpeck	Assistant Professor, Invasive Cardiovascular Technology <i>A.S., Santa Fe Community College</i>

Part Time

Reginald Archer
Matthew Coleman
Angela Conti
Judith Davis
Antonio DiFranco
Heather Doles
Philip Kabler
Steven Lytle
William McCabe
Darrell McCormick
Bruce McCosar
James Meier
Erica Miguez
James Nickerson
Jose Santiago-Anadon
Lavi Zamstein

Name

Position

Reappointments

Erin Amerman	Assistant Professor, Sciences for Health
Carla Anderson	Assistant Professor, Nursing
Susan Beverung	Assistant Professor, Nursing
Timothy Buchner	Assistant Professor, ITE
Lavette Burnette	Assistant Professor, Humanities and Foreign Languages (Speech)
Elaine Casquarelli	Assistant Professor, Student Development Instruction
Brandi Cooke	Assistant Professor, Mathematics
Rebecca Craig	Assistant Professor, Dental Programs

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Name

Position

Alexis Dirienzo	Assistant Professor, Academic Foundations (Reading)
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Karl Eckberg	Assistant Professor, Nuclear Medical Technology
Elizabeth Engel	Assistant Professor, Librarian
John Feiber	Assistant Professor, English
John Fitzgerald	Assistant Professor, History/Political Science
Brian Fox	Assistant Professor, Office Systems Technology
Vilma Fuentes	Assistant Professor, Social and Behavioral Sciences
Charmaine Godwin	Assistant Professor, Dental Programs
Beatriz Gonzalez	Assistant Professor, Natural Sciences (Biology)
Alejandra Grindal	Assistant Professor, Business Programs (Economics)
Denise Guerin	Assistant Professor, Natural Sciences (Biology)
Randolph Handel	Assistant Professor, English
Jane Hatker	Assistant Professor, Nursing
Heather Holley	Assistant Professor, Mathematics
Audrey Holt	Assistant Professor, English
Ellen Hulslander	Assistant Professor, Nursing
Gerald Johnston	Assistant Professor, Natural Sciences (Biology)
Patricia Kunkel	Assistant Professor, Reading Coordinator
Wesley Lindberg	Assistant Professor, Programming Technology, ITE
Margaret Luongo	Assistant Professor, English
John Marks	Assistant Professor, SAT/ITE
Rebecca McKee	Assistant Professor, Humanities/Religion
Gregory Mead	Assistant Professor, Natural Sciences (Physical Science)
Dawn Miller	Assistant Professor, Nursing Programs
Karen Milnor	Assistant Professor, Mathematics
Robert Mitchell	Assistant Professor, Criminal Justice
Kelle Moore	Assistant Professor, Respiratory Care
Rhonda Morris	Assistant Professor, English
Daniel Nail	Assistant Professor, High School Dual Enrollment (English)
Angel Nieves	Assistant Professor, Mathematics
Lauren Poe	Assistant Professor, HSDE Social Studies
Susan Reed	Assistant Professor, Diagnostic Medical Sonography
Rita Revak-Lutz	Assistant Professor, Nursing
Serafin Roldan-Santiago	Assistant Professor, Librarian
Robin Rompre	Assistant Professor, Nursing
Marc Shahboz	Assistant Professor, ITE (Graphic Design)
Charles Stephenson	Assistant Professor, Business Administration
Marcia Swope	Assistant Professor, College Prep Mathematics
Richard Tarbox	Assistant Professor, Librarian
Bruce Tucker	Assistant Professor, Behavior Sciences
Bryan Wuthrich	Assistant Professor, Social and Behavioral Sciences (History)
Laura Younts	Assistant Professor, Mathematics

Board Action(s) Requested:

Approval

Action: Motion to approve consent items 3.1 through 3.5: Mallini
Second: Jackson
Vote: Bradley - yes, Brashear - yes, Jackson - yes, Mallini - yes,
McRae - yes, Womack - yes

CONSENT

District Board of Trustees

Agenda Item:

June 22, 2004

Contract Staff (Administrative and Professional)

411.252, 03-04

The individuals listed below are being recommended for appointment or reappointment for the 2004-2005 year or a portion of the year, and/or a portion of the year 2003-2004, as stated in the individual employee's contract.

Executive/Managerial

<u>Name</u>	<u>Position</u>
<u>Appointment</u>	
Nancee Bailey <i>Ph.D., University of Florida</i>	Vice President of Academic Affairs
Elizabeth O'Reggio <i>M.S., Florida International University</i>	Director of Diversity
<u>Reappointment</u>	
Benny Alligood	
Sheila Baker	Director, Health Sciences Counseling
Karen Bennett	Director, Child Development Program/Little School
Harvey Blalock	Assistant Vice President, Academic Affairs
Edward Bonahue	Chairperson, Humanities and Foreign Languages
Edward Braddy	Interim Assistant Executive Director, SFCC Endowment Corporation
Janice Bullard	Vice President, Administration and Finance
Cheryl Canova	Director, Andrews Center
Deborah Clark	Director, Business Technology
Karen Cole-Smith	Assistant Vice President/Director, Center for Academic and Professional Development
John Cowart	Assistant to the Vice President, Student Affairs
Charles Curry	Director, Development Services
Edwin Dice	Director, Radiologic Technology
Byron Dyce	Chairperson, Mathematics
Sture Edvardsson	Chairperson, Natural Sciences
Steven Fisher	Director, Student Affairs and Financial Aid
Patsy Frenchman	Associate Vice President, Innovation and College Advancement
Reeda Fullington	Director, Cardiovascular Technology Programs and Sonography
Virginia Gibson	Comptroller
Patricia Grunder	Vice President, Innovation and College Advancement
Cynthia Holm	Associate Vice President, Technology and Applied Sciences
Paul Hutchins	Dean, Educational Centers
Curtis Jefferson	Associate Vice President, Liberal Arts and Sciences
Daryl Johnston	Chief of Police/Director, Institute of Public Safety
^ Douglas Jones	Director, Student Life

Reappointments (Executive/Managerial), cont.

<u>Name</u>	<u>Position</u>
Eugene Jones	Director, Information Technology Education
Margaret Karrh	College Registrar
Lawrence Keen	Associate Vice President, News and Public Information
James Keites	Director, Athletics
Kimball Kendall	Assistant Vice President, Information Management and Educational Technologies/Director, Center for Academic Technologies
Anne Kress	Associate Vice President, Information Management and Education Technologies
Leslie Lambert	Chairperson, Visual and Performing Arts
Linda Lanza-Kaduce	Director, High School Dual Enrollment Program
Patti Locascio	Legal Counsel
James McMullen	Director, Construction and Technical Programs
Ouida McNeil	Director, Enrollment Services
Timothy Nesler	Associate Vice President, Information Technology Services
Linda Nichols	Chairperson, Sciences for Health Programs
Rochelle Prince	Associate Vice President, Finance
William Reese	Associate Vice President, Facilities
Margaret Rogers	Director, Information Technology Services
Walter Sharron	Vice President, Development
Preston Smith	Director, Educational Media
Patsy Smittle	Associate Vice President, Academic Foundations
William Stephenson	Chairperson, English
Myra Sterrett	Director, Library
Joan Suchorski	Assistant Vice President, Development Grants and Projects
Lynn Sullivan	Director, Academic Advisement
Rita Sutherland	Director, Nursing
Portia Taylor	Vice President, Student Affairs
James Watson	Director, Student Development Programs
Kristin Williams	Assistant Vice President, Technology, Continuing and Community Education
Carole Windsor	Director, Academic Foundations
Robert Wolfson	Director, Archer Center
Guy York	Vice President, College and Governmental Relations

^ Student Leadership and Activities funded

Technical/Professional

<u>Name</u>	<u>Position</u>
<u>Appointment</u>	
Full Time	
Owen Reynolds	Senior Specialist, Liberal Arts and Sciences
Alberto Alonso	Master Artist in Residence

<u>Name</u>	<u>Position</u>
Part Time	
* Jennifer Cohen	Vocational Evaluator Specialist
* Jannette Cowart	Center of Excellence Specialist
* Nadia Dixon	Center of Excellence Specialist
* Henry Reidelberger	Work Exploration Specialist

Reappointment

<u>Name</u>	<u>Position</u>
Andrew Anderson	Downtown Lab Manager
Kathleen Anderson	Database Systems Coordinator
Linda Asbell	Zoo Administrative Support Specialist
David Ashley	Math Lab Senior Specialist
Elizabeth Auerbach	Systems Coordinator
Victoria Basnett	Coordinator, International Student Services
* Equilla Bjerregaard	Senior Information Specialist, Title III
Brandon Bolden	Enrollment Services Specialist
Theodore Bowman	Database Programmer/Analyst
Judith Braun	Payroll Manager
Richard Braun	Supervisor, Desktop
Deborah Brazee	Senior Specialist, Counseling
Marcia Buresch	Coordinator, College Prep Advising
* Rosalyn Burgman	Specialist, Work Exploration
Myrna Cabrera-Rivero	Coordinator, Multicultural Student Center
John Caldwell	Software Specialist, Network
Nelson Cano	Software Specialist, Operations
Catherine Carr	Communications Specialist, News and Publications
John Carr	Cable Technician
Jaime Castro	Coordinator, Research and Database
* Kerry Chancey	Coordinator, Health Careers Opportunity Program
John Chapman	Manager, Applications
Matthew Chasteen	MacIntosh Software Specialist
Saint Elmo Cherry-Clark	Specialist Projects Coordinator
Angela Chin	Websmith, Software Specialist
* Karen Chin	Specialist, Health Career Opportunity Program
* Angela Clifford	Coordinator, Perkins Program
John Coleman	Manager, Facilities Services
Mardell Coleman	Coordinator, Counseling Center
* Marcey Corey	Specialist, Talent Search
Susan Courtemanche	Access and Retention Senior Specialist
Kathleen Coyne-Russell	Senior Specialist, Zoo Programs
* Virginie Crisalle	Programmer, Information Technology Services
Warren Croke	I/Link Specialist
Nancy Darr	Coordinator of Open Campus
Billie Davis	Admissions Advisement Technology Specialist
Jess Delaney	Coordinator, Communications
James Diercks	Systems Coordinator, Applications
Dwight Diller	Specialist, Disabled Student Services

Reappointment (Technical/Professional), cont.

<u>Name</u>	<u>Position</u>
Betty Drost	Specialist, Advising
Julius Dunmore	Evening Custodial Manager
Phuoc Duong	Manager, Lab Facilities
Lela Elmore	Coordinator, Human Resources
Frederick Evans	Supervisor, Customer Service
Barbara Fields	Business Lab Manager
Donald Flake	Facilities Planning Coordinator
Scott Fortner	Occupational Specialist
Lisa Gagne	Coordinator, Center for Business and Professional Development
John Gebhardt	Supervisor, Veteran's Affairs
Edna Gomez	Computer Institute Specialist
Kathryn Gordon	Specialist, Community Education
Bradford Grant	Hardware Technician, Desktop
Elizabeth Grant	Special Projects Manager
* Nancy Griffin	Coordinator, Displaced Homemaker
Charles Griggs	Coordinator, Safety and Risk Management
Patrick Grigsby	Coordinator, Graphic Design Technology
Kim Hankins	Specialist, Library
Robert Hatker	Project Manager, Facilities Services
Sandra Henderson	Counseling Specialist, High School Dual Enrollment Program
Natalie Hinckley	Compensation Specialist
Lisa Houston	Senior Specialist
Michael Hutley	Specialist, Disability Resource Center
Hellen Ingle	Specialist, SFCC Police Department
* Carlos Iriate	Counseling Coordinator, Upward Bound
Eva Jansen	Network Software Systems Specialist
Stephen Jensen	Instructional Systems Specialist
David Johnson	Manager, Printing Services
Elizabeth Johnson	Business and Banking Manager
Herschel Johnson	Advising Specialist
Kenneth Johnson	Manager, Cashiering
Christy Jones	Transcript Evaluation Advising Specialist
* Isaac Jones	Coordinator, Student Support Service
* Susan Jones	Educational Talent Search Coordinator
Louis Kalivoda	Coordinator, Criminal Justice Service
* Santosh Kamath	Senior Assessment Specialist
Brice Keith	Systems Coordinator, Applications
Gloria Kersh	Software Specialist, Center for Academic Technologies Lab
Marsha Kiner	Recruitment and Retention Specialist
Christopher King	Adaptive Technology Specialist
William Kiser	Senior Specialist, Disability Resource Center
Dan Lackey	Programmer, Applications
^ Teresa Lanier	Business Manager, Student Leadership and Activities
James Layton	Project Manager, Facilities Services
Lesley LeBaron	Senior Specialist, Counseling Center
Kathryn Lehman	Coordinator, Cultural Programs

Reappointment (Technical/Professional), cont.

<u>Name</u>	<u>Position</u>
Andrew Lievertz	Hardware Technician, Information Technology Education
Robert Lightner	Manager, TV Productions
* Barbara Little	Perkins Grant Specialist
Louis Mallory	Associate Director, EMS/Fire Science
Michael Manlove	Manager, Lab Facilities
Thomas Mason	Construction and Technical Programs Advisement Specialist
John McCall	Senior Systems Specialist
Teri McClellan	Associate Director, Development
Lynda McDaniel	Property/Contract Supervisor
Dorothy McGinnes	Senior Assessment Specialist, Academic Foundations
* Joan McGrath	Transition Specialist, Academic Foundations
Marie McMillan	Systems Coordinator, Applications
William Meeker	Manager, Physics Lab
* Cecelia Mitchell	Coordinator, Pilot for Success
* Billie Monroe	Program Improvement Specialist
Joan Moore	Prep Advisement Specialist
Martha Morton	Curriculum Support Specialist
Elizabeth Mott	Advisement Specialist
^ Christopher Mowry	Coach, Men's Basketball
Susan Muggeo	Systems Coordinator, Applications
Claudia Munnis	Coordinator, Disabilities Resource Center
James Murphey	Associate Director, IPS Programs
Scott Murphy	CLAST Lab Specialist
Fanny Navarro	Zoo Education Specialist
Keith Nelson	Software Specialist, Web
Barbara Oberlander	Associate Chair, Social and Behavioral Sciences
* Ade Ofunniyin	Senior Specialist, Senior Adults
Michael Ordish	Software Specialist
* Tara Orlowski	Grant Coordinator, Child Development
* Jorge Ortiz	Coordinator, College Reach Out Program
William Peltier	Lab Manager, Sciences for Health Programs
Takela Perry	College Prep Advisor, Specialist
Pam Pieters	Graphics Coordinator
Beverly Polk	Benefits Specialist
Sharon Pope	Specialist, Reading Lab
Eric Powell	System Specialist
* Laura Predny	Adult Education and Technology Specialist
* Brent Ransom	Senior Specialist, Criminal Justice
Maria Remer	Occupational Specialist
Nasrin Rezaei	Systems Coordinator
Eleanor Rich	Manager, ICL Open Lab
Charles Richardson	Database Programmer/Analyst
* Jerri Richardson	Senior Specialist
Leoris Richardson	Specialist, Student Development
Michael Ridlon	Network Software Specialist
Douglas Robertson	Business Programs Advisor Specialist
^ Daniel Rodkin	Coordinator, Student Leadership and Activities

Reappointment (Technical/Professional), cont.

<u>Name</u>	<u>Position</u>
Raymond Ross	Cable Technician, Telecommunications
Phil Scarpace	Software Specialist
* Sara Schaffer-Dahlman	Basic Skills/Academic Specialist
Mark Schroepel	Coordinator, Utilities Maintenance and Service
Uma Sethuram	Coordinator, Accounting Services
Nuzhat Shamim	Specialist, Little School
David Shlafer	Purchasing Specialist
* Vernon Singleton	Academic Coordinator, Upward Bound
Diana Smith	Coordinator, Student Services (Blount Downtown Center)
Felecia Smith	Specialist, Computer and Information Research
* Kimberly Standifer	Specialist, BITCAP
Michele Stauffer	Orientation Specialist, Enrollment Services
^ Chanda Stebbins	Coach, Women's Basketball
Thaddeus Suggs	Network Software Specialist
* Christine Sulander	Family Literacy Adult Education Specialist
Kalpana Swamy	Senior Specialist, Counseling Center
* Carolyn Tarkington	Specialist, Talent Search Project
Deborah Taube	Specialist, ITS Projects
Jan Taylor	Software Specialist, Telecommunications
Michael Terreri	Software Specialist
Tommy Terry	Associate Director, Criminal Justice Selection Center
Mary Thames	Advising Specialist
Terry Thomas	Facilities Business Coordinator
Mathew Thompson	Network Systems Specialist
Judy Tison	High School Dual Enrollment Counseling Specialist
* Margaret Tison	Senior Specialist, Health Careers Opportunity Program
Linda Traupane	Specialist, Health Sciences Counseling
* Bruce Vannostrand	Career Manager
Christopher Wagoner	Specialist, High Liability Training
James Ward	Associate Director, Police Services
Jennifer Weeks	CPT Lab Manager
Peggy Werts	Associate Director, Financial Aid
* Patricia West	Coordinator, Upward Bound Program
Patti West	Manager, Network
* Joann Wilkes	Displaced Homemakers Program Specialist
* Mary Williams	Career Manager
Nancy Williamson	Systems Coordinator, Applications
Stephen Williamson	Manager, Systems and Operations
* Karla Wooten	Work Exploration Placement Specialist
Paulette Wright	Specialist, Advising

Reappointment (Technical/Professional), cont.

<u>Name</u>	<u>Position</u>
James Yawn	Specialist, Career Resources
Steve Yongue	Coordinator of Web Design
David Yonutas	Coordinator of Educational Technologies
Eric Ziecheck	Specialist, Advising

* Grant funded

^ Student Leadership and Activities funded

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1.

CONSENT

District Board of Trustees
June 22, 2004

Agenda Item: 3.4

Leave of Absence

420.134, 03-04

Julie Warmke-Robitaille, tenured faculty member in Academic Foundations, has requested a leave of absence from August 13, 2004, through August 15, 2005. This request is supported by the Director, Associate Vice President of Academic Foundations, and the Interim Vice President of Academic Affairs.

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1.

CONSENT

District Board of Trustees
June 22, 2004

Agenda Item: 3.5

Renewal of Athletic Training and Service Agreement with the Department of Exercise and Sport Sciences,
College of Health and Human Performance at the University of Florida 408.1432, 03-04

This contract is for the provision of an athletic trainer for the 2004-2005 school year. The term of the agreement is July 1, 2004, through June 30, 2005. The trainer will provide health-related and sport trainer duties for all SFCC intercollegiate athletic programs. The terms and conditions are substantially the same as last year's contract, except for an increase in cost from \$10,967.25 to \$16,742.25.

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1.

CONSENT

District Board of Trustees
June 22, 2004

Agenda Item: 3.6

Renewal of Legal Services Agreement with Brashear and Associates, P.L.

408.1433, 03-04

It is requested that the board approve renewal of the contract for legal services with Brashear and Associates, P.L., for legal representation of the board. The proposed contract for 2004-2005 is basically the same as the contract currently in force. The fees are unchanged from last year. This agreement runs from July 1, 2004, through June 30, 2005.

Board Action(s) Requested:

Approval

Discussion: Upon questioning by Trustee Bradley, General Counsel Patti Locascio gave a history of legal expenses over the past few years for Brashear and Associates and Allen, Norton and Blue. She noted that legal fees for Brashear and Associates have decreased steadily over the past four years. The law firm of Allen, Norton and Blue (ANB), which handles employment litigation, increased through 2002-2003 because several of the claims went to trial or administrative hearing, which was highly unusual. The fees for ANB for this fiscal year have been below budget. Ms. Locascio noted that the hourly rates charged were less than these law firms generally charged non-public clients and that she closely monitors each bill to assure that the fees and costs are reasonable and appropriate. Trustee Bradley asked what the college needs to do if the college exceeds the negotiated contract amount for services. Ms. Locascio explained that if she sees that the budgeted amount is being approached, she determines whether the law firm should proceed and whether she has sufficient funds in the total legal budget or in a contingency fund. A contract amendment generally would not be required.

Trustee Brashear abstained from voting on item 3.6, citing her affiliation with the firm Brashear and Associates, P.L. She filed the conflict of interest form, 8B, as appropriate.

Action: Motion to approve consent items 3.6 through 3.17: McRae

Second: Jackson

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

CONSENT

District Board of Trustees
June 22, 2004

Agenda Item: 3.7

Renewal of Legal Services Agreement with Allen, Norton and Blue, P.A.

408.1434, 03-04

It is requested that the board approve renewal of the contract for legal services with Allen, Norton and Blue, P.A. in order that Robert Norton, Esq. can continue to provide legal representation for the college. The proposed contract for 2004-2005 is basically the same as the contract currently in force. The fees are the same as last year. This agreement runs from July 1, 2004, through June 30, 2005.

Board Action(s) Requested:

Approval

Action: Motion to approve consent items 3.7 through 3.17: Jackson
Second: Mallini
Vote: Bradley - yes, Brashear - yes, Jackson - yes, Mallini - yes,
McRae - yes, Womack - yes.

CONSENT

District Board of Trustees
June 22, 2004

Agenda Item: 3.8

Renewal of Agreement with Bradford County Public Library

408.1435, 03-04

This renewal agreement allows Santa Fe students attending the Andrews Center to use the Bradford County Public Library. The college has had an agreement with the library since 1996. This is a one-year renewal agreement with a term of July 1, 2004, through June 30, 2005. The college will pay \$14,000, the same amount as last year, to compensate the library for the increased demands on its staff and the facility.

Board Action(s) Requested:

Approval

Action: Approved. See item 3.7.

CONSENT

District Board of Trustees
June 22, 2004

Agenda Item: 3.9

Upward Bound -- Grant

409.1489, 03-04

The purpose of this project is to generate the academic skills and personal motivation necessary for the participants to persist in completing high school and to enter and complete a program of postsecondary education. The project will serve at least 50 students per year from target schools in Alachua and Bradford counties. Students will participate in an academic year component of tutoring, supplemental instruction, and personal, academic, and career counseling. Students will also participate in a six-week, nonresidential summer enrichment component. This is year five of a five-year project.

The amount of funds requested from the U.S. Department of Education, Office of Postsecondary Education, is \$292,637, with no matching funds from Santa Fe Community College.

Duration of this project is September 1, 2004, through August 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 3.7.

CONSENT

District Board of Trustees
June 22, 2004

Agenda Item: 3.10

Student Support Services -- Grant

409.1490, 03-04

The purpose of this project is to provide supplementary support services to low-income, first-generation, or disabled college students in order to increase their success as measured by retention, graduation, and transfer rates. Individual counseling, tutoring, and other extensive work in the basic academic subjects (reading, writing, and mathematics) will be the substance of the program. An additional part of the program includes a two-year/four-year initiative to assist Santa Fe Community College project students in securing admission to and financial assistance for enrollment in four-year institutions of higher education. This is year four of a four-year program. Approximately 200 students will be served each year.

The amount of funds requested from the U.S. Department of Education, Office of Postsecondary Education, is \$238,777, with an in-kind match of \$29,898 from Santa Fe Community College.

Duration of this project is September 1, 2004, through August 31, 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 3.7.

CONSENT

District Board of Trustees
June 22, 2004

Agenda Item: 3.11

North Central Florida Educational Talent Search -- Grant

409.1491, 03-04

The purpose of this project is to provide educational services and information to 700 low-income/potential first-generation college students in grades 8-12 in order to encourage them to complete high school and enroll in postsecondary education. Santa Fe, Central Florida, and Lake City community colleges have developed a consortium for the purpose of implementing the project in concert with local school districts. Schools served in our district include Hawthorne Middle and High School, Newberry High School, and Bradford Middle and High School. This is year two of a five-year grant.

The amount of funds requested from the U.S. Department of Education, Office of Postsecondary Education, is \$312,293, with no matching funds from Santa Fe Community College.

Duration of this project is September 1, 2004, through August 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 3.7.

CONSENT

District Board of Trustees
June 22, 2004

Agenda Item: 3.12

College Reach Out Program (CROP) -- Grant

409.1492, 03-04

The purpose of this project is to strengthen the educational motivation and preparation of economically and educationally disadvantaged students in grades 6-12. The project will provide a four-week summer college experience for eligible sixth, seventh, and eighth graders. Additionally, ninth graders will participate in a one-week residential component at the University of Florida. The project will also provide parent information sessions, after school homework-tutoring club, orientation programs, career counseling, cultural field trips, student mentoring, and guest speakers. Santa Fe Community College participates in the consortium with the University of Florida and Central Florida Community College. Approximately 240 students will be served.

The amount of funds requested from the Florida Department of Education, Office of Equity and Access, is \$106,908, with an in-kind match of \$15,030 and a cash match of \$46,004 from Santa Fe Community College.

Duration of this project is September 1, 2004, through August 31, 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 3.7.

CONSENT

District Board of Trustees
June 22, 2004

Agenda Item: 3.13

Adult Education and Family Literacy - Geographical Allocation -- Grant

409.1493, 03-04

The purpose of this project is to prepare students for a successful transition to the workplace and/or further educational training. To prepare students for successful transition, the following services will be provided: SFCC Adult Education program orientation and intake; Adult Basic Education, GED, Computerized Placement Test (CPT) Review, and Test of Adult Basic Education (TABE) classes; workplace readiness and basic computer skills classes; and further educational transition information and assistance. Approximately 500 students will be served by this project.

The amount of funds requested from the Florida Department of Education, Division of Workforce Development, is \$103,274, 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 3.7.

CONSENT

District Board of Trustees
June 22, 2004

Agenda Item: 3.14

Adult Education and Family Literacy - English Literacy and Civics Education -- Grant

409.1494, 03-04

The purpose of this project is to assist adults who are limited in English proficiency and/or who do not have a secondary school diploma become literate and obtain the knowledge and skills necessary for employment, self-sufficiency, and full partnership in their children's education. An additional focus of this project is to provide an integrated program of services that incorporates English literacy and civics education while preparing participants for their GED, further educational training, and/or employment. This project will serve approximately 100 participants.

The amount of funds requested from the Florida Department of Education, Division of Workforce Development, is \$25,597, 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 3.7.

CONSENT

District Board of Trustees
June 22, 2004

Agenda Item: 3.15

Adult Education and Family Literacy - Comprehensive Family Literacy Services -- Grant
409.1495, 03-04

The purpose of this project is to assist adults in completing a GED and/or to increase their literacy skills. This will improve their opportunities for employability and/or postsecondary training and assist them in becoming full partners in the education of the dependent children under their care. The planned activities include classroom sessions, discussion groups, educational workshops, and parent and children together time to explore and experiment with new ways of interacting within families. The program will serve approximately 100 students and their children.

The amount of funds requested from the Florida Department of Education, Division of Workforce Development, is \$75,000, 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 3.7.

CONSENT

District Board of Trustees
June 22, 2004

Agenda Item: 3.16

Adult Education and Family Literacy - Senior Adult Learner -- Grant

409.1496, 03-04

The purpose of this project is to assist senior adults in becoming literate and obtaining the knowledge and skills necessary for employment and self-sufficiency. The project will focus on integrating the needs and interests of seniors with the acquisition of computer and technology skills using real life interest and context. The program will serve approximately 100 senior adult learners.

The amount of funds requested from the Florida Department of Education, Division of Workforce Development, is \$50,000, 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 3.7.

CONSENT

District Board of Trustees
June 22, 2004

Agenda Item: 3.17

Community Technology Program -- Grant

400.1497, 03-04

The purpose of this project is to provide adult basic literacy, family literacy, and computer training and access to adults while enhancing the use of existing computer labs in the east Gainesville community where many homes do not have computers. This project will create a partnership with the Boys and Girls Club of Alachua County/Rotary Southeast Unit, which is a computer "PowerUp" site, and the Eastside Community Center at Fred Cone Park. The SFCC Adult Education program will provide the following services for adults at these sites: assistance in improving literacy skills, obtaining a GED, and obtaining the knowledge and skills necessary for employment and self-sufficiency; assistance in becoming full partners in the educational development of their children; and assistance in obtaining computer technology skills and computer access. This project will serve approximately 100 participants.

The amount of funds requested from the Florida Department of Education, Division of Workforce Development, is \$50,000, 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 3.7.

Amendment to Rule 7.11: Fees

410.371, 03-04

The amendment to Rule 7.11 is presented for approval, subject to final action by the Governor. The fees will be effective with the beginning of fall term registration.

For all courses, the total increase is approximately 5%. This increase for a full-time student per year is:

Credit (36 semester hours)	\$99.00
PSAV – Adult Vocational (900 contact hours)	\$63.00
Adult Basic Education (900 contact hours)	\$36.00

Board Action(s) Requested:

Approval of revised Rule 7.11 subject to final action by the Governor

Action: Motion to approve: Brashear

Second: Mallini

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

Annual Safety Inspection Report

412.968, 03-04

Florida Statutes and Florida Department of Education rules require that each community college board of trustees provide for periodic inspection of its physical plant at least once a year to determine compliance with sanitation, casualty, and fire safety standards. This inspection report was conducted in April 2004 and prepared by Mr. Piper Walton with the Florida Community Colleges Risk and Management Consortium in conjunction with certified college staff.

This year saw a decrease of approximately 37.8% in the number of items needing attention by the college. Most of these items have been corrected through routine maintenance. The remainder of the items will be rectified as part of the scheduled renovation projects within the coming year. A few items are necessitated by changes in code and are required only when major renovation of the facility is undertaken. They will be corrected in future years as required.

Board Action(s) Requested:

Approval

Discussion: Mr. Guy York, Vice President for College and Governmental Relations, presented the annual safety inspection report. Mr. York noted over the past six years the college has had a substantial decrease in items needing attention from a high of 321 items to 40 items this year, which represents an 88% decrease. He noted that this was due to the exceptional work of Mr. Bill Reese and Mr. Charles Griggs.

Action: Motion to approve: Bradley

Second: Brashear

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

Report of Purchases for May 2004 (Amended)

202.517, 03-04

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

Purchasing	\$1,332,745.06
Risk Management Consortium	201,385.00
Library	<u>0.00</u>
Total	<u>\$1,534,130.06</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
X53249 (Fund 7)	\$186,314.00	Bid	Big D Roofing	Building G Re-Roofing General Maintenance
X53532 (Fund 7)	\$ 70,790.00	Contract	Signcraft Brothers, Inc.	Direct Purchase - Signs Campus Signage
X53676 (Fund 1)	\$ 56,140.00	Exempt	CDW Government	Network Routers and Equipment Information Technology
X53826 (Fund 2)	\$ 30,660.00	Contract	University of Florida	Student Health Services Health Care Center
X53834 (Fund 1)	\$ 62,640.00	Contract	Xerox Corporation	High-Volume Copier/Printers (2) Printing Services
X53880 (Fund 1)	\$ 54,606.00	Exempt	Morse Communications	Core Switch Upgrade Information Technology
X53916 (Fund 1)	\$ 30,946.91	Contract	Apple Computer, Inc.	New Program Computers (13) Graphic Design
Risk Management Consortium				
X53671 (Fund 6)	\$201,385.00	Exempt	Gallagher Benefit Services	St. Petersburg College Aggregate/Specific Stop/Loss Health Premium
	<u>\$693,481.91</u>			

Purchases \$0 - \$25,000.00

Number of purchase orders: 875

Amount: \$804,579.23

Number of contracts awarded by the Board of Trustees: 2

Amount: \$ 36,068.92

Board Action(s) Requested:

Approval of report

Discussion: Ms. Rochelle Prince, Associate Vice President for Finance, reviewed items 6.1 through 6.8 individually. Regarding item 6.7 Trustee Bradley asked what the policy was for qualifying for a short-term loan. Mr. Steve Fisher, Director Student Affairs and Financial Aid, responded that there are two types of short-term loan programs. One is the short-term loan and the other is a tuition-only loan. For the short-term loan the student signs a promissory note and has filed for federal, state, or institutional financial assistance for educational expenses. With the tuition-only loan the student also signs a promissory note and has 9 hours earned at SFCC with a 2.0 GPA. Trustee Bradley asked if he could have a copy of the policy. Mr. Fisher replied yes. After brief discussion, Trustee Mallini asked that instead of carrying the uncollected short-term loans for two years that we write them off earlier. Ms. Prince replied that the business office would review this possible policy. In response to a question from Trustee Bradley, Dr. Portia Taylor, Vice President for Student Affairs, explained that offering short-term loans to students was very crucial for student success and that most of the students do repay the loans. Dr. Taylor noted Wwe should not be more restrictive in making these funds available for the students.

Action: Motion to approve items 6.1 through 6.8: Mallini
Second: Jackson
Vote: Bradley - yes, Brashear - yes, Jackson - yes, Mallini - yes,
McRae - yes, Womack - yes.

Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of May 31, 2004 201.562, 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 May 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	51,878,837	94.85	50,693,620	94.90
Expenditures	45,386,830	78.57	42,822,466	81.55

Board Action(s) Requested:

Approval of report

Action: Approved. See item 6.1.

Warrants Issued for May 2004

208.412, 03-04

In accordance with State Board of Education Rule 6A-14.073(5), a listing of all checks issued from May 1 through May 31, 2004, is available at this meeting for the board's information. The amount disbursed for the month was \$8,020,300.39.

Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	349393 - 354208
Payroll	590063 - 590805

Electronic Transfers

81207 – 83486

Board Action(s) Requested:

Approval

Action: Approved. See item 6.1.

Budget Amendment #3, 2003-2004 Operating Budget, Current Unrestricted (Fund 1)

201.563, 03-04

The third amendment to the Fund 1 (Current Unrestricted) Operating Budget is submitted for approval. Approval is requested in order to increase transfers out to pay back a portion of funds due to Auxiliary Fund (Fund 3). This transfer from Fund 3 was approved at the June 18, 2002, board meeting. The remaining balance on the amount due to Fund 3, after this transfer, is \$400,000.

Board Action(s) Requested:

Approval of budget amendment

Action: Approved. See item 6.1.

Approval of 2004-2005 Operating Budget, Current Unrestricted (Fund 1)

201.564, 03-04

The college Operating Budget has been presented and reviewed by the board at the annual budget workshop.

Board Action(s) Requested:

Approval of 2004-2005 Operating Budget

Action: Approved. See item 6.1.

Approval of 2004-2005 Unexpended Plant Fund Budget (Fund 7)

201.565, 03-04

Following the close of accounting records for fiscal year 2003-2004, the Fund 7 budget can be prepared. That budget will be presented for board approval at its September 2004 meeting. In the meantime, board approval is requested to expend from the Unexpended Plant Fund beginning July 1, 2004, as follows:

- Projects approved in the 2003-2004 budget to the extent of balances carried forward, including interest earnings through June 30, 2004, at June 30
- Projects for which PECO (Public Education Capital Outlay) funds were appropriated by the 2004 Florida legislature, i.e.:

General maintenance	\$ 722,557
General renovation/remodel, building B, drainage, panels, HVAC, utility systems, and roofs	\$1,304,094
Major renovation/remodel, failing underground utilities	\$4,188,490
Nursing/Health Sciences building	\$ 756,522

Board Action(s) Requested:

Approval of budget

Action: Approved. See item 6.1.

Permission to Write-Off Uncollectible Accounts

200.669, 03-04

The college requests permission to write off the accounts listed below as uncollectible. All of these accounts are at least two years past due and the students' records will continue to be flagged, which will stop registration and other activity until the amount is repaid.

Returned Checks	\$ 1670.45
Short-Term Loans	
Regular	26,155.00
Tuition	21,240.33
Accounts Receivable	
Bookstore	1,285.59
CDA site visits	390.00
Financial aid repayments	28,622.77
Little School	1,067.40
Other (deceased student)	<u>650.80</u>
Total	<u>\$81,082.34</u>

Board Action(s) Requested:

Approval to write off uncollectible accounts

Action: Approved. See item 6.1.

Returned Checks/Returned Check Charges

<u>Name</u>	<u>Invoice Date</u>	<u>Amount</u>
Benson, Lisa	05/14/02	20.00
Bishop, Jack	08/28/01	20.00
Blanchard, Beverly	08/24/01	20.00
Bobe, Guillermo	08/24/01	20.00
Campbell, Marcil	08/08/01	20.00
Carpenter, Walter	12/17/01	20.00
Craven, Hillary	09/18/01	20.00
Crawford, Shereatha	08/08/01	20.00
Croft, Brenda	06/03/02	25.00
Cummings, Barbara	12/18/01	20.00
Davis, Wayne	12/20/01	50.00
Delatour, Charles	08/23/01	20.00
Farmer, Bram	05/07/02	20.00
Foster, Margaret	10/25/01	20.00
Freeman, Carlos	08/28/01	50.00
Green, Erica	12/12/01	50.00
Gregoriou, Alex	01/07/02	20.00
Gretter, Keith	08/15/01	20.00
Haaland, Kathleen	09/20/01	20.00
Hall, Sherry	06/16/02	25.00
Hanskat, Lynda	02/18/02	35.00
Harris, Angel	08/22/01	20.00
Howell, Susan	01/15/02	20.00
Hughes, David	11/06/01	20.00
Irving, Virginia	09/25/01	20.00
James, Harold	05/13/02	20.00
Johnson, Shamika	08/27/01	20.00
Keen, Jennifer	03/19/02	20.00
Kerber, Keri	04/22/02	50.00
Langford, Julie	04/18/02	25.00
Lewis, Brandi	04/08/02	50.00
Martin, Marion	06/04/02	25.00
Miller, Nicole	07/16/01	50.00
Nagel, Leslie	12/06/01	20.00
Nagel, Leslie	12/06/01	20.00
Nagel, Leslie	12/06/01	20.00
Nguyen, Thuc	01/09/02	20.00
Parkin, John	01/08/02	50.00
Rock, Ashley	01/17/02	20.00
Salcedo, Ana	05/13/02	95.00
Sanders, Jennifer	12/07/01	20.00
See, Kristen	04/30/02	50.00
Shenise, Celia	09/05/01	20.00
Sherman, Wayne	01/08/02	25.00
Smith, Gary	02/17/01	20.45
Suggs, Angela	02/21/02	50.00

<u>Name</u>	<u>Invoice Date</u>	<u>Amount</u>
Sylvester, Tawanka	01/07/02	20.00
Taylor, Flordeliza	08/31/01	20.00
Tennant, Dwayne	12/04/01	50.00
Thomas, Duayne	09/12/02	25.00
Westbrook, James	11/26/01	35.00
Westbrook, Stacy	11/29/01	50.00
Williams, Ravon	06/20/02	20.00
Young, Alkachena	11/05/01	145.00
		\$1670.45

Short-Term Loans

Due diligence has been followed, which includes forwarding these accounts to a collection agent, reporting to the credit bureau, and using skip-tracing techniques when an address becomes invalid.

<u>Name</u>	<u>Invoice #</u>	<u>Due Date</u>	<u>Amount</u>
Regular			
Anderson, Alicia	S26020	08/31/01	168.32
Andrews, Zackary	S27617	02/04/02	350.00
Ascanio, Gabriela	S25840	07/15/01	555.20
Barnett, Taisha	S25029	03/08/01	350.00
Barnett, Taisha	S25205	02/28/01	500.00
Barrington, Maria	S26931	09/30/01	225.40
Bellamy, Johnathan	S26574	09/30/01	300.00
Bowie, Shena	S26681	09/30/01	200.00
Broglin, Kirk	S26628	09/30/01	350.00
Broglin, Kirk	S27098	10/30/01	791.30
Cason, Felishia	S27527	01/15/02	300.00
Cooper, Karen	S27799	02/07/02	173.00
Courtney, Delhart	S26630	09/22/01	300.00
Crawford, Shereatha	S27463	12/15/01	300.00
Deas, Ashley	S26643	09/15/01	350.00
Dees, Sharon	S27059	10/17/01	900.00
Eckles, Crystal	S27719	03/07/02	639.50
Ellis, Curtis	S27293	11/07/01	500.00
Ellis, Tusonja	S28112	02/28/02	360.99
Ellis, Tusonja	S28252	03/14/02	200.00
Elzy, Krystal	S27418	01/20/02	454.04
Feldman, Dominique	S26606	09/30/01	350.00
Godden, Lakisha	S26580	09/22/01	318.53
Golmon, Amberly	S27319	11/08/01	625.40
Gomez, Alexsis	S27990	02/08/02	200.00
Haddock, Omar	S25450	05/30/01	348.27
Haken, Rachel	S27345	11/30/01	603.67
Harris, Angel	S26068	08/09/01	84.32

<u>Name</u>	<u>Invoice #</u>	<u>Due Date</u>	<u>Amount</u>
Harris, Tshwanda	S26114	08/30/01	148.06
Henley, Eva	S28327	04/30/02	715.20
Hines, Rei	S24955	02/28/01	350.00
Jackson, Antonio	S28008	02/28/02	250.00
Jele, Mark	S27275	10/30/01	230.00
Jones, Carlos	S28570	06/15/02	200.00
Jones, Carlos	S29107	06/30/02	438.60
Karnowka, Paul	S25866	07/10/01	58.51
Keicher, Forrest	S28304	03/15/02	62.28
King, Travis	S28072	03/28/02	250.00
Knapp, Joanne	S27330	11/10/01	86.66
Knapp, Joanne	S27338	12/15/01	150.00
Knapp, Joanne	S27386	11/07/01	125.00
Knapp, Joanne	S27431	12/15/01	250.00
Knapp, Joanne	S27479	01/31/02	200.00
Lanoue, Patricia	S26715	09/30/01	300.00
Larson, Joshua	S26261	09/30/01	400.00
Mallo, Stefanie	S28377	03/30/02	300.00
Mann, Monica	S28368	03/28/02	300.00
Marshall, Desha	S26021	07/29/01	209.80
McCullough, Iman	S28275	03/30/02	639.50
McGarry, Tatiyana	S28115	02/17/02	200.00
Melvani, Christopher	S26212	09/30/01	350.00
Moreland, Jasper	S25831	07/15/01	382.06
Morris, Melverine	S26460	09/30/01	300.00
Moser, Jared	S26465	10/15/01	211.89
Pace, Cocoa	S26309	10/15/01	350.00
Paul, Brandis	S27139	11/27/01	328.01
Perry, Troy	S26954	09/30/01	300.00
Pierre, Syltane	S25103	02/28/01	300.00
Pierre, Syltane	S25369	04/27/01	799.40
Richards, Timothy	S23335	06/10/00	500.00
Riggan, Goura	S27244	11/04/01	182.14
Sacco, Seth	S26440	09/30/01	350.00
Sacco, Seth	S27184	10/30/01	574.50
Sharma, Gagan	S27981	02/09/02	350.00
Slavik, Christine	S25785	07/15/01	445.00
Spooner, Christopher	S27877	02/04/02	400.00
Steinberg, Dana	S25934	07/15/01	250.00
Stephens, Nelia	S25268	03/15/01	1150.00
Taylor, Robert	S26929	09/30/01	300.00
Taylor, Robert	S27322	11/20/01	544.50
Wahl, Michelle	S26400	09/30/01	350.00
Waters, Lisa	S26511	09/30/01	300.00
Whigum, Nimota	S27155	10/30/01	433.65
Whited, Janaki	S25767	07/15/01	42.30
			\$26,155.00

<u>Name</u>	<u>Invoice #</u>	<u>Due Date</u>	<u>Amount</u>
Tuition			
Artis, Omar	S26130	10/22/01	151.35
Barnett, Keith	S25567	06/14/01	384.23
Bean, Julie	S23314	06/15/00	372.57
Besch, Matthew K	S25598	07/13/01	155.20
Bowie, Shena R	S25471	07/30/01	132.97
Collins, Jayme D	S25964	08/02/01	601.54
Deaver, Robert	S26788	10/24/01	262.25
Debraganca, Viveque W	S26067	08/02/01	1276.45
Edmondson, Leroyal	S25134	03/07/01	997.85
Finklea, Star N	S24048	10/23/00	210.52
Fisher, Latasha	S26161	10/22/01	501.61
Flowers, Chanel L	S26124	10/22/01	480.14
Freeney, Tanya K	S26226	10/23/01	748.47
Hatcher, Bradley R	S26179	10/22/01	539.50
Hines, Rei J	S24797	03/08/01	610.80
Journigan, Deborah R	S24990	03/08/01	252.00
Kean, April L	S26345	10/07/01	352.25
Keicher, Forrest	S28529	06/13/02	312.70
Keller, Karissa	S26153	08/24/01	771.30
Marshall, Desha	S25975	07/15/01	321.48
Martinez, Veronica M	S26136	10/22/01	574.50
McCoy, Renee D	S23258	06/15/00	265.50
McCoy, Renee D	S23261	06/15/00	265.50
McKnight, Kamula L	S26058	08/02/01	350.40
Miller, Tonya F	S28027	03/08/02	639.50
Morrisette, Vincent	S23715	08/05/00	357.70
Papalas, Vickie S	S26789	10/22/01	373.15
Parker, Gregory M	S26356	10/07/01	577.66
Pinder, Eddie L	S28459	05/03/02	654.59
Pitts, Willie J	S27017	10/22/01	312.70
Queipo, Lissette V	S26946	10/10/01	974.75
Reynolds, Sabrina J	S27466	03/07/02	787.18
Saintil, Johnny T	S26945	10/01/01	322.70
Scholes, Heather M	S26194	11/23/01	251.11
Sharma, Gagan	S28420	04/26/02	443.60
Slavik, Christine K	S25506	07/15/01	252.00
Strickland, Anna L	S25581	06/14/01	160.20
Stubbins, Roderick C	S27576	04/15/02	503.60
Theodoris, Natasha J	S25080	03/09/01	583.67
Thomas, Desiree M	S26138	10/22/01	323.11
Vivado, Danielle	S24325	10/23/00	2219.00
Waters, Lisa J	S26510	10/07/01	317.70
Whited, Janaki	S25546	07/15/01	145.20
Wilkerson, Amy N	S28419	04/26/02	150.13
			\$21,240.33

Accounts Receivable
Financial Aid Repayments

<u>Name</u>	<u>Invoice #</u>	<u>Due Date</u>	<u>Amount</u>
Akins, Chantal	C03133	06/29/01	825.00
Arango, Raul	C04183	05/08/02	287.00
Barrs, Brandy N.	C04189	05/08/02	469.00
Braden, Fred	C03135	06/29/01	269.00
Bratcher, Bret Colin	C04181	05/08/02	263.00
Cason, Felisha L.	C03858	01/28/02	469.00
Demilta, Adam	C03138	06/29/01	692.99
Durr, Valarie	C03139	06/29/01	413.00
Grimes, Latoni	C03454	09/12/01	412.00
Hall, Tami	C03864	01/28/02	469.00
Harrell, Shakina L.	C04172	05/08/02	469.00
Hemmendinger, Robert	C03041	05/30/01	413.00
Hicks, Amber	C03042	05/30/01	1306.00
Johns, Kelli D.	C04173	05/08/02	391.98
Kersten, Erin	C03452	09/12/01	481.00
Kidd, Michael L.	C03861	01/28/02	1519.00
Lee, Brian Chris	C04180	05/08/02	1519.00
Liles, Warren	C03044	05/30/01	1306.00
Maul, Nicholas A.	C03862	01/28/02	463.00
McGeorge, Christopher	C04185	05/08/02	469.00
Miller, Denise	C03046	05/30/01	1306.00
Moore, Sara A.	C04182	05/08/02	175.00
Moore, Sara A.	C05160	02/26/03	25.85
Oloughin, Jennifer D.	C03045	05/30/01	413.00
Reese, Homer	C03147	06/29/01	406.00
Reshard, Natasha L.	C03149	06/29/01	319.00
Rhue, Amber	C03857	01/28/02	469.00
Richardson, Shenika	C03150	06/29/01	356.00
Robalino, Andrea P.	C04170	05/08/02	825.00
Robinson, Candy Ann	C03151	06/29/01	825.00
Rollins, Lashauna D.	C03043	05/30/01	413.00
Rosier, Thomas Scott	C03851	01/28/02	1425.00
Sandifer, Justin	C03152	06/29/01	413.00
Short, Wanda Theresa	C03863	01/28/02	293.95
Smith, Thomas	C03455	09/12/01	144.00
Soloman, Tarmeka M.	C04177	05/08/02	938.00
Stephens, Nelia	C02955	05/11/01	1650.00
Thomas, Katrina N.	C03047	05/30/01	413.00
Thurman, Tracie R.	C03850	01/28/02	150.00
Tison, Kevin	C03457	09/12/01	481.00
Ulmer, Kathy	C03154	06/29/01	413.00
Vest, Alicia Dawn	C04175	05/08/02	925.00
Wagenseller, Lance	C03155	06/29/01	825.00
Watson, Christy L.	C03855	01/28/02	469.00
White, Jamaar Ali	C03854	01/28/02	1238.00

<u>Name</u>	<u>Invoice #</u>	<u>Invoice Date</u>	<u>Amount</u>
Wyrosdick, Joshua	C03156	06/29/01	406.00
			\$28,622.77

Bookstore

<u>Name</u>	<u>Invoice #</u>	<u>Invoice Date</u>	<u>Amount</u>
Brown, Donna	C02023	08/01/00	105.77
Gerome, Anci	C02147	09/08/00	192.18
Lewis, Latelra	C02150	09/08/00	128.34
Giordano, Julia	C02569	01/29/01	45.53
Jackson, Karen	C03040	05/30/01	54.54
Holcy, Kisha	C03247	07/16/01	6.59
Larson, Joshua	C03486	09/25/01	332.01
Dulaney, Amanda	C03626	10/10/01	375.63
Pelleteri, Audra	C03829	01/18/02	45.00
			\$ 1,285.59

CDA Site Visits

<u>Name</u>	<u>Invoice #</u>	<u>Invoice Date</u>	<u>Amount</u>
Bradshaw, Robbin D.	C03578	09/27/01	195.00
Wheeler, Nashota	C03835	01/23/02	195.00
			\$ 390.00

Little School

<u>Name</u>	<u>Invoice Date</u>	<u>Amount</u>
Dampier, Christina	10/12/01	303.00
Morton, Shannon	07/19/01	262.50
Rawls, April	07/19/01	96.00
Shuler, Rahimah	10/09/00	262.00
Stephenson, Sherry	12/15/00	30.00
Tong, Laqianya Thompson	08/01/01	113.90
		\$ 1,067.40

Other (Deceased Student)

<u>Name</u>	<u>Invoice #</u>	<u>Invoice Date</u>	<u>Amount</u>
Black, Michael D.	C05167	02/26/03	650.80
			\$ 650.80

Addendum to Food and Vending Service Agreement with Compass Group, USA

209.104, 03-04

Permission is requested to amend the food and vending services agreement with Compass Group USA to provide meals for the Athlete's Scholarship Enhancement Meal Plan for student athletes.

The term of the addendum is August 23, 2004, through April 22, 2005 (fall 2004 and spring 2005 academic terms).

Board Action(s) Requested:

Approval of contract addendum

Action: Approved. See item 6.1.

2004-2005 Salary Schedule

405.94, 03-04

The proposed 2004-2005 salary schedule is submitted for review and approval by the board. The Santa Fe Community College salary schedule is established annually. The president recommends this schedule to the District Board of Trustees at the June board meeting, and once adopted, it becomes the sole instrument used in determining employee compensation.

The following is a summary of proposed rate increases for 2004-2005:

Contract Personnel (Administrative and Professional) Salary Increases 2004-2005

Effective July 1, 2004, administrative and professional personnel may receive a 5.00% increase on the 2003-2004 base. Individual adjustments may vary.

Part-time professionals hired prior to July 1, 2004, may receive an increase of 5.00% to their hourly rate, effective July 1, 2004.

Contract Personnel (Faculty) Salary Increases for 2004-2005

Basic Salary Contract - Effective August 19, 2004, full-time instructional personnel may receive a 5.00% increase on the 2003-2004 base.

210-Day Instructional Contract - Effective August 19, 2004, full-time instructional personnel may receive a 5.00% increase on the 2003-2004 base. A supplement of \$3,158 will be added for the

Part-time non-instructional employees

Part-time non-instructional employees hired prior to July 1, 2004, may receive an increase of 5.00% to their hourly rate, effective July 1, 2004.

Board Action(s) Requested:

Approval

Discussion: President Sasser thanked Ms. Lela Elmore, Coordinator Human Resources, for all her hard work on the 2004-2005 salary schedule. Chair Womack also complimented and thanked Ms. Elmore for her good work.

Action: Motion to approve: Jackson

Second: Brashear

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

Educational Equity Act Report for 2003-2004

400.459, 03-04

The Educational Equity Act Report for 2003-2004 documents the college's progress in attaining equity in the following areas: analysis of A.A. degree program completion rates, student enrollments and completions, accountability in institutional employment, reviews of local One Florida Initiatives, and diversity and gender equity in the college's athletic programs. Also included is a copy of Procedure 2.8P: Prohibition Against Discrimination and Harassment, indicating responses to procedural changes.

Board Action(s) Requested:

Approval

Discussion: Dr. Pat Grunder, Vice President Innovation and College Advancement, gave an overview of the 2003-2004 Educational Equity Act Report. She noted the enrollment data was based on the 2000 census and the college has submitted this report annually for 14 years in accordance with state reporting requirements. The college is second in the state in the percentage of first-time-in-college students recruited from high schools in our district. Minority enrollment for the first-time-in-college population for all three ethnic minority categories continues to grow in both number and percentage of total enrollment, but is beginning to level off. This year's special emphasis review was of the college's practice and commitment to diversity in athletic programs. The areas reviewed included diversity in athletic program administration and leadership and gender equity by sport. The college was found to be in compliance in all areas reviewed. It was noted that the college would continue to redefine and strengthen its strategies and aggressively pursue its goals to achieve parity for all under-represented groups. Trustee Bradley asked who sets the goals for the college, as stated on pages five and six of the report. Dr. Grunder replied the Division of Community Colleges establishes one set of criteria and the college uses them to establish its own criteria, often setting those goals higher than the state, depending on projected future enrollment and anticipated vacancies. Trustee Mallini asked what strategies have been developed to achieve the goals. Dr. Grunder responded recruitment efforts have been intensified and the enrollment management committee is concentrating on intervention, one-on-one tutoring, and other means to retain students.

Action: Motion to approve: Brashear

Second: Mallini

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

Advisory Committee Appointments for:
Biotechnology
Legal Assistant
Nuclear Medicine Technology
Respiratory Care

417.64, 03-04

The advisory committee appointments are being recommended to the board effective July 1, 2004, through June 30, 2006. All individuals have been contacted and have agreed to serve for the two-year period.

Biotechnology

New

Dr. Dan Brown

Renew

Mr. Michael Esch, Regeneration Technologies, Inc., Alachua

Mr. Dean Gabriel, Integrated Plant Genetics, Inc., Alachua

Mr. Weaver Gaines, Ixion Biotechnology, Inc., Alachua

Mr. Scherwin Henry, Interdisciplinary Center for Biotechnology Research, Gainesville

Ms. Cindy Regen, Exactech, Inc., Gainesville

Mr. Dan Sharp, Equitech Laboratories, Alachua

Ms. Emily Sperling, IFAS Academic Programs, Gainesville

Mr. William Woodruff, Alamance Community College, Graham, North Carolina

Ms. Lisa Dukes, Bradford County Vocational Center, Starke

Ms. Mary Jo Koroly, Center for Precollegiate Education and Training, Gainesville

Legal Assistant

New

Ms. Cecelia Starks, City of Gainesville Attorney's Office, Gainesville

Renew

Ms. Jenese M. Bolduc, Salter, Feiber, Yenser, Murphy, & Hudson, Gainesville

Mr. Robert A. Green, Jr., Starke

Mr. Charles I. Holden, Jr., Gainesville

Ms. Marcie Lockhart, Three-Rivers Legal Services, Gainesville

Mr. Steve Mercadante, Gainesville

Ms. Nadine Smith, Clayton, Johnson et al, Gainesville

Mr. Franklin Walters, Gainesville

Nuclear Medicine Technology

New

Dr. Mark Allen, Munroe Regional Medical Center, Ocala

Mr. Tom Horton, North Florida Regional Medical Center, Gainesville

Dr. Kerry Raduns, Ocala Regional Medical Center, Ocala

Ms. Karen Turner, Munroe Regional Medical Center, Ocala

Renew

Dr. Walter Drane, Shands Teaching Hospital and Clinics, Gainesville
Mr. Harry Lundy, Shands at AGH, Gainesville
Dr. Suzanne Mastin, Veterans Affairs Medical Center, Gainesville
Mr. Mike Nicole, Shands Teaching Hospital and Clinics, Gainesville
Dr. Glenn Rousseau, Shands at AGH, Gainesville
Ms. Nancy Slaydon, Veterans Affairs Medical Center, Gainesville
Ms. Jennifer Wood, Ocala Regional Medical Center, Ocala
Dr. Carol Younathan, North Florida Regional Medical Center, Gainesville

Respiratory Care

New

Ms. Jane Bowek, Shands at Starke, Starke
Ms. Amy Fulford, Pediatric Health Choice, Gainesville
Ms. Carrie Godfrey, Gainesville
Ms. Christie Griffis, Starke
Ms. Mindey Hersey, Shands at Starke, Starke
Mr. Paul Jernigan, Gainesville
Mr. Rodney Kuehl, Veterans Affairs Medical Center, Gainesville
Ms. Tina Lloyd, Worthington Springs,
Mr. Lonnie Mott, Gainesville
Mr. Manuel Ojeda, Bell
Mr. Bryant Patterson, Gainesville
Ms. Heather Sylvestri, Gainesville
Mr. William Winkler, Gainesville

Renew

Mr. Timothy Coons, Shands Teaching Hospital and Clinics, Gainesville
Mr. Bill Cunningham, Shands Teaching Hospital and Clinics, Gainesville
Mr. Rick Francis, Mallinckrodt, Inc., Largo
Dr. Andrea Gabrielli, Shands Teaching Hospital and Clinics, Gainesville
Dr. Richard Gutekunst, Gainesville
Mr. Dick Hahn, North Florida Regional Medical Center, Gainesville
Mr. Steve Johnson, Shands at Alachua General Hospital, Gainesville
Mr. Jacob Koens, Chiefland
Ms. Lisa Magary, Gainesville
Ms. Denise Mathias, Munroe Regional Medical Center, Ocala
Mr. Ben Pardo, Veterans Affairs Medical Center, Gainesville
Mr. Paul Stephan, Santa Fe Community College, Gainesville
Ms. Donna Stout, Veterans Affairs Medical Center, Gainesville
Ms. Karla Stringfellow, Shands Hospital and Clinics, Gainesville

Board Action(s) Requested: Approval

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

Agreement with Western Governors University - Assessment Center/Testing

408.1438, 03-04

Santa Fe provides a service to other colleges by offering distance learning testing. Students at Western Governors University take their classes on-line then take their required midterm and/or final exams in a secure, proctored environment in the SFCC Assessment Center. For distance learning classes, Western Governors University provides \$30 per term per student to cover the costs for test administration. For standardized CLEP and DANTES exams, the university provides \$30 per test for administration and also makes payment to cover the fees from the testing company. The term of the agreement is July 1, 2004, through June 30, 2005.

Board Action(s) Requested:

Approval

Action: Motion to approve: Bradley

Second: McRae

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

BioTechnology Articulation Agreement with Central Florida Community College - Biotechnology
408.1439, 03-04

The articulation agreement with Central Florida Community College (CFCC) will facilitate CFCC 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 CFCC. Another option is for students pursuing an Associate of Arts degree awarded by CFCC 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) Requested:

Approval

Action: Motion to approve items 9.2 through 9.7, excluding item 9.3 that was deleted from the agenda:
Brashear
Second: Jackson
Vote: Bradley - yes, Brashear - yes, Jackson - yes, Mallini - yes,
McRae - yes, Womack - yes.

DELETED

**District Board of Trustees
June 22, 2004**

Agenda Item: 9.3

Agreement with Tallahassee Memorial HealthCare, Inc. - Cardiovascular Technology 408.1440, 03-04

This agreement provides an opportunity for selected students in the Cardiovascular Technology program to participate in learning experiences at Tallahassee Memorial HealthCare, Inc. facility.

Board Action(s) Requested:

Approval

Prepare America -- Grant

409.1498, 03-04

Prepare America is an initiative of the League for Innovation in the Community College involving a national coalition of community colleges, public agencies, and private sector organizations dedicated to delivering dynamic domestic preparedness training nationwide. The purpose of this project is to address training gaps related to prevention and preparedness, including assistance for special needs populations. Santa Fe Community College will serve as the state's lead agency for the State of Florida. Grant funds will be used to coordinate and deliver courses in weapons of mass destruction awareness for first responders and special needs population to ensure emergency preparedness planning and relief. Approximately 600 emergency responders and members of special needs population will be served. This is year one of a two-year project.

The amount of funds requested from the Office of Domestic Preparedness, Department of Homeland Defense, is \$93,014, with no matching funds from Santa Fe Community College.

Duration of this project is October 1, 2004, through September 30, 2006.

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 9.2.

Work Skills for Youth and First Time Job Seekers II

409.1499, 03-04

The purpose of this project is to provide occupational skills training for Workforce Investment Act eligible youth and first time job seekers. Adults and high school youth will be enrolled in A.S. and certificate programs in health and business services occupations. Funds will enhance the Licensed Practical Nurse and Surgical Technology programs to increase the seats available for students. Training will be provided for the high school students in computer skills, customer service, and hospitality. The high school students will be placed in appropriate internship programs. This program will serve approximately 160 participants.

The amount of funds requested from Alachua/Bradford Workforce Board/Workforce Florida, Inc., is \$249,939, 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 9.2.

Career Advancement and Retention Challenge IV -- Grant

409.1500, 03-04

The purpose of this project is to provide training and mentoring for Temporary Aid to Needy Families services eligible employed workers through a cooperative partnership with Shands HealthCare and other area employers. Students will be provided customized training requested by employers or will be enrolled in targeted vocational training programs. Mentoring to assist the students to advance in their careers will be available. These funds will enable the SFCC Licensed Practical Nurse and Surgical Technology programs to increase the seats available for students. Approximately 110 employed workers will be trained.

The amount of funds requested from the Alachua/Bradford Workforce Board/Workforce Florida, Inc., is \$247,500, with no matching funds from Santa Fe Community College.

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

Operating budget impact: None

Board Action(s) Requested:

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

Action: Approved. See item 9.2.

Adult Education and Family Literacy - Corrections -- Grant

409.1501, 03-04

The purpose of this project is to provide educational programs for criminal offenders in correctional institutions and other institutionalized individuals. Programs in basic adult education, English literacy, and secondary school credit programs will be offered to individuals over 16 years of age, beyond compulsory school ages, who do not have a secondary school diploma, and are not enrolled in a secondary school. Approximately 100 students will be served.

The amount of funds requested from the Florida Department of Education, Division of Workforce Development, is \$75,000, 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 9.2.

Endowment Corporation Liaison Update

Trustee Bradley reported that phase III of the Blount Downtown Center is under way and they anticipate completion in August of next year.

Board Members' Remarks

Trustee Jackson stated the budget workshop helped clarify all the budget issue this year and thanked Vice President Jan Bullard for all her hard work. She asked if next year we could schedule a workshop or discuss at the board retreat the Educational Equity Act report. She feels that the board needs to have a better understanding of the report. The president responded that it was a great idea and he would accommodate the request.

Trustee Bradley noted that the legislative reception was done nicely with great attendance. He felt that the delegation members greatly appreciated the event.