

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

Adoption of Agenda

Agenda Item: 1.1
418.429, 04-05

1. General Functions
 - 1.1 Adoption of Agenda for Meeting of July 20, 2004
 - 1.2 Organization of the Board for 2004-2005
 - 1.3 Approval of Board Meeting Minutes of June 22, 2004
2. Information Items
 - 2.1 President's Report
3. Consent Items
 - Personnel
 - 3.1 Contract Staff (Faculty)
 - 3.2 Contract Staff (Administrative and Professional)
 - 3.3 Community and Continuing Workforce Education Contract Staff
 - 3.4 Career Service Staff
 - Contracts, Grants
 - 3.5 Center of Excellence -- Grant
 - 3.6 Title III - Strengthening Educational Services Through Student Centered Technologies -- Grant
 - 3.7 Adults with Disabilities -- Grant
 - 3.8 Adult Education and Family Literacy -- English Literacy and Civics Education, Continuation -- Grant
 - 3.9 Criminal Justice Training Trust Fund -- Grant
 - 3.10 Prepare Florida Grant -- Part II
4. Facilities
 - 4.1 Project Report and Action Request – Annual Capital Improvement Plan (CIP)
 - 4.2 Project Report and Action Request – Utilities Infrastructure Project (Revised Budget and Change Order, Phase II)
 - 4.3 Project Report and Action Request – Health Sciences Addition
5. Finance/Business Affairs Items
 - 5.1 Report of Purchases for June 2004
 - 5.2 Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of June 30, 2004
 - 5.3 Warrants Issued for June 2004
 - 5.4 Budget Amendment #1, 2004-2005 Operating Budget, Current Unrestricted (Fund 1)
 - 5.5 Colonel Harry M. Hatcher, Jr., Property Survey 05-01

- 5.6 Permission to Write-Off Uncollectible Accounts
 - 5.7 Acceptance of Donations 05-01
 - 5.8 Agreement with Compass Bank for Automatic Teller Machine (ATM)
 - 5.9 Renewal of Long-Term Investment Management Services Agreement with Wachovia National Bank, Evergreen Investments Division
 - 5.10 Renewal of Long-Term Investment Management Services Agreement with Wachovia National Bank, Evergreen Investments Division, As Fiscal Agent for the Florida Community Colleges Risk Management Consortium
6. General Institutional Items
 - 6.1 Emergency Contract Authority
 - 6.2 Continuing and Community Education EnRich! Brochure - Fall Term 2004
 - 6.3 Credit and Postsecondary Adult Vocational Lab Fee Schedule for Fall Term 2004
 - 6.4 College Catalog for 2004-2005
 - 6.5 Acceptance of the Santa Fe Community College Endowment Corporation's Financial Statements and Independent Auditors' Report for 2003 and Certification of IRS Form 990
 - 6.6 Certification of Endowment Corporation Activity
7. Contracts/Grants
 - 7.1 Agreement with Tallahassee Memorial HealthCare, Inc. – Cardiovascular Technology
 - 7.2 Agreement with Alachua County Organization of Rural Needs Clinic (ACORN) - Dental
 - 7.3 Non-Standard Agreement Between Santa Fe Community College District Board of Trustees and SHANDS at Lake Shore – Surgical Technology
 - 7.4 Memorandum of Agreement with St. Petersburg College
 - 7.5 Division of Administrative Hearings - Administrative Law Judge Services Contract
 - 7.6 Wal-Mart Foundations Good Works -- Grant
8. Endowment Corporation Liaison Update
 9. Board Members' Remarks
 10. Citizen's Requests
 11. Adjournment

Board Action(s) Requested:

Approval

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

Organization of the Board for 2004-2005

416.91, 04-05

Chair Womack read a letter from Trustee Winston Bradley, chair of the nominating committee for the organization of the board for 2004-2005. Trustee Bradley recommended Bessie G. Jackson serve as chair and G. Thomas Mallini serve as vice chair.

Board Action(s) Requested:

Approval

Discussion: Chair Jackson expressed her appreciation to the board and Dr. Sasser for the opportunity to serve. She felt confident in the direction the college is going, and looked forward to a rewarding year.

Action: Motion to approve: Perry

Second: McRae

Vote: Brashear - yes, Davis - yes, Perry - yes, Mallini - yes, McRae - yes, Womack - yes

Approval of Board Meeting Minutes of June 22, 2004

401.421, 04-05

The minutes of the regular meeting of the District Board of Trustees of Santa Fe Community College held June 22, 2004, are presented for approval.

Board Action(s) Requested:

Approval

Discussion: The president noted the minutes needed to be amended under item 6.1. The last sentence of the discussion should state: "Dr. Taylor noted" that we should not be more restrictive in making these funds available for the students.

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

President's Report

Information Item

President Sasser recognized Sue Harris, Career Service Chair; Carole Marquis, College Senate President; and Alan Rezaei, Student Government Vice President. Terry Thomas, Chapter President of FACC was unable to attend.

Eliot Jacobs was recognized as the career service quarterly employee award winner. He received a plaque of appreciation and a service pin.

Chair Jackson and President Sasser presented a crystal vase to Trustee Womack for her service to the board as chair for the 2003-2004 year and thanked her for her dedication to the college. Ms. Womack thanked them and expressed her gratitude for the opportunity to serve as chair.

The president shared with the board a picture of Colonel McRae that was in *The Gainesville Sun*. Dr. Sasser noted that the photo would be framed and given to Trustee McRae at the next board meeting.

Dr. Sasser reminded the board about the up-coming ACCT conference October 6-9, and said if any of the board members would like to attend, to please contact Ms. Crosby.

The president reminded the board that there was no August meeting and the next one would be September 21, at the Blount Downtown Center. Also he noted that Fall Convocation is August 20, in the gymnasium starting at 10:30 a.m.

Dr. Sasser asked General Counsel Patti Locascio to address the board regarding legal contracts. Ms. Locascio stated that she had done some additional research in response to Trustee Bradley's question at the last board meeting about whether the standard contract for legal services with private attorneys should be amended at the board level if the private attorneys were to exceed the amount listed in the contract. She said it might not be legally necessary to have a written amendment as long as both the college and the outside firm agreed that the services were necessary, as long as the agreement did not say that a written amendment was necessary, and as long as the total legal budget for the fiscal year would not be exceeded. However, that conclusion might be considered contrary to our general policy, which is to bring back to the board any significant modifications to any contract by the board. She noted with respect to legal services this issue is rarely raised as we have almost always stayed within the budget and contract amounts. However, in 2002-2003, between the November and January board meetings, the college paid \$27,099 to Allen, Norton and Blue (ANB) in connection with three employment litigation matters. The total contract for that year was for \$15,000. Although the board was updated on the various litigation matters at the annual retreat that year, it never formally approved the increase to that one provider. Ms. Locascio recommended that the board review and approve an amendment to that contract at the September board meeting to formally reflect the increase. She also intends to ask the board at the September meeting to authorize the president to request that the board chair approve increases to the legal services contracts on an emergency basis between board meetings.

Board Item 2.1
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Dr. Sasser commented that he is proposing a workshop and dinner after the September board meeting to discuss the process of the equity study. He will get back with the board members with more details.

Trustees received the ACCT convention brochure, SFCC 2004-2005 College Catalog, SFCC student planner, SFCC Peacock Prints, SFCC wall calendar, SFCC promotional fan, College Reach Out Program invitation, Santa Fe Report, and *Vitality Magazine*.

C O N S E N T

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

Agenda Item: 3.1

Contract Staff (Faculty)

402.656, 04-05

The individuals listed below are recommended for appointment for 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

Part Time

Jason Acosta
Brandon Brown
James Brown
Aparna Gupta
Ramon Hinojosa
Shannon Houvouras
Carmen King
Leonard Koch
Iskande Larkin
Andrea Mabry
Gary McClain
Lynn Morales
Julie Vankirk

Board Action(s) Requested:

Approval

Discussion: President Sasser asked Mr. John Cowart, Assistant to the Vice President for Student Affairs, to provide more information regarding item 3.5. Mr. Cowart commented that the Center of Excellence was established in 1985 and supports three chapters and will serve an estimated 400 students. The chapters are located in Gainesville, Alachua/High Springs, and Hawthorne. Grant funds are used to provide after school tutoring, Brain Bowl competition, SAT test preparation, and other activities designed to address motivation, education, and cultural needs of students. Dr. Portia Taylor, Vice President for Student Affairs, commented that parental involvement was very high in this program and noted that Mr. Cowart is doing an excellent job as the center's director.

Action: Motion to approve consent items 3.1 through 3.10: Womack
Second: Mallini
Vote: Brashear - yes, Davis - yes, Jackson - yes, Mallini - yes,
McRae - yes, Perry - yes, Womack - yes.

CONSENT

District Board of Trustees
July 20, 2004

Agenda Item: 3.2

Contract Staff (Administrative and Professional)

411.253, 04-05

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.

Technical/Professional

Name

Position

Full Time

Appointment

Daphyne Sesco
B.S., University of Florida

Director, Purchasing

Promotion

Tabrisha Baker

Graphic Design Specialist, Center for Academic Technologies

Joe Beal

Specialist, Operations

David Engle

Specialist, Operations

Marcellus Morgan

Associate Director, Records

Nancy Nipper

Manager, Institute of Public Safety

Steve Powell

Graphic Design Specialist, Center for Academic Technologies

Part Time

* Melinda Craine

Summer Academic Enrichment Program Specialist

Paul Martin

Software Specialist

Marcel Navarro

College for Kids Specialist

Lin Shen

Downtown Lab Specialist

Eun-Hee Sohn

Counseling Center Specialist

* Kevin Whitaker

Upward Bound Specialist

Monica Williams

Senior Research Specialist

* Reba Williams

Center for Excellence Specialist

* Grant funded

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1.

C O N S E N T

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

Agenda Item: 3.3

Community and Continuing Workforce Education Staff

404.358, 04-05

The individuals listed below are being recommended for appointment 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.

Community Education

<u>Name</u>	<u>Position</u>
Ann Aldrich	College for Kids
Karen Bowen	College for Kids
Lisa Bracco	College for Kids
Nancy Bramlett	College for Kids
Sheri Butler	College for Kids
Joyce Cooley	College for Kids
Marc Dodd	College for Kids
Marjorie Fountain	College for Kids
Debbie Guitton	College for Kids
Oletta Hardenbrook	College for Kids
Martha Hernandez	College for Kids
Carmen Hester	College for Kids
Linda Hewlett	College for Kids
Cindy Hinson	College for Kids
Gilda Kinsey	College for Kids
James Love	College for Kids
Unissa Moore	College for Kids
Jessica Morey	College for Kids
Carrie Neal	College for Kids
Pamela Phillips	College for Kids
Kristin Powers	College for Kids
Terri Reilly	College for Kids
Michael Ricker	College for Kids
Carolyn Robertson	College for Kids
Dianne Stafford	College for Kids
Brenda Thornton	College for Kids
Janet Todd	College for Kids
Maria Underhill	College for Kids
Jacqueline Valdez	College for Kids

Continuing Workforce Education

<u>Name</u>	<u>Position</u>
Cheryl Alldredge	MS Office Applications
Kristin Baggerly	CPR
Susan Beverung	IV Therapy

Xenula Brown	CPR
Denise Caballero	SHRM Fundamentals and Certification Workshops
Elizabeth Campfield	AutoCAD Applications
Deborah Clark	PMI-Project Management
Peggy Cogar	CPR
David DePatie	A+PC Technician
Heather Doles	Child Development CWE Course
Jon Duff	CPR
Heather Faison	Child Development CWE Course
Earl Ference	Insurance Related Professional Development Workshops
Janet Foster	MS Word and Office Suite
Zona Gale	PC Workshops
Edna Gomez	MS Office Applications
Douglas Henson	Insurance Related Professional Development Workshops
Diane James	CPR
Cynthia Kachik	MS Office Applications
Ronald Lewis	CPR
Michelle Lucas	Web Authoring Applications
Andrea Lybrand	Child Development CWE Course
Ricardo Morales	CPR
Rayne Morency	Child Development CWE Course
Kimberly Oliver	Professional Development Workshops
Mary Oliver-Marney	Child Development CWE Course
Tara Orłowski	Child Development CWE Course
Toni Phillips	IV Therapy
Susan Robertson	QuickBooks Applications
Christopher Rocher	Security in the workplace
Sue Rocher	MS Office Suite
Kenneth Seebeck	PC Workshops
Mary Short	Professional Development Workshops
Allen Siorek	CPR
Elaine Slocum	IV Therapy
Sean Smith	CPR
LaShone Surrency	Child Development CWE Courses
Roberto Sutton	CPR
Richard Taylor	Insurance Related Professional Development Workshops
Dan Tilton	CPR
Beverly Turner	IV Therapy
Dina Vouis	Child Development CWE Courses
Terrasa Wood	CPR
Linda Yonutas	IV Therapy

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1.

C O N S E N T

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

Agenda Item: 3.4

Career Service Staff

403.429, 04-05

The individual's listed below are being recommended for appointment.

Name

Position

Sarah Brown	Administrative Assistant, Nursing Programs
Sarah Cano	Custodian, Facilities Services
Sue DeBose	Program Support Specialist 2, Upward Bound
Catherine Fisher	Human Resources Support Specialist 2
Michael Ford	Custodian, Facilities Services
Kimberly Kleckner	Administrative Assistant, Visual and Performing Arts
Anna Kroll	Program Assistant, Office for Finance
Samatha Parker	Custodian, Facilities Services
Loretta Richardson	International Student Support Specialist, International Student Services
Kelli Sand	Police Officer, SFCC Police Department
Deborah Scarboro	Program Support Specialist 1, Financial Aid
Christopher Swilley	Assistant Facilities Manager, Andrew's Center
Charles Tabah	Custodian, Facilities Services
Chattie Wheeler	Program Support Specialist 1, Records and Registration

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1.

CONSENT

District Board of Trustees
July 20, 2004

Agenda Item: 3.5

Center of Excellence – Grant

409.1506, 04-05

The mission of the Florida Education Fund has been implemented through a number of related programs intended to provide access and create diversity programs, which relate to education. The Center of Excellence mission includes: 1) assuming a more proactive stance in the education of youth; 2) employing the development of a group achievement module for African American elementary and secondary students; and 3) increasing the pool of African American and other historically disadvantaged minority students who are prepared, motivated, and qualified to enter higher education. The Center of Excellence will support three chapters and reach an estimated 400 students. Chapters for the Achievers have been established in Gainesville, Alachua/High Springs, and Hawthorne. Grant funds are used to provide after school tutoring, Brain Bowl competition, and other activities designed to address motivation, education, and cultural needs of students.

The amount of funds requested from the State of Florida is \$28,000, 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.

C O N S E N T

District Board of Trustees
July 20, 2004

Agenda Item: 3.6

Title III – Strengthening Educational Services Through Student Centered Technologies -- Grant
409.1507, 04-05

The purpose of this project is to move Santa Fe Community College toward self-sufficiency by reforming its approach to arts and sciences (Associate in Arts) student services by using technology to build an online, comprehensive student support system and by transforming college culture to promote student-centered practices. These practices will include implementation of a web-enabled student support system, and preparation of faculty, staff, and administrators to deliver innovative, student-centered academic and support services. This is year five of a five-year project.

The amount of funds requested from the U.S. Department of Education, Strengthening Institutions Program, Title III-Part A, is \$350,000, with a cash match of \$243,639 from Santa Fe Community College.

Duration of this project is October 1, 2004, through September 30, 2005.

Operating budget impact: 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.

C O N S E N T

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

Agenda Item: 3.7

Adults with Disabilities -- Grant

409.1508, 04-05

The purpose of this project is to provide literacy instruction, independent living skills training, and pre-vocational training for adults with disabilities in order to improve their quality of life and facilitate their long-term goals toward self-sufficiency. This program will service approximately 50 students.

The amount of funds requested from the Florida Department of Education, Division of Vocational Rehabilitation, is \$82,978, 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.

C O N S E N T

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

Agenda Item: 3.8

Adult Education and Family Literacy – English Literacy and Civics Education Continuation -- Grant
409.1509, 04-05

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 \$33,648, 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.

C O N S E N T

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

Agenda Item: 3.9

Criminal Justice Training Trust Fund -- Grant

409.1510, 04-05

The purpose of this project is to provide advanced and specialized training for approximately 947 law enforcement, correctional, and probation and parole officers in the college's service region.

The amount of funds requested from the Florida Department of Law Enforcement, Division of Criminal Justice Professionalism Programs, is \$75,760, 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.

CONSENT

District Board of Trustees
July 20, 2004

Agenda Item: 3.10

Prepare Florida Grant – Part II

409.1512, 04-05

The purpose of this project is to deliver training activities for the Prepare Florida program designed to provide interdisciplinary training to enhance the response capabilities of Florida's first responder in the event of an attack involving weapons of mass destruction. This project is Part II of the Prepare Florida First Responders Preparedness Training Program. The second phase includes instruction in personal protective equipment (PPE) awareness training. The grant will provide both operations level PPE training courses and train-the-trainer courses to approximately 2,500 law enforcement officers. This is year two of a two-year project.

The amount of funds requested from the Florida Department of Education, Division of Community Colleges and Workforce Education, is \$108,743, with no matching funds from Santa Fe Community College.

Duration of this project is July 1, 2004, through November 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.

Project Report and Action Request - Annual Capital Improvement Plan (CIP)

412.969, 04-05

Attached is the Capital Improvement Plan (CIP) for the college. This is the legislative funding request for 2004-2005 PECO funds that covers proposed renovation, remodeling, and new construction for the next five years. The CIP is based on the most recent plant survey for the college. It is requested that the board approve this plan for submission to the Division of Community Colleges in Tallahassee.

Board Action(s) Requested:

Approval of Capital Improvement Plan

Discussion: Bill Reese, Associate Vice President Facilities Services, reviewed facilities items 4.1 and 4.3 individually.

Action: Motion to approve items 4.1 and 4.3: Brashear

Second: McRae

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

Project Report and Action Request – Utilities Infrastructure Project (Revised Budget and Change Order, Phase II)

412.970, 04-05

Project Description:

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

Architect/engineer	Affiliated Engineers, Gainesville, Florida
Contractor/construction manager	PPI Construction Management, Gainesville, Florida
Uniform building code inspector	In-house
Total project budget	\$6,282,735
Revised budget	\$7,756,467
Source(s) of funding	PECO

Project Status:

At its February 2004 meeting, the board approved the guaranteed maximum price for the phase I portion of work in the amount of \$3,567,987.00. In anticipation of the release this year of both the second and third year allocation during a month in which the board does not meet, college staff is requesting advance permission to execute a change order in the month of August. A compounding problem, one that makes this issue very time sensitive, is the fact that steel prices have nearly doubled in some cases over the last three months. In many cases suppliers will not guarantee prices longer than five days.

The change order we are seeking pre-approval on will consist of: 1) an additive amount for all phase II work, 2) a time extension for phase two work, and 3) a deductive amount for items to be direct purchased by the college in order to save sales tax.

College staff is also requesting the board approve a budget increase to reflect the addition of the 2004-05 allocation of \$4,188,490.

Board Action(s) Requested:

- A. Approval to increase total budget to \$7,756,467
- B. Authorization to execute change order as described above

Discussion: Bill Reese, Associate Vice President Facilities Services, noted that engineering reports dating back to 1980 have detailed problems with the underground utilities on the Northwest Campus.

A significant portion of the underground domestic water piping was subsequently replaced, but little or no chilled water or heating hot water piping has been replaced. The existing piping has resulted in failures and disruptions to the campus. Trustee McRae asked if we knew the cost would be between \$6-7 million at the beginning of the project. Mr. Reese replied yes that was the projected cost; however, the board approved the guaranteed maximum price in February only for phase I of the project. Due to the increase in PECO dollars this year, we are receiving the funds early for all the phases of the project. Mr. Reese stated this unexpected allowance of funds allows the college to move forward with the project in a cost effective manner because of the immediate need to repair leaks and because steel prices are increasing rapidly. Trustee Davis asked how many feet of pipe is needed to complete the project. Mr. Reese said it would be between 3 and 4 thousand feet of different circumference pipes. He explained we are abandoning the pipes that run underground and will be running the new pipes above the roof of the concourses.

This project will impact every single building on campus. Trustee McRae agreed to move forward if we generate the changes to the project, are within the guidelines, and have a more efficient design and better pricing. Trustee Mallini asked if there is a significant difference between the life span of above ground and underground piping. Mr. Reese said the above ground would be better because underground piping is exposed to more moisture, rust, and erosion, and the repair costs are greater. Also, building above ground enables the college to develop an IT pathway at the same time.

Trustee Perry abstained from voting on item 4.2, citing his affiliation with the firm of PPI Construction Management, Gainesville. He filed the conflict of interest form, 8B, as appropriate.

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

Project Report and Action Request – Health Sciences Addition

412.971, 04-05

Project Description:

The demand for health related professionals, both locally and nationally, has exceeded the supply for many years now. Program growth at Santa Fe Community College 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	\$7,668,904
Source of funds	PECO

Project Status:

The selection committee met on June 15, 2004, to review proposals from seven interested architectural firms and recommend a short-list to be interviewed. The committee interviewed the top four firms on July 13, 2004, and is submitting the following rank-ordered list for approval:

1. Hunton Brady Architects, Orlando, Florida
2. Flad and Associates, Gainesville, Florida
3. Ponikvar and Associates, Inc., Gainesville, Florida
4. Florida Architects, Inc., Orlando, Florida

Board Action(s) Requested:

- A. Approval of budget**
- B. Approval of and permission to negotiate a contract with the top-ranked firm of Hunton Brady Architects for the design of the health science addition**

Action: Approved. See item 4.1.

Report of Purchases for June 2004

202.518, 04-05

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

Purchasing	\$647,970.76
Risk Management Consortium	27,000.00
Library	<u>0.00</u>
Total	<u>\$674,970.76</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
X54313 (Fund 7)	\$ 188,595.00	Contract	PPI Construction Management	Building B Panel Replacement General Maintenance

Risk Management Consortium

X54471 (Fund 6)	\$ 27,000.00	Contract	Arthur J Gallagher and Company	Cyber Risk Policy and Fee
	<u>\$ 215,595.00</u>			

Purchases \$0 - \$25,000.00

Number of purchase orders: 338

Amount: \$425,046.56

Number of contracts awarded by the Board of Trustees: 3

Amount: \$ 34,329.20

Board Action(s) Requested:

Approval of report

Discussion: Ms. Rochelle Prince, Associate Vice President for Finance, reviewed item 5.1. Trustee Perry abstained from voting on this item, citing his affiliation with the firm of PPI Construction Management, Gainesville. He filed the conflict of interest form, 8B, as appropriate.

Action: Motion to approve: Womack

Second: Mallini

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

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

201.566, 04-05

Closing for the fiscal year ending June 30, 2004, will be completed on August 15, 2004. The attached Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report is PRELIMINARY and does not reflect all of the accounting activity for the 12-month period. The Annual Financial Report for fiscal year 2003-2004 will be presented at the September meeting.

Board Action(s) Requested:

Approval of preliminary report

Discussion: Ms. Rochelle Prince, Associate Vice President for Finance, reviewed items 5.2 through 5.10 individually. The president noted that the cost of the stolen golf cart was its original cost, not the depreciated cost. Regarding item 5.5 Trustee McRae asked if we give the computers to the school districts first. Ms. Prince responded that we sell to students, faculty, and staff first then we offer the remaining computers to the school districts. Trustee McRae asked if the college ever donates surplus equipment to charitable organizations. Ms. Jan Bullard stated she would check into the state guidelines. The president added that he would e-mail the guidelines in the Friday message to the board. Under item 5.8 Ms. Prince said the college would be preparing a request for proposals for all banking services, including ATM banking, in the fall.

Action: Motion to approve items 5.2 through 5.10: Davis
Second: Perry
Vote: Brashear - yes, Davis - yes, Jackson - yes, Mallini - yes,
McRae - yes, Perry - yes, Womack - yes.

Warrants Issued for June 2004

208.413, 04-05

In accordance with State Board of Education Rule 6A-14.073(5), a listing of all checks issued from June 01 through June 30, 2004, is available at this meeting for the board's information. The amount disbursed for the month was \$6,838,957.61

Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	354209 - 357148
Payroll	590806 - 591464

Electronic Transfers

83487 – 85697

Board Action(s) Requested:

Approval of report

Action: Approved. See item 5.2.

Budget Amendment #1, 2004-2005 Operating Budget, Current Unrestricted
(Fund 1)

201.567, 04-05

The first amendment to the Fund 1 (Current Unrestricted) Operating Budget is submitted for approval. Approval is requested in order to incorporate the estimated budget required to pay obligations carried forward from 2003-2004 and budget reserves carried forward for Performance Base Incentive Funding.

Board Action(s) Requested:

Approval of budget amendment

Action: Approved. See item 5.2.

Colonel Harry M. Hatcher, Jr., Property Survey 05-01

200.670, 04-05

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 June 24, 2004, to consider departmental requests to be relieved from inventory accountability. The committee members sent their approvals that the following requests be accepted and recommend board approval to remove the items listed below from the active property control inventory records. A detailed list of all items from each category is attached.

Category	Number of Items	Original Cost or Value Items < \$5,000 to be Removed from Inventory	Number of Items	Original Cost or Value Items > \$5,000 to be Removed from Inventory and Financial Records	Depreciation of Items > \$5,000	Total Book Value Items to be Removed from Inventory and/or Financial Records
Stolen	1	\$3,945.00	0	\$0.00	\$0.00	\$0.00
Missing Items	5	\$8,921.98	0	\$0.00	\$0.00	\$0.00
Worn-Out Equipment with Salvageable Parts	2	\$2,951.00	0	\$0.00	\$0.00	\$0.00
Worn-Out Equipment with No Salvageable Parts	7	\$11,173.55	0	\$0.00	\$0.00	\$0.00
Surplus Property	19	\$40,772.90	0	\$0.00	\$0.00	\$0.00
Lab Replacements	96	\$124,917.88	0	\$0.00	\$0.00	\$0.00
Transfers	20	\$30,413.00	0	\$0.00	\$0.00	\$0.00
TOTAL	150	\$223,095.31	0	\$0.00	\$0.00	\$0.00

Notes

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

Missing Property are items that were not found during the inventory process. They have been investigated by the SFCC Police Department and have not been located.

Worn-Out Equipment with Salvageable Parts are items from which parts will be taken before the items are discarded.

Worn-Out Equipment with No Salvageable Parts are items that are no longer in usable condition and are not cost-effective to repair.

Surplus Property is generally offered to Alachua and Bradford counties schools first. If the counties are not interested in these items, they will be offered to other non-profit organizations that have requested them. Items that are not requested will then be sold at a surplus auction.

Lab Replacements are lab computers replaced through the PC replacement plan that are to be transferred to Alachua and Bradford counties schools, sold, or scrapped.

Transfers are those items being transferred to the institution shown. These institutions are always non-profit entities.

Acquisition Value represents the college's acquisition cost, NOT the current value of the items. The college depreciates and capitalizes items costing \$5,000 or greater. Items greater than \$750 but less than \$5,000 are not depreciated or capitalized but are tracked for inventory purposes ONLY. The present value of most of the items less than \$5,000 listed here is substantially lower than the amount indicated.

Board Action(s) Requested:

Approval of survey

Action: Approved. See item 5.2.

Permission to Write Off Uncollectible Accounts

200.671, 04-05

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

Short-Term Loans	
Regular	\$26,321.15
Tuition	27,550.23
Accounts Receivable	
Financial Aid Repayments	19,744.57
Total	<u>\$73,615.95</u>

Board Action(s) Requested:

Approval to write off uncollectible accounts

Action: Approved. See item 5.2.

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.

Regular

<u>Name</u>	<u>Invoice #</u>	<u>Due Date</u>	<u>Amount</u>
Batie, Broderick	S28338	04/30/02	369.85
Biaggi, Melba	S29451	09/22/02	172.07
Brown, Sharon	S31474	06/11/03	500.00
Buchannon, Marvin	S30484	11/15/02	247.73
Burton, Stephen	S30498	11/30/02	460.20
Buth, Savouen	S27152	11/07/01	72.96
Buth, Savouen	S28727	06/13/02	141.05
Buth, Savouen	S29233	08/01/02	239.27
Canington, Richard	S31356	04/15/03	163.29
Chisom, Shantell	S30902	03/10/03	350.00
Coleman, Amelia	S29892	09/30/02	350.00
Coleman, Robert	S30468	11/01/02	210.18
Eddins, Sandra	S31502	06/11/03	125.86
Emmerth, Suzanne	S30956	02/08/03	150.00
Fenn, Kevin	S30874	02/07/03	350.00
Greene, Sheera	S31419	05/16/03	132.84
Griffin, Samantha	S29635	10/15/02	300.00
Harris, Robin	S28598	07/10/02	284.68
Hecksher, Katrina	S29852	10/02/02	350.00
Hendrix, Timothy	S30568	11/25/02	100.00
Hill, Lloyd	S31322	04/15/03	260.81
Hines, Jennifer	S30416	11/09/02	393.30
Johnson, William	S30520	12/15/02	576.80
Kearson, Kimberly	S24582	11/30/00	1046.95
Kemp, Sharon	S31699	05/30/03	349.73
Kendrick, Tara	S29371	08/15/02	352.25
Knox, Katherine	S30734	02/28/03	300.00
Lewis, Deidra	S30348	11/30/02	525.20
Linzy, Daniel	S31840	06/30/03	500.00
Long, Marquis	S30897	01/30/03	350.00
Manz, Charles	S29544	10/15/02	250.00
Mayes, Chanda	S31891	06/30/03	500.00
McCallum, Sharon	S28760	06/15/02	151.36
McCloud, Briannia	S30244	10/30/02	621.14
McCray, Davin	S30299	12/12/02	899.85
McGregory, Fabian	S31216	02/27/03	176.72
McNair, Sarita	S30362	11/30/02	350.00
McNair, Sarita	S30486	11/30/02	250.00
Medlock, Carol	S29078	07/04/02	500.00
Miller, Julius	S30295	10/30/02	744.70
Naugler, Robert	S28175	04/30/02	500.00
Nuetzi, Marlyn	S31075	03/10/03	260.00
Orr, Gary	S29740	09/30/02	350.00

<u>Name</u>	<u>Invoice #</u>	<u>Due Date</u>	<u>Amount</u>
Patel, Neil	S31082	03/10/03	350.00
Patel, Neil	S31284	04/19/03	781.60
Perry, Nitoshia	S29877	10/27/02	275.00
President, Faith	S29343	08/23/02	270.00
Pyne, David	S30687	01/28/03	87.39
Pyne, David	S30709	01/30/03	500.00
Pyne, David	S31151	01/31/03	250.00
Rakvin, Dominic	S28417	05/30/02	674.00
Richardson, Tomicha	S31662	06/12/03	58.27
Samson, Edy	S28967	06/28/02	574.50
Savage, Warren	S28983	06/29/02	1122.00
Serra-Arderi, Danny	S29727	09/30/02	350.00
Shelton, Laura	S27007	10/30/01	113.51
Shelton, Laura	S27075	10/30/01	463.60
Sheppard, Toccarra	S29739	11/26/02	350.00
Sheppard, Toccarra	S30485	11/30/02	948.50
Silas, Imabong	S28427	05/17/02	286.53
Silverman, Amanda	S29427	09/30/02	274.33
Silverman, Amanda	S29865	09/30/02	200.00
Tatum, Rodney	S28805	06/30/02	300.00
Tatum, Rodney	S29023	06/30/02	372.70
Valare, Sherry	S31289	04/30/03	647.80
Wallace, Tia	S29527	09/30/02	192.82
Wallace, Tia	S30359	11/15/02	654.00
Wanton, Kristopher	S29736	09/26/02	245.81
Whiting, Gloria	S30018	10/30/02	350.00
Young, Monica	S30024	10/30/02	350.00
			\$26,321.15

Tuition

<u>Name</u>	<u>Invoice #</u>	<u>Due Date</u>	<u>Amount</u>
Alexander, John	S31195	03/08/03	564.00
Alexander, Patrick	S31777	06/30/03	321.40
Anthony, Demetrius	S31685	06/12/03	165.70
Beauvais, Holly	S31088	03/06/03	465.20
Borum, Phillip	S30609	03/08/03	155.70
Bryant, Corinthian	S28198	03/05/02	69.80
Butler, Stephanie	S28724	06/30/02	151.35
Cannon, Ticea	S30612	03/08/03	587.10
Clark, George	S28120	03/07/02	1037.90
Cohen, Gregory	S29394	10/26/02	155.70
Colbert, Gerald	S31676	06/11/03	229.92
Collins, Indiria	S29260	08/12/02	43.01
Contri, Cassandra	S27464	03/08/02	383.15
Cook, Adrienne	S28573	06/13/02	151.35
Cummings, Barbara	S26966	10/22/01	700.85
Cummings, Barbara	S27980	03/07/02	413.60

<u>Name</u>	<u>Invoice #</u>	<u>Due Date</u>	<u>Amount</u>
Dobbs, Erica	S31078	03/08/03	525.20
Doby, Fredrick	S29174	08/15/02	261.03
Doby, Fredrick	S29375	10/26/02	294.50
Fierro, Steven	S30695	03/06/03	589.00
Fonseca, Carlos	S28565	06/13/02	1111.10
Footman, Precious	S29246	08/01/02	201.35
Gardner, Sandi	S30595	03/08/03	702.80
Godfrey, Lee	S30109	09/30/02	193.17
Guzman, Carlos	S31571	06/12/03	232.48
Guzman, Carlos	S31572	06/12/03	170.70
Hadley, Franklin	S27589	03/07/02	650.40
Haley, Laura	S29396	10/26/02	791.60
Hines, Tanisha	S29348	10/26/02	490.20
Johnson, Motez	S31117	03/08/03	393.30
Jones, Tameka	S31415	06/30/03	321.40
Kieser, Eric	S28124	03/15/02	302.70
Krug, Danielle	S30098	10/10/02	393.30
Lamar, Earnest	S28110	04/18/02	352.25
Latson, Angel	S30682	03/08/03	554.00
Ledesma, Julian	S25154	03/09/01	625.80
Lever, Robin	S31350	04/05/03	809.70
Mackperson, Derrick	S29423	10/26/02	311.40
Mackperson, Derrick	S29966	10/10/02	237.60
Mackperson, Derrick	S31019	03/06/03	1065.55
Mahamadou, Amina	S27891	03/08/02	2453.35
Marshall, Leondra	S30671	03/08/03	132.93
McCoy, Curtis	S28766	06/20/02	294.80
Mendez, Alberto	S28751	06/13/02	104.78
Merrell, Bruce	S30934	03/08/03	539.00
Miles, Andrew	S28146	03/07/02	317.70
Mincks, Joyce	S28507	06/13/02	352.70
Moringstar, Raven	S30667	03/08/03	405.70
Overturf, Luke	S29346	10/26/02	142.66
Parker, Ryan	S28502	07/15/02	262.25
Peterson, Rachel	S30683	03/10/03	589.00
Phillips, Jason	S28802	06/16/02	423.52
Polite, Angelette	S29422	10/26/02	411.40
Quinone, Jorge	S31568	06/12/03	248.40
Reed, Albert	S27553	03/07/02	322.70
Ross, Takoma	S28490	06/13/02	262.25
Thomas, Lisa	S27542	03/07/02	390.47
Turner, Shellie	S29322	10/25/02	435.20
Weiner, John	S30640	02/07/03	216.81
Williams, Michelle	S31498	06/10/03	227.60
Yarber, Raven	S30670	03/08/03	155.70
Yarber, Raven	S30782	03/08/03	155.70
Yarber, Raven	S31020	03/08/03	155.70
Youngblood, Joseph	S31391	04/30/03	1373.65

\$27,550.23

Name Invoice # Due Date Amount
Accounts Receivable

Financial Aid Repayments

<u>Name</u>	<u>Invoice #</u>	<u>Due Date</u>	<u>Amount</u>
Barrington, Maria	C04166	05/08/02	21.11
Bell, Michael	C05080	02/06/03	256.00
Bertie, Tiffani	C05394	05/05/03	500.00
Biggers, Crystal	C05081	02/06/03	500.00
Brems, Julie	C03856	07/30/02	469.00
Brewster, Reva	C04543	07/30/02	581.00
Brown, Willie	C05201	03/04/03	500.00
Bryant, Elisha	C04604	08/20/02	469.00
Chronister, Stephanie	C05082	02/06/03	263.00
Clark, Kenyetta	C05083	02/06/03	1644.00
Crawford, Melody	C05084	02/06/03	500.00
DaCosta, Abdiel	C05085	02/06/03	500.00
Dixion, Mikell	C05397	05/05/03	1463.20
Duby, Nicole	C05155	02/26/03	554.00
Garrison, Arraelieus	C04541	07/26/02	513.00
Green, Nicole	C05087	02/06/03	1144.00
Guyton, Chiqueta	C04542	07/26/02	581.00
Hall, Christopher	C05168	02/26/03	102.57
Hall, Rajina	C05205	03/21/03	870.60
Harris, David	C05162	02/26/03	52.47
Herold, Gregory	C05171	2/27/03	252.00
Hussain, Asad	C05169	02/26/03	88.56
Keeler, Joshua	C05197	03/04/03	250.00
Langford, Mel	C05163	02/26/03	445.50
Latson-Mayfield, Auro	C04602	08/20/02	488.00
Le, Camthy	C05090	02/06/03	500.00
McKnight, Tequila	C04599	08/16/02	545.50
Medaries, Lynda	C05413	05/15/03	500.00
Messina, Nicholas	C04168	05/08/02	19.06
Morris, Patrick	C05170	02/26/03	353.41
Owens, Steve	C05235	03/06/03	422.98
Robidoux, Catherine	C05091	02/06/03	500.00
Rodney, Sean	C05092	02/06/03	1618.00
Saavedra, Fernando	C05099	02/06/03	356.00
Sirbaugh, Lawrence	C05396	05/05/03	206.00
Smith, Kelly	C05172	02/27/03	252.00
Springer, Sarah	C05176	02/28/03	77.43
Subzwari, Omar	C04169	05/08/02	23.18
Tillman, Scott	C05204	03/04/03	313.00
Valcourt, Sarah Jean	C04178	05/08/02	1050.00

\$19,744.57

Acceptance of Donations 05-01

200.672, 04-05

The Santa Fe Community College Endowment Corporation has donated the following items to the college's Nursing program:

<u>Items</u>	<u>Unit Value</u>	<u>Total Value</u>
Laptop, Dell Inspiron 7500	\$4,599.00	\$ 4,599.00
(3) Manikins, Hispanic Adult	864.80	2,594.40
(2) Pump, Baxter Flo-Gard 6201	2,495.00	4,990.00
Pump, Baxter PCA II 2L3104	3,415.50	3,415.50
(2) Pump, Medex 2010i Syringe	2,000.00	4,000.00
Pump, Medex 2010i Infusion Syringe	2,695.00	2,695.00
Camcorder, Panasonic AG-456U	1,497.00	<u>1,497.00</u>
Total		<u>\$23,790.90</u>

The University of Florida Police Department has donated the following item to the college's Institute of Public Safety:

<u>Item</u>	<u>Value</u>
1990 Chevrolet Caprice, 4-door	<u>\$505.00</u>

Board Action(s) Requested:

Approval/acceptance of donations

Action: Approved. See item 5.2.

Agreement with Compass Bank for Automatic Teller Machine (ATM)

209.105,04-05

This contract allows Compass Bank to upgrade the existing automated teller machine (ATM) in the same campus location outside the bookstore for the purpose of giving access to cash withdrawal services to students, faculty, and staff. The cost of the upgrade, including site preparation, will be the responsibility of the bank. The term of the contract is for one year commencing August 1, 2004, through July 31, 2005, with four optional one-year renewal periods. Although the college will not receive revenue from this contract, in order to benefit our students, the non-Compass Bank user fee will be reduced from \$2.50 per transaction to \$1.50 per transaction, which is below the average ATM fee of \$1.77. All Compass Bank customers have access to the ATM at no charge.

Board Action(s) Requested:

Approval of agreement

Action: Approved. See item 5.2.

Renewal of Long-Term Investment Management Services Agreement with Wachovia National Bank,
Evergreen Investments Division 209.106, 04-05

The college's long-term investment management agreement with Wachovia National Bank has an original effective date of August 1, 2000, and is a three-year agreement with two one-year extension options. At the option of the Board of Trustees of Santa Fe Community College, the extension options can be exercised with the same terms as set forth in the original agreement. We request approval to exercise the final extension option and extend the agreement to cover the period of August 1, 2004, through July 31, 2005.

Board Action(s) Requested:

Approval to extend current agreement

Action: Approved. See item 5.2.

Renewal of Long-Term Investment Management Services Agreement with Wachovia National Bank, Evergreen Investments Division, as Fiscal Agent for the Florida Community Colleges Risk Management Consortium 209.107,04-05

The Florida Community Colleges Risk Management Consortium's long-term investment management agreement with Wachovia National Bank has an original effective date of October 1, 2000, and is a three-year agreement with two one-year extension options. As fiscal agent for the Florida Community Colleges Risk Management Consortium, the college maintains the long-term investment portfolio for the consortium. At the Florida Community Colleges Risk Management council meeting June 3, 2004, approval was given to execute the final extension option and extend this agreement to cover the period of October 1, 2004, through September 30, 2005.

Board Action(s) Requested:

Approval to extend current agreement

Action: Approved. See item 5.2.

Emergency Contract Authority

408.1441, 04-05

The board is requested to authorize the chair, or vice chair in the chair's absence, to execute documents, contracts, and change orders requiring board approval during the period between the July meeting and the September meeting, which actions if delayed until the September meeting would create operational or financial difficulties for the college or hardship's for students. The president shall indicate in writing the reason that the document should be executed prior to the September board meeting. The board will be asked to ratify the chair's/vice chair's decision at the board meeting immediately following the execution of the document.

Board Action(s) Requested:

Approval

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

Continuing and Community Education EnRich! Brochure - Fall Term 2004

415.103, 04-05

As required by the State Board of Education regulations, the schedule of Community Education and the Center for Business EnRich! courses for the 2004 fall term is presented for board approval. Term dates are September 11 through December 15, 2004, with registration beginning August 23 and continuing throughout the term. The schedule is subject to further changes as certain classes may be added to or deleted from the schedule. Generally, additions would only be made for online courses from contract vendors as such classes become available. Deletions may be made based on instructor and space availability.

Board Action(s) Requested:

Approval and authority for Vice President for Academic Affairs to approve changes as needed

Action: Motion to approve items 6.2 through 6.6: Davis
Second: Mallini
Vote: Brashear - yes, Davis - yes, Jackson - yes, Mallini - yes,
McRae - yes, Perry - yes, Womack - yes.

Credit and Postsecondary Adult Vocational Lab Fee Schedule for Fall Term 2004 301.106,04-05

The attached credit and postsecondary adult vocational lab fee schedule is to be effective for the 2004-2005 academic year, beginning fall term 2004.

Board Action(s) Requested:

Approval of lab fee schedule

Action: Approved. See item 6.2.

College Catalog for 2004-2005

400.460, 04-05

The 2004-2005 college catalog is now available on the Santa Fe web site and in print.

Board Action(s) Requested:

Approval of catalog

Action: Approved. See item 6.2.

Acceptance of the Santa Fe Community College Endowment Corporation's Financial Statements and Independent Auditors' Report for 2003 and Certification of IRS Form 990 400.462, 04-05

Attached is the Financial Statements and Independent Auditors' Report dated December 31, 2003, for the Santa Fe Community College Endowment Corporation, Inc. Also attached is the IRS Form 990 in accordance with Florida Statute 1004.70.

Board Action(s) Requested:

Acceptance of the Santa Fe Community College Endowment Corporation's Financial Statements and Independent Auditors' Report for 2003 and certify completion of IRS Form 990.

Action: Approved. See item 6.2.

Certification of Endowment Corporation Activity

400.461, 04-05

In compliance with Florida Statute 1004.70, on July 1 of each year, the board is asked to certify to the State Board of Education that the Santa Fe Community College Endowment Corporation is operating in a manner consistent with the goals of the college and in the best interests of the state. As part of this process, the college certifies that its president serves as secretary and is a voting member of the Endowment Corporation, that a member of the Board of Trustees was officially appointed as liaison between the board and the Endowment Corporation and is a voting member of the Endowment Corporation, and lastly, that the Endowment Corporation audit report has been presented to the college's Board of Trustees. These items have been accomplished.

Board Action(s) Requested:

Certification that the Endowment Corporation is operating in a manner consistent with the goals of the college and in the best interests of the state

Action: Approved. See item 6.2.

Agreement with Tallahassee Memorial HealthCare, Inc. – Cardiovascular Technology

408.1442, 04-05

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

Discussion: General Counsel Patti Locascio stated this contract is lengthy, but has all the components of a standard contract. The contract was for one student within the Cardiovascular Technology program.

Action: Motion to approve: Brashear

Second: Womack

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

Agreement with Alachua County Organization of Rural Needs Clinic (ACORN) - Dental

408.1443, 04-05

This agreement allows students in the Dental Hygiene program to participate in a clinical experience at the ACORN clinic. The agreement will commence July 1, 2004, and will remain in effect unless amended by either party.

Board Action(s) Requested:

Approval

Discussion: Regarding item 7.2, Trustee McRae commented that this was a wonderful program. It serves thirteen counties, including Bradford and Union. He applauded Santa Fe's involvement with the program and encouraged everyone to visit the ACORN facility.

Action: Motion to approve items 7.2 and 7.3: Davis

Second: Mallini

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

Non-Standard Agreement between the Santa Fe Community College District Board of Trustees and
Shands at Lake Shore – Surgical Technology 408.1444, 04-05

This is a non-standard agreement with Shands at Lake Shore to allow selected students in the Surgical Technology program the opportunity to participate in learning experiences at this facility.

Board Action(s) Requested:

Approval

Action: Approved. See item 7.2.

Memorandum of Agreement with St. Petersburg College

409.1446, 04-05

An agreement between Santa Fe Community College and St. Petersburg College is recommended for board consideration for the purpose of facilitating the transfer and transition of Santa Fe Associate of Science graduates into the Bachelor of Applied Science in Technology Management and the Bachelor of Applied Science in Public Safety Management programs. No facilities request is involved with the agreement at this time.

Board Action(s) Requested:

Approval of agreement

Discussion: Dr. Nancee Bailey, Vice President of Academic Affairs, reported that this was wonderful opportunity for our students. This agreement would allow the transfer and transition of Santa Fe Associate of Science graduates into the Bachelor of Applied Science in Technology Management and the Bachelor of Applied Science in Public Safety Management at St. Petersburg College. She noted that this was an on-line program that did not require the use of college facilities at this time.

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

Division of Administrative Hearings – Administrative Law Judge Services Contract 408.1447, 04-05

Florida Statute Section 120.65 was amended, effective July 1, 2004, to provide that Division of Administrative Hearing (DOAH) judges be reimbursed for Administrative Law Judge services, travel expenses, and other appropriate costs if a community college or other public entity utilizes such services. DOAH and the public entities are required to enter into contracts, which must be renegotiated on an annual basis, to enable DOAH to recover its costs. The current hourly rate is set at \$129. The contract contains an automatic annual renewal period beginning one year from the date of execution.

Board Action(s) Requested:

Approval

Discussion: Regarding item 7.6 Ms. Joan Suchorski, Associate Vice President, Development, Grants and Projects, commented that this was a great benefit to our students. The grant would provide funds for literacy awards, food, and advertisement. At least thirty students would benefit from this grant.

Action: Motion to approve 7.5 and 7.6: Womack
Second: Mallini
Vote: Brashear - yes, Davis - yes, Jackson - yes, Mallini - yes,
McRae - yes, Perry - yes, Womack - yes.

Wal-Mart Foundations Good Works -- Grant

409.1511, 04-05

The purpose of this project is to provide funds for the Santa Fe Community College Adult Education literacy awards ceremonies and program advertisement. It is anticipated that at least 30 students will benefit from these funds.

The amount of funds requested from the Wal-Mart Foundation is \$1,750, with no matching funds from Santa Fe Community College.

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

Operating budget impact: None

Board Action(s) Requested:

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

Action: Approved. See item 7.5.

Endowment Corporation Liaison Update

Trustee Mallini reported that phase III of the Blount Downtown Center was going well. Mr. Harvey Sharron, Vice President for Development, stated the roof was going on the Keystone Center and they were still anticipating a December 1 completion date.

Board Members' Remarks

Trustee McRae thanked everyone that participated in the recent Florida Association of Community Colleges (FACC) membership workshop in Orlando. Santa Fe had eight people who attended the workshop. FACC is a great organization that benefits all twenty-eight community colleges. Guy York, Vice President for College and Governmental Relations, noted that Mr. Mike Comins from Hillsborough Community College was hired as the chief operating officer for FACC.