

The District Board of Trustees
Santa Fe Community College, Florida
Agenda for Board Meeting of September 21, 2004, at 4 p.m.
Charles L. Blount Downtown Center Board Room

Adoption of Agenda

Agenda Item: 1.1
418.429, 04-05

1. General Functions
 - 1.1 Adoption of Agenda for Meeting of September 21, 2004
 - 1.2 Approval of Board Meeting Minutes of July 20, 2004
2. Information Items
 - 2.1 President's Report
 - 2.2 Standardized Clinical Facilities Use Agreement with Herman Goh, D.M.D. - Dental
3. Consent Items
 - Personnel
 - 3.1 Contract Staff (Faculty)
 - 3.2 Contract Staff (Administrative and Professional)
 - 3.3 Community and Continuing Workforce Education Staff
 - 3.4 Career Service Staff
 - Contracts, Grants
 - 3.5 Ratification of
 - Non-Exclusive Indefinite Quantity Agreement with Alachua/Bradford Regional Workforce Board
 - Addendum to the Master Clinical Education Agreement with Shands Teaching Hospital and Clinics, Inc. (University of Florida Orthopaedics and Sports Medicine Institute) - Radiography
 - Addendum to Agreement with Barnes & Noble College Bookstores, Inc. - Cyber Café
 - 3.6 Tech Prep Agreements with School Board of Levy County and School Board of Columbia County
 - 3.7 Little School Food Program -- Grant
 - 3.8 School Board of Alachua County Head Start/Pre-Kindergarten -- Grant
 - 3.9 Institutional Application to Participate in Federal Student Financial Aid Programs for Fiscal Year 2005-2006 -- Grant
4. Facilities
 - 4.1 Project Report and Action Request - Health Sciences Addition

5. Personnel
 - 5.1 SFCC Senior Management Service Class Optional Retirement Program Local Annuity Plan
6. Finance/Business Affairs Items
 - 6.1 Annual Financial Report, Year Ended June 30, 2004
 - 6.2 Report of Investments, Quarter Ending June 30, 2004
 - 6.3 Report of Purchases for July and August 2004
 - 6.4 Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of August 31, 2004
 - 6.5 Warrants Issued for July and August 2004
 - 6.6 Budget Amendment #2, 2004-2005 Operating Budget, Current Unrestricted (Fund 1)
 - 6.7 2004-2005 Annual Budget, Unexpended Plant Fund (Fund 7)
 - 6.8 Colonel Harry M. Hatcher, Jr., Property Survey 05-02
 - 6.9 Acceptance of Donations 05-02
 - 6.10 Fee Waiver Report for Summer Term 2004
 - 6.11 Revision of Long-Term Investment Policy Statement with Wachovia National Bank
 - 6.12 Revision of Long-Term Investment Policy Statement with Wachovia National Bank as Fiscal Agent for the Florida Community Colleges Risk Management Consortium
7. Contracts/Grants
 - 7.1 Amendment to Agreement of June 18, 2002, with Allen, Norton and Blue, P.A.
 - 7.2 General Authority for Board Chair to Authorize Increase in Legal Fees
 - 7.3 Affiliation Agreement with BayCare Health System, Inc. -- Cardiovascular Technology
 - 7.4 Agreement with National Student Clearinghouse - DegreeVerify Agreement for Educational Institutions
 - 7.5 Agreement with University of Florida - Services of Dental Hygienist
 - 7.6 Munroe Regional Medical Center Contractual Addendum - Cardiovascular Technology, Radiologic, Diagnostic Medical Sonography, and Respiratory Care Programs
 - 7.7 Tallahassee Medical Center, Inc., d/b/a Capital Regional Medical Center
 - 7.8 Newman's Own - Children's Creative Corner at the 2005 Starke Fall Festival -- Grant
8. Endowment Corporation Liaison Update
9. Board Members' Remarks
10. Citizen's Requests
11. Adjournment

Board Action(s) Requested:

Approval

Action: Motion to approve: Mallini

Second: Womack

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

Approval of Board Meeting Minutes of July 20, 2004 401.422, 04-05

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

Board Action(s) Requested:

Approval

Action: Motion to approve: Mallini

Second: Womack

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

President's Report

Information Item

Dr. Sasser asked everyone who serves on the Crisis Management team to stand and be recognized for all their hard work during the hurricanes. Dr. Sasser expressed appreciation to Mr. Daryl Johnston for his outstanding contribution to the committee.

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

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

Dr. Sasser presented Trustee McRae with a framed photo that recently appeared in *The Gainesville Sun*, showing him participating in an Alachua/Bradford counties food pantry project. Trustee McRae introduced an exchange student Mr. Bruno Lopes who is from Brazil. He is currently attending Bradford High School making straight A's while still trying to adapt to our language.

The president noted that our board will be well represented at the upcoming ACCT convention. Trustees Brashear, Jackson, Mallini, McRae, and Womack will be attending.

President Sasser reminded the board that there will be a board workshop and dinner immediately following the October 19 board meeting. Also, he noted that the Florida Association of Community Colleges annual convention is November 17-19 in Tampa. If any of the board members would like to attend, they should contact Ms. Tina Crosby.

The following quarterly employee award winners were recognized and received a plaque of appreciation and service pin: full time faculty, Ms. Ellen Smith; administrative and professional, Ms. Deborah Brazee; part-time faculty, Ms. Kathryn Rush; part-time non-instructional, Mr. Marcel Navarro, and career service, Ms. Brenda Evans.

The following items were at the trustees' places: invitation to attend College Night, 2004-05 library staff calendar, SFCC Leadership Institute newsletter, *Vitality Magazine*, Santa Fe Report, Grants and Contracts 2004 edition report.

Standardized Clinical Facilities Use Agreement with Herman Goh, D.M.D. - Dental

Information Item
408.1448, 04-05

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 an agreement has been executed with Herman Goh, D.M.D. for students enrolled in the SFCC Dental program.

CONSENT

District Board of Trustees
September 21, 2004

Agenda Item: 3.1

Contract Staff (Faculty)

402.657, 04-05

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

Appointment Full Time

<u>Name</u>	<u>Position</u>
Karen Bakuzonis	Interim Assistant Professor, Health Information Management <i>M.S., Virginia Commonwealth University</i>
Phillip Bennett	Assistant Professor, Chemistry <i>Ph.D., Purdue University</i>
Marcy Carbajal-van Horn	Interim Assistant Professor, English <i>M.A., St. Michael's College</i>
Suzanne Carlton	Interim Assistant Professor, English <i>M.F.A., University of Florida</i>
Aharon Dagan	Interim Assistant Professor, Mathematics <i>M.Ed., University of Florida</i>
Daleen Diedericks	Assistant Professor, Nursing Programs <i>B.S., Ann Latsky College</i>
James Flanagan	Assistant Professor, EMS <i>M.S., Nova Southeastern University</i>
Sherry Gragg-Lindsay	Assistant Professor, Nursing Programs <i>M.S., University of Florida</i>
Kelly Gridley	Coordinator/Assistant Professor, Biotechnology Programs <i>Ph.D., University of Florida</i>
Ingrid Hermann	Interim Assistant Professor, Microbiology Programs <i>M.D., Universidad Autonoma de Guatelajara</i>
Michael Hodge	Assistant Professor, Mathematics <i>M.S., Southern Illinois University</i>
Brett Holbrook	Assistant Professor, Mathematics <i>M.S., New Mexico State</i>
Clifford LeBlanc	Interim Assistant Professor, Social and Behavioral Sciences <i>Ph.D., University of Florida</i>
David Manning	Assistant Professor, Social and Behavioral Sciences <i>M.A., Central Michigan University</i>
Dawn Miller	Assistant Professor, Nursing Programs <i>M.S., University of Florida</i>
Vertigo Moody	Assistant Professor, Natural Sciences <i>Ph.D., University of Florida</i>

Lynn Morales	Assistant Professor, Business Programs <i>M.A., University of South Florida</i>
Brittany Patterson	Assistant Professor, EMS <i>B.S., California College for Health Sciences</i>
Rhonda Peyton	Interim Assistant Professor, Information Technology Education <i>M.F.A., University of Florida</i>
Farzan Riazati	Assistant Professor, Mathematics <i>Ph.D., University of Florida</i>
Nancy Richards	Assistant Professor, Nursing Programs <i>M.A., University of South Florida</i>
Maria Rinehart	Assistant Professor, Academic Foundations <i>M.A., University of Florida</i>
Laurel Severino	Assistant Professor, Academic Foundations <i>M.Ed., University of Florida</i>
William Smith	Interim Assistant Professor, English <i>Ph.D., University of Florida</i>
Ann Weigl	Interim Assistant Professor, Academic Foundations <i>M.S., Nova Southeastern University</i>
Samia Williams	Assistant Professor, Sciences for Health Programs <i>M.D., Ainslams University</i>

Part Time

Anastasia Albanese-Oneill	Jeremy Buehn	Melissa Flanagan
Afsheen Akbar	Benjamin Burkley	Denis Flanigan
Stephen Akridge	Deanne Bush	Laure Frank
Adenike Akinyode	Cathy Campbell	Samuel Frimpong
Andrew Anderson	Clifford Chapman	Karen Garren
Patti Anderson	Sharon Chapman	Kiesa Getz
Linda Archer	Nickles Chittester	Christina Gillis
Kathleen Arnold	Charna Cohn	Rebecca Green
David Ashley	Kevin Combs	Terry Green
Daniel Barnett	Jamie Coons	Katherine Guthrie
William Battle	Angela Conti	Helen Gyllstrom
Suzanne Benjamin	Sandra Cosgrave	Michele Hammond
Tamara Blagojevic	Susan Courtemanche	Stephen Hardy
Carl Boon	Kelly Coxe	Lynn Henderson
Beth Bonett	Nancy Dale	Justin Hillard
Cynthia Boucher	Gila Dikel	Frederick Hippeli
Vincent Bourke	Arthur Dimpas	James Hintze
Michael Bradley	Alania Doten	Amanda Hirshik
Joshua Braley	Mary Ellis	Jennifer Hotzman
Stacey Breheny	Jackie Erney	Jon Humphrey
Victor Brennan	Sharon Farrell	Deborah Ingram
Gretchen Brooks	Ryan Felknor	Vidhya Ithikkat
Brandon Brown	Robin Fennell	Jason Jackson

Jon Jones
Sylvia Jones
Monica Kaczmarek
Clayton Kear
Alyson Kee
Tara Keels
Benjamin Killian
James Kocher
Kay Lane
Hazel Levy
Christine Link
William Little
Adrian Manley
George Mazzeo
Thomas McCrea
Kirsten McKaig
Bermann Mesadieu
Lou Ann Messina
Kathleen Miller
Jack Moorhead
Michael Morse
Jack Motta
Joshua Mueller
Angela Mulkin
Scott Murphy
Deborah Nicholson
Luke Nicholson
Jessica Noggle

Melissa Orobitg
Helyn Outler
Amy Oxner
Joycette Parker
Charles Parks
Deloris Paul
Jose Picardo
Jamie Pimlott
Joanne Platte
Sandra Plympton
Sharon Pope
Terrence Porter
Katharine Putnam
Dana Rasmussen
Kathleen Ratican
Julius Regalado
Shirley Rehberg
Li Ren-Kaplan
Amanda Reynolds
Jason Richards
Michael Riley
Evelyn Rodriquez
Kelly Rooney
Pamela Rosage
Kathie Russell
Pauline Schneider
Rachel Schremp
Lori Scott

Gerrie Scully
Frederick Seese
Anca Segal
Linda Sheffield
Lucille Skipper
Jeremiah Smith
Roger Smith
Cynthia Snell
Barbara Stakely
Linda Stephens
Jahala Stirling
Sherylee Thompson
Michael Thomas
Wendy Toure
Laura Turner-Reed
Casdana Vance
Fabio Vasquez
Richard Vazquez
Dina Vouis
Ted Weseman
R. David Wiles
Marks Wills
Carole Windsor
Jeffrey Wright
Ray Yanke
Linda Yonutas
Chris Zurheide

Board Action(s) Requested:

Approval

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

CONSENT

District Board of Trustees
September 21, 2004

Agenda Item: 3.2

Contract Staff (Administrative and Professional)

411.254, 04-05

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

Technical/Professional

Full Time

Appointment

<u>Name</u>	<u>Position</u>
Dwight Hulse	Accounting Supervisor, Office for Finance <i>M.P.A., Kentucky State University</i>
^ Kari Mattox	Student Development Senior Specialist, Student Leadership <i>J.D., University of Florida</i> and Activities
Richard Nuthman	Software Specialist, Information Technology Services <i>5 years of IT experience</i>
* Wendy Pabian	Interim Career Advancement and Retention Senior Specialist <i>M.S., University of Georgia</i>
Colleen Scott-Hall	Student Development Specialist, Andrews Center <i>M.A., University of Phoenix</i>
David Tate	Coordinator, Apprenticeship Programs <i>20+ years of industry experience</i>

Promotion

Roy Alligood	Collections Manager, Office for Finance
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Part Time

* Phillip Achey	Oral Interpreter Specialist
* Sonya Anderson	Family Literacy Specialist
Sheila Baker	Interpreter Specialist
* Shellie Banfield	Adult Youth Literacy Senior Specialist
Soraya Benitez	Family Literacy Senior Specialist
Sandra Bradley	Customer Service Specialist
Erica Brooks	Computer Operator Specialist
Christopher Cabrera	Programming Specialist
* Connie Caldwell	Adult Geographical Specialist
* Joan Campbell	Test Proctor Specialist
* Grant funded	
^ Student Leadership and Activities funded	

<u>Name</u>	<u>Program</u>
	Test Proctor Specialist
* Jennifer Cohen	Vocational Evaluator Specialist
Kelly Coxe	Writing Lab Specialist
* Tamela Craig	Test Proctor Specialist
Julie Crucian	Staff Accompanist Specialist
Angela Cummings	Telephone Service Specialist
* David Dean	Student Support Specialist
* Casey DeLashmutt	Test Proctor Specialist
* Wilhemina DeNunzio	YES! Program Senior Specialist
* Jodi Doher	Educational Talent Search Specialist
* Heather Doles	Test Proctor Specialist
^ Daniel Drost	Fitness Center Specialist
* Teri Edison	Educational Talent Search Specialist
* Sells Edwards	Vocational Evaluator Specialist
Mary Ellis	ESL Lab Specialist
* Heather Faison	Test Proctor Specialist
* Timothy Fitzpatrick	Adult Geographical Specialist
Andrea Gabrielli	Medical Director Respiratory Specialist
Jesse Hale	Staff Accompanist Specialist
* Robin Hardee	Study Abroad Specialist
* William Harmon	Test Proctor Specialist
* Julie Henderson	Adult Education Senior Specialist
Brian Jimison	Social and Behavioral Sciences Senior Specialist
* Daisy Johnson	One Stop Specialist
Ivy Johnson	Vocational Prep Senior Specialist
Monika Kaczmarek	ESL Lab Specialist
Chelsea LeBate	Life Model Specialist
Charles Lesch	Dental Programs Equipment Specialist
* Art Link	One Stop Specialist
* Vincent Locascio	Adult Education Specialist
* Julie McCollough-Patrick	Vocational Evaluator Specialist
Annette Merritt	Student Services Specialist
* Berman Messadieu	Adult Geographical Specialist
* Rayne Morency	Test Proctor Specialist
* Ade Ofunniyin	Adult Geographical Specialist
* Mary Oliver-Marney	Test Proctor Specialist
* Tara Orlowski	Test Proctor Specialist
* Priscilla Parker	Tech Prep Specialist
* Laura Predny	Adult Education Family Literacy Specialist
Shannon Raulerson	Surgical Tech Specialist
* Shirley Rehberg	Adult Education Senior Specialist
* Henry Reidelberger	Employment Specialist
Marianne Romeo	Life Model Specialist
Patricia Schlenker	Adult Education Specialist
Laurel Severino	Test Proctor Specialist
* Rita Shapiro	Yoga Specialist
* Grant funded	
^ Student Leadership and Activities funded	

<u>Name</u>	<u>Program</u>
* Anne Signmond	Adults with Disabilities Senior Specialist
Christopher Simoneaux	Programming Specialist
June Simring	Life Model Specialist
Lucille Skipper	Test Proctor Specialist
Stuart Sotto	Adult Education Senior Specialist
* Ronnie Sowell	Upward Bound Specialist
Elizabeth Strickland	Library Specialist
Christine Sulander	Test Proctor Specialist
Brent Swanson	Lab Manager Specialist
* Ella Tabares	Graduate Assistant Specialist
Paola Vasquez	Assistant Lab Manager Specialist
* Dina Vouis	Test Proctor Specialist
Ann Weigl	Downtown Lab Manager Specialist
Changyoung Yun	Biotechnology Lab Manager Specialist
Chris Zurheide	Writing Lab Specialist
* Grant funded	
^ Student Leadership and Activities funded	

Board Action(s) Requested:

Approval

Action: Approved. See item 31.

CONSENT

District Board of Trustees
September 21, 2004

Agenda Item: 3.3

Community and Continuing Workforce Education Contract Staff

404.359, 04-05

The individuals listed below and on the attached pages are recommended for appointment for 2004-2005, or a portion of 2004-2005, as stated in the individual employee's contract.

Community Education

<u>Name</u>	<u>Program</u>
Stephen Akridge	PC Fundamentals
Sandra Angelou	Yoga
Randall Arthur	Basic Greek
James Atyeo	Photography
Christine Aytug	Horse Skills
Lillian Bailey	Kid's Manners
Shenna Benarte	Moon Astrology
Gary Bone	Handbuilding
Elinore Bowman	Stenciling
Ryan Burgess	American Sign Language
Lawrence Caldara	Home Repair
Earnest Campbell	Quigong
Paul Campbell	Tai Chi
Lawrence Christian	Wealth Accumulation
Rosemary Copeland	Quilting
Eric Corley	Credit Management
Richard Crenshaw	Self Defense
Christopher Curry	Horticulture
Maureen Demers	Sewing
Margaret Dinegro	Papermaking
Stephen Dixon	Golf
Dietrich Dohrmann	Jewelry
Scott Dombeck	Golf
Maruja Duenas	Spanish
Kristine Dunn	Computer Skills
Lamia Elachchabi	French
David Elder	Golf
Tina Elmore	Natural Skin Care
Dorothy Field	Books Talks
Janet Foster	PC Fundamentals
Brian Fox	Computer Skills
Judith Funk	Painting
Cady Garey	New Moms
Karen Garren	Mushrooms

Community Education, cont.

<u>Name</u>	<u>Program</u>
Janet Gelatt	Calligraphy
Charles Gold	Racquetball
Melinda Gros	Golf
Khalsa Harimandir	Yoga
James Hearne	Bridge
Alan Heck	Scuba
Marc Henri	Cooking
Natalie Hill	Crafts
Sara Hinds	Glasswork
Elizabeth Hodges	Collage
Thomas Ivines	Auto Repair
Jaroslav Kaczmarek	Volleyball
Monika Kaczmarek	ESL
Julium Kazimier	Guitar
Tari Kendall	College for Kids
Barbara Kerkhoff	Tai Chi
Leon Larson	Handdrumming
Alison LeBaron	Clay Work
Lloyd LeZotte	Photography
Robert Lightner	Fencing
Dawn Lopresto	Accounting
Ellen Lord	Line Dance
Joseph Mahoney	Welding
Marjorie Malerk	Belly Dancing
Ruth Mansell	Home Decorating
Marion Mayer	Civil War
Kelli McChesney	Clogging
Jennifer McIntyre	Languages
Dolores Mitchell	Assertiveness
Fanny Navarro	Junior Zookeeping
Lois Nevins	ESL
Andrew Nichols	Ghost Hunting
Mildred Nickerson	One Stroke Painting
Robert Oehl	Aviation Ground School
Emelyn Palm	Art
Christina Parks	Computer Skills
Jody Peeling	Algebra
Linda Pence	Watercolor
Katrina Poleon	Jewelry
Lawrence Reeves	Tinwhistle
Linda Richards	Organize Your Home
Michael Ricker	College for Kids
Marguerite Romeis	Psychic Awareness
Maria Ruiz	Painting
John Seger	Comedy
Rita Shapiro	Yoga
Lucille Skipper	PC Fundamentals

Community Education, cont.

<u>Name</u>	<u>Program</u>
Halbert Smith	Italian
Janet Starling	Floral Design
George Sternfels	Wine Tasting
Janet Todd	Spanish
Maria Underhill	Spanish
Jacqueline Valdez	Yoga
Jeffrey Warnock	Computer Skills
Norma Wilson	Scottish Dance
Sara Wilson	College for Kids
Tina Wright	Skin Care
James Yawn	Digital Camera

Continuing Workforce Education

Cheryl Alldredge	MS Office Applications
Kristen Baggaly	CPR
Susan Beverung	IV Therapy
Denise Bogart-Caballero	SHRM Certification
Xenula Brown	CPR
Elizabeth Campfield	Computer Skills
Deborah Clark	Project Management
Peggy Cogar	CPR
David DePatie	A+ PC Technician
Heather Doles	Child Development
Jon Duff	CPR
Lois Ellis	Nursing CE
Heather Faison	Child Development
Earl Ference	Insurance
Janet Foster	MS Word
Zona Gale	PC Setup
Edna Gomez	MS Office Applications
Corrine Greenberg	Child Development
Douglas Henson	Insurance
Diane James	CPR
Cynthia Kachik	MS Office Applications
Ronald Lewis	CPR
Michelle Lucas	Web Authoring
Andrea Lybrand	Child Development
Ricardo Morales	CPR
Rayne Morency	Child Development
Kimberly Oliver	Professional Development
Mary Oliver-Marney	Child Development
Tara Orłowski	Child Development
Raul Perez	Machine Shop

Continuing Workforce Education, cont.

<u>Name</u>	<u>Program</u>
Toni Phillips	IV Therapy
Susan Robertson	QuickBooks
Christopher Rocher	Security in the Workplace
Sue Rocher	MS Office Applications
Kenneth Seebeck	Computer Skills
Mary Short	Professional Development
Allen Siorek	CPR
Lucille Skipper	MS Office Applications
Elaine Slocum	IV Therapy
Jennifer Smith	CPR
Sean Smith	CPR
LaShone Surrency	Child Development
Roberto Sutton	CPR
Richard Taylor	Insurance
Dan Tilton	CPR
Beverly Turner	IV Therapy
Dina Vouis	Child Development
Terrasa Wood	CPR
Linda Yonutas	IV Therapy

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1.

CONSENT

District Board of Trustees
September 21, 2004

Agenda Item: 3.4

Career Service Staff

403.430, 04-05

The individuals listed below are recommended for appointment or promotion.

Name

Position

Appointment

Wendy Borer	Preschool Aide, Little School
Tanisha Byars	Office Assistant, Student Leadership and Activities
Lee Davis	Custodian, Facilities Services
Charlie Fort	Maintenance and Trades Helper, Facilities Services
Jocelyn Fukai-Fitchue	Program Assistant, Office for Finance
Emily Hines	Human Resources Support Specialist 1
Tanisha Kearse	Custodian, Facilities Services
Gail Little	Custodian, Facilities Services
Chester Rollins	Custodian, Facilities Services
Tanya Watson	Preschool Aide, Little School

Promotion

Denise Bain-Kafka	Support Specialist 2, Center for Business
Helen Hafers	Property and Auxiliary Services Supervisor, Office for Finance

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1.

CONSENT

**District Board of Trustees
September 21, 2004**

Agenda Item: 3.5

Ratification of	
Non-Exclusive Indefinite Quantity Agreement with Alachua/Bradford Regional Workforce Board	408.1449, 04-05
Addendum to the Master Clinical Education Agreement with Shands Teaching Hospital and Clinics, Inc. (University of Florida Orthopaedics and Sports Medicine Institute) - Radiography	408.1450, 04-05
Addendum to Agreement with Barnes & Noble College Bookstores, Inc. - Cyber Café	408.1451, 04-05

The board has authorized 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 and September meeting, which actions if delayed until the September meeting would create difficulties. The chair has signed the above-listed agreements. The justification for the college to have the above-listed agreements executed prior to this meeting are set forth in the attached memoranda.

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1.

CONSENT

**District Board of Trustees
September 21, 2004**

Agenda Item: 3.6

Tech Prep Agreements with School Board of Levy County and School Board of Columbia County
408.1452, 04-05

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

School Board of Levy County (New)

Cardiovascular Technology A.S./A.A.S. Degree	}	Nursing Assistant
Nuclear Medicine A.S./A.A.S. Degree		
Radiography A.S./A.A.S. Degree	}	Nursing Assistant
Respiratory Care A.S./A.A.S. Degree		
Dental Hygiene A.S./A.A.S. Degree		Dental Aide

School Board of Columbia County (Renewal)

Dental Assisting Certificate Program	Dental Aide
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Board Action(s) Requested:

Approval

Action: Approved. See item 3.1.

CONSENT

District Board of Trustees
September 21, 2004

Agenda Item: 3.7

Little School Food Program -- Grant

409.1513, 04-05

The purpose of this project is to provide funds for nutritionally balanced meals for children enrolled in the Little School. Using provisions from the U.S. Department of Agriculture, each day breakfast, lunch, and an afternoon snack will be provided to all children enrolled in the childcare program. The food is served family style, with emphasis on developing independence in eating, serving, and cleaning up. Serving nutritious meals encourages awareness of good nutrition, and adults initiate conversation about mealtime etiquette and nutrition.

The amount of funds requested from the U.S. Department of Agriculture, Food and Nutrition Services, is \$61,025, with no matching funds from Santa Fe Community College.

Duration of this project is October 1, 2004, through September 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
September 21, 2004

Agenda Item: 3.8

School Board of Alachua County Head Start/Pre-Kindergarten -- Grant

409.1514, 04-05

The purpose of this project is to provide Associate in Science, Child Development Associate, and Child Care Worker Certification training for 30-65 trainees from the School Board of Alachua County Head Start/Pre-Kindergarten programs for staff and parents.

The amount of funds requested from the School Board of Alachua County is \$40,000, with no matching funds from Santa Fe Community College.

Duration of this project is July 1, 2004, through June 30, 2005. This project was submitted to the School Board of Alachua County for their approval on August 3, 2004.

Operating budget impact: None

Board Action(s) Requested:

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

Action: Approved. See item 3.1.

CONSENT

District Board of Trustees
September 21, 2004

Agenda Item: 3.9

Institutional Application to Participate in Federal Student Financial Aid Programs for Fiscal Year 2005-2006 -- Grant 409.1515, 04-05

The purpose of this project is to apply for federal funding for the Federal Supplemental Education Opportunity Grant (FSEOG) and the Federal Work Study Program (FWSP). FSEOG is need-based gift aid and is awarded to exceptionally needy students. The program was designed to provide assistance to qualified students who have financial need. The FWSP provides part-time employment for students who demonstrate financial need. Approximately 1000 students will benefit from these programs.

The amount of funds requested from the U.S. Department of Education, Office of Postsecondary Education, is \$1,430,000, with no matching funds from Santa Fe Community College.

Duration of this project is July 1, 2005, through June 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 3.1.

Project Report and Action Request - Health Sciences Addition

412.972, 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 in many areas has caused severe overcrowding in both classroom and lab space. This project will add 45,240 gross square feet of new space as an addition to the current Health Sciences building on the Northwest Campus.

Architect/engineer	HuntonBrady Architects, Orlando, Florida
Construction manager/contractor	To Be Announced
Uniform building code inspector	In-House
Project budget	\$7,668,904
Source of funds	PECO

Project Status:

In the July 2004 meeting, the board approved the recommendation of the selection committee for architectural services for the design of the new Health Sciences Addition. College staff is now requesting permission from the board to advertise for the services of a construction management firm to build the new facility.

Board Action(s) Requested:

Permission to advertise, select, and negotiate a contract with a construction management firm to build the new Health Sciences Addition

Discussion: Mr. Bill Reese, Associate Vice President, Facilities Services, reviewed the facilities item.

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

SFCC Senior Management Service Class Optional Retirement Program Local Annuity Plan

411.255, 04-05

The following information shall fully replace the information set forth in agenda item 4.5 dated October 16, 2001 (see copy attached), and shall be retroactive to October 16, 2001, except as stated otherwise.

Members of the Senior Management Service Class (SMSC) may choose to participate in the Florida Retirement System's SMSC or in a Senior Management Service Class Optional Retirement Program Local Annuity Plan ("ORP Local Annuity Plan") authorized and administered by the local District Board of Trustees. Contributions by the board on behalf of the employee in an ORP Local Annuity Plan are to be made through an established plan qualified under the provisions of section 403(b) rather than 401(a) of the Internal Revenue Code at the previously approved contribution rate of 12.65% of the employee's base annual salary or at a different rate in accordance with the governing plan documents. SMSC-eligible employees who wish to participate in the ORP Local Annuity Plan will designate the vendor to serve as the funding vehicle from the college-approved list of qualified providers.

In addition to authorizing the continuation of the ORP Local Annuity Plan, the board is also requested to authorize the Vice President for College and Governmental Relations or his designee to execute any plan documents, summary plan descriptions, and related documents.

Board Action(s) Requested:

Authorization and approval

Discussion: Dr. Sasser asked Ms. Patti Locascio, Ms. Jan Bullard, and Ms. Lela Elmore to provide additional information regarding item 5.1. Ms. Locascio stated that, since October 2001, members of the college's senior management service class could choose to participate in the Florida Retirement System's retirement program or in a Senior Management Service Class Optional Retirement Program Local Annuity Plan (ORP Local Annuity Plan) that was established by the board. She noted that this item was more of a housekeeping matter because the original plan was technically established under the provisions of section 401(a) of the Internal Revenue Code rather than section 403(b), which is what was actually intended at the time. She noted there is no additional financial obligation to the college and it is a better plan for the employees. In addition to authorizing the continuation of the ORP Local Annuity Plan, the board also authorized the Vice President for College and Governmental Relations or his designee to execute any plan documents.

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

Annual Financial Report, Year Ended June 30, 2004 201.568, 04-05

The Annual Financial Report for the fiscal year 2003-2004 was completed and filed with the Chancellor of Community Colleges and Workforce Education on August 13, 2004. Highlights of the report include:

REVENUE HIGHLIGHTS:

- Student Tuition and Fees increased \$1.4 million primarily due to the 7.5% increase in tuition rates.
- Federal Grants and Contracts slightly decreased this year due to decreases in various federal restricted funding sources.
- State, local, and private grants increased by \$200,000 primarily due to increases received this year in local government contracts and grants.
- State appropriations decreased by \$100,000.
- Other operating revenues increased by \$400,000, which is largely due to an increase in earnings from the Bookstore and Food Services contracts.
- Other non-operating revenue increased by \$900,000 as a result of slight increases in state scholarships and Federal Pell Grant awards.
- Investment income decreased by \$400,000 due to continued drops in investment interest rates and increases in unrealized losses on long-term investments.

EXPENSE HIGHLIGHTS:

- Salary expenses increased by \$1 million which is mainly attributed to the college-wide 2% salary increase that was given to all employees this fiscal year. Approximately \$900,000 of this increase went directly to salary for instructional positions.
- Benefit expenses paid/accrued by the college increased by \$900,000. \$400,000 was a result of the increase in the State of Florida Retirement System contribution rates for plan members for the fiscal year and \$300,000 in accrued leave expense.
- Scholarship and Waiver expenses remained fairly stable with a slight increase of \$400,000 due to increases in Federal Pell Grant Awards.
- All other operating expenses remained stable in comparison with the previous year.

GENERAL FUND (FUND 1) HIGHLIGHTS:

- Unallocated Fund Balance decreased by \$466,000 to \$4.7 million. The unallocated fund balance as a percent of total funds available is 7.71%.
- Cash, Cash Equivalents, and Investments at year-end were \$10.2 million.

PLANT FUND (FUND 7) HIGHLIGHTS:

- Unallocated Fund Balance at year-end was \$3.5 million.
- Cash and Cash Equivalents at year-end were \$2.5 million.
- Major Capital Projects this year included:
 - Renovate/remodeling and addition to building H (Workforce programs including Welding, Building Construction, and Automotive Technology) \$259,000
 - Roadways and Parking Facilities Enhancements \$150,000

STUDENT RECEIVABLES:

- At June 30 total net student receivables were \$764,000 detailed as follows:
 - Gross Short-Term Loans \$235,000 less an allowance for uncollectible notes totaling \$96,000 (\$54,000 of the allowance is for the write-offs approved in July)
 - Gross Title IV Federal Grant Repayments \$163,000 less an allowance for uncollectible accounts totaling \$81,000
 - Gross Student Fee Deferments and other miscellaneous student receivables \$209,000 less an allowance for uncollectible accounts totaling \$101,000
 - Gross Student Receivables due from third parties totaled \$435,000 (anticipate 100% to be collected)

CHANGES:

To better distinguish the financial activities of the Primary Institution, the financial statements this year report the college and the Florida Community College Risk Management Consortium in separate columns.

Board Action(s) Requested:

Approval of report

Discussion: Ms. Rochelle Prince, Associate Vice President for Finance, reviewed items 6.1 through 6.12 individually. Ms. Prince gave more detailed information regarding each title under item 6.1 and the president asked Dr. Portia Taylor, Vice President Student Affairs, to give a historical overview of the four titles under the Student Receivables portion. Dr. Taylor stated that the short-term loan concept began 20 years ago with President Alan Robertson establishing an emergency short-term loan account with \$80,000. Today there are two kinds of short-term loan programs. The regular short-term loan (STL) and the tuition only loan (TOL). The source of funds for the short-term loan account is student parking fines. Dr. Taylor presented the board with the guidelines of the STL procedures. Trustee McRae asked if the students know where the funds come from. Mr. Steve Fisher, Director, Student Affairs and Financial Aid, replied no. Trustee Davis wanted to know the total amount of loans. Ms. Prince responded over \$1 million, noting the \$54,000 that was written off in July. Under the Title IV Federal Grant Repayments, Dr. Taylor stated that if students complete 60% of the term, they do not have to repay their loans. Now the new state guidelines have changed and the percentage is 70%. Regarding Student Fee Deferments, Dr. Taylor commented that the students are accountable for the fees if they don't drop the courses before the last day to drop to receive a refund. Types of deferments are Bright Futures, Pell Grants, and Veteran loans. Lastly, Student Receivables Through Third Parties are with external agencies and are 100% collectable. Trustee Mallini asked what the college collects annually on parking fines. Mr. Ken Johnson, Manager, Cashiering and Collections, responded around \$40,000. Trustee Mallini stated that college procedures should reduce the amount of the loan that is written off to keep the fund at an acceptable level.

Action: Motion to approve finance items 6.1 through 6.12: Brashear
Second: Davis
Vote: Brashear - yes, Davis - yes, Jackson - yes, Mallini - yes, McRae - yes,
Perry - yes, Womack - yes.

Report of Investments, Quarter Ending June 30, 2004

201.569, 04-05

Demand deposits are maintained in the board's operating funds account with Compass Bank. Daily collected balances earn interest at the average monthly federal funds rate less 70 basis points.

Average adjusted rate, month of June	0.331%
Interest earnings, quarter	\$1,854
Interest earnings, fiscal year to date	\$16,685

Short-term investments are maintained in the Florida State Board of Administration Local Government Surplus Trust Fund Investment Pool. These funds are available for transfer to the demand deposit account upon request.

Interest rate at June 30, 2004	1.27%
Interest earnings, quarter	\$12,238
Interest earnings, fiscal year to date	\$43,839

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

Interest rate at June 30, 2004	2.638%
Interest earnings, quarter	\$27,341
Interest earnings, fiscal year to date	\$191,722

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

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

Average effective maturity	1.78 Years
Anticipated yield to maturity	2.590%
Earnings, quarter	\$43,251
Earnings, current year to date	\$184,786

Interest Earnings Comparison:

Total interest earnings fiscal year to date 2003/2004	\$437,032
Total interest earnings fiscal year to date 2002/2003	\$668,751

Board Action(s) Requested:

Approval of report

Action: Approved. See item 6.1.

Report of Purchases for July and August 2004

202.519, 04-05

Below are the total amounts and a summary of purchases for the months of July and August 2004.

Purchasing	\$6,686,075.79
Risk Management Consortium	1,614,690.94
Library	<u>0.00</u>
Total	<u>\$8,300,766.73</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y00050 (Fund 1)	\$ 31,008.00	Special	Gainesville Regional	DS1 Line Charges Utilities Information Technology
Y00054 (Fund 1)	\$ 131,000.00	Special	BellSouth	Phone Line Charges Telephone Services
Y00180 (Fund 1)	\$ 30,000.00	Special	City of Starke	Andrews Centers Utilities
Y00232 (Fund 1)	\$1,500,000.00	Special	Gainesville Regional	NW/Downtown/IPS Utilities Utilities
Y00296 (Fund 1)	\$ 26,256.00	Exempt	Intermedia, Inc.	Point to Point T-1 Line Telephone Services
Y00423 (Fund 1)	\$ 100,000.00	Contract	Baker & Taylor, Inc.	Books Library
Y00426 (Fund 1)	\$ 60,000.00	Contract	EBSCO Industries	Periodical Subscriptions Library
Y00600 (Fund 6)	\$ 47,688.84	Special	Florida Farm Bureau	Farm Bureau Rent Risk Management Consortium
Y00632 (Fund 2)	\$ 65,328.50	Contract	University of Florida	Nursing Services Student Health Care Center
Y00703 (Fund 1)	\$ 38,000.00	Special	State of Florida	SUNCOM Long Distance Telephone Services

Y00763 (Fund 1)	\$ 49,788.00	Exempt	IBM Corporation	Mainframe Annual Software Information Technology
Y00774 (Fund 1)	\$ 225,655.00	Contract	University of Florida	SFCC Dental Program Coordination Dental Programs
Y00872 (Fund 1)	\$ 59,720.00	Contract	Dell Marketing	Computers (40) Information Technology
Y00927 (Fund 1)	\$ 31,976.00	Exempt	Cornerstone	Mainframe Software Systems, Inc. Maintenance Information Technology
Y00941 (Fund 6)	\$ 228,109.00	Special	Arthur J. Gallagher	Boiler and Machinery Insurance Risk Management Consortium
Y01088 (Fund 1)	\$ 53,710.28	Sole Source	<i>The Gainesville Sun</i>	Community Ed Brochures Recreation and Leisure
Y01121 (Fund 1)	\$ 53,400.00	Special	Florida U.C. Fund	Unemployment Insurance General Insurance
Y01126 (Fund 2)	\$ 40,000.00	Special	Three Rivers Legal	Legal Services Student Legal Services
Y01143 (Fund 1)	\$ 27,512.37	Special	IBM Corporation	Hardware Maintenance Information Technology
Y01152 (Fund 1)	\$ 136,034.40	Contract	Dell Marketing	Computers (96) Information Technology
Y01201 (Fund 1)	\$ 65,479.39	Bid	Coverall Cleaning	Custodial Services for Concepts, Inc. Centers Custodial/Janitorial
Y01276 (Fund 1)	\$ 50,000.00	Exempt	U.S. Postal Service	Bulk Mail Charges Mail and Receiving
Y01277 (Fund 1)	\$ 160,000.00	Exempt	U.S. Postal Service	First Class Mail Charges Mail and Receiving
Y01467 (Fund 6)	\$ 201,536.10	Special	Arthur J. Gallagher	Student Accident Insurance Risk Management Consortium
Y01567 (Fund 7)	\$ 344,241.00	Contract	Ferguson Enterprises	Utility Infrastructure Upgrade Utility Systems

Y01587 (Fund 1)	\$ 117,983.03	Sole Source	Gym Source Miami	Fitness Center Equipment, Inc. Athletic Administration
Y01607 (Fund 1)	\$ 65,624.00	Special	City of Gainesville	Training Officer Agreement Criminal Justice Basic Recruit
Y01608 (Fund 1)	\$ 88,767.00	Special	Alachua County	Training Officer Agreement Sheriff's Office Criminal Justice Basic Recruit
Y01763 (Fund 6)	\$1,074,063.00	Special	Arthur J. Gallagher	Athletic Insurance Risk Management Consortium
Y01764 (Fund 6)	\$ 63,294.00	Special	Arthur J. Gallagher	Athletic Insurance Risk Management Consortium
	<u>\$5,166,173.91</u>			

Purchases \$0 - \$25,000.00

Number of purchase orders: 1,721

Number of contracts awarded by the Board of Trustees: 6

Amount: \$2,032,634.45

Amount: \$1,101,958.37

Board Action(s) Requested:

Approval of report

Action: Approved. See item 6.1.

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

201.570, 04-05

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 August 31, 2004.

The following summary provides a comparison of actual revenues and expenditures for 2004-2005 vs. 2003-2004.

	2004-2005		2003-2004	
	<u>Dollar Amount</u>	<u>Percent of Budget</u>	<u>Dollar Amount</u>	<u>Percent of Total Year</u>
Revenue	15,293,225	26.47	14,162,925	26.09
Expenditures	6,137,476	10.21	6,055,600	11.00

Board Action(s) Requested:

Approval of report

Action: Approved. See item 6.1.

Warrants Issued for July and August 2004

208.414, 04-05

In accordance with State Board of Education Rule 6A-14.073(5), a listing of all checks issued from July 1 through August 31, 2004, is available at this meeting for the board's information.

For July 2004, the amount disbursed was \$6,928,755.99.

Warrant Numbers

Manual Payroll:	None
Manual Payables:	None
Payables:	357149 - 360992
Payroll:	591465 - 592180

Electronic Transfers

85698 – 87876

For August 2004, the amount disbursed was \$10,319697.74.

Warrant Numbers

Manual Payroll:	None
Manual Payables:	None
Payables:	360993 - 367904
Payroll:	592181 - 592703

Electronic Transfers

87877 – 89973

Board Action(s) Requested:

Approval of report

Action: Approved. See item 6.1.

Budget Amendment #2, 2004-2005 Operating Budget, Current Unrestricted (Fund 1)	201.571, 04-05
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The second amendment to the Fund 1 (Current Unrestricted) Operating Budget is submitted for approval. Approval is requested in order to budget net unallocated fund balance at July 1, 2004, to actual, increase capital and current expense to budget obligations carried forward from 2003-2004 for ongoing information technology projects, and to adjust compensated absences at July 1, 2004, to actual.

Board Action(s) Requested:

Approval of budget amendment

Action: Approved. See item 6.1.

2004-2005 Annual Budget, Unexpended Plant Fund (Fund 7)

201.572, 04-05

The Fund 7 (Unexpended Plant Fund) is used to account for resources that are available for the acquisition or construction of physical property to be used for institutional purposes and resources designated for the major repair and/or replacement of institutional property, as well as associated liabilities.

The fiscal year 2004-2005 budget details by project the allocated budgets by fund source.

PECO (Public Education Capital Outlay): The primary source of funding for construction, remodeling, renovation, and repair of college facilities and for site acquisition. This source of funds comes from state-issued bonds backed by utilities services taxes.

CO and DS (Capital Outlay and Debt Service): Another source of funding for construction or remodeling of college educational facilities. These funds are provided directly to the college from an allocation of license tag fees. The board may elect to expend the funds directly or participate in a state bond issue backed by these funds.

CIF (Capital Improvement Fee): These funds are collected from student fees (currently \$1 per credit hour for in-state tuition and \$3 for out-of-state) to be used to maintain, improve, or enhance the educational facilities.

Interest is earned by project on unexpended funds and is allocated monthly.

Board Action(s) Requested:

Approval of the 2004-2005 annual Fund 7 budget
Approval to budget interest earnings to the related projects throughout the year
as
accumulated

Action: Approved. See item 6.1.

Colonel Harry M. Hatcher, Jr., Property Survey 05-02

200.673, 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 August 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
Worn-Out Equipment with Salvageable Parts	6	\$ 13,876.69	1	\$ 7,550.00	\$ 7,550.00	\$0.00
Worn-Out Equipment with No Salvageable Parts	11	15,593.15	0	0.00	0.00	0.00
Surplus Property	15	35,385.37	2	16,978.50	16,978.50	0.00
Trade-Ins	1	3,468.00	8	64,560.00	64,560.00	0.00
Transfers	19	35,665.00	0	0.00	0.00	0.00
TOTAL	52	\$103,988.21	11	\$89,088.50	\$89,088.50	\$0.00

Notes

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

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

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

Trade-Ins have been traded in towards the purchase of new equipment.

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

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

Board Action(s) Requested:

Approval of survey

Action: Approved. See item 6.1.

Acceptance of Donations 05-02

200.674, 04-05

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

<u>Item</u>	<u>Unit Value</u>	<u>Total Value</u>
Projector, Sharp G-C45X	\$2,610.00	\$2,610.00
(2) Bed, Electric, HilRom	2,819.16	<u>5,638.32</u>
Total		<u>\$8,248.32</u>

Board Action(s) Requested:

Approval/acceptance of donations

Action: Approved. See item 6.1.

Fee Waiver Report for Summer Term 2004

200.675, 04-05

Pursuant to Rule 7.13, the college grants fee waivers for matriculation and tuition, along with application fees for senior citizens. Below is the report of fee waivers granted by the college for the summer term. This report shows the number of students granted fee waivers, along with the amount of matriculation and tuition waived in each category.

	<u>Number of Waivers</u>	<u>Amount</u>
<u>Summer C – Full</u>		
<u>APPLICATIONS</u>	<u>1</u>	<u>\$ 30.00</u>
<u>COURSE FEE – CREDIT</u>		
College Employee	17	\$ 2,899.00
Senior Citizen	4	836.25
PSAV	1	382.10
State of Florida Employee	10	2,518.75
Employee Dependent	<u>11</u>	<u>2,062.75</u>
TOTAL	<u>43</u>	<u>\$ 8,698.85</u>
<u>SESSION TOTALS</u>		
Credit	<u>43</u>	<u>\$ 8,698.85</u>
TOTAL	<u>43</u>	<u>\$ 8,698.85</u>
<u>Summer A</u>		
<u>COURSE FEE – CREDIT</u>		
College Employee	20	\$ 3,255.20
Senior Citizen	5	892.00
PSAV	3	732.60
State of Florida Employee	21	4,525.75
Employee Dependent	<u>23</u>	<u>5,073.25</u>
TOTAL	<u>72</u>	<u>\$14,478.80</u>
<u>COURSE FEE – COMMUNITY ED</u>		
Senior Citizen	<u>65</u>	<u>\$ 2,803.00</u>
Total	<u>65</u>	<u>\$ 2,803.00</u>
<u>SESSION TOTALS</u>		
Credit	<u>72</u>	<u>\$14,478.80</u>
Community Ed	<u>65</u>	<u>2,803.00</u>
TOTAL	<u>137</u>	<u>\$17,281.80</u>

Summer B

COURSE FEE – CREDIT

Employee	17	\$ 3,066.25
Senior Citizen	4	724.75
State of Florida Employee	15	2,564.50
Employee Dependent	<u>22</u>	<u>4,943.16</u>
TOTAL	<u>58</u>	<u>\$11,298.66</u>

COURSE FEE -COMMUNITY ED

Senior Citizen	<u>25</u>	<u>\$ 1,032.00</u>
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SESSION TOTALS

Credit	58	\$11,298.66
Community Ed	<u>25</u>	<u>1,032.00</u>
TOTAL	<u>83</u>	<u>\$12,330.66</u>

Summer D

COURSE FEE - CREDIT

Employee	3	\$ 613.25
State of Florida Employee	4	892.00
Employee Dependent	<u>1</u>	<u>167.25</u>
TOTAL	<u>8</u>	<u>\$ 1,672.50</u>

SESSION TOTALS

Credit	<u>8</u>	<u>\$ 1,672.50</u>
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TERM TOTALS

Applications	1	\$ 30.00
Credit	181	\$36,148.81
Community Ed	<u>90</u>	<u>3,835.00</u>
TOTAL	<u>272</u>	<u>\$40,013.81</u>

Board Action(s) Requested:

Approval

Action: Approved. See item 6.1.

Revision of Long-Term Investment Policy Statement with Wachovia National Bank 209.108, 04-05

The college authorizes the manager of its Long-Term Institutional Investment Management Agreement with Wachovia National Bank, formerly known as First Union National Bank (First Capital Group), to invest in assets pursuant to the college's Investment Policy.

College staff recently met with the investment manager and recommends that the Investment Policy be updated by replacing the term "maturity" with the more risk-defining term of "duration."

These recommendations are made in keeping with the assessed risk tolerances of the college and do not result in any significant increase in risk or changes in the liquidity of the investment portfolio.

Board Action Requested:

Approval to make changes outlined above to the college's Investment Policy Statement

Action: Approved. See item 6.1.

Revision of Long-Term Investment Policy Statement with Wachovia National Bank, as Fiscal Agent for the Florida Community Colleges Risk Management Consortium 209.109, 04-05

As fiscal agent for the Florida Community Colleges Risk Management Consortium, the college maintains the long-term investment portfolio for the Consortium. Attachment B to this contract is the Investment Policy Statement. At the Florida Community Colleges Risk Management council meeting held on August 12, 2004, approval was given to make two changes to the Investment Policy Statement.

First, it was recommended that the Investment Policy allow for up to 45% of the portfolio to be invested in securities with a maturity of three to five years. The current policy only allows for a maximum of 20% of the portfolio to be invested in that range. This limitation, combined with the other limitation of no less than 10% of the portfolio invested with a maturity of less than a year, forces the portfolio to own a majority of its assets in the one to three year maturity sector and also limits the selection of securities from which we can buy and sell. The index by which the portfolio is measured for performance purposes, the Merrill 1-5 Year Treasury Index, usually holds approximately 35% of its holdings in the three to five year maturity range. By increasing this limitation to 45%, it will allow the college to be at least neutrally weighted vs. the benchmark, and in times such as these when the yield curve is flattening, it will allow us to be overweight this maturity range (a "barbell" strategy) in order to enhance performance. Regardless of the amount invested between three and five years, the portfolio will always keep an average maturity close to that of the index, typically 2.25 - 2.75 years.

Second, it was recommended that the Investment Policy be updated by replacing the term "maturity" with the more risk-defining term of "duration".

These recommendations are made in keeping with the assessed risk tolerances of the Florida Community Colleges Risk Management Consortium and do not result in any significant increase in risk or changes in the liquidity of the investment portfolio.

Board Action Requested:

Approval to make changes outlined above to Investment Policy Statement

Action: Approved. See item 6.1.

Amendment to Agreement of June 18, 2004, with Allen, Norton and Blue, P.A. 408.1453, 04-05

This amendment to the June 2002 agreement with Allen, Norton and Blue, P.A. amends the fee stated in the agreement.

Because of unexpected employment discrimination complaints (one of which proceeded to trial) which arose during the term of the 2002-2003 contract, the college's fees rose beyond those stated in the agreement. The attached amendment states that the fees shall not exceed \$38,000, with excess fees not being compensable, thus making Section B.1. null and void. (Section B.1. covers compensations-fees.)

Board Action(s) Requested:

Approval

Discussion: General Counsel Patti Locascio noted on item 7.1 that the 2002-2003 contract with Allen, Norton and Blue, P.A. exceeded the amount listed in the contract and therefore needed to be amended to reflect the amount spent. Between the November and January board meetings, the college paid \$27,099 to Allen, Norton and Blue in connection with three employment litigation matters. However, the total contract for that year was \$15,000.

On item 7.2 Ms. Locascio requested that the board authorize the board chair, upon request by the president, to approve increases to the legal services contracts on an emergency basis in between board meetings until such time as the full board has the opportunity to consider ratification of the chair's action.

Action: Motion to approve items 7.1 and 7.2: Davis

Second: Perry

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

General Authority for Board Chair to Authorize Increase in Legal Fees

408.1454, 04-05

The board is requested to authorize the board chair, upon recommendation by the president, to approve increases to the amount of fees and costs in any existing legal services contracts on an emergency basis in between board meetings. The president will provide this information to the full board for ratification at the next regularly scheduled board meeting, at which time the board may take any action that would not adversely affect any third party's rights. The reason for this authorization is to allow us to fully respect the sanctity of the contracts while still maintaining the ability to zealously represent the college, especially when a case is beginning or continuing in litigation.

Board Action(s) Requested:

Approval

Action: Approved. See item 7.1.

Affiliation Agreement with BayCare Health System, Inc. -- Cardiovascular Technology

408.1455, 04-05

This agreement with BayCare Health System, Inc. will replace the existing agreement with Morton Plant Hospital, which is now under the auspices of BayCare Health System, Inc. It will allow selected students from the Cardiovascular Technology program the opportunity to participate in the educational learning experiences at BayCare facilities.

Board Action(s) Requested:

Approval

Action: Motion to approve items 7.3 through 7.7: Mallini

Second: Davis

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

Agreement with National Student Clearinghouse - DegreeVerify Agreement for Educational Institutions
408.1456, 04-05

This agreement complements the college's current agreement with National Student Clearinghouse by providing a nationwide, central repository of information on postsecondary student enrollment and educational achievements. It allows employers, employment agencies, background checking firms, and others that require confirmation of degree status to contact the Clearinghouse to verify information about an individual's degrees and other educational achievements, as well as their dates of enrollment. Requests are made through the Clearinghouse website and the response is immediate.

The Clearinghouse will not charge the college for services provided under this agreement.

The Clearinghouse will abide by all FERPA guidelines and will only release directory information, as defined by the college, unless the requestor certifies that the student has provided a signed and dated written consent to release the specified information. Information will not be released if the student has blocked the release of his/her educational record by completing a directory exclusion form at the college.

This agreement will remain in effect until terminated by either party by providing 60-day written notice to the other party.

Information Technology Services has agreed to prepare and send the data according to schedule.

Board Action(s) Requested:

Approval

Action: Approved. See item 7.3.

Agreement with University of Florida - Services of Dental Hygienist

408.1457, 04-05

This agreement sets out the arrangement with the University of Florida whereby the college will send one of its hygienists to assist the university's Department of Periodontology. The hygienist will work 12 hours per week under the direction of a faculty dentist and supervise university hygienists and students. The terms of the agreement state the University of Florida will pay the college \$4,140 for each university academic semester (fall 2004, winter 2005, and summer A 2005). The agreement is effective September 1, 2004, and shall remain in force until amended or terminated by either party.

Board Action(s) Requested:

Approval

Action: Approved. See item 7.3.

Munroe Regional Medical Center Contractual Addendum - Cardiovascular Technology,
Radiologic, Diagnostic Medical Sonography, and Respiratory Care Programs 408.1458, 04-05

This addendum to the original affiliation agreement with Munroe Regional Medical Center allows selected students in the Cardiovascular Technology, Radiologic, Diagnostic Medical Sonography, and Respiratory Care programs the opportunity to participate in learning experiences at this facility.

Board Action(s) Requested:

Approval

Action: Approved. See item 7.3.

Tallahassee Medical Center, Inc., d/b/a Capital Regional Medical Center - Cardiovascular Technology
408.1459, 04-05

This agreement with Tallahassee Medical Center, Inc., d/b/a Capital Regional Medical Center will allow selected students in the Cardiovascular Technology program the opportunity to participate in learning experiences at this facility.

Board Action(s) Requested:

Approval

Action: Approved. See item 7.3.

Newman's Own - Children's Creative Corner at the 2005 Starke Fall Festival -- Grant

409.1517, 04-05

The purpose of this project is to enhance the presentation of the 2005 Starke Fall Festival held in Starke's historic district. The festival showcases 100 regional and local artists and crafters and provides performing artists and youth art areas, including an art show from Bradford County schools. Funds will provide art materials and an artist-in-residence to educate the children participating in activities at the festival. Approximately 600 children are expected to benefit from these additional funds.

The amount of funds requested from Newman's Own is \$4,500, with no matching funds from Santa Fe Community College.

Duration of this project is July 1, 2005, through June 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: Motion to approve: Mallini

Second: Womack

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

Endowment Corporation Liaison Report

Mr. Harvey Sharron, Vice President for Development, reported that the first building at the Watson Center in Keystone Heights was 65 days from completion and classes would begin in January 2005. They will schedule a grand opening for February. Building two will begin in March. The center will serve 2,500 to 3,000 students. The Blount Downtown Center Phase III ground-breaking ceremony is November 4 at 2:30 p.m. The anticipated completion date is August 2005. Things are progressing with the Alachua Corporate Center; it is scheduled for completion in spring 2006. Mr. Sharron asked Mr. Ed Braddy, Assistant Executive Director for Development, to comment on the Anchor Project. Mr. Braddy stated that the Community Redevelopment Agency that is part of city government will assist in the re-development and enhancements of NW 5th Avenue corridor with the Blount Center Phase III as an anchor for the project.