

**The District Board of Trustees
Santa Fe Community College, Florida
Agenda for Board Meeting of May 25, 2005, at 4 p.m.
Watson Center, Keystone Heights, Florida**

Adoption of Agenda, as Amended

Agenda Item: 1.1
418.437, 04-05

1. General Functions
 - 1.1 Adoption of Agenda for Meeting of May 25, 2005
 - 1.2 Approval of Board Meeting Minutes of April 19, 2005

2. Information Items
 - 2.1 President's Report
 - 2.2 Schedule of Board of Trustees Meetings for 2005-2006
 - 2.3 Resolution in Honor of Retiring President Peter D. Boyse, Delta College, Michigan
 - 2.4 Amended Rule 2.4: College Senate Shared Governance
 - 2.5 Amended Rule 2.8: Prohibition Against Discrimination and Harassment
 - 2.6 Amended Rule 7.11: Fees

3. Consent Items
 - Personnel
 - 3.1 Contract Staff (Faculty)
 - 3.2 Contract Staff (Administrative and Professional)
 - 3.3 Career Service Staff
 - 3.4 Leaves of Absence

 - Contracts, Grants
 - 3.5 Renewal of Veterans' Affairs Counseling Services Agreement with the University of Florida
 - 3.6 First Amendment to Agreement with Tallahassee Memorial HealthCare, Inc. - Cardiovascular Technology
 - 3.7 Adult Education and Family Literacy - English Literacy and Civics Education Roll Forward Funds, 2004-2005 -- Grant
 - 3.8 Upward Bound Summer Food Program -- Grant

4. Finance/Business Affairs Items
 - 4.1 Report of Purchases for April 2005
 - 4.2 Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of April 30, 2005
 - 4.3 Warrants Issued for April 2005
 - 4.4 Colonel Harry M. Hatcher, Jr., Property Survey 05-09
 - 4.5 Report of Investments, Quarter Ending March 31, 2005
 - 4.6 Fee Waiver Report for Spring Term 2005

- 4.7 Approval to Execute Banking Services Contracts for Santa Fe Community College
 - 4.8 Approval to Execute Investment Management Services Contract with Wachovia National Bank (Evergreen Investments Division) as Fiscal Agent for the Florida Community Colleges Risk Management Consortium
 - 4.9 Renewal of State of Florida, Department of Financial Services, Division of Treasury, Special Purpose Investment Account (SPIA) Agreement and Amendment to SPIA Agreement for Santa Fe Community College
 - 4.10 Renewal of State of Florida, Department of Financial Services, Division of Treasury, Special Purpose Investment Account (SPIA) Agreement as Fiscal Agent for the Florida Community Colleges Risk Management Consortium and Amendment to SPIA Agreement
5. General Institutional Items
 - 5.1 SFCC Endowment Corporation Update
 - 5.2 Request to Offer Out-of-District Group Study for the Introduction to the Language and Culture of Costa Rica in Costa Rica, June 29 - July 6, 2005
 - 5.3 Revisions to the Biotechnology Laboratory Technology Advisory Committee
 - 5.4 Naming of the Santa Fe Community College Planetarium (Added)
 6. Rules
 - 6.1 Amendment to Rule 7.22: Petitions Committee (Student Registration)
 7. Contracts/Grants
 - 7.1 New Standardized Tech Prep Cooperative Program and Articulation Agreement - Dental Programs
 - 7.2 Associated Health Education Affiliation Agreement with the North Florida/South Georgia Veterans Health System - Nursing
 - 7.3 Memorandum of Understanding for Treatment of Municipal Ordinance Violations with the City Attorney for the City of Gainesville
 - 7.4 Educational Institution Participation Agreement with Rockingham Memorial Hospital - Cardiovascular Technology
 - 7.5 Project AWARE (Achieving World Awareness Resources and Education), Title VIB - The Business and International Education Program -- Grant
 - 7.6 Citizens of the World Program, Title VIA - Undergraduate International Studies and Foreign Language Program --Grant
 - 7.7 Cooperative Resources Agreement with City of Gainesville (Added)
 8. Endowment Corporation Liaison Update
 9. Board Members' Remarks
 10. Citizen's Requests
 11. Adjournment

Board Action(s) Requested:

Approval

Action: Motion to approve agenda with the two added items: Womack

Second: Brashear

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

Approval of Board Meeting Minutes of April 19, 2005

401.427, 04-05

The minutes of the regular meeting of the District Board of Trustees of Santa Fe Community College held April 19, 2005, are presented for approval.

Board Action(s) Requested:

Approval

Action: Motion to approve: Brashear

Second: Womack

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

President's Report

Information Item

Dr. Sasser asked that we have a moment of silence in honor of Trustee Perry. The president commented that the board has established a scholarship in honor of Mr. Perry. Santa Fe will honor Mr. Perry by moving his photo in the board room to another part of the room, since he is the first trustee to die while serving. Also, the president noted that at the June meeting we would present Mrs. Nancy Perry with the American flag that flew at half-staff at Santa Fe and Student Government would present a resolution in honor of Mr. Perry.

Dr. Sasser thanked Mr. Bob Wolfson and his staff for their hospitality in hosting today's board meeting.

President Sasser recognized Ms. Terry Thomas, President of FACC; Ms. Sue Harris, Career Service Chair; and Ms. Carole Marquis, College Senate President. Mr. Alan Rezaei, Student Government President, was unable to attend today's meeting.

Dr. Sasser reminded the board that the budget and equity workshop/dinner is scheduled for Wednesday, June 1, in the Northwest Campus board room beginning at 5 p.m.

The president commented that he will host a past and present trustee meeting on June 9 from 11 a.m. to 1 p.m. in the Wattenbarger Student Services building, room S-329, and asked the trustees to help him host this important meeting.

The president noted that the annual ice cream social will be held June 14 from 2-3 p.m. in R-01, with the evening social starting at 5 p.m.

Dr. Sasser added that on June 20 the college will host a legislative reception for our Bradford County delegation members at the Watson Center beginning at 11 a.m. On June 21, the college will host the Alachua County delegation members at 2:30 p.m. in the lobby in the Robertson Administrative building.

The retiree reception will be held July 14 beginning at 2:30 p.m. in the lobby area of the Robertson Administration building.

Trustees received the Continuing and Community Education enrich! brochure and a flyer from the Institute of the Florida Storytelling Association.

Schedule of Board of Trustees Meetings for 2005-2006

Information Item
416.92, 04-05

Below is the proposed schedule of the Board of Trustees meetings for 2005-2006. All meetings begin at 4 p.m. and are scheduled for the third Tuesday of the month, except as noted. This schedule will be brought back to the board for a vote at the June meeting.

Proposed

August - No Meeting	February 21, 2006 Davis Center, Archer
September 20, 2005 Blount Downtown Center	March 21, 2006 SFCC Zoo on the Northwest Campus
October 18, 2005 Northwest Campus	April 18, 2006 Andrews Center, Starke
November 15, 2005 Andrews Center, Starke	May 16, 2006 Northwest Campus
December – No meeting	June 20, 2006 Northwest Campus
January 24, 2006 * Northwest Campus	July 18, 2006 Watson Center, Keystone Heights

* Fourth Tuesday of the month

Discussion: The president noted that the proposed 2005-2006 trustee meeting schedule is being presented for information and will be brought back to the board for a vote at the June meeting. He asked board members to review their calendars.

Resolution in Honor of Retiring President Peter D. Boyse, Delta College, Michigan

Information Item
400.472, 04-05

In honor of Peter Boyse's many years of dedicated service to Delta College, which is a member of the League for Innovation in the Community College, and upon his retirement, a resolution from the SFCC Board of Trustees has been prepared to present to President Boyse at an event on June 10, 2005. The resolution outlines the many areas in which Peter Boyse has played a major role in shaping the education and communities in which he has been involved.

Discussion: The president commented that Dr. Peter Boyse, president of Delta College, is retiring and he wanted to honor his years of service with a resolution.

Action: Motion to sign the resolution in honor of Dr. Boyse: Brashear

Second: Womack

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

Amended Rule 2.4: College Senate Shared Governance

Information Item
410.373, 04-05

The revisions to this rule were requested by the College Senate and include updating the duties and authority of the Senate. The proposed changes, which emphasize shared governance, will encourage further participation by the Senate in initiatives and changes to policies that affect a number of Senate constituencies.

Amended Rule 2.8: Prohibition Against Discrimination and Harassment

Information Item
410.374, 04-05

The proposed revisions to the first paragraph of this rule were initiated by the Florida Department of Education K-20 Office of Equity and Access during its annual equity review. Specifically, the college was requested to clarify that the rule applies to third parties, applicants for admission, applicants for employment, and the general public as well as to employees, volunteers, and students. We also clarified that the college prohibits discrimination in educational programs, services, and activities, and in employment programs, policies, and practices.

The additional proposed changes to the rule were recommended by the College Senate in conjunction with suggestions from Human Resources and the college's General Counsel. The sections containing examples of discrimination and explanations of harassment (non-sexual) were added.

Amended Rule 7.11: Fees

Information Item
410.375, 04-05

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

If the change is adopted, the estimated total annual increase for a full-time student taking 36 semester hours per year would be \$102 for credit courses.

CONSENT

District Board of Trustees
May 25, 2005

Agenda Item: 3.1

Contract Staff (Faculty)

402.665, 04-05

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

Part Time

Scott Anderson
Dusti Durden Hersey
Judy Luck
Rodger Mallard
Anne Martin-Segrini

Board Action(s) Requested:

Approval

Action: Motion to approve consent items 3.1 through 3.8: Womack
Second: Davis
Vote: Bradley - yes, Brashear - yes, Davis - yes, Mallini - yes, McRae - yes, Womack - yes.

CONSENT

**District Board of Trustees
May 25, 2005**

Agenda Item: 3.2

Contract Staff (Administrative and Professional)

411.265, 04-05

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

Name

Position

Technical/Professional

Full-time

*	Edward Blue Kerry-Ann Rawls	Youth Specialist, YES! Program Advising Specialist, Academic Advisement
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Part-time

*	Shenna Benarte Michael O'Malley	Yoga Specialist Writing Lab Specialist
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* Grant funded

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1 (402.665, 04-05).

CONSENT

**District Board of Trustees
May 25, 2005**

Agenda Item: 3.3

Career Service Staff

403.435, 04-05

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

Name

Position

Appointment

Lonna Higgins
George Huntley
Jodi Rhoades

Custodian, Facilities Services
Groundskeeper, Facilities Services
Payroll Assistant, Office for Finance

Promotion

Oralia Gamino

Academic Foundations Support Specialist

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1 (402.665, 04-05).

CONSENT

**District Board of Trustees
May 25, 2005**

Agenda Item: 3.4

Leaves of Absence

420.135, 04-05

Susan Nugent, tenured faculty member in English, has requested a leave of absence from August 23, 2005, through August 16, 2006. This request is supported by the Chair and the Interim Vice President of Academic Affairs.

Kevin Kasper, tenured faculty member in mathematics, has requested a leave of absence from August 23, 2005, through August 16, 2006. This request is supported by the Chair and the Interim Vice President of Academic Affairs.

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1 (402.665, 04-05).

CONSENT

**District Board of Trustees
May 25, 2005**

Agenda Item: 3.5

Renewal of Veterans' Affairs Counseling Services Agreement with the University of Florida
408.1486, 04-05

This agreement contains the same terms and conditions as last year's. It authorizes Santa Fe to provide services to University of Florida veterans and other eligible programs recipients. The SFCC veterans' affairs coordinator works 12 hours per week at the University of Florida for this purpose and maintains a staff of UF veteran work-study students who staff the office during the rest of the week. This arrangement has worked well over the past years, and our coordinator is willing to continue in this position for another year. Under the agreement, the university will pay Santa Fe \$17,521.92 for the one-year agreement, which runs from July 1, 2005, through June 30, 2006.

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1 (402.665, 04-05).

CONSENT

**District Board of Trustees
May 25, 2005**

Agenda Item: 3.6

First Amendment to Agreement with Tallahassee Memorial HealthCare, Inc. - Cardiovascular
Technology 408.1487, 04-05

This first amendment to the agreement extends the term for an additional year with automatic renewal for up to two years unless terminated. The agreement allows selected students in the Cardiovascular Technology program the opportunity to continue to participate in learning experiences at this facility.

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1 (402.665, 04-05).

CONSENT

District Board of Trustees
May 25, 2005

Agenda Item: 3.7

Adult Education and Family Literacy - English Literacy and Civics Education Roll Forward Funds,
2004-2005 -- Grant 409.1540, 04-05

The funds from the English Literacy and Civics Education Roll Forward grant will be used to enhance the original project, which 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. These funds will be used to purchase Comprehensive Adult Student Assessment System (CASAS) testing materials and educational materials, supplies, and software to be used with English literacy and civics students. This project serves approximately 100 participants.

The amount of funds requested from the Florida Department of Education, Division of Workforce Development, is \$17,098, 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 (402.665, 04-05).

CONSENT

District Board of Trustees
May 25, 2005

Agenda Item: 3.8

Upward Bound Summer Food Program - Grant

409.1541, 04-05

The purpose of this project is to provide nutritious meals to students who enroll in the six-weeks, non-residential summer enrichment component of the Upward Bound program. The purpose of the Upward Bound program is to enhance participants' academic skills and personal motivation, skills which are necessary to complete a program of postsecondary education. The project will serve at least 40 students from Newberry (Alachua County) and Bradford (Bradford County) high schools.

The amount of funds requested from the U.S. Department of Agriculture, Food, and Nutrition Science, is \$8,033, with no matching funds from Santa Fe Community College.

Duration of this project is June 13, 2005, through July 22, 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 (402.665, 04-05).

Report of Purchases for April 2005

202.526, 04-05

Below are the total amounts and a summary of purchases for the month of April 2005.

Purchasing	\$1,410,730.60
Risk Management Consortium	198,943.00
Library	<u>0.00</u>
Total	<u>\$1,609,673.60</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y05202 (Fund 2)	\$ 30,442.00	Special	World Class Travel	Study Abroad - Russia Trip Project Aware
Y05212 (Fund 1)	\$ 203,514.96	Exempt	Apple Computer	Computers (60) Information Technology
Y05244 (Fund 1)	\$ 30,284.00	Contract	Dell Marketing	Laptop Computers (17) Information Technology
Y05481 (Fund 1)	\$ 25,864.20	Exempt	Agilysys, Inc.	Network Equipment Information Technology
Y05483 (Fund 1)	\$ 69,562.50	Exempt	Advanced Processing & Imaging, Inc.	Document Imaging Software Information Technology
Y05598 (Fund 2)	\$ 30,250.00	Exempt	Smarthinking, Inc.	Online Tutoring Services Title III
Y05655 (Fund 1)	\$ 46,215.00	Contract	Morse Communications	Hub Replacements Information Technology
Y05694 (Fund 1)	\$ 53,993.64	Exempt	Dell Marketing	Microsoft Site Licenses Information Technology
Y05776 (Fund 7)	\$ 181,827.00	Contract	PPI Construction Management	Building A Panel Replacement General Renovation
<u>Risk Management Consortium</u>				
Y05029 (Fund 6)	\$ 172,753.00	Contract	Gallagher-Bassett	Claims Administration Fees Risk Management Consortium
Y05048 (Fund 6)	\$ 26,190.00	Contract	Gallagher-Bassett	Administrative Services Risk Management Consortium

<u>Purchases over \$25,000.00</u>	Amount:	\$870,896.30
<u>Purchases \$0 - \$25,000.00</u>		
Number of purchase orders: 759	Amount:	\$709,643.54
Number of contracts awarded by the Board of Trustees: 2	Amount:	\$ 29,133.76

Board Action(s) Requested:

Approval of report

Discussion: Ms. Rochelle Prince, Chief Financial Officer, reviewed items 4.1. through 4.10 individually. Under item 4.7, Trustee Bradley asked if there were any changes to the contract. Ms. Prince replied there were no changes. Under item 4.6 Trustee Bradley asked if the state reimbursed the college for fee waivers. Ms. Prince replied yes for any state mandated fee waiver. Under item 4.1 President Sasser asked Dr. Portia Taylor to make comments on the recent purchase from Smarthinking, Inc. Dr. Taylor replied that this is an online tutoring program for students and would allow them 15 hours a year of tutoring in the areas of English, math, and science. She added that the instructors are from all over the world and this new program will add a whole new service to our student's success.

Action: Motion to approve finance items 4.1 through 4.10: Brashear
Second: McRae
Vote: Bradley - yes, Brashear - yes, Davis - yes, Mallini - yes, McRae - yes, Womack - yes.

Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of April 30, 2005

201.581, 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 April 30, 2005.

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	50,577,730	87.53	48,146,750	88.68
Expenditures	43,445,555	72.00	40,959,824	74.40

Board Action(s) Requested:

Approval of report

Action: Approved. See item 4.1 (202.526, 04-05).

Warrants Issued for April 2005

208.421, 04-05

A listing of all checks issued from April 1 through April 30, 2005, is available at this meeting for the board's information. The amount disbursed for the month was \$7,102,785.64.

Warrant Numbers

Manual Payroll	None
Manual Payables	678
Payables	396168 - 397972
Payroll	597851 - 598600

Electronic Transfers

7042 - 9628

Board Action(s) Requested:

Approval

Action: Approved. See item 4.1 (202.526, 04-05).

Colonel Harry M. Hatcher, Jr. Property Survey 05-09200.686, 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 April 21, 2005, 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	3	\$ 7,932.00	0	\$ 0.00	\$ 0.00	\$0.00
Worn-Out Equipment with No Salvageable Parts	3	\$ 5,446.00	1	\$ 8,668.00	\$ 8,668.00	\$0.00
Surplus Property	45	\$ 74,905.13	0	\$ 0.00	\$ 0.00	\$0.00
Lab Replacement	60	\$196,713.00	0	\$ 0.00	\$ 0.00	\$0.00
Transfers	14	\$ 18,811.14	1	\$15,500.00	\$15,500.00	\$0.00
TOTAL	<u>125</u>	<u>\$303,807.27</u>	<u>2</u>	<u>\$24,168.00</u>	<u>\$24,168.00</u>	<u>\$0.00</u>

Notes

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

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

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

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

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 that cost greater than \$1,000 but less than \$5,000 are not depreciated or capitalized. Instead they are tracked for inventory purposes ONLY. The present value of most of the items less than \$5,000 listed here is substantially lower than the amount indicated.

Board Action(s) Requested:

Approval of survey

Action: Approved. See item 4.1 (202.526, 04-05).

Report of Investments, Quarter Ending March 31, 2005

201.582, 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 March 31, 2005	1.77%
Interest earnings, quarter	\$12,532
Interest earnings, fiscal year to date	\$28,244

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 March 31, 2005	2.63%
Interest earnings, quarter	\$29,643
Interest earnings, fiscal year to date	\$66,017

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

Interest rate at March 31, 2005	2.35%
Interest earnings, quarter	\$ 69,741
Interest earnings, fiscal year to date	\$184,210

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	1.53 years
Anticipated yield to maturity	2.77%
Earnings, quarter	\$ 48,346
Earnings, current year to date	\$145,550

Interest Earnings Comparison:

Total interest earnings fiscal year to date 2004/2005	\$424,021
Total interest earnings fiscal year to date 2003/2004	\$351,358

Board Action(s) Requested: Approval of report

Action: Approved. See item 4.1 (202.526, 04-05).

Fee Waiver Report for Spring Term 2005

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

Spring – Full

	<u>Number of Waivers</u>	<u>Amount</u>
<u>Applications</u>	<u>3</u>	<u>\$ 90.00</u>
<u>Course Fee - Credit</u>		
College Employees	57	\$15,471.00
Senior Citizens	21	5,860.50
PSAV	5	1,937.50
State of Florida Employees	55	14,917.50
Employee Dependents	71	35,428.60
Dependent of Deceased Law Officer	<u>1</u>	<u>714.00</u>
Total	<u>213</u>	<u>\$74,419.10</u>
<u>Course Fee - Community Education</u>		
Senior Citizens, Total	<u>54</u>	<u>\$ 2,116.00</u>
<u>SESSION TOTALS</u>		
Credit	213	\$74,419.10
Community Ed	<u>54</u>	<u>2,116.00</u>
TOTAL	<u>267</u>	<u>\$76,535.10</u>

Spring A

<u>Course Fee - Credit</u>		
College Employees	4	\$ 760.50
State of Florida Employee	1	175.50
Employee Dependents	<u>8</u>	<u>1,513.35</u>
Total	13	<u>\$ 2,449.35</u>
<u>SESSION TOTALS</u>		
Credit	<u>13</u>	<u>\$ 2,449.35</u>
TOTAL	<u>13</u>	<u>\$ 2,449.35</u>

Spring B

<u>Course Fee - Credit</u>		
Employees	5	\$ 760.50
State of Florida Employees	3	295.50
Employee Dependents	<u>7</u>	<u>1,267.65</u>
TOTAL	<u>15</u>	<u>\$ 2,323.65</u>

SESSION TOTALS

Credit	<u>15</u>	\$ 2,323.65
TOTAL	<u>15</u>	<u>\$ 2,323.65</u>

TERM TOTALS

Credit	241	\$79,192.10
Community Ed	54	<u>2,116.00</u>
TOTAL	<u>295</u>	<u>\$81,308.10</u>

Board Action(s) Requested:

Approval

Action: Approved. See item 4.1 (202.526, 04-05).

Approval to Execute Banking Services Contracts for Santa Fe Community College 209.111, 04-05

On February 23, 2005, a Request for Proposal (RFP) for Banking Services was issued. Services incorporated within the RFP and scored separately were: a) banking, cash management, overnight investments, and ATM services, b) merchant and credit card services, c) investment services for both the college and the Florida Community College Risk Management Consortium (FCCRMC) (see agenda item 4.8), and d) procurement card.

The proposals were publicly opened on March 31, 2005. A team of six accounting and finance staff reviewed the proposals for completeness and comparability and evaluated each response against the award criteria. The institutions and the points scored on each of the services are:

Banking Services/Cash Management/Overnight Investments

Proposer	Score (of 190)
SunTrust	174
Compass Bank	114
Wachovia	109
Bank of America	96

Merchant and Credit Card Services

Proposer	Score (of 80)
Compass Bank	70
Bank of America	60
Wachovia	23
SunTrust	20

Investment Services

Proposer	Score (of 90)
Wachovia	80
SunTrust	37
Bank of America	37
AmSouth	36
Compass Bank	36
Merrill Lynch	34

Procurement Card

Proposer	Score (of 90)
SunTrust	77
AmSouth	71
Wachovia	66
Bank of America	52

College staff recommends the following:

1. Award of the Banking Services contract for a period of five years with one five-year renewal option to SunTrust Bank.
2. Award the Merchant and Credit Card Services contract for a period of five years with one five-year renewal option to Compass Bank.
3. Award the Investment Services contract for a period of five years with one five-year renewal option to Wachovia Bank.
4. Award the Procurement Card Services for a period of five years with one five-year renewal option to SunTrust Bank.

The board is requested to authorize Chief Financial Officer Rochelle Prince, Comptroller Ginger Gibson, and Legal Counsel Patti Locascio to complete contract negotiations with each of the above referenced banks. If for any reason negotiations for the contract cannot be completed with each of the banking institutions as referenced above under the provisions of the Request for Proposal and the successful bank's response, we request the authority to begin negotiations with the next highest rated proposer.

Board Action(s) Requested:

1. **Approval for board chair to execute contracts with each of the above referenced banks for Santa Fe Community College following contract negotiations by staff listed above without further review by the board**
2. **Authorization for college staff to begin negotiations with the next highest proposer if for any reason the negotiations cannot be completed with selected proposers as listed above, and for the board chair to execute contract agreed upon without further review by the board**

Action: Approved. See item 4.1 (202.526, 04-05).

Approval to Execute Investment Management Services Contract with Wachovia National Bank (Evergreen Investments Division) as Fiscal Agent for the Florida Community Colleges Risk Management Consortium

209.112, 04-05

As fiscal agent for the Florida Community Colleges Risk Management Consortium (FCCRMC), the college maintains the long-term investment portfolio for the consortium. These services were part of the Request for Proposal process for investment services as set forth in agenda item 4.7. Pending approval from the FCCRMC Council, the college proposes to execute an investment management service contract with Wachovia National Bank for the Florida Community Colleges Risk Management Consortium.

Board Action(s) Requested:

1. **Approval for the board chair to execute investment contract with Wachovia for the Florida Community Colleges Risk Management Consortium**
2. **Authorization for college staff on behalf of Florida Community Colleges Risk Management Consortium to begin negotiations with the next highest proposer if for any reason the negotiations cannot be completed with Wachovia, and for the board chair to execute contract agreed upon without further review by the board**

Action: Approved. See item 4.1 (202.526, 04-05).

Renewal of State of Florida, Department of Financial Services, Division of Treasury, Special Purpose Investment Account (SPIA) Agreement and Amendment to SPIA Agreement for Santa Fe Community College

209.113, 04-05

At the request of the Florida treasurer, the attached agreement and amendment replace the Special Purpose Investment Agreement (SPIA) executed by the District Board of Trustees on October 22, 2002. This is a pooled fund open to state agencies whereby the college places funds with the state Treasury Department. The changes to the contract specify program attributes that have been in place since the pool's inception.

SPIA has consistently provided higher interest earnings over the State Board of Administration Local Government Surplus Trust Fund Investment Pool allowing the college to maximize interest earnings on our daily cash balance.

Board Action(s) Requested:

Approval

Action: Approved. See item 4.1 (202.526, 04-05).

Renewal of State of Florida, Department of Financial Services, Division of Treasury, Special Purpose Investment Account (SPIA) Agreement as Fiscal Agent for the Florida Community Colleges Risk Management Consortium and Amendment to SPIA Agreement 209.114 , 04-05

At the request of the Florida treasurer, the attached agreement and amendment replace the Special Purpose Investment Agreement (SPIA) executed by the District Board of Trustees on October 22, 2002. This is a pooled fund open to state agencies whereby the college places funds with the state Treasury Department. The changes to the contract specify program attributes that have been in place since the pool's inception.

SPIA has consistently provided higher interest earnings over the State Board of Administration Local Government Surplus Trust Fund Investment Pool allowing the college to maximize interest earnings on our daily cash balance.

Board Action(s) Requested:

Approval

Action: Approved. See item 4.1 (202.526, 04-05).

SFCC Endowment Corporation Update

400.473, 04-05

Discussion: Mr. Harvey Sharron, Vice President for Development, gave a report on the year's activities of the SFCC Endowment Corporation. The Endowment Corporation has \$28 million in assets and in March the Scholarship Committee for the Endowment Corporation awarded 473 scholarships to Santa Fe students at a value of \$656,000. Planned for opening in the spring is phase II of the Watson Center. The Blount Center general classroom building still needs to raise \$90,000 to complete the project. Mr. Sharron added that Mr. Stephen Davis would donate the funds for the second building at the Davis Center. Mr. Sharron acknowledged that Mr. Eric Brill is the current president of the Endowment Corporation board and that trustees Bradley, Brashear, Mallini, and Womack are also members of the Endowment board. Trustee Bradley commented that the college should have a signature trade program at the Davis Center. Dr. Sasser noted the college is looking at the veterinarian tech program and others.

Board Action(s) Requested:

Approval

Action: Motion to approve items 5.1 through 5.4: Womack

Second: Brashear

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

Request to Offer Out-of-District Group Study for the Introduction to the Language and Culture of Costa Rica in Costa Rica, June 29 - July 6, 2005 101.46, 04-05

In accordance with State Board of Education Rule 6H-1.017, FAC, the college requests approval to conduct out-of-district instruction for SPN 2930 Special Topics: Introduction to the Language and Culture of Costa Rica (1 credit) to be offered June 29 - July 6, 2005, in Costa Rica. The course will provide students with the opportunity to interact with Spanish speaking citizens of Costa Rica, observing the customs of both city- and country- dwellers, and experience and reflect upon the social, economic, and cultural conditions of the specific areas visited in Costa Rica. Upon approval by the board, this request will be submitted to the State Board of Education.

Board Action(s) Requested:

Approval

Action: Approved. See item 5.1 (400.473, 04-05).

Revisions to the Biotechnology Laboratory Technology Advisory Committee

417.67, 04-05

Listed below are revisions requested by the college to the Biotechnology Laboratory Technology Advisory Committee due to the changes of personnel at the facilities. The new members have agreed to serve through December 2006.

Added

Ms. Patti Breedlove, Sid Martin Biotechnology Incubator, Alachua
Ms. Valinda Bronte, Fisher Scientific Company, Wesley Chapel, Florida
Mr. Joe Condon, Regeneration Technology, Alachua
Dr. Erick Chojnicki, Oragenics, Alachua
Dr. Dave Edwards, School Board of Alachua County, Gainesville
Dr. Pauline Lawrence, Entomology and Nematology, University of Florida, Gainesville
Ms. Tammy Mandell, Applied Genetic Technologies Corporation, Alachua
Ms. Beth Moore, Bradford County High School, Starke
Mr. John Rogers, EcoArray, LLC BDI, Alachua
Dr. Richard Snyder, Biotherapeutic Program, University of Florida, Gainesville

Remove

Mr. Michael Esch, Regeneration Technologies, Inc., Alachua
Ms. Lisa Graham, Bradford County Vocational Center, Starke
Ms. Elaine McCall Taylor, Alachua County High Schools, Gainesville
Dr. Sheldon Schuster, Interdisciplinary Center for Biotechnology Research, University of Florida, Gainesville

Board Action(s) Requested:

Approval

Action: Approved. See item 5.1 (400.473, 04-05).

ADDED

**District Board of Trustees
May 25, 2005**

Agenda Item: 5.4

Naming of the Santa Fe Community College Planetarium

412.982, 04-05

It is proposed that the Santa Fe planetarium be named the Kika Silva Pla Planetarium.

Board Action(s) Requested:

Approval

Action: Approved. See item 5.1 (400.473, 04-05).

Amendment to Rule 7.22: Petitions Committee (Student Registration)

410.376, 04-05

The college's Petition Committee has requested that this rule be amended to allow for a longer period of time to prepare for their meetings. With the growth in student population, there are more petitions being submitted, some of which are not received in time to put them on the agenda for that week. Additionally, the Petition Committee members require adequate time to review the petitions before the meeting. The amended rule reflects the committee's request to increase the number of days that petition forms be submitted to the committee prior to the weekly scheduled meetings from two to seven. It also clarifies to whom an appeal of a Petitions Committee's findings may be presented.

Board Action(s) Requested:

Approval

Action: Motion to approve: Womack

Second: Brashear

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

New Standardized Tech Prep Cooperative Program and Articulation Agreement - Dental Programs
408.1488, 04-08

The Tech Prep program selects A.S., A.A.S., and certificate programs as accelerated paths by which students at participating schools have the opportunity to receive college credit for particular high school courses. Because the content of the agreements with each school/county is essentially the same, the college requests that a standardized agreement for Dental programs in substantially the form attached hereto be approved for use by the college.

Since the approval process that commenced in July 2002, the Vice President for Academic Affairs has been authorized to execute these types of agreements on behalf of the college. The college requests that the board authorize said vice president to continue to execute such agreements (as amended herein) in the future without further review by the board. A list of all standard Tech Prep dental agreements executed will be presented to the board as an information item at the meeting following the signing of such agreements. Any non-standard agreement will come before the board as an action item before being signed.

Board Action(s) Requested:

Approval and authority for the Vice President for Academic Affairs to execute agreements

Action: Motion to approve items 7.1 through 7.6: Davis

Second: Womack

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

Associated Health Education Affiliation Agreement with the Department of Veterans Affairs,
North Florida/South Georgia Veterans Health System - Nursing 408.1489, 04-05

This new affiliation agreement renews our association with the North Florida/South Georgia Veterans Health System and provides selected students in the Nursing programs the opportunity to participate in learning experiences at this facility.

Board Action(s) Requested:

Approval

Action: Approved. See item 7.1 (408.1488, 04-08).

Memorandum of Understanding for Treatment of Municipal Ordinance Violations with the City Attorney
for the City of Gainesville 408.1490, 04-05

This agreement is with the City Attorney for the City of Gainesville, which became responsible for prosecution of certain violations of City of Gainesville ordinances in January 2005. The agreement provides for alternative disposition and referral of Santa Fe students who violated an ordinance on Santa Fe property in the City of Gainesville to SFCC's student judicial process instead of formal charges being sent to the city for prosecution.

Board Action(s) Requested:

Approval

Action: Approved. See item 7.1 (408.1488, 04-08).

Educational Institution Participation Agreement with Rockingham Memorial Hospital - Cardiovascular
Technology 408.1491, 04-05

This new affiliation agreement provides 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 7.1 (408.1488, 04-08).

Project AWARE (Achieving World Awareness Resources and Education), Title VIB - The Business and International Education Program -- Grant 409.1542, 04-05

The purpose of this project is to internationalize our business faculty, business curriculum, business students, and K-12 teachers, and to assist the local business community to better compete within the global market. This project will provide for the development of a new international course, development of six to eight international infusion projects for existing courses, create a web-based continuing education program in international economics for K-12 teachers, and provide for international study abroad travel for faculty and students. An integral part of this project is the provision of business international education to Chamber of Commerce members and our business community through seminars, quarterly breakfast meetings with international topics, and tuition-free "business Spanish" continuing education courses. This project is a partnership with the Gainesville Area Chamber of Commerce and the Gainesville Council for Economic Outreach, a division of the Chamber. This is year two of a two-year project.

The amount of funds requested from the U.S. Department of Education/Business and International Education Program is \$77,662, with an in-kind match of \$80,719 from Santa Fe Community College.

Duration of this project is July 1, 2005, through June 30, 2006.

Operating budget impact: In-kind match 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 7.1 (408.1488, 04-08).

Citizens of the World Program, Title VIA - Undergraduate International Studies and Foreign Language Project -- Grant 409.1543, 04-05

The purpose of this project is to instill global perspectives across the Associate of Arts curriculum and to enhance the foreign language program. This project will provide for the creation of six new courses and revision of sixteen existing courses, creation of a Certificate in Global Studies, creation of a professional development program and college-wide lecture series that will support faculty work in curriculum development and increase global awareness among all faculty and staff, and add two new courses in both French and Italian.

Grant funds will provide faculty release time for course development and revision, speakers for the lecture series, and international study abroad travel for faculty. This project will serve approximately 10,000 students. This is year two of a two-year project.

The amount of funds requested from the U.S. Department of Education/Undergraduate International Studies and Foreign Language Program, is \$80,072, with an in-kind match of \$94,123 and a cash match of \$8,623 from Santa Fe Community College.

Duration of this project is July 1, 2005, through June 30, 2006.

Operating budget impact: In-kind contributions and cash match from existing college operating budget

Board Action(s) Requested:

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

Action: Approved. See item 7.1 (408.1488, 04-08).

ADDED

**District Board of Trustees
May 25, 2005**

Agenda Item: 7.7

Cooperative Resources Agreement with City of Gainesville

408.1492, 04-05

This agreement confirms that the college, along with the Endowment Corporation, will continue construction of the Downtown Center expansion. By this agreement, the city agrees to the existing project plans that are attached to the agreement as Exhibit B. This agreement furthers the cooperative relationship between the college and the city.

Board Action(s) Requested:

Approval

Discussion: General Counsel, Ms. Patti Locascio, noted that she took a phone call during the board meeting, and the City of Gainesville has asked that we make a change to the contract. On page two under article 2 definitions 2.03 the words "as revised following community input," were requested to be deleted. The board had no objection to deleting those words from the contract. A motion was made to accept the contract with the deleted words from 2.03 of the contract. Motion Womack, Second Davis, unanimous. Trustee Bradley then asked why we don't designate the specific area for parking during construction. Dr. Sasser agreed with Trustee Bradley. Trustee Davis then asked that we amend the contract to add the wording that parking would be designated to specific parcels.

Action: Motion to approve: Davis

Second: McRae

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