

**The District Board of Trustees
Santa Fe Community College, Florida
Agenda for Board Meeting of March 21, 2006, at 4 p.m.
Wattenbarger Student Services Building Board Room**

Adoption of Agenda

Agenda Item: 1.1
418.445, 05-06

1. General Functions
 - 1.1 Adoption of Agenda for Meeting of March 21, 2006
 - 1.2 Approval of Board Meeting Minutes of February 21, 2006
2. Information Items
 - 2.1 President's Report
 - 2.2 Standardized Biotechnology Laboratory Technology Facilities Use Agreement with Pasteuria Bioscience, LLC
3. Consent Items
 - Personnel
 - 3.1 Contract Staff (Faculty)
 - 3.2 Contract Staff (Administrative and Professional)
 - 3.3 Career Service Staff
 - 3.4 Leave of Absence
 - Contracts, Grants
 - 3.5 Santa Fe Community College Springs Arts Festival -- Grant 2006-2007
4. Personnel
 - 4.1 Continuing Contracts for 2006-2007
5. Finance/Business Affairs Items
 - 5.1 Report of Purchases for February 2006
 - 5.2 Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of February 28, 2006
 - 5.3 Warrants Issued for February 2006
 - 5.4 Colonel Harry M. Hatcher, Jr., Property Survey 06-06
6. General Institutional Items
 - 6.1 Continuing and Community Education EnRich! Brochure - Spring 2006

7. Contracts/Grants
 - 7.1 Agreement with Orange Park Medical Center, Inc. - Respiratory Care and Cardiovascular Technology
 - 7.2 Agreement and Supplement for Early Projects with IBM, Supplement to Agreement for Exchange of Confidential Information
 - 7.3 Dollar General Literacy -- Grant
8. Endowment Corporation Liaison Update
9. Board Members' Remarks
10. Citizen's Requests
11. Adjournment

Board Action(s) Requested:

Approval

Discussion: Dr. Sasser noted that today's board agenda would be amended for good cause to add the following item:

Added: Item 4.2, Elimination of Continuing Contract Positions Based on Reduction of Program

Action: Motion to approve: Weingart
Second: Womack
Vote: Bradley - absent at time of vote, Brashear - yes, Jackson - yes, Mallini - yes, McRae - yes, Weingart - yes, Womack - yes.

Approval of Board Meeting Minutes of February 21, 2006

401.437, 05-06

The minutes of the regular meeting of the District Board of Trustees of Santa Fe Community College held February 21, 2006, are presented for approval.

Board Action(s) Requested:

Approval

Action: Motion to approve: Womack

Second: Weingart

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

President's Report

Information Item

President Sasser recognized Mr. Mike Hutley, President of FACC; Ms. Anedria Williams, Career Service Chair; and Mr. Alan Rezaei, Student Government President. Ms. Carole Marquis, College Senate President could not make today's meeting.

Dr. Sasser mentioned our Fulbright Scholar, Dr. Asna Husin, has arrived from Darussalam, Banda Aceh, Indonesia, and will be here until April 29. He added that she will make a presentation at the April board meeting.

The following quarterly employee award winners were recognized and received a plaque of appreciation and service pin: Ms. Debbie Kennedy, career service; Ms. Takela Perry, administrative and professional; Mr. Clark Wheeler, full-time faculty; and Ms. Gyne Capuano, part-time non-instructional. Ms. Laura Turner-Reed, part-time faculty was unable to attend.

The president announced the third annual Student Awards Night is May 4 at 4 p.m. in the college gymnasium. Also, spring commencement is scheduled for May 5 with two ceremonies, one at 3 p.m. and one at 7 p.m. He added that Dr. Timothy Goldfarb will be the guest speaker at the 3 p.m. ceremony and Mr. Rafael Martinez, the brother of Senator Martinez, would be the guest speaker for the 7 p.m. ceremony

Trustees received the *Vitality Magazine*, the SFCC Spring Arts poster, and the Enrich! brochure.

District Board of Trustees
March 21, 2006

Agenda Item: 2.2

College Goal: Educational Programs - Provide learning opportunities and academic support to ensure the highest levels of academic performance.

Standardized Biotechnology Laboratory Technology Facilities Use Agreement with Pasteuria
Bioscience, LLC

Information Item
408.1550, 05-06

The board has authorized the Vice President for Academic Affairs 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 Pasteuria Bioscience, LLC for students enrolled in the SFCC Biotechnology Laboratory Technology program.

CONSENT

District Board of Trustees
March 21, 2006

Agenda Item: 3.1

College Goal: Human Resources - Recruit, develop, assess, and retain quality full- and part-time faculty and staff.

Contract Staff (Faculty)

402.674, 05-06

The individuals listed below are being recommended for appointment for the 2005-2006 year, or a portion of the year, as stated in the individual employee's contract.

Part Time

Alan Bliss
Kelly Coxe
David Dillard
Floyd Gipson
Margaret Gust
Mirian Hay-Roe
Christian Hernandez
Susan Jester
Karen Jones
Gloria Kersh
Walter Kirkconnell
Jaime Kurnick
Michael Lanier
Frances Litaker
Charles Love
William Meeker
Ana Mendez
Theresa Mosley
Constance Myrick
Nicole Nesberg
Christopher O'Steen
Jeremy Sundgren
* Dina Vouis
Kathryn West
Meaghan Woods
James Yawn

* Grant funded

Board Action(s) Requested:

Approval

Action: Motion to approve consent items 3.1 through 3.5: Weingart

Second: Jackson

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

CONSENT

**District Board of Trustees
March 21, 2006**

Agenda Item: 3.2

***College Goal: Human Resources - Recruit, develop, assess, and retain quality full-
and part-time faculty and staff.***

Contract Staff (Administrative and Professional)

411.276, 05-06

The individuals listed below are being recommended for appointment for the 2005-2006 year as stated in the individual employee's contract.

**Technical/Professional
Part Time**

<u>Name</u>	<u>Position</u>
* Priscilla Parker	Tech Prep Specialist
* Brent Ransom	Institute of Public Safety Senior Specialist
* Grant funded	

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1 (402.674).

CONSENT

**District Board of Trustees
March 21, 2006**

Agenda Item: 3.3

***College Goal: Human Resources - Recruit, develop, assess, and retain quality full-
and part-time faculty and staff.***

Career Service Staff

403.444, 05-06

The individuals listed below are being recommended for appointment.

<u>Name</u>	<u>Position</u>
Rajeev Desikan	Custodian, Facilities Services
* Cleador Thomas	Program Support Specialist 2, Upward Bound
Michelle Theus	Program Assistant, Disability Resources
Mary Mosley	Program Support Specialist, Health Science Counseling
* Grant funded	

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1 (402.674).

CONSENT

**District Board of Trustees
March 21, 2006**

Agenda Item: 3.4

***College Goal: Human Resources - Recruit, develop, assess, and retain quality full-
and part-time faculty and staff.***

Leave of Absence

420.140, 05-06

Zona Gale, full-time tenured faculty member in the Information Technology Education Department, has requested a leave of absence from August 22, 2006, through August 17, 2007. 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 (402.674).

CONSENT

**District Board of Trustees
March 21, 2006**

Agenda Item: 3.5

College Goal: Resources - Develop, obtain, and allocate the necessary resources to implement the college's mission.

Santa Fe Community College Spring Arts Festival -- Grant 2006-2007

409.1584, 05-06

The purpose of this project is to request in-kind services from the City of Gainesville for the 2007 Santa Fe Community College Spring Arts Festival. The services requested include police security, maintenance and clean-up, traffic engineering, code enforcement, dumpsters, and the use of the city-owned Thomas Center. Approximately 130,000 area residents attend this festival annually. This is year one of a two-year project.

The amount of funds requested from the City of Gainesville is \$14,435, with no matching funds from Santa Fe Community College.

Duration of this project is July 1, 2006, through June 30, 2007.

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 (402.674).

College Goal: Human Resources - Recruit, develop, assess, and retain quality full- and part-time faculty and staff.

Continuing Contracts for 2006-2007

402.675, 05-06

The following faculty members have been voted on by their peers and approved by their supervisors to receive continuing contracts beginning in the 2006-2007 contract year.

2006-2007 Continuing Contract

Carla Anderson	John Marks
Susan Beverung	Rebecca McKee
Lavette Burnette	Gregory Mead
Brandi Cooke	Karen Milnor
Rebecca Craig	Rhonda Morris
John Feiber	Daniel Nail
Brian Fox	Angel Nieves
Charmaine Goodwin	Susan Reed
Beatriz Gonzalez	Rita Revak-Lutz
Denise Guerin	Marc Shahboz
Randolph Handel	Charles Stephenson
Jane Hatker	Marcia Swope
Heather Holley	Richard Tarbox
Audrey Holt	Samia Williams
Gerald Johnston	Laura Younts
Patricia Kunkel	

Board Action(s) Requested:

Approval

Action: Motion to approve items 4.1 and added item 4.2: Brashear

Second: Weingart

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

ADDED

**District Board of Trustees
March 21, 2006**

Agenda Item: 4.2

College Goal: Human Resources - Recruit, develop, assess, and retain quality full- and part-time faculty and staff.

Elimination of Continuing Contract Positions Based on Reduction of Program

402.676, 05-06

In accordance with the provisions set forth in Rule 6A-14.0411 (5)(b), the Networking Technologies program of the Information Technology Department is eliminating two full-time faculty lines based on program reduction due to 1) declining enrollment and interest in the program and 2) changes in the IT industry.

The positions for elimination were selected based on seniority and job duties. Two continuing contract faculty members are impacted by this reduction. Those employees are Terry Siorek and David DePatie.

Board Action(s) Requested:

Approval to eliminate stated positions and dismiss identified employees.

Action: Approved. See item 4.1 (402.675).

College Goal: Resources - Develop, obtain, and allocate the necessary resources to implement the college's mission.

Report of Purchases for February 2006

202.534, 05-06

Below are the total amounts and a summary of purchases for the month of February 2006.

Purchasing	\$ 915,820.22
Risk Management Consortium	<u>123,074.00</u>
Total	<u>\$1,038,894.22</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y10853 (Fund 1)	\$ 48,300.00	Sole Source	Phillips Medical	Ultrasound System Diagnostic Medical Sonography
Y10996 (Fund 2)	\$ 67,752.68	Contract	University of Florida	Student Health Care Center Student Health Care
Y11050 (Fund 7)	\$ 54,563.00	Contract	PPI Construction Management	Andrews Center Ceiling Replacement Education Center Upgrades
Y11134 (Fund 2)	\$ 33,720.00	Sole Source	Intermed Ultrasound, Inc.	Computerized Radiography Plate Reader Jobs for Florida
Y11135 (Fund 1)	\$ 64,112.50	Contract	Dell Marketing	Computers (50) for Student Lab Information Technology
Y11136 (Fund 1)	\$ 68,390.00	Contract	Dell Marketing	Computers (70) for Student Lab Information Technology
Y11137 (Fund 1)	\$ 84,087.50	Contract	Dell Marketing	Computers (70) for Student Lab Information Technology
Risk Management Consortium				
Y10763 (Fund 6)	\$ 93,000.00	Exempt	Mercer Human Resources Consulting	Health Plan Consulting Risk Management Consortium
Y10816 (Fund 6)	\$ 30,074.00	Exempt	Arthur J. Gallagher	Workers Compensation Audit Risk Management Consortium
	<u>\$543,999.68</u>			

Purchases \$0 - \$25,000.00

Number of purchase orders: 441

Amount: \$445,684.58

Number of contracts awarded by the Board of Trustees: 1

Amount: \$ 49,209.96

Board Action(s) Requested:

Approval of report

Discussion: Ms. Ginger Gibson, Comptroller, reviewed item 5.1. Trustee Weingart abstained from voting on item 4.1, citing his affiliation with the firm of PPI Construction Management. He filed the conflict of interest form, 8B, as appropriate.

Action: Motion to approve: McRae

Second: Brashear

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

College Goal: Resources - Develop, obtain, and allocate the necessary resources to implement the college's mission.

Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of February 28, 2006
201.599, 05-06

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 February 28, 2006.

The following summary provides a comparison of actual revenues and expenditures for 2005-2006 vs. 2004-2005.

	2005-2006		2004-2005	
	<u>Dollar Amount</u>	<u>Percent of Budget</u>	<u>Dollar Amount</u>	<u>Percent of Total Year</u>
Revenue	44,472,522	73.02	42,349,836	73.30
Expenditures	35,301,293	56.26	33,714,225	58.10

Board Action(s) Requested:

Approval of report

Discussion: Ms. Ginger Gibson, Comptroller, reviewed items 5.2 through 5.4

Action: Motion to approve items 5.2 through 5.4: Jackson

Second: Womack

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

District Board of Trustees
March 21, 2006

Agenda Item: 5.3

College Goal: Resources - Develop, obtain, and allocate the necessary resources to implement the college's mission.

Warrants Issued for February 2006

208.429, 05-06

A listing of all checks issued from February 1 through February 28, 2006, is available at this meeting for the board's information. The amount disbursed for the month was \$8,350,735.55.

Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	450202 - 453218
Payroll	609361 - 609922

Electronic Transfers

31426 - 34179

Board Action(s) Requested:

Approval

Action: Approved. See item 5.2 (201.599).

College Goal: Resources - Develop, obtain, and allocate the necessary resources to implement the college's mission.

Colonel Harry M. Hatcher, Jr., Property Survey 06-06

200.701, 05-06

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 February 2, 2006, 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
Missing Property	1	\$ 3,276.40	0	\$ 0.00	\$ 0.00	\$0.00
Worn-Out Equipment with Salvageable Parts	5	\$ 8,947.97	1	\$ 15,983.00	\$ 15,983.00	\$0.00
Worn-Out Equipment with No Salvageable Parts	2	\$ 3,832.94	0	\$ 0.00	\$ 0.00	\$0.00
Surplus Property	11	\$19,531.22	1	\$ 89,461.00	\$ 89,461.00	\$0.00
Trade-In	0	\$ 0.00	1	\$ 41,900.00	\$ 41,900.00	\$0.00
Transfers	19	\$27,428.00	0	\$ 0.00	\$ 0.00	\$0.00
TOTAL	<u>38</u>	<u>\$63,016.53</u>	<u>3</u>	<u>\$147,344.0</u> <u>0</u>	<u>\$147,344.0</u> <u>0</u>	<u>\$0.00</u>

Notes

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

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

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

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

Trade-Ins 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 items that have been traded in on new equipment.

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 5.2 (201.599).

College Goal: Delivery Alternatives - Assess student needs and outcomes and create innovative and flexible learning opportunities.

Continuing and Community Education EnRich! Brochure - Spring 2006

415.110, 05-06

As required by State Board of Education regulations, the schedule of Community Education and the Center for Business EnRich! courses for spring 2006 is presented for board information and approval. Term dates are April 8 through June 9, 2006, with registration beginning March 18 and continuing throughout the term. The schedule is subject to further changes as certain classes may be added to or deleted from the schedule. Generally, additions would be made only for online classes from contract vendors as such classes become available. Deletions may be made based on instructor and space availability. Changes, additions and deletions will occur in the online schedule.

Board Action(s) Requested:

Approval

Action: Motion to approve: Jackson

Second: Weingart

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

District Board of Trustees
March 21, 2006

Agenda Item: 7.1

College Goal: Educational Programs - Provide learning opportunities and academic support to ensure the highest levels of academic performance.

Agreement with Orange Park Medical Center, Inc. - Respiratory Care and Cardiovascular Technology

This agreement will allow selected students in the Respiratory Care and Cardiovascular Technology programs the opportunity to participate in learning experiences at Orange Park Medical Center.

Board Action(s) Requested:

Approval

Action: Motion to approve items 7.1 through 7.3: Weingart
Second: Jackson
Vote: Bradley - yes, Brashear – yes, Jackson - yes, Mallini - yes, McRae - yes, Weingart - yes,
Womack - yes.

College Goal: Resources - Develop, obtain, and allocate the necessary resources to implement the college's mission.

Agreement and Supplement for Early Projects with IBM, Supplement to Agreement for Exchange of Confidential Information

408.1552, 05-06

Based in part on its successful history with IBM, the college was invited to participate in this Early Support Program, which should result in substantial additional features and cost savings for the college. This agreement and supplement provide for installation, configuration, tuning, and training of new IBM products. The purpose is to provide the college with an early operational experience with the products and to provide IBM with customer feedback on the products. The actual products are expected to be purchased from IBM's designated business partner, Cornerstone Systems, Inc.; the purchase agreement is anticipated be part of April's board agenda.

In addition, attached is the Agreement for Exchange of Confidential Information Supplement for Disclosure. With this agreement, the parties can be assured of protection of students' rights to privacy and other information that is confidential under Florida law.

Board Action(s) Requested:

Approval and agreement and supplement

Action: Approved. See item 7.1 (408.1551).

College Goal: Resources - Develop, obtain, and allocate the necessary resources to implement the college's mission.

Dollar General Literacy -- Grant

409.1585, 05-06

The purpose of this project is to continue to enhance the Adult Education program at the Davis Center in Archer by helping students improve their literacy skills. Funds from this project will serve approximately 150 students to improve their literacy in order to earn a high school diploma, attain or improve employment, and/or transfer into further education training.

The amount of funds requested from Dollar General Literacy Foundation is \$15,000, with an in-kind match of \$10,000 from Santa Fe Community College.

Duration of this project is July 1, 2006, through June 30, 2007.

Operating budget impact: From existing college budget

Board Action(s) Requested:

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

Action: Approved. See item 7.1 (408.1551).

Endowment Corporation Liaison Update

Trustee Bradley noted there was no report for today's meeting.

Board Members' Remarks

Trustee Weingart invited everyone to the "topping out" luncheon on Thursday, March 23, at the new Health Sciences building addition. He added that grouper and barbecue will be on the menu.