

**The District Board of Trustees  
Santa Fe Community College, Florida  
Agenda for Board Meeting of January 23, 2007, at 4 p.m.  
Wattenbarger Student Services Building Board Room**

**Adoption of Agenda**

**Agenda Item: 1.1**  
418.453, 06-07

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Meeting of January 23, 2007
- 1.2 Approval of Board Meeting Minutes of November 14, 2006

2. Information Items

- 2.1 President's Report
- 2.2 Tech Prep Agreements with School Board of Alachua County and School Board of Bradford County
- 2.3 Tech Prep Agreements with School Board of Citrus County, School Board of Columbia County, and School Board of Levy County
- 2.4 Continuing Contract Candidates for 2007-2008

3. Consent Items

Personnel

- 3.1 Contract Staff (Faculty)
- 3.2 Contract Staff (Administrative and Professional)
- 3.3 Community and Continuing Workforce Education Contract Staff
- 3.4 Career Service Staff
- 3.5 Leave of Absence

Contracts, Grants

- 3.6 Ratification of Agreement:
  - Affiliation Agreement with North Florida Regional Medical Center - Nursing, Health Information Management, Diagnostic Medical Sonography, Cardiovascular Technology, Radiography, Biotechnology, Respiratory Therapy, Nuclear Medicine Technology, Surgical Technology, Emergency Medical Services
- 3.7 Renewal of Voluntary Cooperation Agreement with Alachua County Sheriff's Office
- 3.8 Second Amendment to Agreement with School Board of Bradford County - High School Dual Enrollment
- 3.9 Scholarships for Disadvantaged Nursing Students -- Grant
- 3.10 Starke Fall Festival 2007-2008 -- Grant
- 3.11 School Board of Alachua County Head Start Program -- Grant

Finance/Business Affairs Items

- 3.12 Warrants Issued for November and December 2006
- 3.13 Report of Purchases for November and December 2006

4. Facilities Items

- 4.1 Cafeteria Renovation - Final Completion
- 4.2 Alachua Training Center - Budget, Spot Survey, and Permission to Advertise, Select, and Negotiate with Architectural Firm for Design Services
- 4.3 Health Sciences Addition Parking Lot - Approval of Budget

5. Finance/Business Affairs Items

- 5.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of December 31, 2006
- 5.2 Colonel Harry M. Hatcher, Jr., Property Survey 07-05
- 5.3 Fee Waiver Report for Fall Term 2006
- 5.4 Acceptance of Donations - Printing Press, X-Ray Equipment
- 5.5 Delegation of Authority to Sign Off on Student Capital Improvement Fee Bond Closing Documents

6. General Institutional Items

- 6.1 Study Abroad:
  - Japan (Tokyo and Kyoto)
  - England (London, York, Bath, Oxford, Stratford)
  - Ecuador and the Galapagos Islands
  - Italy (Venice, Ravenna, Padua, Florence) and Greece (Iraklion, Santorini)
- 6.2 Fee for Certified Personal Trainer Services

7. Contracts/Grants

- 7.1 Training Center Agreement with American Heart Association, Inc. -- Institute of Public Safety
- 7.2 Banner Construction Institute -- Grant
- 7.3 Florida reBuilds Construction -- Grant
- 7.4 Nationwide Quick Response -- Grant

8. Endowment Corporation Liaison Update

9. Board Members' Remarks

10. Citizen's Requests

11. Adjournment

**Board Action(s) Requested:**

**Approval**

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Approval of Board Meeting Minutes of November 14, 2006

401.445, 06-07

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The minutes of the regular meeting of the District Board of Trustees of Santa Fe Community College held November 14, 2006, are presented for approval.

**Board Action(s) Requested:**

**Approval**

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President's Report

Information Item

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The president will discuss a variety of informational topics.

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

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Tech Prep Agreements with School Board of Alachua County and  
School Board of Bradford County

Information Item  
408.1602, 06-07

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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 Alachua County and the School Board of Bradford County.

School Board of Alachua County - Renewal

- |                   |   |
|-------------------|---|
| Dental Aide       | - Dental Hygiene AS/AAS Degree          |
|                   | - Dental Assisting Certificate Program  |
| Nursing Assistant | - Practical Nursing Certificate         |
|                   | - Surgical Technology Certificate       |
|                   | - Cardiovascular Technology A.S./A.A.S. |
|                   | - Nuclear Medicine A.S./A.A.S.          |
|                   | - Respiratory Care A.S./A.A.S.          |
|                   | - Radiography A.S./A.A.S.               |
|                   | - Nursing A.S. Degree Program           |
|                   | - Nursing A.S./Bridge                   |

School Board of Bradford County - Renewal

- |                   |   |
|-------------------|---|
| Dental Aide       | - Dental Hygiene AS/AAS Degree          |
|                   | - Dental Assisting Certificate Program  |
| Nursing Assistant | - Practical Nursing Certificate         |
|                   | - Surgical Technology Certificate       |
|                   | - Cardiovascular Technology A.S./A.A.S. |
|                   | - Nuclear Medicine A.S./A.A.S.          |
|                   | - Respiratory Care A.S./A.A.S.          |
|                   | - Radiography A.S./A.A.S.               |
|                   | - Nursing A.S. Degree Program           |
|                   | - Nursing A.S./Bridge                   |

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

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Tech Prep Agreements with School Board of Citrus County, School Board of Columbia County, and School Board of Levy County 408.1603, 06-07 Information Item

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The A.S./A.A.S. degree programs 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 between Santa Fe Community College and the School Board of Citrus County, the School Board of Columbia County, and the School Board of Levy County.

School Board of Citrus County - Renewal

Dental Aide	- Dental Hygiene A.S./A.A.S.
Nursing Assistant	- Cardiovascular Technology A.S./A.A.S.
	- Nuclear Medicine A.S./A.A.S.
	- Respiratory Care A.S./A.A.S.

School Board of Columbia County - Renewal

Dental Aide	- Dental Assisting Certificate
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School Board of Levy County - Renewal

Dental Aide	- Dental Hygiene A.S./A.A.S.
Nursing Assistant	- Cardiovascular Technology A.S./A.A.S.
	- Nuclear Medicine A.S./A.A.S.
	- Respiratory Care A.S./A.A.S.
	- Radiographic Technology A.S./A.A.S.

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

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Continuing Contract Candidates for 2007-2008

Information Item  
402.685, 06-07

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Candidates for continuing contract are listed below. Files for these individuals are available for board members to review in the office of the Vice President of Academic Affairs. Recommendations for board action regarding continuing contract personnel will be presented at the February 20, 2007 board meeting.

It should be noted that the presentation of this list does not imply a recommendation for continuing contract.

2007-2008 Continuing Contract Candidates

Karen Bakuzonis  
Phillip Bennett  
Marcy Carbajal-Van Horn  
Suzanne Carlton  
Elaine Casquarelli  
Aharon Dagan  
Daleen Diedericks  
Alexis DiRienzo  
James Flanagan  
Vilma Fuentes  
Kelly Gridley  
Ingrid Herrmann  
Michael Hodge  
Brett Holbrook  
Erik Hushelpeck  
Sherry Lindsay  
David Manning  
Brittany Martinelli  
Dawn Miller  
Vertigo Moody  
Rhonda Peyton  
Farzan Riazati  
Nancy Richards  
Maria Rinehart  
Laurel Severino  
Bryan Wuthrich

## CONSENT

District Board of Trustees  
January 23, 2007

Agenda Item: 3.1

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

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Contract Staff (Faculty)

402.684, 06-07

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The individuals listed below are being recommended for appointment for 2006-2007, or a portion of the year, as stated in the individual employee's contract.

### Full Time

<u>Name</u>	<u>Position</u>
Catherine Hamilton <i>M.S.N., Yale University</i>	Assistant Professor, Nursing
Margaret Howell <i>D.C., Life Chiropractic College West</i>	Interim Assistant Professor, Sciences for Health
Ethel Owusu <i>Ph.D., Oregon State University</i>	Assistant Professor, Chemistry
Julie Shay <i>B.S., University of Central Florida</i>	Assistant Professor, Health Information Technology
Terry Starrett <i>M.S.N., University of Pittsburgh</i>	Assistant Professor, Nursing

### Part Time

Virginia Agnew	* Scott Fortner	Lisa Neugebauer
Afsheen Akb Akbar	Patsy Frenchman	Deborah Nicholson
Stephen Akridge	Floyd Gibson	David Parker
Andrew Anderson	Brian Holder	Sharon Pope
Robert Bartley	Lisa Houston	Phil Scarpace
Karen Bennett	Randall Jeter	Michael Schibuola
Patrick Breslin	Davina Jones	Terry Starrett
Paul Brown	Mary Keramidas	Chanda Stebbins
Cheryl Canova	Christopher King	Kalpana Swamy
Jaime Castro	Martin Krpan	Deborah Taube
Deborah Clark	Lee Libby	Mary Thames
Charna Cohn	Andrew Lievertz	Margaret Tison
Chester Cowart	Louis Mallory	Tanya Vanwinkle
Kathleen Coyne-Russell	Adrian Manley	Dina Vouis
Joshua Crews	Warren Marcoux	Kathryn West
David Dean	^ Ouida McNeil	Stephen Wilder
Dusti Durden	William Meeker	Kristin Williams
William Ezzell	Thomas Moffett	Meaghan Woods
Dominique Faison	Terry Neal	

\* Grant funded

^ Student Leadership and Activities funded

**Board Action(s) Requested: Approval**



## CONSENT

District Board of Trustees  
January 23, 2007

Agenda Item: 3.2

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

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Contract Staff (Administrative and Professional)

411.288, 06-07

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The individuals listed below are being recommended for appointment for 2006-2007 year, or a portion of the year, as stated in the individual employee's contract.

### **Executive/Managerial**

#### **Full Time**

Name

Position

#### Appointment

Barbara Konter

*A.S., Manatee Junior College,  
B.S., Florida Hospital College*

Director, Radiologic Programs

#### Promotion

Alora Haynes

Susan Miller

Kristin Williams

Chair, Visual and Performing Arts

Chair, English

Associate Vice President of Academic Affairs

### **Technical/Professional**

#### **Full Time**

Name

Position

#### Appointment

\* Theresa Amelio

*M.S., Fordham University*

Family Literacy Specialist

Louis Hahn

*Microsoft Certified Systems Engineer,  
CCNP, and A.S., American Television and Electronics School*

Network Engineer, Information Technology  
Services

Jorge Ibanez

*M.A., State University of New York at Stony Brook*

Coordinator, Graphic Design

Maureen McFarlane

*M.B.A., Stetson University*

Associate Director, Financial Aid

\* Keshia McLeod

*M.A., Norfolk State University*

Coordinator, TECH Grant

Paul Rocha

*B.A., University of Oklahoma*

Advising Specialist

Ryan Woods

*A.A. and A.S., Santa Fe Community College*

Recruitment and Retention Manager

**Part Time**

- \* Deborah Kennedy  
Margaret Langstaff
  - \* Warren Marcoux
  - \* Jodi Ward
  
  - \* Grant funded
- Test Proctor Specialist  
Writing Lab Specialist  
Test Proctor Specialist  
Test Proctor Specialist

**Board Action(s) Requested:**

**Approval**

## CONSENT

District Board of Trustees  
January 23, 2007

Agenda Item: 3.3

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

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Community and Continuing Workforce Education Contract Staff

404.368, 06-07

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The individuals listed below are being recommended for appointment for 2006-2007, or a portion of the year, as stated in the individual employee's contract.

<u>Name</u>	<u>Position</u>
Ann Aldrich	PC Fundamentals II
Cheryl Alldredge	Getting Published 101
Sandra Angelou	Yoga for Relaxation
Claire-Lynne Apotheloz	Tin-Art
James Atyeo	Photography: 35MM and Digital
Shelia Baker	American Sign Language
Jim Barrell	Developing Pure Awareness
Teo Bartek	Argentine Tango
Shenna Benarte	Energy, Health, and Healing
Karen Bethel	Nuts/Bolts: Buying and Financing
Sheila Bishop	What a Character!
Sharon Blalock	Pet Talk 101
Shirley Bloodworth	PrimeTime Institute
Gary Bone	Clay-Wheel Throwing
Alex Braddy	French
Larry Caldara	Fix It Yourself
Ernest Campbell	Qigong for Everyone
Paul Campbell Tai Chi Chuan	
Patrick Carmichael	Elementary Algebra Review
Jian-Jun Chen Learning Chinese is Fun	
Miduk Choi	Floral Design
Lawrence Christian	Living Trusts, Estate Planning
Neil Crenshaw	Developing Pure Awareness
Angel Cuesta	D'Agony of D'Feet!
Christopher Curry	Homeowner Horticulture
Douglas Davies	Energy Options for North Florida
Danielle DeCosmo	Singing Your Best
Stephen Dixon	Golf I and II
Dietrich Dohrmann	Jewelry Construction
Scott Dombeck	Golf for Seniors
Maruja Duenas	Spanish I – Part II
Kathryn Ellis	Russian for Beginners
Tina Elmore	Henna (Mehndi) Tattooing
Elizabeth Engel Greaser	Sewing 101: Tackle that Project
Irma Fallon	Word Power – Down Memory Lane
Meredith Farnum	Dance

Janet Foster  
Brian Fox  
Michelle Freas  
Judith Funk  
Stephanie George  
Mary Glazer  
Edna Gomez  
Susan Gornto  
Malinda Grosz  
James Hearn  
Alan Heck  
Sue Heine  
Glenda Henderson  
Marc Henri  
Sara Hinds  
Karin Holloran Family Massage  
Kim Holton  
JoLaine Jones-Pokorney  
Cynthia Kachik  
Julian Kazimier  
Jules Keith  
Barbara Kerkhoff  
Sandra Larkins  
Leon Larson  
Alison LeBaron  
Sonja Lebo  
Lloyd LeZotte  
Robert Lightner  
Adrienne Logue  
Dawn Lopresto  
Ellen Lord  
Marjorie Malerk  
Ruth Mansell  
Rosemary Maxfield  
Letitia McCray Genealogy  
Paula McDonald  
Ellen Meeker  
Ed Morales  
Giovanella Moscovici  
Connie Myrick PC Fundamentals I for Seniors  
Khanh Nghien Improving Your Memory  
Andrew Nichols  
Christy Nichols  
Peggy Nolen Lamb  
Clara Nordstedt  
Mary Ellen Page  
Susan Perko  
Melanie Phillipot

MS Office Applications I  
PC's for Complete Beginners  
Baby Signs – Parent Workshop  
Pumpkin Carving  
Living Life Fully  
Brown Thumb Gardening  
PC Fundamentals I for Seniors  
Yoga for Round Bodies  
Golf; Golf for Women  
Bridge I and II  
Scuba Diving  
Intro to Silver Metal Clay  
Westwood Middle School Site Coordinator  
Fundamentals of Cooking  
Advanced Glass Beadmaking

Kundalini Yoga  
Overcoming Exercise Resistance  
PC Fundamentals I  
Guitar I and II  
Photography: 35MM and Digital  
Tai Chi Chuan Review  
Beginner Line Dance  
Hand Drumming I and II  
Oil Painting  
American Sign Language  
Digital Photography . . . and more  
Fencing I  
30 Minutes to Mealtime  
Income Tax Basics Workshop  
Western Line Dancing  
Belly Dancing  
The Joy of Decorating  
Quilting 101

Job Corp Center Site Coordinator  
Ready, Set, Walk!  
Spanish II  
Italian I and II

Ghosts, Hauntings and More  
Money Matters!  
Jazz Dance  
Mosaics for Beginners  
Armchair Travel  
Gentle Yoga  
Brave New Dog Owner

Stephanie Pollard  
Jonathan Priest  
Nicolas Reece  
Terri Regotti  
Heather Remer  
Linda Richards  
Rosita Ruiz  
Sandy Sanders  
Jerry Sanford  
Leah Sherer  
Janos Shoemyen  
Josephine Staten  
George Sternfels  
Sherri Sylvestri  
Janet Todd  
Mack Tyner  
Nilka Valenzuela  
Geoffrey Warnock  
Dianne Wilkinson  
Regina Williams  
Clint Wilson  
Jimmy Yawn  
Diane Yazedjian

Health and Fitness 101  
Introduction to Soccer  
Vegetarian Cooking  
Therapy for the Artist's Soul  
Blended Families 101  
Paper: Organizing Tips  
Spanish for Beginners  
Music Appreciation  
Writing Killer Fiction  
Catering 101  
Creative Writing Workshop  
Gainesville High School Site Coordinator  
Wine Tasting  
Positive Choices: Anger Control  
Spanish for Beginners  
Citrus in the North Florida Backyard  
Beginning Spanish for Kids  
PC Fundamentals I and II  
Sewing for Beginners  
Knitting Fundamentals  
Small Arc Welding  
Digital I: Shoot and Share  
French

**Board Action(s) Requested:**

**Approval**

## CONSENT

District Board of Trustees  
January 23, 2007

Agenda Item: 3.4

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

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Career Service Staff

403.451, 06-07

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The individuals listed below are being recommended for appointment.

<u>Name</u>	<u>Position</u>
Olga Asimbaya	Office Assistant 2, Health Sciences
Willie Brown	Custodian, Facilities Services
Ricky Bynum	Trades Helper 1, Facilities Services
Jackie Galloway	Banking Accountant, Finance
Brian Griffis	Groundskeeper 1, Facilities Services
Diana Gustavson	Program Assistant, Welcome Center
Tanisha Kearse	Custodian, Facilities Services
Anthony Manibusan	Police Officer
ThuVan Ngo	Custodian, Facilities Services
Nancee Offelie	Program Support Specialist, Office for Development
Keri Taylor	Support Specialist 1, Financial Aid
William Wise	Custodian, Facilities Services

**Board Action(s) Requested:**

**Approval**

## CONSENT

District Board of Trustees  
January 23, 2007

Agenda Item: 3.5

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

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Leave of Absence

420.143, 06-07

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Patricia Kunkel, full-time tenured faculty member in the Academic Foundations Department, has requested a leave of absence from January 5, 2007, through August 16, 2007. This request is supported by the Chair and the Interim Vice President of Academic Affairs.

Beatriz Gonzalez, full-time tenured faculty member in the Natural Sciences Department, has requested a leave of absence from January 5, 2007, through December 31, 2007. This request is supported by the Chair and the Interim Vice President of Academic Affairs.

Susan Miller, full-time tenured faculty member in the English Department, has requested a leave of absence from her tenure track faculty line for the time period of November 1, 2006, through October 31, 2007, to serve as the Chair of the English Department. This request is supported by the Interim Vice President of Academic Affairs.

Alora Haynes, full-time tenured faculty member in the Visual and Performing Arts Department, has requested a leave of absence from her tenure track faculty line for the time period of January 5, 2007, through December 31, 2007, to serve as the Chair of the Visual and Performing Arts Department. This request is supported by the Interim Vice President of Academic Affairs.

Barbara Konter, full-time tenured faculty member in the Radiological Technology program, has requested a leave of absence from her tenure track faculty line for the time period of August 16, 2006, through July 31, 2007, to serve as Director of Radiologic Technology program. This request is supported by the Interim Vice President of Academic Affairs.

### **Board Action(s) Requested:**

**Approval**

## CONSENT

District Board of Trustees  
January 23, 2007

Agenda Item: 3.6

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

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Ratification of Agreement: 408.1604, 06-07  
Affiliation Agreement with North Florida Regional Medical Center - Nursing,  
Health Information Management, Diagnostic Medical Sonography, Cardiovascular  
Technology, Radiography, Biotechnology, Respiratory Therapy, Nuclear Medicine  
Technology, Surgical Technology, Emergency Medical Services

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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 November and January meetings, which actions if delayed until the January meeting would create difficulties. The chair has signed an agreement with North Florida Regional Medical Center for the programs listed above. The justification for the college to have the above-listed agreement executed prior to this meeting is set forth in the attached memorandum.

**Board Action(s) Requested:**

**Approval**



## CONSENT

District Board of Trustees  
January 23, 2007

Agenda Item: 3.7

***College Goal: Outreach and Access - Identify, assess, and meet community needs to promote open access to the college.***

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Renewal of Voluntary Cooperation Agreement with Alachua County Sheriff's Office 408.1605, 06-07

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This renewal agreement allows Santa Fe Community College police officers to respond to emergency calls for service in the apartment complexes contiguous to the Northwest Campus at the request of the Alachua County Sheriff's Office when the Sheriff's Office call load would cause a delayed response. Santa Fe officers will only respond to these calls when our staffing allows and only to ensure the safety of all until the Sheriff's Office personnel arrive and take control of the scene. This will allow us to ensure the safety of many of our students, who are the primary tenants of the complexes.

The agreement shall remain in full force and effect until January 14, 2009.

**Board Action(s) Requested:**

**Approval**

## CONSENT

District Board of Trustees  
January 23, 2007

Agenda Item: 3.8

*College Goal: Outreach and Access - Identify, assess, and meet community needs to promote open access to the college.*

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Second Amendment to Agreement with School Board of Bradford County - High School Dual Enrollment 408.1606, 06-07

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The second amendment to the School Board of Bradford County agreement for High School Dual Enrollment states that students in their junior year will be permitted to leave campus after the last high school classes on their schedules and will not be permitted to return to the Bradford High School campus during the school day.

**Board Action(s) Requested:**

**Approval**

## CONSENT

District Board of Trustees  
January 23, 2007

Agenda Item: 3.9

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

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Scholarships for Disadvantaged Nursing Students -- Grant

409.1630, 06-07

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The purpose of this project is to provide scholarship funds for minority and disadvantaged students in the Nursing program. Program participants will be nursing students who have demonstrated a commitment to pursuing a career in the health professions field. Grant funds may be used for tuition, books, supplies, and related expenses for an estimated three to five students.

The amount of funds requested from the U.S. Department of Health and Human Services, Bureau of Health Professions, is \$3,725, with no matching funds from Santa Fe Community College.

Duration of this project is July 1, 2007, through June 30, 2008.

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.**

## CONSENT

District Board of Trustees  
January 23, 2007

Agenda Item: 3.10

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

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Starke Fall Festival 2007-2008 -- Grant

409.1631, 06-07

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The purpose of this project is to present the 22<sup>nd</sup> annual Starke Fall Festival in Starke's historic district showcasing 200 regional and local artists and crafters. There will also be performing artists and youth art areas, including an art show from Bradford County schools. The festival is sponsored by the SFCC Andrews Center, the SFCC Endowment Corporation, and the Bradford County Tourist Development Council in conjunction with the Starke Shriners' Parade.

The amount of funds requested from the State of Florida, Division of Cultural Affairs, is \$25,000, with an in-kind match of \$25,000 from Santa Fe Community College.

Duration of this project is July 1, 2007, through June 30, 2008.

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.**

## CONSENT

District Board of Trustees  
January 23, 2007

Agenda Item: 3.11

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

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School Board of Alachua County Head Start Program -- Grant

409.1635, 06-07

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The purpose of this project is to provide Associate in Science, Child Development Associate, and Child Care Worker Certification training for 45 to 50 trainees from the School Board of Alachua County Head Start programs for staff and parents. This contract was approved by the School Board of Alachua County in December 2006.

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 August 21, 2006, through July 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.**

## CONSENT

District Board of Trustees  
January 23, 2007

Agenda Item: 3.12

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

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Warrants Issued for November and December 2006 208.437, 06-07

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A listing of all checks issued from November 1 through December 31, 2006, is available at this meeting for the board's information.

For November 2006: The amount disbursed was \$6,276,597.87.

### Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	482469 - 484195
Payroll	612724 - 613117

### Electronic Transfers

55150 – 58009

For December 2006: The amount disbursed was \$6,097,545.45.

### Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	484196 - 485392
Payroll	613118 - 613469

### Electronic Transfers

58010 – 60842

### **Board Action(s) Requested:**

**Approval**

## CONSENT

District Board of Trustees  
January 23, 2007

Agenda Item: 3.13

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

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Report of Purchases for November and December 2006

202.542, 06-07

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Below are the total amounts and a summary of purchases for the months of November and December 2006.

Purchasing	\$2,322,153.43
Risk Management Consortium	<u>00.00</u>
<b>Total</b>	<b><u>\$2,322,153.43</u></b>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y15594 (Fund 2)	\$ 28,241.83	Contract	Wire One Communications	Video Communications with Bradford County Centers Workforce Development
Y15625 (Fund 7)	\$ 248,373.00	Contract	PPI Construction Management	K-Building Panel Replacement General Renovation/Remodel
Y15626 (Fund 7)	\$ 249,973.00	Contract	PPI Construction Management	L-Building Panel Replacement General Renovation/Remodel
Y15785 (Fund 7)	\$ 49,757.00	Contract	PPI Construction Management	B-Building Telecomm. Rooms Technology Infrastructure
Y15859 (Fund 1)	\$ 116,291.29	Contract	OEC Business Interiors	Furniture for Blount Center Downtown Academic Support
Y15865 (Fund 2)	\$ 85,377.00	Sole Source	Laerdal Medical Corp.	Patient Simulator Nursing and Allied Health
Y15889 (Fund 1)	\$ 321,926.40	Contract	Dell Marketing	Computers (240) Information Technology
Y15947 (Fund 1)	\$ 64,619.21	Exempt	W.T. Cox Subscriptions	Periodicals and Subscriptions Library
Y16028 (Fund 7)	\$ 141,000.00	Exempt	Gainesville Regional Utilities	Main Entrance Switchgear Replacement Underground Utilities

Purchases, continued

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y16137 (Fund 7)	\$ 249,996.00	Contract	PPI Construction Management	R-Building Restroom Renovation General Maintenance
Y16140 (Fund 7)	\$ 134,000.00	Exempt	Gainesville Regional Utilities	North Road Switchgear Installation Underground Utilities
Y16142 (Fund 7)	\$ 43,000.00	Exempt	Point 2 Point Communications	B-Building Rewire Technology Infrastructure
	<u>\$1,732,554.73</u>			

Purchases \$0 - \$25,000.00

Number of purchase orders: 669

Number of contracts awarded by the Board of Trustees: 1

Amount: \$560,477.86

Amount: \$ 29,120.84

**Board Action(s) Requested:**

**Approval of report**



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

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Cafeteria Renovation - Final Completion

412.1003, 06-07

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Project Description:

The cafeteria at Santa Fe is basically the same size and configuration as it was when constructed in the early 1980s, yet it is serving a significantly larger student population. Currently campus food service operations are moving toward the food court arrangement in order to provide more diverse offerings and enhance potential auxiliary revenues as well.

This project involves the renovation of the food preparation and servicing areas within the current cafeteria, as well as some renovation of the open seating areas. Construction is planned for the summer of 2006.

Architect/engineer	Affiliated Engineers, Inc.	
Construction manager/contractor	PPI Construction Management	
Uniform building code inspector	In-House	
Original project budget (estimate)		\$1,000,000
	<u>Project Costs</u>	
Design	\$ 75,278	
Demolition	165,471	
Construction	<u>543,553</u>	
Total project costs	\$784,302	
Final deductive change order	<u>- 658</u>	
Final project costs	\$783,644	<u>783,644</u>
Under budget		\$ 216,356
Source of funds	CIF and Other Local	

Project Status:

Although this project had an extremely tight schedule and suffered setbacks from hidden issues such as deteriorated under-slab piping, it still reached substantial completion on August 23, 2006, and final completion on September 7, 2006. Besides the savings shown in the final deductive change order, the college also saved an additional \$7,632.50 in tax savings through direct purchases. It is requested that the board accept this project as complete

**Board Action(s) Requested:**

**Accept project as complete**

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

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Alachua Training Center - Budget, Spot Survey, and Permission to Advertise, Select, and Negotiate with Architectural Firm for Design Services 412.1004, 06-07

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Project Description:

This project involves the design and construction of a new training center in Alachua, Florida. The building will be approximately 23,000 gross square feet and contain classrooms, computer labs, and chemistry and biology labs, as well as program space in the areas of biotechnology, information technology, and bio-manufacturing.

Architect/engineer	To be determined
Contractor/construction manager	To be determined
Uniform building inspector	In-house
Estimated project budget	\$4,829,840
Source of funds	Private and matching grant

Project Status:

Since this project was initiated through the college endowment office, with private donations estimated in the amount of \$2,414,920, it has not been included in the college's educational plant survey. Therefore, the Facilities Department prepared a spot survey for the board's approval. With the remaining funds anticipated in the next legislative appropriation, the college is planning to start architect's selection in February of 2007. In order to accomplish this, it is requested that the board approve the project budget of \$4,829,840 and the spot survey, as well as grant permission to advertise, select, and negotiate a contract with an architectural firm for design services.

**Board Action(s) Requested:**

- A. Approval of project budget in the amount of \$4,829,840**
- B. Approval of spot survey**
- C. Permission to advertise, select, and negotiate a contract with an architectural firm for design services**

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

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Health Sciences Addition Parking Lot - Approval of Budget

412.1005, 06-07

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Project Description:

The new Health Science Addition was constructed on existing parking lots, and although some additional parking spaces were provided before the start of that project, there remains a shortage of student parking on the Northwest Campus. This project consists of constructing between 250 and 300 new student parking spaces on the existing soccer field. The soccer field will be replaced to the south of the existing track, which itself contains sufficient grass interior space for regulation soccer. Appropriate retention structures will also be constructed along with this parking lot as approved by the St. John's River Water Management District.

Architect/engineer	To be determined
Contractor/construction manager	To be determined
Uniform building code inspector	In-house
Project budget	\$624,000
Source of funds	PECO and other local

Project Status:

Based on the approval of the board, the design of this project will begin with using one of the college's annual contract architects/engineers. The primary funding for this project comes from savings from the Health Science Addition.

**Board Action(s) Requested:**

**Approval of the project budget in the amount of \$624,000**

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

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Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of December 31, 2006

201.06-07

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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 December 31, 2006. The following summary provides a comparison of actual revenues and expenditures for 2006-2007 vs. 2005-2006.

	2006-2007		2005-2006	
	<u>Dollar Amount</u>	<u>Percent of Budget</u>	<u>Dollar Amount</u>	<u>Percent of Total Year</u>
Revenue	36,990,786	58.16	35,919,374	59.63
Expenditures	26,189,219	39.81	25,364,274	42.13

**Board Action(s) Requested:**

**Approval of report**

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

Colonel Harry M. Hatcher, Jr., Property Survey 07-05

200.713, 06-07

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 December 7, 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
Stolen Item	1	\$ 1,108.03	0	\$ 0.00	\$ 0.00	\$0.00
Worn-Out Equipment with Salvageable Parts	45	66,420.24	1	\$ 6,850.98	\$ 6,850.96	\$0.00
Worn-Out Equipment with No Salvageable Parts	4	11,392.44	0	0.00	0.00	\$0.00
Surplus Property	22	56,849.62	5	\$43,882.00	43,882.00	\$0.00
Transfers	26	36,718.16	0	0.00	0.00	\$0.00
<b>TOTAL</b>	<b>98</b>	<b>\$172,488.49</b>	<b>6</b>	<b>\$50,732.98</b>	<b>\$50,732.98</b>	<b>\$0.00</b>

**Notes**

Stolen Items have been investigated by the SFCC police department.

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.

Transfers are lab computers replaced through the PC replacement plan that are to be transferred to Alachua and Bradford County schools, sold, or scrapped

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**

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

Fee Waiver Report for Fall Term 2006

200.714, 06-07

Pursuant to Rule 7.13, the college grants fee waivers for course fees (excluding lab fees), as well as application fees for senior citizens. Below are the waivers granted by the college for the fall term 2006. This report shows the number of students granted waivers, along with the dollar amount waived in each category.

	<u>Number of Waivers</u>	<u>Amount</u>
	<b>Fall – Full &amp; D</b>	
<u>Applications</u>		
<b>Total</b>	<u>2</u>	<u>\$ 60.00</u>
<u>Course Fee – Credit</u>		
College Employee	43	\$ 13,704.25
Senior Citizen	12	2,740.85
Disaster Relief – Katrina	4	8,727.90
PSAV	4	1,900.29
State of Florida Employee	44	12,902.50
Purple Heart Recipients	8	8,006.81
Employee Dependent	72	43,768.35
Dependent of Deceased Law Officer	<u>3</u>	<u>2,349.90</u>
<b>Total</b>	<u>190</u>	<u>\$ 94,100.85</u>
	<b>Fall A</b>	
<u>Course Fee – Credit</u>		
College Employee	2	\$ 601.65
Disaster Relief – Katrina	1	557.10
State of Florida Employee	3	802.20
Employee Dependent	7	1,736.23
Dependent of Deceased Law Officer	<u>1</u>	<u>286.40</u>
<b>Total</b>	<u>14</u>	<u>\$ 3,983.58</u>
	<b>Fall B</b>	
<u>Course Fee – Credit</u>		
College Employee	4	\$ 1,002.75
Senior Citizen	2	401.10
State of Florida Employee	4	668.50
Employee Dependent	12	3,009.67
Dependent of Deceased Law Officer	<u>1</u>	<u>401.10</u>
<b>Total</b>	<u>23</u>	<u>\$ 5,483.12</u>

	<u>Number of Waivers</u>	<u>Amount</u>
	<b>Fall</b>	
<u>Course Fee – Community Ed</u>		
Senior Citizen	<u>81</u>	\$ <u>3,200.00</u>
<b>Total</b>	<u>81</u>	<u>\$ 3,200.00</u>
<b><u>Term Totals</u></b>		
Applications	2	\$ 60.00
Credit	227	103,567.55
Community Ed	<u>81</u>	<u>3,200.00</u>
<b>Term Total</b>	<b><u>310</u></b>	<b><u>\$106,827.55</u></b>

**Board Action(s) Requested:**

**Approval**



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

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Donation of Items - Printing Press, X-Ray Equipment 200.715, 06-07

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Inky Fingers Printing, Jacksonville, Florida, would like to donate the following press as listed below to the college's Printing Services Department. This press is the same make and model, M360CD, as the current press used in Printing Services. However, it has been rebuilt and is in much better condition and will save the college approximately \$3,000 since the current press will not have to be rebuilt and will be used for parts.

<u>Item</u>	<u>Unit Value</u>	<u>Total Value</u>
AB Dick Press	\$1,500.00	\$ 1,500.00

Phillips Medical Systems, New Port Richey, Florida, would like to donate the item listed below to the college's Radiologic program. This x-ray equipment will replace outdated equipment in one of the college's radiology labs.

<u>Item</u>	<u>Unit Value</u>	<u>Total Value</u>
Easy Diagnost II, Radiographic Room	\$75,000.00	\$75,000.00

**Board Action(s) Requested:**

**Approval/acceptance of donations**

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

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Delegation of Authority to Sign Off on Student Capital Improvement Fee Bond Closing Documents  
200.716, 06-07

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Approval is sought to delegate the authority to sign the Student Capital Improvement Fee (CIF) Revenue Bond Closing Documents to Mr. Ed Cisek, Chief Financial Officer, Florida Community College System, Florida Department of Education. This delegation of authority was requested by the Florida Division of Bond Finance of the State Board of Administration of Florida for efficiency and expediency in the final approval of the closing documents. If approved, Mr. Cisek would be authorized to sign the CIF Bond Closing Documents on behalf of the District Board of Trustees of Santa Fe Community College.

The participation by Santa Fe Community College in the State of Florida, Department of Education, Community College Capital Improvement Revenue Bonds, in an amount not exceeding \$14,700,000, was approved by the board during the July 18, 2006, meeting. The bond will support the construction of the performing arts building.

**Board Action(s) Requested:**

**Approval**

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

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Study Abroad:

Tokyo and Kyoto, Japan	101.55, 06-07
England (London, York, Bath, Oxford, Stratford)	101.56, 06-07
Ecuador and the Galapagos Islands	101.57, 06-07
Italy (Venice, Ravenna, Padua, Florence) and Greece (Iraklion, Santorini)	101.58, 06-07

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In accordance with State Board of Education Rule 6H-1.017, FAC, the college requests approval to conduct out-of-district instruction for the following courses:

Group Study in Japan (GRA 2930, Special Topic in Graphic Design - 3 credits), May 28 -June 5, 2007

-- This course will provide students with direct ideals and values of these countries through travel in Tokyo and Kyoto as related to the course. The course will include appropriate orientations, direct instructions, and field experiences, plus a debriefing session and evaluation.

English in England (LIT 2013, Survey of English Literature - 3 credits), May 21 - June 1, 2007 --

This course will provide students with direct ideals and values of these countries through travel in London, Bath, Oxford, and Stratford as related to the course. The course will include appropriate orientations, direct instructions, and field experiences, plus a debriefing session and evaluation.

Anthropology in Ecuador and the Galapagos Islands (ANT 1920, Special Topic in Anthropology - 3 credits), March 9 -18, 2007 -- This course will provide students with direct ideals and values of these countries through travel in Quito and the Galapagos Islands as related to the course. The course will include appropriate orientations, direct instructions, and field experiences, plus a debriefing session and evaluation.

Humanities and Business in Italy and Greece (HUM 2210, Humanities: Ancient World to the Renaissance - 3 credits) and (GEB1011, Introduction to Business - 3 credits),

June 11 - 23, 2007 -- This learning community course will provide students with direct ideals and values of these countries through travel in Venice, Ravenna, Florence, and the islands of Crete and Santorini as related to the two courses. The courses will include appropriate orientations, direct instructions, and field experiences, plus a debriefing session and evaluation.

**Board Action(s) Requested:**

**Approval**

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

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Fee for Certified Personal Trainer Services

200.716, 06-07

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The Santa Fe Fitness Center has staff who are certified to provide personal fitness training evaluation and instruction. The increased cost to the college to make this service available to staff and students is \$45 per week. Based upon previous demand, a user fee of \$15 would allow the college to recoup the cost of providing this service and would still be a bargain to those choosing to use the service. This service at a private gym would typically cost about \$30 per hour.

It is proposed that effective February 1, 2007, a one-time per semester personal trainer service fee of \$15 be charged for certified personal training service available to SFCC staff and students through the college Fitness Center. The service will include an intake evaluation and development of a personal fitness plan.

**Board Action(s) Requested:**

**Approval**

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

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Training Center Agreement with American Heart Association, Inc. -- Institute of Public Safety  
408.1607, 06-07

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The American Heart Association's Emergency (AHA) Cardiovascular Care Programs deliver a dynamic message of hope — the hope of saving lives. New treatments have improved the possibility of survival from cardiovascular emergencies, cardiac arrest, and stroke. These new treatments offer the hope of improved quality of life for people who suffer these events. Increasing public awareness of the importance of early intervention and ensuring greater public access to defibrillation will save many lives. ECC programs educate healthcare providers, caregivers, and the general public about how to respond to these emergencies. ECC programs train more than 9 million people every year.

Santa Fe Community College has been providing Cardiopulmonary Resuscitation (CPR) through the Center for Business for many years, benefiting the community, fire/rescue, allied health, and law enforcement agencies. The purpose of this agreement is to extend and add additional programs to the existing agreement. The courses include:

Cardiopulmonary Resuscitation (CPR)  
Advanced Cardiac Life Support (ACLS)  
Pediatric Advanced Life Support (PALS)

The courses above are required for paramedic and allied health students and are part of the EMS curriculum. CPR must be maintained by all Allied Health professional and students. ACLS is required for paramedic students in order to sit for the state examination. ACLS certification is required to be maintained by any licensed paramedic and must be renewed every two years. In addition, local agencies have requested that we become a complete AHA training center to include the above courses so that they can send their staff for continuing education and further certifications.

The above courses provide a revenue stream for the college and will be taught through the Emergency Medical programs area. Most, if not all, of the EMS instructors at SFCC are certified instructors through the AHA.

ACLS and PALS have been part of the EMS programs; however, SFCC has to go through a third party, outside of the college, for certifications. By this agreement, SFCC will be the certifying entity.

SFCC has been audited and approved for an AHS training center and we look forward to being able to offer the additional courses.

**Board Action(s) Requested:**

**Approval**

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

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Banner Construction Institute -- Grant

409.1632, 06-07

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The purpose of this project is to establish a Banner Construction Institute (BCI) for the State of Florida. The institute will focus on the educational needs of three sectors of workers: the emergent workforce currently in high school or community college; the relocating workforce currently considering a move to the state; and the incumbent workforce in need of skills upgrading. When fully developed, the BCI will offer a comprehensive array of educational services and programming for the construction industry, as follows: 1) training of skilled workers - entry to advanced levels - with a special emphasis on continuing education and skills training, 2) curriculum development with a special emphasis on portable curriculum products and online delivery, 3) development and dissemination of formal and accepted skill set standards for construction trades, 4) research into innovative and best practices in education and training, 5) active partnerships with industry to assure currency of curriculum, and 6) development and delivery of recruitment materials with a special focus on underrepresented populations (e.g., minorities and women). Santa Fe will partner with Tallahassee Community College, Lake City Community College, and Central Florida Community College in the BCI. All community colleges will be represented on the BCI Advisory Board.

The amount of funds requested from Workforce Florida, Inc. is \$500,000, with no matching funds from Santa Fe Community College.

Duration of this project is January 1, 2007, 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.**

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

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Florida reBuilds Construction -- Grant

409.1633, 06-07

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The purpose of this project is to provide licensure preparation training to current construction workers for the Electrical Certification exam, the Occupational Safety and Health Administration 10-hour safety course for all trades, and the Environmental Protection Agency certification preparation for heating, ventilation, and air conditioning technicians. Approximately 90 students will benefit from this project.

The amount of funds requested from the Alachua/Bradford Regional Workforce Board is \$14,990, with an in-kind match of \$20,550 from Santa Fe Community College.

Duration of this project is January 24, 2007, through June 30, 2007.

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.**

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

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Nationwide Quick Response -- Grant

409.1634, 06-07

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The Quick-Response Training Program is created to meet the workforce-skill needs of existing, new, and expanding industries. The purpose of this project is to provide specialized computer and call center training for 38 new workers for Nationwide Insurance, Inc. Workers will be trained as trainees and in commercial services. Grant funds will be used for instructional costs. At this time, Santa Fe Community College will serve as the fiscal agent for Workforce Florida, Inc. and will provide no training. Thirty-eight employees will directly benefit from this project.

The amount of funds requested from Workforce Florida, Inc. is \$38,010, with no matching funds from Santa Fe Community College.

Duration of this project is November 6, 2006, through November 5, 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.**