

**The District Board of Trustees
Santa Fe Community College, Florida
Agenda for Board Meeting of April 17, 2007, at 4 p.m.
Andrews Center Cultural Building, Starke**

Adoption of Agenda

Agenda Item: 1.1
418.455, 06-07

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Meeting of April 17, 2007
- 1.2 Approval of Board Meeting Minutes of February 20, 2007

2. Information Items

- 2.1 President's Report
- 2.2 Standardized Clinical Facilities Use Agreements -- Dental Programs
 - Gregory Borganelli, DMD
 - Britt Bovio, DMD
 - Gilbert Brodach, DMD
 - Stephen Goldfaden, DDS
 - Mario A. Ku, DDS
 - Elizabeth Patinio, DMD
 - Jason Pavlik, DMD
 - David M. Roshkind, DMD
 - Patricia Webb, DMD
- 2.3 Standardized Clinical Facilities Use Agreement - Southeastern Integrated Medical, P.L. -- Health Information Management
- 2.4 Tech Prep Agreements - School Boards of Baker, Citrus, Columbia, Dixie, Gilchrist, and Marion Counties
- 2.5 Tech Prep Agreements - School Board of Alachua County

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 Renewal Agreement with University of Florida Warrington College of Business - Testing for Online Business Program
- 3.7 Letter of Renewal with Orlando Regional Healthcare - Cardiovascular Technology

- 3.8 Addendum #1 to Clinical Affiliation Agreement with Baptist Health System, Inc., Jacksonville (Add Baptist Medical Center South) - Diagnostic Medical Sonography
- 3.9 Addendum to Master Clinical Education Agreement with Shands Teaching Hospital and Clinics, Inc. - Biomedical Technology (Shands at UF)
- 3.10 Carl D. Perkins Tech Prep Education Roll Forward Funds 2006-2007
- 3.11 Carl D. Perkins Postsecondary 132 Grant Roll Forward Funds 2006-2007
- 3.12 Displaced Homemakers Program: Focus on the Future -- Grant
- 3.13 Dollar General Literacy -- Grant
- 3.14 College Reach-Out Program/Embry-Riddle Scholarship -- Grant

Finance/Business Affairs Items

- 3.15 Warrants Issued for February and March 2007
- 3.16 Report of Purchases for February and March 2007

4. Facilities Items

- 4.1 Approval of Project Priority List
- 4.2 Building B Mechanical Upgrade - Approval of Budget
- 4.3 Primary Cooling Towers Replacement - Approval of Budget

5. Finance/Business Affairs Items

- 5.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of March 31, 2007
- 5.2 Colonel Harry M. Hatcher, Jr., Property Survey 07-07
- 5.3 Recommendation for Awarding a Proposal for Temporary Employment Services

6. General Institutional Items

- 6.1 Summer Flex Schedule Proposal
- 6.2 Permission to Expend Dr. Philip Benjamin Matching Grant Program Funds - Automotive Technology Enhancement Program
- 6.3 Amendment to the Zoo Animal Technology Advisory Committee
- 6.4 Fee Schedule for Use of Facilities and Equipment at SFCC Center for Innovation and Economic Development

7. Contracts/Grants

- 7.1 Affiliation Agreement with University of Central Florida - Nursing

8. Endowment Corporation Liaison Update

9. Board Members' Remarks

10. Citizen's Requests

11. Adjournment

Board Action(s) Requested:

Approval

Approval of Board Meeting Minutes of February 20, 2007

401.447, 06-07

The minutes of the regular meeting of the District Board of Trustees of Santa Fe Community College held February 20, 2007, are presented for approval.

Board Action(s) Requested:

Approval

President's Report

Information Item

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.

Standardized Clinical Facilities Use Agreements -- Dental Programs	Information Item
Gregory Borganelli, DMD	408.1629, 06-07
Britt Bovio, DMD	408.1613, 06-07
Gilbert Brodach, DMD	408.1612, 06-07
Stephen Goldfaden, DDS	408.1630, 06-07
Mario A. Ku, DDS	408.1614, 06-07
Elizabeth Patinio, DMD	408.1631, 06-07
Jason Pavlik, DMD	408.1615, 06-07
David M. Roshkind, DMD	408.1632, 06-07
Patricia Webb, DMD	408.1616, 06-07

The board has authorized the Vice President for Academic Affairs to execute on behalf of the board standardized forms for clinical facilities agreements without further action by the board. Such agreements have been executed with the above-listed doctors for students enrolled in the SFCC Dental programs.

District Board of Trustees
April 17, 2007

Agenda Item: 2.3

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

Standardized Clinical Facilities Use Agreement - Southeastern Integrated Medical, P.L. -- Health
Information Management Information Item
408.1617, 06-07

The board has authorized Vice President for Academic Affairs to execute on behalf of the board standardized forms for clinical facilities agreements without further action by the board. Such an agreement has been executed with Southeastern Integrated Medical, P.L., for students enrolled in the SFCC Health Information Management program.

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

Tech Prep Agreements - School Boards of Baker, Citrus, Columbia, Dixie, Gilchrist, and Marion Counties

Information Item
408.1617, 06-07

The A.S. and A.A.S. degree programs and certificate programs listed below have been identified as accelerated paths which provide students with the opportunity to receive college credit as described in the articulation agreements between Santa Fe Community College and the school boards of Baker, Citrus, Columbia, Dixie, Gilchrist, and Marion counties.

School Board of Baker County

Renewal

Automotive Service Technology Certificate } Automotive Service Technology

School Board of Citrus County

Renewal

Graphic Design Technology A.S. } Communications Technology

Graphic Design Technology A.S. } Web Design

School Board of Columbia County

Renewal

Automotive Service Technology Certificate } Automotive Service Technology

School Board of Dixie County

Renewal

Automotive Service Technology Certificate } Automotive Service Technology

Dental Hygiene A.S./A.A.S.
Dental Assisting Certificate } Dental Aide

Legal Assisting A.S./A.A.S. } Business Supervision and Mgt.

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 Assistant

New

Health Information Management A.S. } Nursing Assistant

School Board of Gilchrist County
Renewal

Automotive Service Technology Certificate
Cardiovascular Technology A.S./A.A.S.

} Automotive Service Technology
Nursing Assistant (Academy of Health
Related Professions)

Dental Assisting Certificate

} Dental Lab Assisting

Health Information Management A.S.
Legal Assisting A.S./A.A.S.
Networking Services Technology A.S.

} Business Technology Magnet

School Board of Marion County
Renewal

Graphic Design Technology A.S.

} Communications Technology

New

Graphic Design Technology A.S.

} Web Design

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

Tech Prep Agreements - School Board of Alachua County

Information Item
408.1627, 06-07

The A.S. transfer degree programs, along with A.A.S. and certificate programs listed below have been identified as accelerated paths which provide students with the opportunity to receive college credit as described in the articulation agreements between Santa Fe Community College and the School Board of Alachua County.

New

Graphic Design Technology A.S.

} Academy of Information Technology

Business Administration A.S.
Business Administration A.A.S.
Business Specialist Certificate
Business Management Certificate
Business Management - Retail Management Certificate
Business Management - Real Estate Certificate
Business Management - Marketing Certificate
Business Management - Human Resources Certificate
Business Operations - Human Resources Certificate
Business Operations - Management Certificate
Business Management - Entrepreneurship and Small
Business Management Certificate
Business Operations - Entrepreneurship and Small
Business Management Certificate

} Academy of Business Ownership

Renewal

Automotive Service Technology Certificate
Automotive Service Management Technology A.A.S.

} Automotive Service Technology

Early Childhood Education A.S.
Early Childhood Education A.A.S.
Early Intervention Certificate

} Early Childhood Education

Business Administration A.S.
Business Administration A.A.S.
Business Specialist Certificate
Business Management Certificate
Business Management - Retail Management Certificate
Business Management - Real Estate Certificate
Business Management - Marketing Certificate
Business Management - Human Resources Certificate

} Marketing

Business Operations - Human Resources Certificate
Business Operations - Management Certificate
Business Management - Entrepreneurship and Small
Business Management Certificate
Business Operations - Entrepreneurship and Small
Business Management Certificate
Office Administration A.S.
Office Administration A.A.S.

Marketing, cont.

Business Administration A.S.
Business Administration A.A.S.
Business Specialist Certificate
Business Management Certificate
Business Management - Retail Management Certificate
Business Management - Real Estate Certificate
Business Management - Marketing Certificate
Business Management - Human Resources Certificate
Business Operations - Human Resources Certificate
Business Operations - Management Certificate
Business Management-Entrepreneurship and Small
Business Management Certificate
Business Operations-Entrepreneurship and Small
Business Management Certificate
Office Administration A.S.
Office Administration A.A.S.

Academy of Entrepreneurship

Networking Services Technology A.S.
Cisco Networking Academy Certificate
Information Technology Management Certificate
Information Technology Technician Certificate
Internet Service Technology A.S.
Information Technology Analysis Certificate
Information Technology Support Certificate

Academy of Information Technology

Internet Service Technology A.S.
Information Technology Analysis Certificate
Information Technology Support Certificate
Networking Services Technology A.S.
Cisco Networking Academy Certificate
Information Technology Management Certificate
Information Technology Technician Certificate

PC Support Services

Graphic Design Technology A.S.

New Media Technology

Graphic Design Technology A.S.
Internet Services Technology A.S.

Web Design

CONSENT

District Board of Trustees
April 17, 2007

Agenda Item: 3.1

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

Contract Staff (Faculty)

402.699, 06-07

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.

Part Time

Marion Andrews
Tiffany Ashley
Lorraine Curtner
David Davis
Anthony Ferrara
Amy Kinsey
Kenneth Lampp
Ryan McCazzio
Letrinh Phillips
Nancy Poucher
Briton Summers
James Swartz
Kevin Trahan
Richard Webb
David Young

Board Action(s) Requested:

Approval

CONSENT

**District Board of Trustees
April 17, 2007**

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)

411.290, 06-07

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.

Technical/Professional

Full Time

<u>Name</u>	<u>Position</u>
Jennifer Thomas <i>M.A., Canisius University</i>	Advising Specialist

Part Time

Jennifer Bielby	Anatomy Lab Assistant Specialist
Margaret Chodosh	EGI FCAT Specialist
Delores Golston	EGI FCAT Specialist
Rebecca Goodnight	EGI FCAT Specialist
Karim Hamidi	Downtown Lab Specialist
Joanne Platte	Gallery Specialist
Mary Steward	EGI FCAT Specialist

Board Action(s) Requested:

Approval

CONSENT

District Board of Trustees
April 17, 2007

Agenda Item: 3.3

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

Community and Continuing Workforce Education Contract Staff

404.369, 06-07

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.

Community Education

<u>Name</u>	<u>Position</u>
Stephen Akridge	PC Fundamentals I
Najat Al Samrani	Lebanese Cooking
Sallie Anderson	Rubber Stamping
Holli Best	Parent-Child Recess
Jana Bouwma-Gearhart	Distance Running for Beginners
Frank Cook	Vegetable/Herb Gardening
Angel Cuesta	D'Agony of D'Feet
Patricia Finn	Assisting Aging Parent
Paul Gabbard	Acting 101
Kimberlie Gann	Buying and Selling on eBay!
Kim Holton	Kundalini Yoga
Monika Kaczmarek	ESL for Beginners
Tina Larkin	Beginning Irish Fiddling
Delores Mitchell	Get Assertive!
Cynthia Moncrief	Beginning Morris Dance
Jim Notestein	Champion Tree Hunting
Karen Otero	Knitting for Beginners
Linda Rengarts	Earth Friendly Rose Gardening
Hal Smith	Italian I and II
Willy Thelosen	Palmetto Frond Weaving

Board Action(s) Requested:

Approval

CONSENT

**District Board of Trustees
April 17, 2007**

Agenda Item: 3.4

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

Career Service Staff

403.453, 06-07

The individuals listed below are being recommended for appointment.

<u>Name</u>	<u>Position</u>
Scott Alfred	Custodian, Facilities Services
Alston McLeod	Security Officer, Police Department
Kelli Reustle	Grant Accountant, Office for Finance

Board Action(s) Requested:

Approval

CONSENT

**District Board of Trustees
April 17, 2007**

Agenda Item: 3.5

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

Leave of Absence

420.144, 06-07

Virginie Crisalle, full-time Application Developer in the Information Technology Services Department, has requested a leave of absence from April 12, 2007, through June 12, 2007. This request is supported by the Associate Vice President of Information Technology Services and the Vice President of Administrative Affairs.

Board Action(s) Requested:

Approval

CONSENT

District Board of Trustees
April 17, 2007

Agenda Item: 3.6

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

Renewal Agreement with University of Florida Warrington College of Business - Testing for Online Business Program
408.1624, 06-07

This renewal agreement allows Santa Fe Community College Assessment Center to provide testing administration services to the University of Florida online undergraduate business program. There are no substantial changes to the agreement. The university agrees to pay Santa Fe \$225-\$300 per course. The term of the agreement is summer term 2007 through spring term 2008.

Board Action(s) Requested:

Approval

CONSENT

**District Board of Trustees
April 17, 2007**

Agenda Item: 3.7

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

Letter of Renewal with Orlando Regional Healthcare - Cardiovascular Technology

408.1625, 06-07

This letter of renewal extends the affiliation agreement with Orlando Regional Healthcare System to April 5, 2009. The agreement provides for clinical experience for students in the Cardiovascular Technology program.

Board Action(s) Requested:

Approval

CONSENT

District Board of Trustees
April 17, 2007

Agenda Item: 3.8

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

Addendum #1 to Clinical Affiliation Agreement with Baptist Health System, Inc., Jacksonville (Add Baptist Medical Center South) - Diagnostic Medical Sonography 408.1626, 06-07

Addendum #1 adds a new facility, Baptist Medical Center South (also in Jacksonville), to the existing agreement with Baptist Health System, Inc. This will provide an additional site for students in the Diagnostic Medical Sonography program to obtain clinical education. It also will assist Santa Fe Sonography students living in the Jacksonville area obtain a portion of their education closer to home.

Board Action Requested:

Approval

CONSENT

District Board of Trustees
April 17, 2007

Agenda Item: 3.9

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

Addendum to Master Clinical Education Agreement with Shands Teaching Hospital and Clinics, Inc. - Biomedical Technology (Shands at UF) 408.1628, 06-07

This addendum to the Master Clinical Education Agreement with Shands Teaching Hospital and Clinics, Inc., allows students enrolled in the Biomedical Technology program to participate in supervised learning experiences at Shands at UF as part of their course of study.

Board Action Requested:

Approval

CONSENT

District Board of Trustees
April 17, 2007

Agenda Item: 3.10

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

Carl D. Perkins Tech Prep Education Roll Forward Funds 2006-2007

409.1645, 06-07

The purpose of this project is to enhance the original project serving secondary and postsecondary career and technical students in Alachua and Bradford counties. The original award amount for this project was \$198,744. The additional roll forward funds will be used to purchase laptops for the Graphic Design and Information Technology programs at Gainesville High School and Lofton High School, to fund out-of-district travel for attendance to "Framework for Understanding Poverty, Curriculum and Teaching Strategies" conference, and to provide consulting services for Santa Fe out-of-district articulation and professional development activities. Approximately 10,140 students benefit annually from this program.

The amount of roll forward funds requested from the State of Florida, Department of Education, Division of Workforce Development, is \$12,498, with no matching funds from Santa Fe Community College. The new total amount funded for this project for the 2006-2007 fiscal year is \$211,242.

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.

CONSENT

District Board of Trustees
April 17, 2007

Agenda Item: 3.11

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

Carl D. Perkins Postsecondary 132 Grant Roll Forward Funds 2006-2007

409.1646, 06-07

The purpose of this project is to enhance the original project serving career and technical students. The original award amount for this project was \$492,070. The additional roll forward funds will provide for the purchase of text books for the Criminal Justice programs for assessment purposes, to fund out-of-district travel for educators to attend the Model Schools Conference, and to purchase a laptop and peripherals for Technology and Applied Sciences programs. The Postsecondary 132 Roll Forward allocation for Bradford County School District is included and enhances their original project through purchased services. Approximately 3,500 students are currently being served by this project.

The amount of roll forward funds requested from the State of Florida, Department of Education, Division of Workforce Development, is \$53,719, with no matching funds from Santa Fe Community College. The new total amount funded for this project for the 2006-2007 fiscal year is \$545,789.

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.

CONSENT

District Board of Trustees
April 17, 2007

Agenda Item: 3.12

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

Displaced Homemakers Program: Focus on the Future -- Grant

409.1647, 06-07

The purpose of this project is to provide, without charge, services to eligible individuals over 35 years of age who have lost financial support and have been unable to secure adequate employment in Alachua and surrounding counties. Services will be provided through classes and workshops on the topics of job counseling designed for a person entering the job market after a number of years as a homemaker; job training and placement including employability skills and basic computer skills; financial management; outreach and information; and educational exploration. This comprehensive program is designed to assist the individual toward independence and economic security. This is a performance-based contract with funding based on enrollment, program completion, and job placement. Approximately 150 individuals will be served. This is year two of a three-year project.

The amount of funds requested from the Florida Department of Education, Agency for Workforce Innovation, is \$160,000, with an in-kind match of \$26,241 and a cash match of \$20,822 from Santa Fe Community College.

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

Operating budget impact: Cash 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
April 17, 2007

Agenda Item: 3.13

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

Dollar General Literacy -- Grant

409.1648, 06-07

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, 2007, through June 30, 2008.

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.

CONSENT

District Board of Trustees
April 17, 2007

Agenda Item: 3.14

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

College Reach-Out Program/Embry-Riddle Scholarship -- Grant

409.1649, 06-07

The purpose of this project is to increase the pool of historically under-represented, geographical underserved, and differently-abled postsecondary students who will be prepared to enter and complete postsecondary studies in science, technology, engineering, and mathematics, thus creating a diverse and globally competitive workforce. The additional dollars requested are for the enrollment of seven CROP high school students in the Embry-Riddle Aeronautical University summer 2007 program. Embry-Riddle's Summer Academy programs are residential programs located at the Daytona Beach campus and introduce the technology of today to the aviators and astronauts of tomorrow. Students live in on-campus dormitories under the supervision of approved chaperones and share their initial experience of university living with other young people their age.

The amount of funds requested from the Florida Department of Education, Office of Equity and Access, is \$5,000, 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.

CONSENT

**District Board of Trustees
April 17, 2007**

Agenda Item: 3.15

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

Warrants Issued for February and March 2007

208.439, 06-07

A listing of all checks issued from February 1 through March 31, 2007, is available at this meeting for the board's information.

The amount disbursed for February 2007 was \$7,141,801.52

Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	495846 - 498152
Payroll	613661 - 613990

Electronic Transfers

63135 – 65981

The amount disbursed March 2007 was \$7,519,372.78

Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	498153 - 500401
Payroll	613991 - 614295

Electronic Transfers

65982 – 68814

Board Action Requested:

Approval of report

CONSENT

**District Board of Trustees
April 17, 2007**

Agenda Item: 3.16

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

Report of Purchases for February and March 2007

202.544, 06-07

Below are the total amounts and a summary of purchases for the months of February and March 2007.

Purchasing	\$1,175,542.68
Risk Management Consortium	<u>489,435.00</u>
Total	<u>\$1,664,977.68</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y16878 (Fund 7)	\$ 25,489.45	Contract	Shaw Industries	Re-Flooring for Records and Admissions Department General Maintenance
Y16895 (Fund 2)	\$ 73,461.00	Contract	University of Florida	Heath Care Center Contract First and Second Quarter Student Health Care Center
Y16999 (Fund 2)	\$ 36,500.00	Exempt	Topaz Publications	Consulting Services Banner Construction Institute Grant
Y17240 (Fund 1)	\$ 70,430.12	Contract	Dell Marketing	Microsoft Campus Agreement Renewal Information Technology
Y17275 (Fund 6)	\$489,435.00	Contract	Gallagher Bassett	Claims Administration Fees Risk Management Consortium
	<u>\$695,315.57</u>			

Purchases \$0 - \$25,000.00

Number of purchase orders: 700

Amount: \$951,651.91

Number of contracts awarded by the Board of Trustees: 3

Amount: \$ 18,010.20

Board Action(s) Requested:

Approval of report

District Board of Trustees
April 17, 2007

Agenda Item: 4.1

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

Approval of Project Priority List

412.1010, 06-07

In accordance with the provisions of the School Capital Outlay Amendment, Section (9)(d), Article XII, State Constitution, as amended, and of rules contained in Section 2.1(4), State Requirements for Educational Facilities (SREF), based thereon and relating to the order of priority of capital outlay projects financed from funds derived under the amendment, approval of the State Board of Education is hereby requested for the attached Project Priority List of college capital outlay projects.

Prior to submission to the State Board of Education, board approval of the Project Priority List is requested based on the current educational plant survey conducted in accordance with Section 1013.31(1), Florida Statutes, and Section 3.1, SREF, dated November 15, 2005, and revised December 18, 2006.

Board Action(s) Requested:

Approval of Project Priority List

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

Building B Mechanical Upgrade - Approval of Budget

412.1011, 06-07

Project Description:

This project consists of the replacement of the air conditioning equipment and associated ductwork in building B. Building B is 33 years old, and the mechanical equipment is past its useful life. Mechanical codes in place in 1974 are no longer applicable; therefore, equipment selection and installation must adhere to current codes.

Architect/engineer	Affiliated Engineers, SE
Contractor/construction manager	To be determined
Uniform building inspector	In-house
Project budget	\$1,097,425
Source of funds	PECO

Project Status:

Based on initial estimates by Affiliated Engineers, a budget has been established in the amount of \$1,097,425. The college is subsequently asking for approval of that project budget.

Board Action Requested:

Approval of project budget in the amount of \$1,097,425

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

Primary Cooling Towers Replacement - Approval of Budget

412.1012, 06-07

Project Description:

This project consists of the replacement of the primary cooling towers associated with the main chilled water plant on the Northwest Campus. The primary chilled water plant contains four 700 ton centrifugal chillers producing 45 degree chilled water to all of the main buildings on campus. The existing cooling towers are outdated and energy inefficient.

Architect/engineer	Affiliated Engineers, SE
Contractor/construction manager	To be determined
Uniform building inspector	In-house
Project budget	\$894,000
Source of funds	PECO

Project Status:

Based on initial estimates by Affiliated Engineers, a budget has been established in the amount of \$894,000. The college is subsequently asking for approval of that project budget.

Board Action Requested:

Approval of project budget in the amount of \$894,000

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 March 31, 2007

201.623, 06-07

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 March 31, 2007. 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	50,661,157	79.65	48,697,945	80.85
Expenditures	40,118,834	60.98	40,017,269	66.47

Board Action 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 07-07

200.719, 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 March 22, 2007, 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	11	\$ 31,940.00	5	\$ 34,988.72	\$ 34,988.72	\$0.00
Worn-Out Equipment with No Salvageable Parts	5	8,735.91	4	33,313.60	33,313.60	0.00
Surplus Property	7	11,069.67	3	529,668.00	529,668.00	0.00
Inventory Reconciliation	4	11,311.00	0	0.00	0.00	0.00
Transfers	248	346,703.95	0	0.00	0.00	0.00
TOTAL	<u>275</u>	<u>\$409,760.53</u>	<u>12</u>	<u>\$597,970.32</u>	<u>\$597,970.32</u>	<u>\$0.00</u>

Reclassified Item

A computer (decal # 029290) previously reported as missing has been found. As part of this survey, it is recommended that this item be reclassified to a surplus status.

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.

Inventory Reconciliation items are those which are currently on the property system, but should not be. In the case of the items on this survey, these items became fixed equipment (non-movable), and thus are more appropriately classified as such.

Transfers are lab computers replaced through the PC replacement plan that are to be transferred to Alachua and Bradford counties 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 Requested:

Approval of survey

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

Recommendation for Awarding a Proposal for Temporary Employment Services 209.142, 06-07

A request for proposal was sent on February 5, 2007, for an agreement for the provision of temporary employee services to the college. The term of the contract is to be July 1, 2007, through June 30, 2012, with an option for a five-year renewal contingent upon satisfactory performance by the firm.

Mandatory attendance was required at the pre-proposal conference. Six vendors attended: Able Body Labor, Kelly Services, Labor Ready, Inc., Recana Solutions, Temp Force, and Wal-Staf. Final proposals were due on March 8.

Able Body Labor, Labor Ready, and Wal-Staf submitted a no-bid response.

A committee comprised of five members from various campus departments met on March 21, 2007, to consider the proposals from Kelly Services, Temp Force, and Recana Solutions. The committee reviewed all three responses and found Temp Force to have the best proposal. Each proposal was graded on four criteria: price (60 possible points), qualifications (including references and experience, 25 points), employee benefits (25 points), and staffing capabilities (5 points). A summary of the results appears below as ranked by the committee:

<u>Proposers</u>	<u>Score (out of 115 possible)</u>
Temp Force	113
Kelly Services	95
Recana Solutions	62

The board is requested to authorize Interim Chief Financial Officer Ginger Gibson and other appropriate college staff to complete contract negotiations with each of the above-referenced vendors. If for any reason negotiations for the contract cannot be completed with the vendor referenced above under the provisions of the Request for Proposal and the successful vendor’s response, the college requests the authority to begin negotiations with the next highest rated proposer.

Board Actions Requested:

- 1. Approval for board chair to execute contract with Temp Force following contract negotiations by the above-listed staff without further review by the board**
- 2. Authorization for college staff to begin negotiations with next highest proposer if for any reason the negotiations cannot be completed with the selected proposer, and for the board chair to execute contract agreed upon without further review by the board**

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

Summer Flex Schedule Proposal

400.493, 06-07

A proposal for optional flex scheduling from June 4 through August 10, 2007, is recommended. The week of July 2 through July 6 is excluded from the summer flex schedule due to the July 4 holiday. The proposal has been reviewed and endorsed by the president's expanded Cabinet, pending board approval, with the following caveats:

- A. Work plan options available:
 - Monday - Friday 7:30 am to 6:00 pm
With one day off per week
 - Monday - Friday 8:00 am to 4:30 pm
- B. It applies only to 12-month employees.
- C. Supervisors may require employees to return to the regular workweek if this option is not serving students and the college in a favorable manner.

Board Action Requested:

Approval

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

Permission to Expend Dr. Philip Benjamin Matching Grant Program Funds - Automotive Technology Enhancement Program 400.494, 06-07

The Santa Fe Community College Endowment Corporation requests permission to expend a total of \$14,929 from the Dr. Philip Benjamin Matching Grant Program for the benefit of the Automotive Technology Enhancement Program. These expenditures are requested to replace the obsolete automotive transmission trainer with flushing machine and accessories, an aqueous parts washer, and to procure a specialized automotive diagnostic tool with the latest diagnostic procedures. This equipment will be used to train approximately 80 full-time automotive students in the colleges Postsecondary Adult Certificate program and the Associate of Applied Science program. This equipment can also be used for manufacturer training, continuing education courses, and community education programs.

Board Action Requested:

Approval

District Board of Trustees
April 17, 2007

Agenda Item: 6.3

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

Amendment to the Zoo Animal Technology Advisory Committee

417.75, 06-07

Due to the resignation of Ms. Carol Kriegel from the Zoo Animal Technology Advisory Committee, it is requested that Mr. Stewart Clark, Vice President of Discovery Cove in Orlando, be approved as her replacement. Mr. Clark has been in the animal management industry for most of his life and is highly regarded in the industry. With his background in aquatic animal management and significant reach in position openings through the Anheuser Busch parks, Mr. Clark will be a major asset to our program.

Board Action Requested:

Approval

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

Fee Schedule for Use of Facilities and Equipment at SFCC Center for Innovation and Economic Development 200.720, 06-07

The college requests that the board approve a schedule of fees to be charged for the use of facilities and equipment at the college's Center for Innovation and Economic Development (CIED). This new center, recently re-purposed to support innovation, training, professional development, and corporate colleges for businesses in the college's service district, will provide facilities for businesses to host their own training or retreats. The attached schedule includes fees to cover audio-visual equipment and technology, use of various types of rooms, and extraordinary clean-up costs. The president or his designee is authorized to modify or waive fees for specific events or users when college purposes are advanced. In such cases, a statement of justification will be filed with the approved application. When there is a range specified on the fee table, the Director for Economic Development will determine the amount charged.

Board Action Requested:

Approval

District Board of Trustees
April 17, 2007

Agenda Item: 7.1

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

Affiliation Agreement with University of Central Florida - Nursing

408.1626, 06-07

This affiliation agreement will allow University of Central Florida students pursuing their Master of Science Nursing degrees to complete practicum requirements with the Santa Fe Nursing programs. Partnering such as this helps address current and future nursing faculty shortages.

Board Action Requested:

Approval