

**The District Board of Trustees
Santa Fe Community College, Florida
Agenda for Board Meeting of April 15, 2008, at 4 p.m.
Andrews Center Cultural Building, Starke, Florida**

Adoption of Agenda

Agenda Item: 1.1
418.465, 07-08

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Meeting of April 15, 2008
- 1.2 Approval of Board Meeting Minutes of February 19, 2008

2. Information Items

- 2.1 President's Report
- 2.2 New Rule 2.11: Student Loan Practices Code of Conduct
- 2.3 Standardized Clinical Facilities Use Agreement with Putnam Health Cntr., P.A. - Cardiovascular Technology
- 2.4 Standardized Tech Prep Agreements with School Boards of:
 - Alachua, Bradford, Citrus, Columbia, Dixie, Gilchrist, Levy Counties - Health Related Programs
 - Alachua - Graphic Design Technology

3. Consent Items

Personnel

- 3.1 Contract Staff (Faculty)
- 3.2 Contract Staff (Administrative and Professional)
- 3.3 Career Service Staff

Contracts, Grants

- 3.4 Ratification of Emergency Items:
 - Agreement with The Builders Association of North Central Florida - Apprenticeship Andrews Center Restoration Project
- 3.5 Renewal Agreement with University of Florida Warrington College of Business - Testing for the Online Business Program
- 3.6 Renewal of Health Education Affiliation Agreement with Department of Veterans Affairs - North Florida/South Georgia Veterans Health System - Respiratory Care
- 3.7 Modified Standard Tech Prep Articulation Agreements with the School Boards of Baker, Gilchrist, and Levy Counties
- 3.8 Perkins Postsecondary 132 Roll Forward Funds, 2007-2008 -- Grant

Finance/Business Affairs Items

- 3.9 Warrants Issued for February and March 2008
- 3.10 Report of Purchases for February and March 2008

4. Facilities Items

- 4.1 Building W Renovation - Phase III Documents
- 4.2 Performing Arts Theater - Permission to Advertise

5. Finance/Business Affairs Items

- 5.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of March 31, 2008
- 5.2 Colonel Harry M. Hatcher, Jr., Property Survey 08-06
- 5.3 Budget Amendment #4, 2007-2008 Operating Budget, Current Unrestricted (Fund 1)
- 5.4 Revision of Long-Term Investment Policy Statement with Wachovia Bank, NA
- 5.5 Addendum #5 to Manual Food Service and Lease Agreement with Juniors Restaurant
- 5.6 Approval to Terminate Procurement Card Services Agreement with SunTrust Bank

6. General Institutional Items

- 6.1 Summer Flex Schedule Proposal
- 6.2 Community and Continuing Education EnRich! Brochure for Summer 2008
- 6.3 New Advisory Committee: Kika Silva Pla Planetarium
- 6.4 Permission to Expend Dr. Philip Benjamin Matching Grant Program Funds - Automotive Technology Enhancement Program

7. Contracts/Grants

- 7.1 Agreement with University of Florida Department of Tourism, Recreation, and Sport Management - Student Internship in Santa Fe Athletics Department
- 7.2 American Association of Community Colleges Plus 50 Initiative -- Grant
- 7.3 Dollar General Literacy -- Grant
- 7.4 The Internationalization Forum for Chief Academic Officers Peer Consultation Fund -- Grant

8. Endowment Corporation Liaison Update and Board Members' Remarks

9. Citizen's Requests

10. Adjournment

Board Action Requested:

Approval

Approval of Board Meeting Minutes of February 19, 2008

401.456, 07-08

The minutes of the regular meeting of the District Board of Trustees of Santa Fe Community College held February 19, 2008, are presented for approval.

Board Action Requested:

Approval

President's Report

Information Item

The president will discuss a variety of informational topics.

College Goal: Student Affairs - Provide Research-based learner-centered program of services that supports access and student engagement from matriculation to goal attainment.

New Rule 2.11: Student Loan Practices Code of Conduct

Information Item
410.409, 07-08

There has been nationwide attention over the past year on the conflicts between higher education institutions and student loan companies. A number of institutions have paid significant fines and entered into settlement agreements through which they agree to prohibit the institution and its employees from taking gifts in exchange for providing advantages to lenders.

As requested by Florida's Attorney General (AG) and the Chancellor for the Florida Department of Education (DOE), the college proposes the adoption of the attached Student Loan Practices Code of Conduct prepared by DOE and approved by the AG. The rule has been examined carefully by various college constituencies, including the Financial Aid Office.

Board Action Requested:

Approval

District Board of Trustees
April 15, 2008

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 with Putnam Health Cntr., P.A. - Information Item
Cardiovascular Technology 408.1684, 07-08

The board has authorized the Provost and Vice President for Academic Affairs to execute on behalf of the board standardized form clinical facilities agreements without further action by the board. Such an agreement has been executed with Putnam Health Cntr., P.A. for students enrolled in the SFCC Cardiovascular program.

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

Standardized Tech Prep Agreements with School Boards of:
Alachua, Bradford, Citrus, Columbia, Dixie, Gilchrist,
Levy Counties - Health Related Programs
Alachua - Graphic Design Technology

Information Item
408.1685, 07-08

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 following school boards.

School Board of Alachua County

Renewal

| | | |
|---------------------------------------|---|-------------------|
| Dental Assisting Certificate | } | Dental Aide |
| Dental Hygiene A.S./A.A.S. | | |
| Nursing A.S. | } | Nursing Assistant |
| Nursing A.S./Bridge | | |
| 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. | | |
| Practical Nursing Certificate | } | |
| Surgical Technology Certificate | | |

New

| | | |
|---------------------------------------|---|-------------------------|
| Nursing A.S. | } | Allied Health Assisting |
| Nursing A.S./Bridge | | |
| 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. | | |
| Practical Nursing Certificate | | |
| Surgical Technology Certificate | | |

School Board of Bradford County

Renewal

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

School Board of Citrus County

Renewal

| | |
|----------------------------|-------------|
| Dental Hygiene A.S./A.A.S. | Dental Aide |
|----------------------------|-------------|

New

| | |
|--|-------------------|
| Biotechnology Laboratory Technician A.S. | Nursing Assistant |
|--|-------------------|

Citrus County, continued

New and Renewal

| | | |
|---------------------------------------|---|-------------------|
| Cardiovascular Technology A.S./A.A.S. | } | Nursing Assistant |
| Nuclear Medicine A.S./A.A.S. | | |
| Respiratory Care A.S./A.A.S. | | |
| Radiography A.S./A.A.S | | |

School Board of Columbia County

New and Renewal

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

New

| | | |
|--|---|-------------------|
| Cardiovascular Technology A.S./A.A.S. | } | Nursing Assistant |
| Nuclear Medicine A.S./A.A.S. | | |
| Respiratory Care A.S./A.A.S. | | |
| Radiography A.S./A.A.S | | |
| Surgical Technology Certificate | | |
| Biotechnology Laboratory Technician A.S. | | |

School Board of Dixie County

Renewal

| | | |
|--|---|-------------------|
| Dental Assisting Certificate | } | Dental Aide |
| Dental Hygiene A.S./A.A.S. | | Nursing Assistant |
| Biotechnology Laboratory Technician A.S. | | |

School Board of Gilchrist County

New and Renewal

| | | |
|------------------------------|---|----------------------|
| Dental Assisting Certificate | } | Dental Lab Assisting |
| Dental Hygiene A.S./A.A.S. | | |

| | | |
|---------------------------------------|---|-------------------|
| Cardiovascular Technology A.S./A.A.S. | } | Nursing Assistant |
| Nuclear Medicine A.S./A.A.S. | | |
| Respiratory Care A.S./A.A.S. | | |
| Radiography A.S./A.A.S | | |

New

| | | |
|--|---|-------------------|
| Surgical Technology Certificate | } | Nursing Assistant |
| Biotechnology Laboratory Technician A.S. | | |

School Board of Levy County

Renewal

| | |
|----------------------------|-------------|
| Dental Hygiene A.S./A.A.S. | Dental Aide |
|----------------------------|-------------|

| | | |
|---------------------------------------|---|-------------------|
| Cardiovascular Technology A.S./A.A.S. | } | Nursing Assistant |
| Nuclear Medicine A.S./A.A.S. | | |
| Respiratory Care A.S./A.A.S. | | |
| Radiography A.S./A.A.S | | |

New

| | |
|--|-------------------|
| Biotechnology Laboratory Technician A.S. | Nursing Assistant |
|--|-------------------|

School Board of Alachua County

New

Graphic Design Technology A.S.

Digital Design

Renewal

Graphic Design Technology A.S.

Academy of Information Technology

Graphic Design Technology A.S.

New Media

Graphic Design Technology A.S.

Web Design

New

Graphic Design Technology A.S.

Digital Design

Renewal

Graphic Design Technology A.S.

Academy of Information Technology

Graphic Design Technology A.S.

New Media

Graphic Design Technology A.S.

Web Design

Board Action Requested:

Approval

CONSENT

District Board of Trustees
April 15, 2008

Agenda Item: 3.1

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

Contract Staff (Faculty)

402.698, 07-08

The individuals listed below are being recommended for appointment for 2007-2008, or a portion of 2007-2008, as stated in the individual employee's contract.

Part Time

Luhr Beckmann III
Kimberley Bennett
Stacy Collins
Emory Davis
Heather Doles
Peter D Ettore
^ Jennilee Garner
Constance Herha
Steve Lodle
Alan Miller
Amber Pena
T. Ward Scott
Sonia Walker

^ Funded by student activity and service fees

Board Action Requested:

Approval

CONSENT

District Board of Trustees
April 15, 2008

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)

411.302, 07-08

The individuals listed below are being recommended for appointment or promotion for 2007-2008, or a portion of 2007-2008, as stated in the individual employee's contract.

Name

Position

**Technical/Professional
Full Time
Appointment**

| | |
|---|--------------------------------------|
| Kenneth Plumley <i>Licensed Building Contractor; 15 years experience construction management</i> | Project Manager, Facilities Services |
|---|--------------------------------------|

Promotion

| | |
|----------------------|---------------------|
| Natalie Dyksterhouse | Manager, FCCRMC |
| Barbara Ellison | Coordinator, FCCRMC |
| William P. Walton | Coordinator, FCCRMC |

Part Time

| | |
|--------------------|---------------------------------|
| ^ Jennifer Chucran | Coordinator for Student Life |
| * Adam Ellis | Specialist for Work Exploration |
| Monique Ellsworth | Life Model |
| * Karen Garren | Specialist for Health Science |
| William Gibson | Specialist for Downtown Lab |
| Dana Massaro | Life Model |

* Grant funded

^ Funded by student activity and service fees

Board Action Requested:

Approval

C O N S E N T

**District Board of Trustees
April 15, 2008**

Agenda Item: 3.3

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

Career Service Staff

403.462, 07-08

The individuals listed below are being recommended for appointment.

| <u>Name</u> | <u>Position</u> |
|----------------|--------------------------------|
| Herbert Burton | Custodian, Facilities Services |
| Cori Johnson | Custodian, Facilities Services |

Board Action Requested:

Approval

C O N S E N T

District Board of Trustees
April 15, 2008

Agenda Item: 3.4

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

Ratification of Emergency Items:

| | |
|--|-----------------|
| Agreement with The Builders Association of North Central Florida - Apprenticeship | 408.1690, 07-08 |
| Andrews Center Restoration Project | 412.1028, 07-08 |

1. Negotiations with The Builders Association of North Central Florida have occurred over a number months, with the program operating without a formal agreement. The agreement has now been finalized and is being presented for ratification. The explanation and approval letter and the agreement are attached.
2. The Andrews Center restoration project was removed from the February board meeting agenda for good cause. However, after discussion with staff and gathering further information, the chair gave approval for this project to proceed prior to this meeting as set forth in the attached memorandum. The summary for this item is below.

Project Description: The project consists of the replacement of the Andrews Center roof as well as the restoration of copper guttering, decorative wood fascia, and exterior brick. It also includes brick cleaning and sealing, all with respect to a historical building and in response to recurring water intrusion that threatens the building.

| | |
|---------------------------------|-----------------------|
| Architect/engineer | Ponikvar & Associates |
| Contractor/construction manager | Burns Brothers, Inc |
| Uniform building inspector | In-House |
| Estimated project budget | \$475,868 |
| Source of funds | PECO |

Project Status: College staff initiated this project estimating the total construction cost to be below the threshold requiring board approval. During the investigative process of developing design documents a significant amount of latent damage was uncovered which in turn elevated the original estimate. Therefore, college staff is requesting the board approve the project budget of \$475,868.

Board Action Requested:

1. **Ratification of The Builders Association of North Central Florida agreement**
2. **Ratification of the Andrews Center restoration project**

C O N S E N T

District Board of Trustees
April 15, 2008

Agenda Item: 3.5

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 the
Online Business Program 408.1686, 07-08

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 2008 through spring term 2009.

Board Action Requested:

Approval

C O N S E N T

**District Board of Trustees
April 15, 2008**

Agenda Item: 3.6

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

Renewal of Health Education Affiliation Agreement with Department of Veterans Affairs - North Florida/South Georgia Veterans Health System - Respiratory Care 408.1687, 07-08

This renewal agreement with the Veterans Affairs Medical Center provides clinical educational experiences for students in the college's Respiratory Care program.

Board Action Requested:

Approval

C O N S E N T

**District Board of Trustees
April 15, 2008**

Agenda Item: 3.7

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

Modified Standard Tech Prep Articulation Agreements with the School Boards of Baker, Gilchrist, and Levy Counties 408.1688, 07-08

The A.A.S. 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 boards of Baker, Gilchrist, and Levy counties.

Substantive changes to the standard Tech Prep articulation agreement form have been made in Section I.C and Section II. The balance of the agreements conform to the standard Tech Prep form. Because these agreements are essentially the same, only one is attached.

School Board of Gilchrist County
Renewal

| | |
|---|-------------------------|
| Building Construction Technology A.A.S. | Construction Technology |
|---|-------------------------|

School Board of Baker County:
New

| | |
|---|-----------|
| Building Construction Technology A.A.S. | Carpentry |
|---|-----------|

School Board of Levy County
New

| | |
|---|----------------------------------|
| Building Construction Technology A.A.S. | Building Construction Technology |
|---|----------------------------------|

Board Action Requested:

Approval

C O N S E N T

District Board of Trustees
April 15, 2008

Agenda Item: 3.8

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

Perkins Postsecondary 132 Roll Forward Funds, 2007-2008 -- Grant

409.1693, 07-08

The purpose of this project is to enhance the original project serving career and technical students. Increasing the personnel budget will supply proctor/assessment services for the college's articulated programs. Increasing the current expense budget will provide for the purchase of additional educational materials, printing services, and service for articulation and accelerated credit projects. Increasing the current capital outlay funding will provide equipment for programmatic and instructional purposes for career and technical programs. The Postsecondary 132 Roll Forward allocation for Bradford County School District is included and enhances their original project through purchased services.

The amount of roll-forward funds requested from the State of Florida, Department of Education, Division of Workforce Development, is \$59,436, with no matching funds from Santa Fe Community College. The new total amount funded for this project for the 2007-2008 fiscal year is \$592,998.

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, Charles W. Clemons, Sr., Vice President for Development, is authorized to execute any agreements and related documents associated with this grant.

C O N S E N T

**District Board of Trustees
April 15, 2008**

Agenda Item: 3.9

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

Warrants Issued for February and March 2008

208.448, 07-08

A listing of all disbursements issued from February 1 through March 31, 2008, is available at this meeting for the board's information.

For February 2008, the amount disbursed was \$8,367,308.30.

Warrant Numbers

| | |
|-----------------|-----------------|
| Manual Payroll | None |
| Manual Payables | None |
| Payables | 554174 - 556950 |
| Payroll | 620128 - 620520 |

Electronic Transfers

95049 - 97973

For March 2008, the amount disbursed was \$7,211,449.79.

Warrant Numbers

| | |
|------------------|-----------------|
| Manual Payroll | None |
| Manual Payables: | None |
| Payables | 556951 - 558749 |
| Payroll | 620521 - 620868 |

Electronic Transfers

97974 - 00880

Board Action Requested:

Approval

C O N S E N T

**District Board of Trustees
April 15, 2008**

Agenda Item: 3.10

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

Report of Purchases for February and March 2008

202.553, 07-08

Below are the total amounts and a summary of purchases for the months of February and March 2008.

| | |
|----------------------------|------------------------------|
| Purchasing | \$2,219,193.57 |
| Risk Management Consortium | <u>568,274.98</u> |
| Total | <u>\$2,787,468.55</u> |

| <u>P.O. No.</u> | <u>Amount</u> | <u>Procurement</u> | <u>Vendor</u> | <u>Class of Item-Department</u> |
|--------------------|---------------|--------------------|-------------------------------------|---|
| Y21994 (Fund 7) | \$ 28,700.00 | Contract | Flad & Associates | Topographical and Geotech Surveys Alachua Center |
| Y22126 (Fund 7) | \$ 161,870.00 | Contract | Burns Brothers, Inc. | Parking Lot 21 Building W Addition |
| Y22127 (Fund 1) | \$ 218,025.00 | Exempt | Angel Learning | Learning Management System Implementation Information Technology |
| Y22128 (Fund 1) | \$ 51,500.00 | Exempt | Angel Learning | Learning Management System Support and Licensing Information Technology |
| Y22193 (Fund 2) | \$ 158,175.00 | Contract | Baugh South Cooperative | Quick Response Training Reimbursement Sysco Grant |
| Y22248 (Fund 6) | \$ 30,160.00 | Contract | Gallagher Bassett | Appraisal Service Fees Risk Management Consortium |
| Y22250 (Fund 1) | \$ 43,907.20 | Exempt | Agilysys, Inc. | Network Storage Upgrade Information Technology |
| Y22262 (Fund 1) | \$ 85,041.43 | Exempt | Agilysys, Inc. | Blade Servers Information Technology |
| Y22286 (Fund 6) | \$ 50,000.00 | Exempt | Mercer Human Resource Consulting | Health Plan Consulting Risk Management Consortium |

| | | | | |
|--------------------|-----------------------|-------------|---------------------------------|--|
| Y22379 (Fund 2) | \$ 27,141.00 | Bid | Tri-Am RV Center, Inc. | Training Trailer Rural North Florida Healthcare Alliance Grant |
| Y22420 (Fund 1) | \$ 156,735.36 | Contract | Dell Marketing | Computers (144) Information Technology |
| Y22426 (Fund 2) | \$ 132,500.00 | Sole Source | Simbionix USA Corp. | Endovascular Simulator Succeed Allied Health Grant |
| Y22434 (Fund 6) | \$ 438,192.00 | Contract | Gallagher Bassett | Claims Administration Fees Risk Management Consortium |
| Y22440 (Fund 7) | \$ 341,356.00 | Contract | Burns Brothers, Inc. | Andrews Center Restoration General Renovation/Remodel Roofing Projects |
| Y22562 (Fund 1) | \$ 50,000.00 | Exempt | United States Postal Service | First Class Mail Mail and Receiving |
| Y22588 (Fund 2) | \$ 27,859.00 | Contract | Gatorland Kubota, LLC | Tractor Criminal Justice Assessment Center |
| | <u>\$2,001,161.99</u> | | | |

Purchases \$0 - \$25,000.00

Number of purchase orders: 655

Number of contracts awarded by the Board of Trustees: 1

Amount: \$749,172.17

Amount: \$ 37,134.39

Board Action Requested:

Approval of report

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

Building W Renovation - Phase III Documents

412.1029, 07-08

Project Description

This project consists of the renovation of W building following the completion of the Health Science Addition. A major emphasis will be placed on the replacement of primary building systems that are past their useful life.

| | |
|---------------------------------|-----------------------------|
| Architect/engineer | Flad & Associates |
| Contractor/construction manager | PPI Construction Management |
| Uniform building code inspector | In-house |
| Budget | \$5,293,853 |
| Funding | PECO |

Project Status

College staff has received and reviewed phase III construction documents for this project and is requesting approval of same.

Board Action(s) Requested:

Approval of phase III construction documents

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

Performing Arts Theater - Permission to Advertise

412.1030, 07-08

Project Description

The scope of this project has changed several times as driven by the available funding. The current scope entails the construction of a new performance theater and related spaces on the Northwest Campus.

| | |
|---------------------------------|----------------------------------|
| Architect/engineer | Zeidler Partnerships, Inc. |
| Contractor/construction manager | To be determined |
| Uniform building inspector | In-House |
| Estimated project budget | \$17,153,755 |
| Source of funds | Bonded CIF, Private and Matching |

Project Status

Design charrettes were held during the months of January and February resulting in a clarification of the facility program. As the design gets under way, college staff is requesting permission to advertise, select, and negotiate a contract for construction management services for this project.

Board Action Requested:

Permission to advertise, select, and negotiate a contract for construction management services.

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, 2008

201.645, 07-08

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, 2008. The following summary provides a comparison of actual revenues and expenditures for 2007-2008 vs. 2006-2007.

| | 2007-2008 | | 2006-2007 | |
|--------------|----------------------|--------------------------|----------------------|------------------------------|
| | <u>Dollar Amount</u> | <u>Percent of Budget</u> | <u>Dollar Amount</u> | <u>Percent of Total Year</u> |
| Revenue | 51,467,320 | 78.77 | 50,661,157 | 78.89 |
| Expenditures | 40,001,734 | 59.07 | 40,118,834 | 66.41 |

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 08-06

200.732, 07-08

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 on March 25, 2008, 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 | 10 | \$18,793.36 | 3 | \$ 19,807.00 | \$ 19,807.00 | \$ 0.00 |
| Worn-Out Equipment with No Salvageable Parts | 65 | 147,956.64 | 10 | 116,976.51 | 116,976.51 | 0.00 |
| Surplus Property | 13 | 21,403.26 | 2 | 12,548.82 | 12,548.82 | 0.00 |
| Trade-In | 0 | 0.00 | 1 | 34,052.33 | 13,620.94 | 20,431.39 |
| Transfers | 178 | 252,141.03 | 0 | 0.00 | 0.00 | 0.00 |
| TOTAL | 266 | \$440,294.29 | 16 | \$183,384.66 | \$162,953.27 | \$20,431.39 |

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.

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

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

Acquisition Value represents the college's acquisition cost, NOT the current value of the items. The college depreciates and capitalizes items costing \$5,000 or greater. Items that cost greater than \$1,000 but less than \$5,000 are not depreciated or capitalized. Instead they are tracked for inventory purposes ONLY. The present value of most of the items less than \$5,000 listed here is substantially lower than the amount indicated.

Board Action Requested:

Approval of survey

District Board of Trustees
April 15, 2008

Agenda Item: 5.3

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

Budget Amendment #4, 2007-2008 Operating Budget, Current Unrestricted (Fund 1) 201.646, 07-08

The fourth amendment to the Fund 1 (Current Unrestricted) Operating Budget reflects the impact of House Bill 7009, as approved by the governor, on the college's 2007-2008 Operating Budget. This action was taken during the 2008 general session on March 14, 2008. Approval is requested in order to revise both recurring and non-recurring state appropriations.

Board Action Requested:

Approval of budget amendment

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

Revision of Long-Term Investment Policy Statement with Wachovia Bank, NA

209.158, 07-08

The college authorizes the manager of its Long-Term Institutional Management Agreement with Wachovia Bank, NA to invest in assets pursuant to the college's investment policy. College staff is required at least yearly to review the long-term investment policy in effect and request approval of the policy with or without recommended changes.

College staff recently met with the investment managers from Evergreen Investments division of Wachovia Bank to review the long-term investment policy in effect and the outcomes due to this policy. Several minor modifications to the policy were discussed and one significant change was recommended: to add a part under Section 7 Portfolio Composition to identify the process the investment manager must follow when a security in the fund no longer meets the criteria required for authorized investments due to a credit rating downgrade or default.

The recommended changes to the investment policy are made keeping in mind the assessed risk tolerances of the college and do not result in any significant increase in risk or changes in liquidity of the investment portfolio.

Board Action Requested:

Approval to make changes proposed in the college's investment policy statement

District Board of Trustees
April 15, 2008

Agenda Item: 5.5

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

Addendum #5 to Manual Food Service and Lease Agreement with Juniors Restaurant

209.209.159, 07-08

This Addendum #5 is made for the purpose of reducing the required financial conditions from contractor beginning with contract year two. This reduction has been negotiated after review of a full year's sales compared to contractor's estimated annual sales. In addition, the consultant hired by college staff to review and attest to the accuracy and reliability of the contractors reported sales under the terms of the contract reviewed monthly profit and loss statements and concurs with the proposed financial conditions reduction.

Board Action Requested:

Approval

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

Approval to Terminate Procurement Card Services Agreement with SunTrust Bank

209.160, 07-08

In February 2005, a Request for Proposal (RFP) for Banking Services was issued. Several services were incorporated within the RFP. In fall 2005, two of the services, banking and procurement card, were awarded to SunTrust under separate agreements.

In spring 2007, SunTrust terminated the agreement with the College for banking services. Recently, SunTrust advised the college that it is changing the electronic program platform (called Works) that is used for administrating the program by both the card administrator and card holders across campus. This platform is the central function of the program and a new platform will require retraining of all affected parties. Based on this significant program change, it is recommended that the college send notice to terminate the Procurement Card Services Agreement with SunTrust Bank.

Board Action Requested:

Approval to terminate existing agreement with SunTrust Bank and allow Chief Financial Officer permission to execute termination notice pursuant to the agreement

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

Summer Flex Schedule Proposal

400.507, 07-08

A proposal for optional flex scheduling from May 12 through August 15, 2008, is recommended. The weeks of May 26 through May 30 and June 30 through July 4 are excluded from the summer flex schedule due to the Memorial Day and July 4 holidays. The proposal has been reviewed and endorsed by the president's Expanded Cabinet, pending board approval, with the following caveats:

- A. It applies only to 12-month employees.
- B. It is based on four ten-hour work days. Suggested work plan options are:
 - Monday through Friday 7:30 am to 6:00 pm, with any day (Monday, Tuesday, Wednesday, Thursday, or Friday) off per week
 - Monday through Friday 7:00 am to 5:30 pm, with any day (Monday, Tuesday, Wednesday, Thursday, or Friday) off per week
- C. It is based on any combination of days and time that equal 40 hours, as approved by the appropriate department head and Human Resources.
- D. Supervisors may require employees to return to the regular workweek if the option is not serving students and the college in a favorable manner.

Board Action Requested:

Approval

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

Community and Continuing Education EnRich! Brochure for Summer 2008

415.120, 07-08

As required by the State Board of Education regulations, the schedule of Community Education and the Center for Business EnRich! courses for summer 2008 is presented for board information and approval. Term dates are June 7 through July 18, 2008, with registrations beginning May 14 and continuing throughout the term. The schedule is subject to further changes as certain classes maybe added to or deleted from the schedule. Generally, additions would be made only for online classes from contract vendors as such classes become available. Deletions may be based on instructor and space availability. Changes, additions, and deletions will occur in the online schedule.

Board Action Requested:

Approval

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

New Advisory Committee: Kika Silva Pla Planetarium

417.80, 07-08

The Kiki Silva Pla Planetarium Advisory Committee members listed below are being recommended for appointment to this new committee effective April 16, 2008, with the term running through June 30, 2010. All individuals have been contacted and have agreed to serve.

- Mr. Jon U. Bell, Associate Professor of Astronomy, Hallstrom Planetarium Director, Indian River Community College, Fort Pierce
- Mr. George W. Fleenor, GeoGraphics Imaging and Consulting, Bradenton
- Mr. Bill Helms, President, The Alachua Astronomy Club, Gainesville
- Ms. Carole Holmberg, Planetarium Director, Calusa Nature Center, Ft. Myers
- Ms. Jennifer Homard, Curriculum Specialist, Elementary Mathematic and Science, Alachua County Public Schools, Gainesville
- Mr. Jack F. Horkheimer, Executive Director, Miami Space Transit Planetarium, Miami
- Ms. Kathryn Lehman, Coordinator of Cultural Programs, Santa Fe Community College, Gainesville
- Dr. Francisco Reyes, Associate Scientist, University of Florida, Department of Astronomy, Gainesville
- Ms. Ilene Silverman, Producer and Host of Ilene Silverman Show, Gainesville
- Mr. John Tinsler, Science Instructor, Bradford Middle School, Starke

Board Action Requested:

Approval

District Board of Trustees
April 15, 2008

Agenda Item: 6.4

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 400.508, 07-08

The Santa Fe Community College Endowment Corporation requests permission to expend a total of \$14,957.50 from the Dr. Phillip Benjamin Matching Grant Program to purchase technical equipment to train students in the SFCC Associate in Applied Science degree program and certificate program. Attached is a list of equipment and the rationale for these purchases. Approximately 70 students will benefit from the purchase of this equipment which can be used for industry update and continuing education courses.

Board Action Requested:

Approval of the equipment list and permission to expend these funds

Agreement with University of Florida Department of Tourism, Recreation, and Sport Management -
Student Internship in Santa Fe Athletics Department 408.1689, 07-08

The agreement with the University of Florida Department of Tourism, Recreation and Sport Management formalizes the arrangement Santa Fe has had with the university for student interns. This arrangement provides the interns with practical skills and knowledge to enhance their education experience while assisting the Santa Fe Athletics Department. The agreement has just been finalized; it commenced January 1, 2008, and will remain in effect through December 31, 2008. No money is involved with this agreement.

Board Action Requested:

Approval

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

American Association of Community Colleges Plus 50 Initiative -- Grant

409.1694, 07-08

The purpose of this project is to develop and expand the scope of enrichment and educational programs for area plus-50 adults, and provide orientation and enrollment assistance to training opportunities offered by the college. This project will also address the critical workforce shortages in the high-demand occupations of nursing and teaching through targeted recruitment for the existing Teacher Education Preparation Institute (EPI) and for the emerging Nursing Education Preparation Institute. The Teacher EPI will provide the opportunity for the plus-50 adults who hold a bachelors degree to become certified teachers in one year or less, and, through partnerships with local healthcare providers, the Santa Fe Nursing program will train retiring nurses to become adjunct nursing faculty.

This project will designate SFCC as a Demonstration College that will allow the college to expand and enhance programs and services provided to the plus-50 population through Santa Fe's existing, successful Prime Time Institute. The focus of the Prime Time Institute is to provide services and learning opportunities for plus-50 adults through continuing education, employment assistance, wellness activities, travel, cultural enrichment, and social interaction. This is year one of a three-year project.

The amount of funds requested from the Atlantic Philanthropies through American Association of Community Colleges is \$40,000 for a three-year period, with no matching funds from Santa Fe Community College. Year one funding is \$20,000.

Duration of this project is April 16, 2008, through April 15, 2009.

Operating budget impact: None

Board Action Requested:

Approval of grant. Upon legal review and approval, the president or his designee, Charles W. Clemons, Sr., 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.

Dollar General Literacy -- Grant

409.1695, 07-08

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 \$20,000, with an in-kind match of \$10,000 from Santa Fe Community College.

Duration of this project is May 14, 2008, through April 10, 2009.

Operating budget impact: From existing college budget

Board Action Requested:

Approval of grant. Upon legal review and approval, the president or his designee, Charles W. Clemons, Sr., 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.

The Internationalization Forum for Chief Academic Officers Peer Consultation 409.1696, 07-08
Fund -- Grant

The purpose of this project is to learn more about how education abroad is institutionalized at a community college. This project will provide travel funds to enable another community college to visit here to consult and advise Santa Fe on effective procedures and practices for study abroad programs. The specific focus will include learning their process of creating and running programs, strategies to generate more faculty interest and “buy-in,” and assistance in bringing a global focus to some disciplines that may have a harder time implementing that element, such as mathematics. The goal is to create a comprehensive strategy for Santa Fe faculty and curriculum to further the college’s internationalization efforts.

The amount of funds requested from The American Council on Education is \$2,000, with no matching funds from Santa Fe Community College.

Duration of this project is April 16, 2008, through April 15, 2009.

Operating budget impact: None

Board Action Requested:

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