

**The District Board of Trustees  
Santa Fe College, Florida  
Agenda for Board Meeting of February 17, 2009, at 4 p.m.  
Wattenbarger Student Services Building, Gainesville, Florida**

**Adoption of Agenda**

**Agenda Item: 1.1**  
418.473, 08-09

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Board Meeting of February 17, 2009
- 1.2 Approval of Board Meeting Minutes of January 20, 2009

2. Information Items

- 2.1 President's Report
- 2.2 Tech Prep Agreements with:
  - School Board of Alachua County (Dental Aide, PC Support Services)
  - School Board of Citrus County (Dental Aide)
  - School Board of Columbia County (Dental Aide)
  - School Board of Gilchrist County (Dental Laboratory Assisting)
  - School Board of Suwannee County (Nursing Assistant)
- 2.3 Standardized Clinical Facilities Use Agreement with Gainesville Health Care Center - Health Information Management Program

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

Contracts, Grants

- 3.4 Renewal of Agreement with The Arc of Alachua County - Collection of Recyclables
- 3.5 Renewal of Agreement with University of Florida for Student Internship - Athletics
- 3.6 Addendum to the Master Clinical Education Agreement with Shands Teaching Hospital and Clinics, Inc. - Shands at Lake Shore for Health Information Management and Medical Coder/Biller
- 3.7 Scholarships for Disadvantaged Students - Santa Fe College Nursing Program -- Grant
- 3.8 Women's Giving Circle -- Grant
- 3.9 Suwannee River Area Health Education Center, Inc. and Santa Fe College Health Sciences Programs "Quit Smoking Now" -- Grant

Finance/Business Affairs Items

- 3.10 Warrants Issued for January 2009
- 3.11 Report of Purchases for January 2009

4. Human Resources
  - 4.1 Continuing Contracts for 2009-2010
5. Facilities Items
  - 5.1 Renewable Energy Program (Solar) - Scope and Budget Revisions
6. Finance/Business Affairs Items
  - 6.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of January 31, 2009
  - 6.2 Colonel Harry M. Hatcher, Jr., Property Survey 09-05
  - 6.3 Budget Amendment #3, 2008-2009 Operating Budget, Current Unrestricted (Fund 1)
  - 6.4 Report of Investments, Quarter Ending December 31, 2008
  - 6.5 Amendment #1 to Snack Vending Service Agreement with Compass Group USA, Inc. By and Through its Canteen Vending Services Division
  - 6.6 Addendum to Florida Community Colleges Risk Management Consortium Agreement for Professional/Technical Services to Designate Reserves
7. General Institutional Items
  - 7.1 Emergency Contract Authority
  - 7.2 Community and Continuing Education EnRich! Brochure for Spring A Term 2009
  - 7.3 Request for Approval of Expenditure of Automotive Equipment Funds
  - 7.4 Request for Approval of Expenditure of Nursing Education Enhancement Funds
8. Rules
  - 8.1 Amended Rule 4.3: Degree and Certificate Requirements: Associate in Arts, Associate in Science, Associate in Applied Science, Technical Certificate, Applied Technology Diploma, and Vocational Certificate
  - 8.2 Amended Rule 7.11: Fees
9. Contracts/Grants
  - 9.1 Agreement with Orange Park Medical Center, Orange Park, Florida - Cardiovascular Technology
  - 9.2 Memorandum of Understanding with University of Florida Warrington College of Business Administration - Articulation
  - 9.3 National Center for Academic Transformation (NCAT) Redesign (C<sup>2</sup>R) -- Grant
10. Santa Fe Foundation Liaison Update and Board Members' Remarks
11. Citizen's Requests
12. Adjournment

**Board Action Requested:**

**Approval**

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Approval of Board Meeting Minutes of January 20, 2009

401.464, 08-09

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The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held January 20, 2009, are presented for approval.

**Board Action 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:	Information Item
School Board of Alachua County (Dental Aide, PC Support Services)	408.1759, 08-09
School Board of Citrus County (Dental Aide)	408.1760, 08-09
School Board of Columbia County (Dental Aide)	408.1761, 08-09
School Board of Gilchrist County (Dental Laboratory Assisting)	408.1762, 08-09
School Board of Suwannee County (Nursing Assistant)	408.1763, 08-09

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The A.S./A.A.S. degree 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 boards of Alachua, Citrus, Columbia, Gilchrist, and Suwannee counties as listed below.

**School Board of Alachua County (Renewal)**

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

Networking Services Technology A.S.  
Internet Services Technology A.S.  
Information Technology Management Certificate  
Information Technology Technician Certificate  
Information Technology Analysis Certificate  
Information Technology Support Certificate  
Crime Scene Technician Certificate

} - PC Support Services

**School Board of Citrus County (Renewal)**

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

**School Board of Columbia County (Renewal)**

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

**School Board of Gilchrist County (Renewal)**

Dental Hygiene A.S./A.A.S. - Dental Laboratory Assisting  
Dental Assisting Certificate

**School Board of Suwannee County (New)**

Radiography A.S./A.A.S.  
Respiratory Care A.S./A.A.S. - Nursing Assistant

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

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Standardized Clinical Facilities Use Agreement with Gainesville  
Health Care Center - Health Information Management Program

Information Item  
408.1764, 08-09

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The board has authorized its chair 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 Gainesville Health Care Center for students enrolled in the SFC Health Information Management program. Gainesville Health Care Center is a 180-bed skilled nursing and rehabilitation center that employs approximately 150 staff.

**C O N S E N T**

**District Board of Trustees  
February 17, 2009**

**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)

402.707, 08-09

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The individuals listed below are being recommended for appointment for 2008-2009, or a portion of the 2008-2009 year, as stated in the individual employee's contract.

**Appointment  
Full-time**

<u>Name</u>	<u>Position</u>
Nancy Brainard <i>M.S.N., University of Pennsylvania</i>	Interim Assistant Professor, Nursing Programs
Nancy Upthegrove <i>M.S.N., University of Florida</i>	Assistant Professor, Nursing Programs
Jonathan Miot <i>B.S., Framingham State College</i>	Assistant Professor, Zoo Animal Technology

**Part-time**

Tamera Bryan  
Luzceline Cabalding  
Kenneth Davis  
Joseph Doyle  
John Duff  
Jennifer Duncan  
George Fletcher  
Robin Hardee  
Sherry Lindsay  
Lee McDowell  
Theresa Mosley  
Suzon Peterson  
Christopher Raye  
David Reznik  
Barbara Smith  
Katherine Vogel  
William Winkler  
Ricardo Yanez  
Eugenio Zaldivar

**Board Action Requested:**

**Approval**

**C O N S E N T**

**District Board of Trustees  
February 17, 2009**

**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)

411.312, 08-09

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The individuals listed below are being recommended for appointment for 2008-2009, or a portion of the 2008-2009 year, as stated in the individual employee's contract.

<u>Name</u>	<u>Position</u>
<b><u>Executive/Managerial</u></b>	
<b>Full Time</b>	
William T. Little <i>Ph.D., Washington University</i>	Chair, Humanities and Foreign Languages
Steven Grosteffon <i>M.S., University of Florida</i>	Chair, Mathematics
<b><u>Technical/Professional</u></b>	
<b>Part Time</b>	
Cornelis Boer	Specialist, Math Lab
* Brenna Braley	Specialist, Adult Education
Erica Briggs	Specialist, Writing Lab
Christine Vint	Specialist, Counseling Center
Erica Weil	Specialist, Applications Developer
* Amy Wilson	Specialist, Adult Education
* Grant funded	

**Board Action Requested:**

**Approval**

**C O N S E N T**

**District Board of Trustees  
February 17, 2009**

**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

404.379, 08-09

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The individuals listed below are being recommended for appointment for 2008-2009, or a portion of the 2008-2009 year, as stated in the individual employee's contract.

Community Education

<u>Name</u>	<u>Course</u>
Lois Link	Healthy Eating

**Board Action Requested:**

**Approval**

**C O N S E N T**

**District Board of Trustees  
February 17, 2009**

**Agenda Item: 3.4**

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

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Renewal of Agreement with The Arc of Alachua County - Collection of Recyclables 408.1765, 08-09

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As part of the Sustainable Santa Fe program, the college wishes to continue the arrangement for the collection of recyclables on the Northwest Campus with The Arc of Alachua County. The term of the agreement is for one year from the date signed by the last party. Either party may terminate the agreement with 30 days' written notice to the other.

**Board Action Requested:**

**Approval**

**C O N S E N T**

**District Board of Trustees  
February 17, 2009**

**Agenda Item: 3.5**

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

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Renewal of Agreement with University of Florida for Student Internship - Athletics 408.1766, 08-09

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This renewal agreement with the University of Florida Department of Tourism, Recreation and Sport Management continues the practice of providing internships in the college's Athletics Department. This arrangement provides the interns with practical skills and knowledge to enhance their education experience while assisting the Santa Fe Athletics Department. The agreement is effective February 1, 2009, and will remain in effect through January 31, 2010. No money is involved with this agreement.

**Board Action Requested:**

**Approval**

**C O N S E N T**

**District Board of Trustees  
February 17, 2009**

**Agenda Item: 3.6**

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

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Addendum to the Master Clinical Education Agreement with Shands Teaching Hospital and Clinics, Inc. - Shands at Lake Shore for Health Information Management and Medical Coder/Biller

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408.1770, 08-09

The addendum to the Master Clinical Education Agreement with Shands Teaching Hospital and Clinics, Inc. allows students enrolled in the Health Information Management and Medical Coder/Biller programs to participate in supervised learning experiences at Shands at Lake Shore as part of their course of study.

**Board Action Requested:**

**Approval**

## C O N S E N T

District Board of Trustees  
February 17, 2009

Agenda Item: 3.7

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

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Scholarships for Disadvantaged Students - Santa Fe College Nursing  
Program -- Grant

409.1734, 08-09

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The purpose of this project is to provide scholarship funds for disadvantaged students in the Santa Fe College Associate Degree Nursing program (ASN). Program participants will be full-time nursing students who are pursuing a nursing career in healthcare and who meet the criteria as defined in the Scholarships for Disadvantaged Students grant. Grant funds may be used for tuition, books, lab fees, and reasonable educational and living expenses for approximately 21 students.

The amount of funds requested from the US Department of Health and Human Services, Bureau of Health Professions, is \$50,000 with no matching funds from Santa Fe College. The final total funding amount will be determined by a formula.

Duration of this project is July 1, 2009, through June 30, 2010.

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.**

**C O N S E N T**

**District Board of Trustees  
February 17, 2009**

**Agenda Item: 3.8**

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

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Women's Giving Circle -- Grant

409.1735, 08-09

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The purpose of this project is to provide tuition, books, lab and technology fees, and transportation to individuals in Santa Fe College's Displaced Homemaker Program. The current program provides, 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 following topics: 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. Approximately 30 displaced homemakers will benefit from this program.

The amount of funds requested from The Gainesville Community Foundation is \$25,000, with no matching funds from Santa Fe College.

Duration of this project is June 1, 2009, through May 31, 2010.

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.**

## CONSENT

District Board of Trustees  
February 17, 2009

Agenda Item: 3.9

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

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Suwannee River Area Health Education Center, Inc. and Santa Fe College  
Health Sciences Programs "Quit Smoking Now"-- Grant

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409.1736, 08-09

The purpose of this project will be to reduce (1) the prevalence of tobacco use among youth, adults, and special populations; (2) per capita tobacco consumption; and (3) exposure to environmental tobacco smoke (ETS) using two complementary programs: "Quit Smoking Now" (QSN) a six week small group community based program and "AHEC Tobacco Training and Cessation" (ATTAC), a program for health professions students in community colleges. ATTAC prepares future health professionals with the knowledge and skills needed to successfully intervene with patients addicted to tobacco using the ASK-ADVISE-REFER model. At SFC, ATTAC will train students in nursing, respiratory care, cardiovascular technology, and dental assisting. Instruction shall incorporate the CDC's *Best Practices for Comprehensive Tobacco Control Programs Prevention*, the US Public Health Service's *Clinical Practice Guidelines for the Treatment of Tobacco Use and Dependence*, and the cessation, support, and treatment services offered by the *Florida Quit-For-Life Line*.

The amount of funds requested from Suwannee River Area Health Education Center, Inc. is \$10,000, with no matching funds from Santa Fe College.

Duration of this project is January 1, 2009, through June 30, 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.**

**C O N S E N T**

**District Board of Trustees  
February 17, 2009**

**Agenda Item: 3.10**

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

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Warrants Issued for January 2009

208,456, 08-09

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A listing of all disbursements issued from January 1 through January 31, 2009, is available at this meeting for the board's information. The amount disbursed for the month was \$18,760,449.86.

Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	587355 - 598678
Payroll	623431 - 623627

Electronic Transfers

24958 - 27293

**Board Action Requested:**

**Approval**

**C O N S E N T**

**District Board of Trustees  
February 17, 2009**

**Agenda Item: 3.11**

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

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Report of Purchases for January 2009

202.561, 08-09

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Below are the total amounts and a summary of purchases for the month of January 2009.

Purchasing	\$1,636,162.74
Risk Management Consortium	<u>164,785.10</u>
<b>Total</b>	<b><u>\$1,800,947.84</u></b>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y26904 (Fund 1)	\$ 114,583.00	Contract	Shell Office Systems	Student Records Document Conversion Records
Y26934 (Fund 6)	\$ 35,000.00	Exempt	Mercer Human Resources	Health Plan Consumerism Projects/Reporting Risk Management Consortium
Y26934 (Fund 6)	\$ 40,000.00	Exempt	Sun Digital, Inc.	Upgrade Health/Life Software Risk Management Consortium
Y26996 (Fund 1)	\$ 27,300.00	Exempt	Angel Learning	Learning Management System Hosting License Distance Learning Support
Y26997 (Fund 6)	\$ 70,000.00	Exempt	AON Consulting	Human Resource Consulting for Health, Dental, and Wellness Programs Risk Management Consortium
Y27008 (Fund 7)	\$ 87,380.00	Contract	Affiliated Engineers	Engineering Services for Building M Air Handler Replacement General Renovation/Remodel
Y27016 (Fund 7)	\$ 930,682.00	Contract	Scherer Construction	Building B Air Handler Replacement General HVAC
Y27080 (Fund 1)	\$ 40,000.00	Exempt	U.S. Postal Service	Bulk Mail Charges 2008-2009 Mail and Receiving

Y27109    \$ 41,180.00    Sole Source    Resource Efficiency  
(Fund 7)                          
                  \$1,386,125.00

Parking Lot Lighting Retrofit  
Utilities-GRU Energy Program

Purchase orders for previously awarded contracts: 3  
Number of purchase orders \$0-\$25,000: 276

Amount: \$ 77,500.00  
Amount: \$337,322.84

**Board Action Requested:**

**Approval of report**

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

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Continuing Contracts for 2009-2010

402.708, 08-09

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The following faculty members have been voted on by their peers and approved by their supervisors to receive continuing contracts beginning in the 2009-2010 contract year.

2009-2010 Continuing Contract Candidates

**Board Action Requested:**

**Approval**

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

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Renewable Energy Program (Solar) - Scope and Budget Revisions

412.1044, 08-09

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Project Description:

Nearly a year ago, Santa Fe Facilities Services formed a solar energy workgroup comprised of internal staff, external engineers, and representatives from Gainesville Regional Utilities (GRU). This project is the culmination of the analysis of several solar/thermal applications on the Northwest Campus. It is being designed to off-set the college's dependency on natural gas as a means of producing heated hot water through the use of solar energy. The use of natural gas for the production of heating hot water is our most direct impact on emissions.

Architect/engineer	Affiliated Engineer, Inc.
Contractor/construction manager	To be determined
Uniform building inspector	In-house
Estimated project budget	\$447,775.00
Revised project budget	\$497,775.00
Source of funds	Capital Improvement Fee

Project Status:

In part due to the lack of credible commercial solar/thermal application information, at the onset of the design for this project, our engineers were commissioned to conduct a feasibility study. In summary, the results of that study revealed a longer than proposed pay-back for this project.

During the same period of time, GRU embraced the solar feed-in tariff concept from Europe which in turn made a better return on investment case for solar photovoltaic technology.

Therefore, it is requested that the board allow the college to expand the scope of this renewable energy project from solar/thermal technology to include solar photovoltaic technology and increase the budget from \$447,775.00 to \$497,775.00. The revised project budget amount of \$497,775.00 reflects the actual amount originally budgeted into the account.

**Board Actions Requested:**

- A. Approval to expand the project scope from solar/thermal to include solar photovoltaic**
- B. Approval of the revised budget in the amount of \$497,775.00**

*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  
January 31, 2009

201.664, 08-09

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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 January 31, 2009.

The following summary provides a comparison of actual revenues and expenditures for 2008-2009 vs. 2007-2008.

	2008-2009		2007-2008	
	<u>Dollar Amount</u>	<u>Percent of Budget</u>	<u>Dollar Amount</u>	<u>Percent of Total Year</u>
Revenue	42,308,938	64.65	44,510,237	67.22
Expenditures	31,304,784	44.86	30,090,834	49.23

**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 09-05

200.749, 08-09

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 January 27, 2009, 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	4	\$ 11,543.58	0	\$ 0.00	\$ 0.00	0.00
Worn-Out Equipment with No Salvageable Parts	4	15,123.54	1	5,500.00	5,500.00	0.00
Surplus Property	4	9,963.52	0	0.00	0.00	0.00
Transfers	40	90,991.26	0	0.00	0.00	.00
<b>TOTAL</b>	<b><u>52</u></b>	<b><u>\$127,621.90</u></b>	<b><u>1</u></b>	<b><u>\$5,500.00</u></b>	<b><u>\$5,500.00</u></b>	<b><u>\$0.00</u></b>

**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.

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**

District Board of Trustees  
February 17, 2009

Agenda Item: 6.3

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

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Budget Amendment #3, 2008-2009 Operating Budget, Current  
Unrestricted (Fund 1)

201.665, 08-09

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The third amendment to the Fund 1 (Current Unrestricted) Operating Budget is submitted for approval. The amendment reflects the impact on the college's 2008-2009 Operating Budget from the January 2009 Special Legislative Session and financial market conditions. Approval is requested to reduce recurring state appropriations and anticipated interest earnings.

**Board Action Requested:**

**Approval of budget amendment**

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

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Report of Investments, Quarter Ending December 31, 2008

201.666, 08-09

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Demand deposits are maintained in the board's operating funds account with Compass Bank. Daily collected balances earn interest at the average monthly federal funds rate less 50 basis points.

Average adjusted rate, month of December 2008	(0.34%)
Interest earnings, quarter	\$17,090
Interest earnings, fiscal year to date	<b>\$66,521</b>

Demand deposits are maintained in the board's operating funds account with SunTrust Bank. Daily collected balances earn interest at the weekly average federal funds effective rate less 15 basis points.

Average weekly rate, week ending December 26, 2008	(0.04%)
Interest earnings, quarter	\$137
Interest earnings, fiscal year to date	<b>\$900</b>

Short-term investments are maintained in the Florida State Board of Administration Local Government Surplus Trust Fund Investment pool.

Interest rate, Pool A, at December 31, 2008	1.02%
Interest earnings, quarter	\$ 71,300
Interest earnings, fiscal year to date	<b>\$188,394</b>

Capital Improvement Fee Bond proceeds are maintained in the Florida Division of Treasury Special Purpose Investment Pool. These funds are available for transfer to the demand deposit account when needed to cover vendor payments related to projects.

Interest rate, gross at December 31, 2008	2.46%
Interest earnings, quarter	\$ 93,634
Interest earnings, fiscal year to date	<b>\$219,842</b>

Long-term investments are managed through the investment advisory agreement with U.S. Bank National Association. Funds deposited in this account are those which the college finance staff has calculated can be invested for a longer term in that the investment policy is based on a maximum effective maturity of three years.

Average life	1.72 years
Yield-to-maturity at cost	3.59%
Earnings, quarter	\$131,821
Earnings, current year to date	<b>\$194,681</b>

**Interest Earnings Comparison:**

Total interest earnings fiscal year to date 2008/2009	<b>\$ 670,338</b>
Total interest earnings fiscal year to date 2007/2008	<b>\$1,257,496</b>

**Board Action Requested:**

**Approval of report**

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

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Amendment #1 to Snack Vending Service Agreement with Compass Group USA, Inc. By and Through its Canteen Vending Services Division

209.166, 08-09

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Amendment #1 is made for the primary purpose of reducing the required financial terms from the contractor beginning with contract year three (July 1, 2008, through June 30, 2009). The change has been negotiated after sales for the first two contract years were significantly less than estimated by the vendor.

The amendment will also:

1. Change the monthly and annual documentation required to verify payment terms,
2. Clarify default terms, and
3. Update the agreement to reflect the name change of the college.

**Board Action Requested:**

**Approval of amendment**

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

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Addendum to Florida Community Colleges Risk Management Consortium  
Agreement for Professional/Technical Services to Designate Reserves

209.167, 08-09

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The college's existing fiscal agency agreement with the Florida Community Colleges Risk Management Consortium contains language specifying a reserve of consortium funds required by an insurance carrier. The carrier requires that the reserve amount be adjusted as needed pursuant to the consortium's Casualty Insurance Program Agreement with the insurance carrier by a formal addendum to the agreement between the college and the consortium. Consortium funds are more than adequate to cover the required reserve. No college funds are involved.

The consortium board met on January 22, 2009 and recommended approval of the proposed Casualty Insurance Program Agreement. Final approval of the March 1, 2008, through February 28, 2009, Casualty Insurance Program occurred at the Council of Presidents meeting February 5, 2009.

**Board Action Requested:**

**Approval of the Addendum**

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Emergency Contract Authority

400.1769, 08-09

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The board is requested to authorize the chair, or vice chair in the chair's absence, to execute the documents, contracts, and change orders requiring board approval during the period between the February meeting and the April meeting, which actions if delayed until the April meeting would create operational or financial difficulties for the college. The president shall indicate in writing the reason that the document(s) should be executed prior to the April board meeting. The president will provide this information to the full board for ratification at the next regularly scheduled board meeting, at which time the board may take any action that would not adversely affect any third party's rights.

**Board Action Requested:**

**Approval**

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

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Community and Continuing Education EnRich! Brochure for Spring A Term 2009 415.124, 08-09

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As required by the State Board of Education regulations, the schedule of Community and Continuing Education EnRich! courses for the spring A 2009 term is presented for board information and approval. Term dates are April 11 through May 22, 2009, with registration beginning March 18 and continuing throughout the term. The schedule is subject to further changes as certain classes may be added to or deleted from the schedule. Generally, additions would be made only for online classes from contract vendors as such classes become available. Deletions may be based on instructor and space availability. Changes, additions, and deletions will occur in the online schedule.

**Board Action Requested:**

**Approval**

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

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Request for Approval of Expenditure of Automotive Equipment Funds

400.540, 08-09

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The Santa Fe College Foundation requests permission to expend a total of \$14,665 from the Dr. Philip Benjamin Matching Grant Program for the benefit of the Automotive Technology program.

This expenditure in the total amount of \$14,665 is requested for the items listed below:

Nitrogen filling machine	\$8,133
USB borescope	779
Alcohol fuel tester	622
Alldata information system	1,500
Atech alternator cutaway	1,803
Atech starter cutaway	1,828

This equipment will be used to train approximately 70 full-time automotive students in the Santa Fe Post Secondary Adult Certificate program and in the Associate of Applied Science program. This equipment can also be used for manufacturer training, continuing education courses, and for community education programs.

**Board Approval Requested**

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

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

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Request for Approval of Expenditure of Nursing Education Enhancement Funds 400.521, 08-09

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The Santa Fe College Foundation requests permission to expend a total of \$50,265 from the Dr. Philip Benjamin Matching Grant Program for the benefit of the Nursing programs.

The Nursing Simulated Lab (NSL) provides educational opportunities for SFC's four Nursing programs, including ASN, ASN Bridge (Licensed Practical Nurses and Paramedics bridging to ASN), Practical Nursing, and Assistive programs (Nursing Assistant and Patient Care Assistant). Currently the combined annual enrollment in these programs is greater than 375 students. These students utilize the major health care agencies, as well as many smaller agencies, for clinical experience in surrounding communities. The NSL must reflect current health care technology to assure students have the opportunity to become skilled in these required technologies for job placements. The listed items include current technology for students to be prepared to enter the health care system. This equipment will assist faculty in simulating clinical experiences for students prior to being placed in the clinical agencies. These simulations allow the students to be active learners in the presentation of nursing theory and techniques before encountering real life situations in the clinical arena.

This expenditure is requested for the items listed below:

Bladder Scan BVI 3000	\$16,425
Digital Presenter	\$1,599
2 Obstetrical Manikins	\$1,220
OB Pelvic Bone Fetal Head Stand	\$375
Cervical Dilatation/Effacement Simulators	\$685
ECG Simulator	\$699 + S/H \$61
Defibrillator-12 life packs	\$6,650
Pediatric Syringe Infusion Electronic Pump	\$2,765
3 Adult Infusion Electronic Pumps	\$5,160
6 Multi-Venous IV Training Arms	\$3,495
4 full Manikins Nursing Anne Basic	\$10,668
Electronic Thermometer and BP Cuff	\$420

**Board Approval Requested**

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

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

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Amended Rule 4.3: Degree and Certificate Requirements: Associate in Arts, 410.421, 08-09  
Associates in Science, Associate in Applied Science, Technical Certificate,  
Applied Technology Diploma, and Vocational Certificate

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In an effort to remove barriers from students' graduation, eliminate needless paperwork from academic advisors, and reduce excess hours, it is recommended that the 15-hour residency graduation requirement be changed to read, "Complete a minimum of 25% of the semester hours for the degree at Santa Fe College." Santa Fe currently requires that the last or final 15 hours be completed in residency. The SACS accreditation requirement states that "at least 25% percent of the credit hours required for the degree are earned through instruction offered by the institution awarding the degree." It does not require that it be the final 25% of the degree. A recent community college survey shows that over 50% of the community colleges do not require that the 25% degree completion be the final 15 hours in residency.

This change supports the mobility of Santa Fe out-of-district students, allowing them to take a final course requirement at another institution and transfer back in order to graduate from Santa Fe. This may result in increased completion rates for Santa Fe. Students can and do petition to waive this antiquated residency rule. As long as students have met the actual 25% completion requirement, the petition is approved. This results in a 100% approval rate of petitions, and creates time-consuming and needless paperwork for academic advisors, robbing valuable advising time from students. It further causes delays in the graduation application process for students. Students who do not petition this requirement may be taking needless credit hours that Financial Aid has to pay for and further results in excess hours. Facilitation of this graduation process can ultimately lead to an auto-graduation prototype should the college decide to proceed in that direction at some point.

The rule change shall be effective beginning with all fall 2009 *graduations* for AA, AS, and AAS degrees.

**Board Action Requested:**

**Approval**

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

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Amended Rule 7.11: Fees

410.422, 08-09

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Santa Fe College Rule 7.11 allows the college to charge students a *one-time* \$30 fee if they have to retake any parts of the College Level Academic Skills Test (CLAST).

The 2008-2009 Test Administration Plan for the CLAST published by the Florida Department of Education allows institutions flexibility on the matter of fees: "An advance payment may be required for each administration." In keeping with state policy, Academic Affairs recommends changing the college policy to charge a \$30 retake fee for each administration of the CLAST.

Doing so will yield very little additional revenue to the college. In 2008, the Assessment Center administered 65 retakes, yielding \$1,950. Some of those students had multiple retakes, so the additional revenue would amount to only a few hundred dollars. However, the change in fee policy will provide students an incentive to prepare in advance of the exam. Making the fee applicable to each testing will "raise the bar" on students. The fee change will also encourage students to prepare more diligently in advance of their initial CLAST exam, and consequently, our first-time passing rate will likely increase.

**Board Action Requested:**

**Approval**

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

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Agreement with Orange Park Medical Center, Orange Park, Florida -  
Cardiovascular Technology

408.1768, 08-09

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This agreement with Orange Park Medical Center allows students enrolled in the Cardiovascular Technology program to participate in supervised learning experiences as part of their course of study. The term of the agreement is February 1, 2009, through January 31, 2012. The agreement can be terminated without cause upon at least 30 day's prior written notice, provided that all students currently enrolled at the time of notice of termination be given the opportunity to complete their clinical program at the hospital, such completion not to exceed six months.

**Board Action Requested:**

**Approval**

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

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Memorandum of Understanding with University of Florida Warrington  
College of Business Administration - Articulation

408.1767, 08-09

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This Memorandum of Understanding between Santa Fe College and the University of Florida Warrington College of Business establishes a new articulation agreement between the two institutions. Currently, more than 1,400 SFC students are business majors, but their ability to transfer to UF as traditional, onsite students is limited by the university's capacity. Santa Fe graduates who meet minimum grade point average and common course requirements may now transfer to the online business program at UF. This agreement thereby provides an unprecedented level of access to the most popular transfer college at the university. As part of this MOU, UF will provide funding for a half-time student support specialist who will recruit, orient, and advise students as well as proctor all exams at SFC. Students in the online program will be able to take classes onsite at UF to complete a minor, if they desire, and will be provided with access to all aspects of student life on campus—including the opportunity to purchase athletic tickets, use the student health care center and fitness center, and attend cultural events. They will also be supported by the Warrington College of Business through advisement and other student services and will be able to participate in UF's graduation ceremonies. The agreement sets the groundwork for future, similar agreements with other UF colleges and supports our mission to provide access to ongoing higher education for Santa Fe students.

**Board Action Requested:**

**Approval**

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

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National Center for Academic Transformation (NCAT) Redesign (C<sup>2</sup>R) -- Grant 409.1768, 08-09

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The purpose of this project is to provide support to Santa Fe College in redesigning its instructional approach to Intermediate Algebra (MAT1033) for increased student retention and success. Intermediate Algebra is Santa Fe's largest enrollment math course comprised of students with a wide range of ability levels.

Colleagues Committed to Redesign (C<sup>2</sup>R) is a program conducted by the National Center for Academic Transformation (NCAT) with support from the U.S. Department of Education Fund for the Improvement of Post-Secondary Education (FIPSE). The C<sup>2</sup>R program provides support to colleges and universities in rethinking and redesigning the way instruction is delivered, especially large-enrollment core courses, in light of the possibilities that new technology offers.

A four-person team from SFC will meet with NCAT staff, Redesign Scholars, and redesign teams from other colleges at a series of disciplinary institutes which will introduce the NCAT methodology, strategies, and techniques for successful course redesign, and help the teams develop course redesign plans. Following each institute, NCAT will support collaboration through consultation and on-site visits to Santa Fe. SFC will implement a pilot redesign of MAT1033 and share experiences and lessons learned with the larger higher education community at an annual national dissemination conference sponsored by the Redesign Alliance.

This project will benefit approximately 640 students enrolled annually in Intermediate Algebra.

The amount of funds requested from the US Department of Education Fund for the Improvement of Post-Secondary Education (FIPSE) through the National Center for Academic Transformation is \$3,625, with no matching funds from Santa Fe College.

Duration of this project is February 1, 2009, through January 30, 2010.

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.**