



**The District Board of Trustees  
Santa Fe College, Florida  
Board Meeting of February 16, 2010, at 4 p.m.  
Blount Downtown Center**

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**Agenda**

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**Adoption of Agenda**

**Agenda Item: 1.1**

418.483, 09-10

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Board Meeting of February 16, 2010
- 1.2 Approval of Board Meeting Minutes of January 19, 2010, and Minutes of Emergency Meeting of January 27, 2010

2. Information Items

- 2.1 President's Report
- 2.2 Renewal of Standard Tech Prep Articulation Agreements with the School Boards of Alachua, Bradford, Citrus, Columbia, Dixie, and Levy Counties

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

Contracts, Grants

- 3.5 Amendment #2 to the Agreement for Collection of Recyclables - The Arc of Alachua County
- 3.6 Agreement with University of Florida for Student Internship - Athletics
- 3.7 Women's Giving Circle -- Grant

Finance/Business Affairs Items

- 3.8 Warrants Issued for January 2010
- 3.9 Report of Purchases for January 2010

4. Human Resources

- 4.1 Continuing Contracts for 2010-2011

5. Facilities Items

- 5.1 Approval of Facilities Master Plan

6. Finance/Business Affairs Items

- 6.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of January 31, 2010
- 6.2 Colonel Harry M. Hatcher, Jr., Property Survey 10-05
- 6.3 Report of Investments, Quarter Ending December 31, 2009
- 6.4 Addendum to Florida College System 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 2010
- 7.3 Request for Approval of Expenditure of Nursing Equipment Funds
- 7.4 Request for Approval of Expenditure of Automotive Equipment Funds
- 7.5 Study-Abroad Programs to the Ukraine, China, England, Ghana, and Paris, Florence, and Rome
- 7.6 Accreditation from Association of Zoos and Aquariums - SF Teaching Zoo

8. Contracts/Grants

- 8.1 Non-Clinical Student Affiliation Agreement with Select Specialty Hospital - Gainesville, Inc. - Health Information Technology Management
- 8.2 SF - UF Memorandum of Understanding - Building H Renovation
- 8.3 Information Technology Professionals in Health Care: Community College Consortia to Educate Information Technology Professionals in Health Care -- Grant
- 8.4 Information Technology Professionals in Health Care: Curriculum Development Centers -- Grant
- 8.5 Weatherization Assistance Program Training Centers and Programs -- Grant

9. Santa Fe College Foundation Liaison Update and Board Members' Remarks

10. Citizen's Requests

11. Adjournment

**Board Action Requested:**

**Approval**

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Approval of Board Meeting Minutes of January 19, 2010, and  
Minutes of Emergency Meeting of January 27, 2010

401.473, 09-10

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The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held January 19, 2010, and the minutes of the emergency meeting of January 27, 2010, 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.***

Renewal of Standard Tech Prep Articulation Agreements with the School Boards of Alachua, Bradford, Citrus, Columbia, Dixie, and Levy Counties      Information Item 408.1828, 09-10

The A.S. transfer degree, A.A.S., and certificate programs listed below have been identified as accelerated paths by which students will have the opportunity to receive college credit as described in the articulation agreements with the school boards of Alachua, Bradford, Citrus, Columbia, Dixie, and Levy counties.

School Board of Alachua County

<ul style="list-style-type: none"> <li>• Business Specialist (Finance Specialist) Certificate</li> </ul>	Academy of Finance
<ul style="list-style-type: none"> <li>• Business Administration A.S.</li> </ul>	Academy of Finance
<ul style="list-style-type: none"> <li>• Business Management - Marketing Certificate</li> <li>• Business Operations - Human Resources Certificate</li> <li>• Business Operations - Management Certificate</li> <li>• Business Operations - E-Business Certificate</li> <li>• Business Specialist Certificate</li> </ul>	Academy of Finance
<ul style="list-style-type: none"> <li>• Business Management - Entrepreneurship and Small Business Certificate</li> <li>• Business Operations - Entrepreneurship and Small Business Certificate</li> </ul>	Academy of Finance
<ul style="list-style-type: none"> <li>• Business Administration A.A.S.</li> <li>• Business Management Certificate</li> <li>• Business Management - Human Resources Certificate</li> <li>• Business Management - Retail Management Certificate</li> <li>• Business Operations - Accounting Certificate</li> </ul>	Academy of Finance
<ul style="list-style-type: none"> <li>• Business Administration A.S.</li> </ul>	Academy of Entrepreneurship
<ul style="list-style-type: none"> <li>• Business Administration A.A.S.</li> </ul>	Academy of Entrepreneurship

<ul style="list-style-type: none"> <li>• Business Specialist Certificate</li> <li>Business Management Certificate</li> <li>Business Management - Retail Management Certificate</li> <li>Business Management - Marketing Certificate</li> <li>Business Management - Human Resources Certificate</li> <li>Business Operations - Accounting Certificate</li> <li>Business Operations - Human Resources Certificate</li> <li>Business Operations - E-Business Certificate</li> <li>Business Operations - Management Certificate</li> </ul>	<p>Academy of Entrepreneurship</p>
<ul style="list-style-type: none"> <li>• Business Management - Entrepreneurship and Small Business Management</li> <li>Business Operations - Entrepreneurship and Small Business Management</li> </ul>	<p>Academy of Entrepreneurship</p>
<ul style="list-style-type: none"> <li>• Business Administration A.S.</li> <li>Business Administration A.A.S.</li> <li>Business Specialist Certificate</li> <li>Business Management Certificate</li> <li>Business Management - Retail Management Certificate</li> <li>Business Management - Marketing Certificate</li> <li>Business Management - Human Resources Certificate</li> <li>Business Operations - Accounting Certificate</li> <li>Business Operations - Human Resources Certificate</li> <li>Business Operations - E-Business Certificate</li> <li>Business Operations - Management Certificate</li> </ul>	<p>Diversified Career Technology</p>
<ul style="list-style-type: none"> <li>• Business Management - Entrepreneurship and Small Business Management</li> <li>Business Operations - Entrepreneurship and Small Business Management</li> </ul>	<p>Diversified Career Technology</p>
<ul style="list-style-type: none"> <li>• Business Management - Entrepreneurship and Small Business Management</li> <li>Business Operations - Entrepreneurship and Small Business Management</li> </ul>	<p>Academy of Business Ownership</p>
<ul style="list-style-type: none"> <li>• Internet Services Technology</li> <li>Networking Services Technology</li> </ul>	<p>Digital Design</p>
<ul style="list-style-type: none"> <li>• Internet Services Technology</li> <li>Networking Services Technology</li> </ul>	<p>New Media</p>

<ul style="list-style-type: none"> <li>• Early Childhood Education A.S.</li> <li>• Early Childhood Education A.A.S</li> <li>• Early Intervention Certificate</li> </ul>	Early Childhood Education
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School Board of Bradford County

<ul style="list-style-type: none"> <li>• Dental Assisting Certificate</li> <li>• Dental Hygiene A.S./A.A.S.</li> <li>• Cardiovascular Technology A.S./A.A.S.</li> <li>• Nuclear Medicine A.S./A.A.S.</li> <li>• Respiratory Care A.S./A.A.S.</li> <li>• Radiography A.S./A.A.S.</li> <li>• Nursing A.S.</li> <li>• Surgical Technology Certificate</li> </ul>	Administrative Assistant
<ul style="list-style-type: none"> <li>• Dental Hygiene A.S./A.A.S.</li> <li>• Dental Assisting Certificate</li> </ul>	Dental Aide
<ul style="list-style-type: none"> <li>• Biotechnology Laboratory Technician A.S.</li> </ul>	Nursing Assistant
<ul style="list-style-type: none"> <li>• Cardiovascular Technology A.S./A.A.S.</li> <li>• Nuclear Medicine A.S./A.A.S.</li> <li>• Respiratory Care A.S./A.A.S.</li> <li>• Radiography A.S./A.A.S.</li> </ul>	Nursing Assistant
<ul style="list-style-type: none"> <li>• Nursing A.S.</li> </ul>	Nursing Assistant
<ul style="list-style-type: none"> <li>• Practical Nursing Certificate</li> <li>• Surgical Technology Certificate</li> </ul>	Nursing Assistant
<ul style="list-style-type: none"> <li>• Early Childhood Education A.S.</li> <li>• Early Childhood Education A.A.S</li> <li>• Early Intervention Certificate</li> </ul>	Early Childhood Education

School Board of Citrus County

<ul style="list-style-type: none"> <li>• Dental Hygiene A.S./A.A.S.</li> </ul>	Dental Aide
<ul style="list-style-type: none"> <li>• Cardiovascular Technology A.S./A.A.S.</li> <li>• Nuclear Medicine A.S./A.A.S.</li> <li>• Respiratory Care A.S./A.A.S.</li> <li>• Radiography A.S./A.A.S.</li> </ul>	Nursing Assistant
<ul style="list-style-type: none"> <li>• Biotechnology Laboratory Technician A.S.</li> </ul>	Nursing Assistant

School Board of Columbia County

<ul style="list-style-type: none"> <li>• Dental Hygiene A.S./A.A.S.</li> <li>• Dental Assisting Certificate</li> </ul>	Dental Aide
<ul style="list-style-type: none"> <li>• Cardiovascular Technology A.S./A.A.S.</li> <li>• Nuclear Medicine A.S./A.A.S.</li> <li>• Respiratory Care A.S./A.A.S.</li> <li>• Radiography A.S./A.A.S.</li> </ul>	Nursing Assistant

• Biotechnology Laboratory Technician A.S.	Nursing Assistant
• Surgical Technology Certificate	Nursing Assistant

School Board of Dixie County

• Dental Hygiene A.S./A.A.S. Dental Assisting Certificate	Dental Aide
• 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
• Biotechnology Laboratory Technician A.S.	Nursing Assistant
• Surgical Technology Certificate	Nursing Assistant

School Board of Levy County

• Dental Hygiene A.S./A.A.S.	Dental Aide
• Cardiovascular Technology A.S./A.A.S. Nuclear Medicine A.S./A.A.S. Respiratory Care A.S./A.A.S.	Nursing Assistant
• Biotechnology Laboratory Technician A.S.	Nursing Assistant



## CONSENT

District Board of Trustees  
February 16, 2010

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)

402.718, 09-10

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The individuals listed below are being recommended for appointment for 2009-2010, or a portion of the 2009-2010 year, as stated in the individual employee's contract.

### **Appointment Part-time**

Jay Adams-Feuer  
Randeal Aldridge  
John Axe, Jr.  
Bhaskar Bandyopadhyay  
Douglas Barlow  
Pamela Barr  
Lilliana Bell  
Nicole Benda  
James Birdsall  
Cynthia Boucher  
Brian Buckles  
Thomas Bullard  
Elizabeth Deimeke  
Lisa Denning  
Mohammed DaCosta  
Joseph Doyle  
Stuart Estes  
Blair Ettinger  
Brent Ferraro

Patsy Frenchman  
Jeanne Glogowski  
Kathleen Gross  
Cortney Grubbs  
Dale Gunnoe  
Romina Gutierrez  
Albert Haddad, Sr.  
Gary Hardesty  
Melanie Harris  
Daniel Harmeling  
Constance Hreha  
Michael Ivey  
James Jessup  
Laura Jordan  
Anisha Kinra  
Sherry Lindsay  
James Mabry  
Melissa Magel  
Nancy Marzouk

Lee McDowell  
Barbara McGraw  
David A. McKinney  
Charles Meyer  
Gerald Murphy  
Warren Nielsen  
Elizabeth Palmer  
Amber Pena  
Margarita Perez-Mena  
William Pokorny  
Corrie Rakvin  
Paloma Rodriguez  
Karen Ross  
Erin Silverman  
Jennifer Sirera  
Patricia Toth  
Ivan Valverde  
Jay Weininger  
Samuel Wicks

### **Board Action Requested:**

**Approval**

**C O N S E N T**

District Board of Trustees  
February 16, 2010

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)

411.323, 09-10

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The individuals listed below are being recommended for appointment for 2009-2010, or a portion of the 2009-2010 year, as stated in the individual employee's contract.

**Technical/Professional**

Name

Position

**Full Time**

Appointment

Christine Borden <i>M.Ed., Florida Atlantic University</i>	Advising Specialist, Academic Foundations
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Promotion

Thaddeus Suggs <i>B.S., St. Petersburg College</i>	Telecom Specialist, Information Technology Services
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**Part Time**

Linda Archer	Specialist for Academic Foundations
Meredith Collins	Specialist for the Writing Lab
Gustavo Rivera	Specialist for the Downtown Lab
Barbara Stakely	Specialist for the ESL Lab
Julie Thomas	Specialist for Academic Foundations

**Board Action Requested:**

**Approval**

**C O N S E N T**

District Board of Trustees  
February 16, 2010

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

404.388, 09-10

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The individuals listed below are being recommended for appointment for 2009-2010, or a portion of the 2009-2010 year, as stated in the individual employee's contract.

**Community Education**

<u>Name</u>	<u>Course</u>
Gayle Ambrose	Crocheting
P. Emil Raab	Small Arc Welding
William Register	Pool and Billards
Diane Yazedjian	French

**Board Action Requested:**

**Approval**

**C O N S E N T**

District Board of Trustees  
February 16, 2010

Agenda Item: 3.4

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

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Career Service Staff

403.478, 09-10

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The individuals listed below are being recommended for appointment or promotion.

**Full Time**

<u>Name</u>	<u>Position</u>
<u>Appointment</u>	
Charlene Larson	Custodian, Facilities Services
Gregory Lott	Custodian, Facilities Services
Michelle McCoy	Accountant, Office for Development
Ryan Woods	Police Lieutenant, Santa Fe College Police Department
<u>Promotion</u>	
Nancee Oftelie	Program Assistant, Office for Development

**Board Action Requested:**

**Approval**

## CONSENT

District Board of Trustees  
February 16, 2010

Agenda Item: 3.5

**College Goal: Sustainability Education and Operations - Create, develop, and enhance programs to reduce waste, conserve energy and green space, protect water resources, and promote wellness of students, faculty, and staff**

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Amendment #2 to the Agreement for Collection of Recyclables - The Arc of Alachua County

408.1829, 09-10

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The college has been pleased with the relationship that it has had with The Arc of Alachua County for the past year. This second amendment to the agreement changes the term of the agreement from an annual arrangement to one that will automatically renew. A party may terminate the agreement for convenience upon thirty days' notice to the other. It also clarifies that The Arc will pick up recyclables at least three times a week rather than daily and specifies that they will provide the college with proof of insurance.

**Board Action Requested:**

**Approval**

## C O N S E N T

District Board of Trustees  
February 16, 2010

Agenda Item: 3.6

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

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Agreement with University of Florida for Student Internship - Athletics

408.1831, 09-10

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This is a continuation of the arrangement the college has had with the University of Florida where UF students in the Department of Tourism, Recreation, and Sport Management serve as interns in the Santa Fe Athletic Department. There is no cost to the college; the term of the agreement is for one year.

**Board Action Requested:**

**Approval**

## CONSENT

District Board of Trustees  
February 16, 2010

Agenda Item: 3.7

**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

409.1781, 09-10

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The purpose of this project is to provide tuition, books, lab, and technology fees to individuals in Santa Fe College's Displaced Homemakers Program who are not eligible for financial aid, and to provide general operating funds for the 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 topics of job counseling designed for a person entering the job market after a number of years as a homemaker, financial management, outreach and information, educational exploration, and job training and placement, including employability skills and basic computer skills. This comprehensive program is designed to assist the individual toward independence and economic security. Approximately 25 displaced homemakers will benefit from the educational assistance program and 100 will benefit from the general operating funds.

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, 2010, through May 31, 2011.

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 16, 2010

Agenda Item: 3.8

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

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Warrants Issued for January 2010

208.465, 09-10

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A listing of all disbursements issued from January 1 through January 31, 2010, is available at this meeting for the board's information. The amount disbursed was \$ 20,610,475.77.

Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	645919 - 658404
Payroll	3904 - 4074

Electronic Transfers

56923 - 59234

**Board Action Requested:**

**Approval**



**C O N S E N T**

District Board of Trustees  
February 16, 2010

Agenda Item: 3.9

***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 2010

202.570, 09-10

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Below are the total amounts and a summary of purchases for the month of January 2010.

Purchasing	\$3,339,051.79
Risk Management Consortium	<u>30,578.00</u>
<b>Total</b>	<b><u>\$3,369,629.79</u></b>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y32014 (Fund 1)	\$ 26,765.00	Contract	University Air Center	Flight Training Services Aviation Program
Y32135 (Fund 1)	\$ 126,025.10	Exempt	Mainline Information Systems	Data Storage Software Buildings D and K Information Technology
Y32136 (Fund 1)	\$ 32,039.28	Exempt	Mainline Information Systems	Data Storage Hardware Support - Building D Information Technology
Y32137 (Fund 1)	\$ 26,373.72	Exempt	Mainline Information Systems	Data Storage Hardware Support - Building K
Y32138 (Fund 1)	\$ 49,841.85	Exempt	Mainline Information Systems	Data Storage - Network and Server Hardware Buildings D and K Information Technology
Y32139 (Fund 1)	\$ 77,424.70	Exempt	Mainline Information Systems	Data Storage Hardware Building K Information Technology
Y32140 (Fund 1)	\$ 103,431.55	Exempt	Mainline Information Systems	Data Storage Hardware Building D Information Technology
Y32161 (Fund 7)	\$1,501,730.00	Contract	PPI Construction Management	Building L Air Handler Unit Replacement General Remodel/Renovation - Utilities

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y32162 (Fund 7)	\$ 56,790.00	Contract	Affiliated Engineers	Building D Heat Pump Engineering Services General Remodel/Renovation - HVAC
Y32177 (Fund 1)	\$ 41,340.00	Exempt	Everything Maintenance	McAfee Upgrade Information Technology
Y32264 (Fund 7)	\$ 82,928.05	Contract	Namasco Corporation	Direct Purchase - Structural Steel Fine Arts Hall
Y32270 (Fund 7)	\$ 113,430.90	Contract	HD Supply	Direct Purchase - Switchgear Fine Arts Hall
Y32274 (Fund 7)	\$ 170,000.00	Contract	Graybar Electric	Direct Purchase - Light Fixtures Fine Arts Hall
Y32275 (Fund 7)	\$ 394,396.29	Contract	Pro Sound, Inc.	Direct Purchase - Audio/Visual Package Fine Arts Hall
Y32277 (Fund 7)	\$ 36,985.01	Contract	Ferguson Enterprises, Inc.	Direct Purchase - Pipes and Fittings Fine Arts Hall
Y32279 (Fund 1)	\$ 26,765.00	Contract	University Air Center	Flight Training Services Aviation Program

\$2,866,266.45

Purchase orders for previously awarded contracts: 4  
 Number of purchase orders \$0-\$25,000: 323

Amount: \$ 37,771.09  
 Amount: \$465,592.25

**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 2010-2011

402.719, 09-10

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The following faculty members have successfully completed three years of instructional service to the college with positive annual evaluations. This three-year evaluation process culminated with an extensive self evaluation, peer review, and, ultimately, a peer vote. Based on satisfactory evaluation, affirmative peer vote, review, and recommendation by the academic department supervisor with the support of the Provost and Vice President for Academic Affairs and the college President, the following individuals are recommended for continuing contracts beginning in the 2010-2011 contract year.

(The names will be available at the meeting. If we receive them prior to Tuesday, we will e-mail them to you.)

**Board Action Requested:**

**Approval**

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

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Approval of Facilities Master Plan

412.1067, 09-10

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Project Description:

This project involves the development of a facilities master plan for the Northwest Campus as well as all of the centers in Alachua and Bradford counties.

Project Status:

Following the selection of an architect to develop the college's master plan, the president appointed a steering committee of college faculty and staff to shepherd the process from concept to completion. That process for the committee took nearly two years and involved numerous meetings and charrettes. That process also included two board workshops, one on November 10, 2009, and one on January 11, 2010. The culmination of that work is in the final master plan presented to the board at this meeting.

**Board Action Requested:**

**Approval of master plan**

***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, 2010

201.684, 09-10

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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, 2010. The following summary provides a comparison of actual revenues and expenditures for 2009-2010 vs. 2008-2009.

	2009-2010		2008-2009	
	<u>Dollar Amount</u>	<u>Percent of Budget</u>	<u>Dollar Amount</u>	<u>Percent of Total Year</u>
Revenue	46,436,473	69.29	42,308,938	65.65
Expenditures	30,510,626	43.69	31,304,784	49.59

**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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Colonel Harry M. Hatcher, Jr. Property Survey 10-05

200.766, 09-10

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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. The board is informed of the requests approved by the Property Survey Committee and the request of surplus that needs the approval of the board.

The Property Survey Committee met by e-mail on January 19, 2010, to consider departmental requests to be relieved from inventory accountability. The committee members approved the following requests to remove the items listed below from the active property control inventory records. A detailed list of all items is attached.

Category	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 Financial Records
Surplus Property	3	\$40,934.33	\$40,934.33	\$0.00
<b>TOTAL</b>	<b><u>3</u></b>	<b><u>\$40,934.33</u></b>	<b><u>\$40,934.33</u></b>	<b><u>\$0.00</u></b>

**Notes**

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.

**Board Action Requested:**

**Approval**

**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, 2009

201.685, 09-10

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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 2009	(0.45%)
Interest earnings, quarter	\$0
Interest earnings, fiscal year to date	\$0

Demand deposits maintained in the board's operating funds account with SunTrust Bank through August 31, 2009. Balances earned interest at the weekly average federal funds effective rate less 15 basis points.

Interest earnings, July 1, 2009, through August 31, 2009	\$228
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Short-term investments maintained in the Florida State Board of Administration Local Government Surplus Trust Fund Investment pool (LGIP-Pool A).

Interest rate, Pool A, at December 31, 2009	0.21%
Interest earnings, quarter	\$4,423
Interest earnings, fiscal year to date	\$11,462

Short-term investments are maintained in the Florida State Board of Administration Local Government Surplus Trust Fund Investment pool (LGIP-Pool B). Funds are recorded at estimated fair value each month.

Fair value factor, at December 31, 2009	64.9%
Interest earnings, quarter	\$81,867
Interest earnings, fiscal year to date	\$124,296

Capital Improvement Fee Bond proceeds and short-term investments are maintained in the Florida Division of Treasury Special Purpose Investment Pool. These funds are available for transfer to the demand deposit account when requested or needed to cover vendor payments related to projects. Funds are recorded at cost each month.

Interest rate, gross, at December 31, 2009	2.11%
Interest earnings, quarter	\$213,453
Interest earnings, fiscal year to date	\$408,053

Long-term investments are managed through the investment advisory agreement with Wells Fargo & Company. 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.

Report of Investments, continued

Average life	1.80 years
Yield-to-maturity at cost	2.60%
Earnings, quarter	\$11,341
Earnings, fiscal year to date	\$79,400

Interest Earnings Comparison:

Total interest earnings fiscal year to date 2009/2010	\$623,439
Total interest earnings fiscal year to date 2008/2009	\$672,166

**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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Addendum to Florida College System Risk Management Consortium Agreement 209.176, 09-10  
for Professional/Technical Services to Designate Reserves

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The college's existing fiscal agency agreement with the Florida College System 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, 2010, and recommended approval of the proposed casualty insurance program agreement. Final approval of the March 1, 2010, through February 28, 2011, casualty insurance program occurred at the Council of Presidents February 4, 2010, meeting.

**Board Action Requested:**

**Approval**

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Emergency Contract Authority

408.1830, 09-10

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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 2010 415.129, 09-10

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As required by the State Board of Education regulations, the schedule of Community and Continuing Education EnRich! courses for spring A term 2010 is presented for board information and approval. Term dates are April 10 through May 21, 2010, with registrations beginning March 17 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 Nursing Equipment Funds

400.538, 09-10

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The Santa Fe College Foundation requests permission to expend a total of \$16,774.95 from the Dr. Philip Benjamin Matching Grant Program to benefit the students and faculty of the Nursing programs. The enhancement funds will benefit approximately 325 nursing students.

Item descriptions/costs:

1 Alaris System (peds/adult/pca electronic pump)	\$11,880.00
2 Laerdal NG/Trach Simulator (\$1,180ea + S&H)	2,396.35
1 (3-M) Black Littman Teaching Stethoscope	105.00
36 Mabis Black Single Head Stethoscope @ \$3.95	142.20
1 Welch Allyn Tycos BP Unit Adult	170.00
2 Welch Allyn SureTemp Plus Thermometer@\$261	522.00
5 Welch Allyn Thermoscan Ear Thermometer@\$195	975.00
1 Exergen Temporal Scanner Professional Model	<u>584.40</u>
<b>Total purchase amount</b>	<b><u>\$16,774.95</u></b>

**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 Automotive Equipment Funds

400.539, 09-10

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The Santa Fe College Foundation requests permission to expend a total of \$15,000 from the Dr. Philip Benjamin Matching Grant Program to benefit the students and faculty in the Automotive Department. The enhancement funds will benefit approximately 70 students.

Item description/cost:

The funds will be used to purchase of a pre-owned Toyota Prius hybrid vehicle for students in the Santa Fe College Automotive Technology Associate in Applied Science Degree program and certificate program. The vehicle will be used to train students in hybrid vehicle operation, diagnosis, and repair. These skills are necessary to gain employment in the automotive repair field.

Total purchase amount: \$15,000

**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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Study-Abroad Programs to the Ukraine, China, England, Ghana, and Paris, Florence, 101.68, 09-10 and Rome

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In accordance with State Board of Education Rule 6H-1.017, FAC, the college requests approval to conduct out-of-district instruction for the courses below. Upon approval of the Board of Trustees, these requests will be submitted to the State Board of Education.

Business in the Ukraine (Introduction to Business - GEB 1011) May 17 - 28, 2010

In accordance with the three-year Memorandum of Understanding established between Santa Fe and Community Colleges for International Development (CCID), Santa Fe continues to participate in a three-college "troika" partnership allowing students to study business practices in Ukraine. Participating students will examine manufacturing, agriculture, and trade within an international setting, as well as within the context of a developing market economy.

Humanities and Politics in China (Group Study in Asian Humanities - Hum 2930)

May 27 - June 11, 2010

To capitalize on the Memorandum of Understanding recently established with Beijing Union University (BUU), Santa Fe will conduct a study-abroad program in Beijing and Xi'an that will be carried out in partnership with BUU. In an interdisciplinary course of study, students will gain exposure to Chinese language, arts, history, religion, social trends, education, business, and the natural environment. Instruction will be provided jointly by staff from SF and BUU.

Humanities and Composition in England (LIT 2013, Survey of English Literature - 3 credits)

June 6 - 15, 2010

Designed around an embedded trip to London, this program is a learning community comprised of two complementary general education courses (both writing intensive). One class will trace how the concept of individuality emerged in the extraordinary art, architecture, and culture of London while the other class will delve into the ordinary lives of innumerable unnamed people who left their mark on this city. Students will be strongly encouraged to take both courses and earn six credits. Those students enrolled in only one course are required to participate in all site visits and group activities on the trip. Each class will have a month of class time before the trip to research and absorb pertinent information before becoming absorbed in the adventure of the trip. Five days post-trip will allow students to complete all written work - and continue to explore how this international experience has opened up new paths for life-long learning.

Sociology and Geography in Ghana (SGY2000, Intro to Sociology, and GEO2420, Cultural Geography). May 17 - 27, 2010

Students will immerse themselves in Ghanaian culture while learning about social norms, structures, and problems, as well as the cultural geography and environmental interactions of a prominent West African culture. By lodging on the campus of the Kokrobitey Institute, engaging in traditional activities, working on community projects with local Ghanaians, and attending lectures offered by Ghanaian scholars, students will gain first-hand insight into a non-Western culture.

Art Appreciation in Paris, Florence and Rome (Art Appreciation - ARH1000) May 17 - 27, 2010

This program will allow SF students to experience the birthplace of Western art firsthand. The sites chosen for instruction include some of the world's greatest collections of antiquities, painting, sculpture, and decorative arts (e.g., the Louvre, Uffizi, and Vatican museums), as well as hallmarks of architecture. Students will study genres, styles, subjects, and media of the visual arts from the classical through the modern periods.

**Board Approval Requested:**

**Approval**

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

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Accreditation from Association of Zoos and Aquariums - SF Teaching Zoo

100.24, 09-10

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The Santa Fe Teaching Zoo, which serves as the teaching laboratory for the Zoo Animal Technology program, is seeking accreditation from the Association of Zoos and Aquariums (AZA). The accreditation process includes a self-study report, a site visit by zoo professionals representing the association, and action by the Committee on Accreditation at the next annual meeting of the AZA.

The AZA process is not a renewal process. Even though the Teaching Zoo is currently accredited, it must submit a new application for accreditation each time. The funds required for the process include:

1. Application fee of \$1,500
2. Travel for the visiting team, \$1,500 deposit

The governing authority for the applicant zoo (here the District Board of Trustees) indicates its agreement with the following provisions by signing the application. The governing authority must be supportive of the institution's decision to abide by:

- The AZA Code of Ethics, Acquisition and Disposition Policy, Accreditation 2010 Accreditation Guide, page 31
- The AZA Standards, and Charter and Bylaws, and must recognize and support the institution's goals and objectives.

Among the things that will be closely examined are:

1. The governing authority's perception of what the director's role is in the decision-making process
2. The process of hiring and firing personnel
3. The lines of authority for acquisition and disposition of animals
4. The relationship between the governing authority and the director
5. The levels of control on the part of the governing authority, and whether they are appropriate or inappropriate
6. The governing authority's role in the day-to-day management of the institution, including staff and programs

**Board Approval Requested:**

**Approval**



District Board of Trustees  
February 16, 2010

Agenda Item: 8.1

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

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Non-Clinical Student Affiliation Agreement with Select Specialty Hospital -  
Gainesville, Inc. - Health Information Technology Management

408.1832, 09-10

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This agreement with Select Specialty Hospital will provide students in Santa Fe's Health Information Technology Management program with a required observational learning experience in a health care setting. The term is for one year and shall automatically renew for additional one-year terms unless terminated by either party.

**Board Action Requested:**

**Approval**

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

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SF- UF Memorandum of Agreement - Building H Renovation

408.1833, 09-10

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Santa Fe College and University of Florida have determined that students at both the college and the university would benefit from having a large multipurpose study lounge, recruitment and reception area, along with some small group or office areas, in building H on the college's Northwest Campus. UF has agreed to contribute funds for the renovation, although ownership will remain vested in SF at all times. This type of arrangement would establish a UF presence on the SF campus in furtherance of many existing collaborative educational efforts between the two institutions. The MOU will help to ensure that SF students to have expanded access to the wide range of baccalaureate degree programs offered by UF. Having this facility on campus will promote the unique relationship between the two institutions and the distance education programs Santa Fe students can easily access. Information will also be provided that publicizes the ability of SF graduates to participate in university campus life while enrolled as UF distance education 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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Information Technology Professionals in Health Care: Community College 409.1782, 09-10  
Consortia to Educate Information Technology Professionals in Health Care -- Grant

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The purpose of this project is to help develop and strengthen the health information technology (Health IT) community by rapidly creating health IT education and training programs at community colleges or expanding existing programs. Community colleges funded under this program will establish intensive, non-degree training programs that can be completed in six months or less. Training will begin by September 30, 2010.

Santa Fe College submitted partner applications to three lead applications in the defined U.S. Region 5 (Southeast United States): Macon State College (GA); Pitt Community College (NC); and the University of Texas Health Science Center at Houston. Only one applicant will be awarded in this Region 5.

As a collaborative partner site with expertise in health information technology, Santa Fe College will recruit, train, and assist with job placement for 150 students each year for two years. Nationally developed educational materials will be an additional resource and Santa Fe will collaborate with other consortium members for evaluation and dissemination.

The amount of funds requested from the U.S. Department of Health and Human Services, Office of the National Coordinator, through the University of Texas as fiscal agent, is \$499,087 for year one. Total funds requested for the two-year project is \$997,969. Grant budgets and statement of work will be similar if awarded to Macon State College or Pitt Community College as lead agency. This initiative is funded by the American Recovery and Reinvestment Act (ARRA) of 2009 (Stimulus Funds).

Duration of this project is April 1, 2010, through March 31, 2011.

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***

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Information Technology Professionals in Health Care: Curriculum Development 409.1783, 09-10  
Centers -- Grant

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The purpose of this project is to support health information technology curriculum development in content areas that will be used for six-month training at community colleges around the nation. Santa Fe College submitted an application as a partner college to East Carolina University College of Allied Health Sciences, which would serve as the lead fiscal agent and national center applicant. Through its participation as a partner college, Santa Fe will provide data and information for analysis and design of the curriculum to ensure its effectiveness for our students, provide evaluative feedback on various versions of materials, conduct beta and pilot tests of the curriculum, and participate in the evaluation of the developed curriculum.

The amount of funds requested from the U.S. Department of Health and Human Services, Office of the National Coordinator, through East Carolina University as fiscal agent, is \$95,688 for year one. Total funds requested for the two-year project is \$178,138. This initiative is funded by the American Recovery and Reinvestment Act (ARRA) of 2009 (Stimulus Funds).

Duration of this project is April 1, 2010, through March 31, 2011.

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***

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Weatherization Assistance Program Training Centers and Programs -- Grant 409.1784, 09-10

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The purpose of this project is to develop new or expand existing weatherization training centers and training programs. The project will develop low-income weatherization training centers or programs that provide accelerated, standardized, and multi-tiered weatherization training using a combination of classroom, online, and hands-on learning tools.

Santa Fe College submitted partner applications to the University of Florida, Program for Resource Efficient Communities, and to Tallahassee Community College, both as lead applicants and fiscal agents. Santa Fe's role will be to conduct weatherization training in our region, assist with curriculum development, and coordinate activities with other partners and stakeholders.

The amount of funds requested from U.S. Department of Energy, National Energy Technology Laboratory, through the University of Florida as fiscal agent, is \$233,625 with an in-kind cost-share match of \$52,143 over the two-year project. The grant budget and scope of work will be similar if the lead applicant is awarded to Tallahassee Community College. This initiative is funded through the American Recovery and Reinvestment Act (ARRA) of 2009 (Stimulus Funds).

Duration of this project is June 1, 2010, through May 31, 2011.

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.**