



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of April 20, 2010, at 4 p.m.
Andrews Center Cultural Building, Starke, Florida**

Agenda

Adoption of Agenda

Agenda Item: 1.1
418.484, 09-10

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Board Meeting of April 20, 2010
- 1.2 Approval of Board Meeting Minutes of February 16, 2010

2. Information Items

- 2.1 President's Report
- 2.2 Standardized Health Sciences Clinical Facilities Use Agreement with Marion Community Hospital, Inc., d.b.a. West Marion Community Hospital - Nuclear Medicine
- 2.3 Career Pathway Articulation Agreements with the School Boards of Alachua, Baker, Bradford, Citrus, Columbia, Dixie, Gilchrist, Levy, Madison, Suwannee, Taylor, and Union 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 Ratification of Emergency Agreement: Professional Services Agreement with Nelnet Business Solutions - Guaranteed Tuition Installment Plan
Ratification of Resolution in Honor of the Inauguration of Dr. Anne M. Kress as President of Monroe Community College
- 3.6 Carl D. Perkins Career and Technical Education Postsecondary Programs
Section 132, 2008-2009 Roll Forward Funds
- 3.7 American Association of Community Colleges Plus 50 Initiative -- Grant
- 3.8 Enterprise Rent A Car DBA EAN Services, Damage Recovery Unit Quick Response Training -- Grant
- 3.9 Santa Fe College Spring Arts Festival -- Grant
- 3.10 Lydia Stokes Foundation: Displaced Homemaker Program -- Grant

Finance/Business Affairs Items

- 3.11 Warrants Issued for February and March 2010
- 3.12 Report of Purchases for February and March 2010

4. Facilities Items

- 4.1 Buildings A and D Reroofing Project - Budget
- 4.2 Charles R. Perry Construction Institute - Accept as Complete
- 4.3 Charles R. and Nancy V. Perry Center for Emerging Technologies Laboratory Wing Expansion - Budget and Permission to Advertise, Select, and Negotiate a Contract

5. Finance/Business Affairs Items

- 5.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of March 31, 2010
- 5.2 Colonel Harry M. Hatcher, Jr., Property Survey 10-06

6. General Institutional Items

- 6.1 Advisory Committee Appointments: Blount Center
- 6.2 Summer Flex Hours Proposal
- 6.3 New Degree Track: Associate of Science in Aviation Management
- 6.4 New Bachelors Program: Bachelor of Science in Early Childhood Education
- 6.5 Request for Approval to Expend Charles R. Perry Construction Institute Funds
- 6.6 Emergency Signature Authority for Use Between Board Meetings

7. Contracts/Grants

- 7.1 Web Site Agreement with The National Endowment for Financial Education - CashCourse.org
- 7.2 Agreement with Coordinated Benefit Plans, LLC - Insurance for International Students
- 7.3 Clinical Laboratory Sciences Program -- Grant
- 7.4 Developmental Education Initiative Redesign Project -- Grant
- 7.5 Maine Community Foundation: Displaced Homemaker Program -- Grant

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

9. Citizen's Requests

10. Adjournment

Board Action Requested:

Approval

Approval of Board Meeting Minutes of February 16, 2010

401.474, 09-10

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held February 16, 2010, are presented for approval.

Board Action Requested:

Approval

President's Report

Information Item

The president will discuss a variety of informational topics.

The presentation for today's meeting will be presented by Ms. Kendra Riley on the Upward Bound program.

District Board of Trustees
April 20, 2010

Agenda Item: 2.2

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

Standardized Health Sciences Clinical Facilities Use Agreement with
Marion Community Hospital, Inc., d.b.a. West Marion Community Hospital -
Nuclear Medicine

Information Item
408.1834, 09-10

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 Marion Community Hospital, Inc., d.b.a. West Marion Community Hospital for students enrolled in the SF Nuclear Medicine program.

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

Career Pathway Articulation Agreements with the School Boards of Alachua, Baker, Bradford, Citrus, Columbia, Dixie, Gilchrist, Levy, Madison, Suwannee, Taylor, and Union Counties

Information Item
408.1835, 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, Baker, Bradford, Citrus, Columbia, Dixie, Gilchrist, Levy, Madison, Suwannee, Taylor, and Union counties.

School Board of Alachua County
Renewal

- Automotive Service Management Technology A.A.S. - Automotive Service Technology
Automotive Service Technology Certificate
- Biotechnology Laboratory Technician A.S. - Academy of Environmental Engineering
- Biotechnology Laboratory Technician A.S. - Industrial Biotechnology
- Dental Assisting Certificate - Dental Aide
Dental Hygiene A.S./A.A.S.
- Cardiovascular Technology A.S./A.A.S. - Allied Health Assisting
Nuclear Medicine A.S./A.A.S.
Respiratory Care A.S./A.A.S.
Radiography A.S./A.A.S.
- Nursing A.S. - Allied Health Assisting
- Practical Nursing Certificate - Allied Health Assisting
Surgical Technology Certificate
- Cardiovascular Technology A.S./A.A.S. - Nursing Assistant
Nuclear Medicine A.S./A.A.S.
Respiratory Care A.S./A.A.S.
Radiography A.S./A.A.S.
- Nursing A.S. - Nursing Assistant
- Practical Nursing Certificate - Nursing Assistant
Surgical Technology Certificate
- Building Construction Technology A.A.S. - Architectural Drafting
- Digital Media Technology - Academy of Information Technology
- Digital Media Technology - New Media Technology
- Digital Media Technology - Web Design
- Digital Media A.S. - Digital Design
- Networking Services Technology A.S. - PC Support
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

School Board of Baker County:
Renewal

- Automotive Service Technology Certificate - Automotive Service Technology
- Building Construction Technology A.A.S. - Carpentry

New

- Dental Assisting Certificate
Dental Hygiene A.S./A.A.S. - Nursing Assistant
- Biotechnology Laboratory Technician A.S. - Nursing Assistant
- Cardiovascular Technology A.S./A.A.S.
Nuclear Medicine A.S./A.A.S.
Respiratory Care A.S./A.A.S. - Nursing Assistant
- Surgical Technology Certificate - Nursing Assistant

School Board of Bradford County
Renewal

- Automotive Service Technology Certificate - Medium and Heavy Duty Bus and Truck Technician
- Building Construction Technology A.A.S. - Academy of Building Construction - secondary
- Building Construction Technology A.A.S. - Building Construction - postsecondary
- Criminal Justice Technology A.A.S. - Criminal Justice Operations
- Criminal Justice Technology A.S.
- Building Construction Technology A.A.S. - Architectural Drafting
- Digital Media Technology - Academy of Information Technology
- Digital Media Technology - New Media Technology
- Digital Media Technology - Web Design
- Networking Services Technology A.S.
Internet Services Technology A.S.
Information Technology Management Certificate
Information Technology Technician Certificate - PC Support
Information Technology Analysis Certificate
Information Technology Support Certificate
Crime Scene Technician Certificate

School Board of Citrus County:
Renewal

- Digital Media Technology - Communications Technology
- Digital Media Technology - Digital Design
- Digital Media Technology - New Media Technology
- Digital Media Technology - Web Design

School Board of Columbia County
Renewal

- Automotive Service Technology Certificate - Automotive Service Technology
- Biotechnology Laboratory Technician A.S. - Animal Science and Services

New

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

School Board of Dixie County
Renewal

- Legal Assisting A.S.
Legal Assisting A.A.S.
Legal Office Management Certificate - Business Supervision and Management
- Automotive Service Technology Certificate - Automotive Service Technology

School Board of Gilchrist County
Renewal

- Internet Services Technology A.S. - Administrative Assistant
- Health Informatics Technology A.S.
Health Informatics Specialist Certificate
Medical Coder/Biller Certificate - Administrative Assistant
- Legal Assisting A.S.
Legal Assisting A.A.S.
Legal Office Management Certificate - Administrative Assistant
- Building Construction Technology A.A.S. - Construction Technology
- Dental Hygiene A.S./A.A.S.
Dental Assisting Certificate - Dental Laboratory Assisting
- Cardiovascular Technology A.S./A.A.S.
Nuclear Medicine Technology A.S./A.A.S.
Radiography A.S./A.A.S. - Nursing Assistant
- Respiratory Care A.S./A.A.S. - Nursing Assistant
- Biotechnology Laboratory Technician A.S. - Nursing Assistant
- Surgical Technology Certificate - Nursing Assistant

New

- Building Construction Technology A.S. - Architectural Drafting

School Board of Levy County
Renewal

- Biotechnology Laboratory Technician - Agricultural Biotechnology
- Building Construction Technology A.A.S. - Building Construction Technology
- Digital Media Technology - Digital Design
- Digital Media Technology - New Media Technology

School Board of Madison County
New

- 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

School Board of Suwannee County

New

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

- Building Construction Technology (secondary)
- Building Construction Technology (postsecondary)

School Board of Taylor County:

Renewal

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

- Automotive Service Technology (secondary)
- Automotive Service Technology (postsecondary)
- Automotive Service Technology (secondary)
- Automotive Service Technology (postsecondary)

School Board of Union County

New

- Building Construction Technology A.A.S.

- Construction Academy

C O N S E N T

District Board of Trustees
April 20, 2010

Agenda Item: 3.1

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

Contract Staff (Faculty)

402.720, 09-10

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

Appointment

Full Time

<u>Name</u>	<u>Position</u>
Neil Weinstein <i>Ph.D, University of Florida</i>	Interim Assistant Professor, Physical Sciences

Part Time

Michael Bechard	Karin Fields	Reverend Moonoak
Joseph Belgrade	Arthur Grant	Carrie Pridgeon
Keith Bennett	Christian Grillasca	Andrea Rascovich
Georgia Bianchi	Alora Haynes	Wade Ring
Susan Block	Frederick Hayes	Leslie Rumbaut
Charles Bradley	Shawn Jacobs	Phil Scarpace
Robert Brown	Susan Jester	Matthew Shine
Jennifer Cassisi	Mary Keramidas	Mary Short
Kevin Chu	Walter Kirkconnell	Ellen Smith
Christian Ciaglia	Hollie Lepay Hill	Nancy Starrett
Kathleen Coyne-Russell	Shawna Mansfield	Paul Stephan
Karah Cripe	Douglas Massie	Leslie Viguers
James Ebbeling	John Marks	Anita Wise
William Erickson	Israel Mitchell	

^ Funded by student activity and service fees

Board Action Requested:

Approval

C O N S E N T

District Board of Trustees
April 20, 2010

Agenda Item: 3.2

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

Contract Staff (Administrative and Professional)

411.324, 09-10

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

Technical/Professional

Name

Position

Full Time

Appointment

- | | |
|--|---|
| * Brian Magness
<i>A.S., Kaplan University</i> | Interim Construction Specialist,
Construction and Technical Programs |
| * Tamsen Pintler
<i>4 Years Experience</i> | Interim Veteran's Advocate Specialist,
Veteran's Affairs Department |
| Anita Edwards
<i>M.B.A., Florida State University</i> | Coordinator, Student Financial Services,
Office for Finance |

Promotion

- | | |
|---|-------------------------------|
| ^ Scott Jamison
<i>B.S., University of Florida</i> | Program Specialist, Athletics |
|---|-------------------------------|

Part Time

- | | |
|-------------------|-------------------------------|
| Melina Jimenez | Specialist, Writing Lab |
| Bradley Joseph | Specialist, Writing Lab |
| Katharine Lewis | Specialist, Life Model |
| Emily O'Hearn | Specialist, Call Center |
| Meredith Richards | Specialist, Counseling Center |

* Grant funded

^ Funded by student activity and service fees

Board Action Requested:

Approval

C O N S E N T

District Board of Trustees
April 20, 2010

Agenda Item: 3.3

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

Community and Continuing Workforce Education Contract Staff

404.389, 09-10

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

<u>Name</u>	<u>Course</u>
Community Education	
Nicholas Iannelli	Open Air Pottery
Sharon Ritsema	Have Sleep Apnea?
Toni Shearer	Glass Beadmaking
Leslie Ward	Stained Glass Mosaics
Raymond Wennier	Backpacking/Hiking Basics
Continuing Workforce Development	
Evan Hurst	Continuing Education Specialist
Heather Rapp	Continuing Education Specialist
Michael Wohl	Continuing Education Specialist

Board Action Requested:

Approval

C O N S E N T

**District Board of Trustees
April 20, 2010**

Agenda Item: 3.4

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

Career Service Staff

403.479, 09-10

The individuals listed below are being recommended for appointment.

Appointment

<u>Name</u>	<u>Position</u>
Sukja Kwon	Toddler Teacher, Little School
Leila Boukari	Support Specialist II, Office for Development

Board Action Requested:

Approval

C O N S E N T

**District Board of Trustees
April 20, 2010**

Agenda Item: 3.5

Ratification of Emergency Agreement: Professional Services Agreement with Nelnet Business Solutions - Guaranteed Tuition Installment Plan	209.177, 09-10
Ratification of Resolution in Honor of the Inauguration of Dr. Anne M. Kress as President of Monroe Community College	400.542, 09-10

The board has authorized the chair, or vice chair in the chair's absence, to execute documents, contracts, and change orders requiring board approval during the period between the February and April meetings, which actions if delayed until the April meeting would create difficulties. The chair signed a professional services agreement with Nelnet Business Solutions for a guaranteed tuition installment plan. The chair also signed a resolution in honor of the inauguration of Dr. Anne Kress as President of Monroe Community College.

The justifications for the college to have the above-listed agreement and resolution executed prior to this meeting are set forth in the attached memoranda.

Board Action Requested:

Approval

CONSENT

District Board of Trustees
April 20, 2010

Agenda Item: 3.6

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

Carl D. Perkins Career and Technical Education Postsecondary Programs
Section 132, 2008-2009 Roll Forward Funds

409.1785, 09-10

Perkins Postsecondary 132 Roll Forward funds will be used to enhance the original project serving career and technical students. Increasing the personnel budget will provide for increased Career Pathways articulation/assessment opportunities. Increasing the current expense budget will provide for the following: educational and instructional materials, printing services for postsecondary career and technical education programs, in-district travel for Career Pathways teachers and proctors for college assessment, increased Tempforce service to enhance data collecting and reporting and secondary and postsecondary linkages, and a student field trip for the Science, Technology, Engineering, and Math (STEM) summer camp. Increasing the current capital outlay funding will provide equipment for programmatic and instructional purposes for career and technical programs. The Postsecondary 132 Roll Forward allocation for Bradford County School District is included and enhances their original project through purchased services.

The amount of funds requested from the State of Florida, Department of Education, Division of Community College and Workforce Education, is \$59,443, with no matching funds from Santa Fe College.

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
April 20, 2010

Agenda Item: 3.7

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

American Association of Community Colleges Plus 50 Initiative -- Grant

409.1786, 09-10

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

This project designates Santa Fe College as a Demonstration College and allows the college to expand and enhance its programs and services provided to the plus-50 population through SF academic and community education programs. The grant is designed to promote and increase services and learning opportunities for plus-50 adults through Career and Technical Education programs, community education, continuing education, employment assistance, wellness activities, cultural enrichment, and social interaction.

The amount of funds requested from the Atlantic Philanthropies, through the American Association of Community Colleges, is \$10,000, with no matching funds from Santa Fe College. This is year three of a three-year project. Total funding for the three-year project is \$40,000.

Duration of this project is April 16, 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.

CONSENT

District Board of Trustees
April 20, 2010

Agenda Item: 3.8

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

Enterprise Rent A Car DBA EAN Services, Damage Recovery Unit Quick
Response Training -- Grant

409.1787, 09-10

The Quick Response Training program is created to meet the workforce skill needs of existing, new, and expanding industries. The purpose of this project is to provide specialized and on-the-job training for approximately 160 new employees at the new Gainesville, Florida, Claims Processing Center for Enterprise Rent A Car DBA EAN Damage Recovery Unit. Workers will be trained in specialized skills associated with loss control and claims processing services for Enterprise, the largest car rental company in North America. This facility will service the Eastern Seaboard of the United States. This new facility will reduce costs, increase productivity, and improve customer service by centralizing the claims processing function. Grant funds will be used for instructional costs and educational materials. Santa Fe College will serve as the fiscal agent for Workforce Florida, Inc. and will provide no training. The Council for Economic Outreach facilitated development of this project with Santa Fe College.

The amount of funds requested from Workforce Florida, Inc. is \$102,395, with no matching funds from Santa Fe College.

Duration of this project is May 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.

C O N S E N T

District Board of Trustees
April 20, 2010

Agenda Item: 3.9

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

Santa Fe College Spring Arts Festival -- Grant

409.1788, 09-10

The purpose of this project is to request in-kind services from the City of Gainesville for the 2011 Santa Fe College Spring Arts Festival. The services requested include police security, maintenance and clean-up, traffic engineering, code enforcement, dumpsters, and the use of the city-owned Thomas Center. Approximately 130,000 area residents attend this festival annually. This is year one of a two-year project.

The amount of funds requested from the City of Gainesville is \$20,486, with no matching funds from Santa Fe College.

Duration of this project is July 1, 2010, through June 30, 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
April 20, 2010

Agenda Item: 3.10

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

Lydia Stokes Foundation: Displaced Homemaker Program -- Grant

409.1789, 09-10

The purpose of this grant is to help fund the general operating expenses of the Displaced Homemaker Program, which 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; job training and placement, including employability and basic computer skills; financial management; outreach and information; and education exploration. This comprehensive program is designed to assist the individual toward independence and economic security.

The amount of funds requested from the Lydia Stokes Foundation is \$5,000, with no matching funds from Santa Fe College.

Duration of this project is July 1, 2010, through June 30, 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
April 20, 2010

Agenda Item: 3.11

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

Warrants Issued for February and March 2010

208.466, 09-10

A listing of all disbursements issued from February 1 through March 31, 2010, is available at this meeting for the board's information.

For February 2010, the amount disbursed was \$10,461,937.46.

Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	658405 - 662639
Payroll	4075 - 4282, 4425 - 4585

Electronic Transfers

59235 - 62168

For March 2010, the amount disbursed was \$8,554,376.97.

Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	662640 - 665149
Payroll	4586 - 4872

Electronic Transfers

62169 - 65086

Additional Information: Payroll check numbers 4283 - 4424 consumed by print/bursting machine adjustment testing on February 11, 2010. Office for Finance has physical custody of voided checks consumed by test.

Board Action Requested:

Approval

C O N S E N T

District Board of Trustees
April 20, 2010

Agenda Item: 3.12

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

Report of Purchases for February and March 2010

202.571, 09-10

Below are the total amounts and a summary of purchases for the months of February and March 2010.

Purchasing	\$2,707,979.33
Risk Management Consortium	<u>409,632.95</u>
Total	<u>\$3,117,612.28</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y32299 (Fund 1)	\$ 130,799.06	Contract	Shell Office Systems	Document Imaging Conversion Human Resources
Y32332 (Fund 1)	\$ 34,220.40	Exempt	IBM Corporation	Passport Software Maintenance Information Technology
Y32356 (Fund 1)	\$ 140,474.18	Exempt	Apple Computer Inc.	Computers (77) Information Technology
Y32387 (Fund 7)	\$ 41,928.00	Contract	Alachua Environmental	Air Handler Replacement Asbestos Abatement - Building L General Renovation/Remodel
Y32418 (Fund 7)	\$ 41,968.11	Contract	Simplex Grinnell	Direct Purchase - Fire Alarm System Charles R. and Nancy V. Perry Center for Emerging Technologies
Y32446 (Fund 1)	\$ 56,904.48	Contract	Dell Marketing	Computers (48) Information Technology
Y32485 (Fund 7)	\$ 175,350.00	Contract	Tom Barrow Company	Direct Purchase - HVAC Equipment for AHU Replacement Project in Building L General Utilities Renovation/ Remodel
Y32486 (Fund 7)	\$ 102,708.00	Contract	Tom Barrow Company	Direct Purchase - HVAC Equipment for AHU Replacement Project in Building M General Renovation/Remodel

Y32487 (Fund 7)	\$ 52,578.00	Contract	Rexel Datacom	Direct Purchase - Electrical Light Fixtures for AHU Replacement Project in Building M General Renovation/Remodel
Y32598 (Fund 7)	\$ 395,000.00	Contract	Tom Barrow Company	Direct Purchase - AHUs, Fans, and Coils Package Fine Arts Hall
Y32599 (Fund 7)	\$ 68,970.00	Contract	HD Supply Electrical	Direct Purchase - Electrical Light Fixtures for AHU Replacement Project in Building L General Utilities Renovation/ Remodel
Y32600 (Fund 7)	\$ 247,425.00	Contract	Rayware Hardware, Inc.	Direct Purchase - Doors and Hardware Fine Arts Hall
Y32665 (Fund 1)	\$ 32,665.00	Contract	University Air Center	Flight Training Services Aviation Program
Y32716 (Fund 7)	\$ 88,344.00	Contract	Scherer Construction	Painting Northwest Campus General Maintenance
Y32723 (Fund 6)	\$ 152,650.00	Exempt	Fire Prevention Specialists	College SREF Inspection Risk Management Consortium
Y32727 (Fund 1)	\$ 59,471.00	Bid/ITN	Copytronics	Campus Printing Solution Information Technology
Y32729 (Fund 7)	\$ 108,108.98	Contract	Fisher Scientific	Lab Equipment Charles R. and Nancy V. Perry Center for Emerging Technologies
Y32758 (Fund 6)	\$ 219,822.00	Contract	Gallagher Bassett Services	Claims Administration Risk Management Consortium
Y32832 (Fund 1)	\$ 27,500.00	Exempt	Blackboard Connect, Inc.	Emergency Notification System Information Technology
<hr/>				
\$2,176,886.21				

Purchase orders for previously awarded contracts: 8
 Number of purchase orders \$0-\$25,000: 627

Amount: \$ 54,613.08
 Amount: \$886,112.99

Board Action Requested: Approval of report

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

Buildings A and D Reroofing Project - Budget

412.1068, 09-10

Project Description:

This project involves the design, tear off, and replacement of the building A roof and the adjoining concourse roof. Access to these roofs will be gained by crossing building D roof, which is at the end of its expected life as well. The combined square footage of this project is approximately 50,000 square feet. With over 500,000 square feet of roofs of varying ages on the Northwest Campus, it is imperative that the college replace one or two roofs every year.

Architect/engineer	Craig Salley, Architect
Contractor/construction manager	To be determined
Uniform building inspector	In-house
Estimated project budget	\$882,721
Source of funds	PECO

Project Status:

Based on the architect's estimate, as well as the results of the college's most recent roofing projects, the board is asked to approve a budget in the amount of \$882,721 for this project.

Board Action Requested:

Approval of the project budget in the amount of \$882,721

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

Charles R. Perry Construction Institute - Accept as Complete

412.1069, 09-10

Project Description:

This project consists of the construction of 23,437 gross square feet of vocational labs and classrooms in satisfaction of recommendations contained in the college's educational plant survey. It will be the first LEED Certified building designed and constructed by the college.

Architect/engineer		Ponikvar & Associates
Contractor/construction manager		PPI Construction Management
Uniform building code inspector		In-house
Revised budget		\$6,464,496
Actual costs		
Design	\$ 419,047	
Construction	\$5,571,342	
Furniture and equipment	\$ 349,494	
Miscellaneous	<u>\$ 16,614</u>	
Total		<u>\$6,356,497</u>
Savings		\$ 107,999
Funding		PECO, Other Local and Matching

Project Status:

This project was complete and serving students for the fall 2009 term; however, project savings allowed the college to observe that first semester and then respond to additional equipment needs to enhance the programs within the facility. College staff is requesting the board accept this project as complete.

Board Action Requested:

Approval to accept project as complete

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

Charles R. and Nancy V. Perry Center for Emerging Technologies Laboratory 412.1070, 09-10
Wing Expansion - Budget and Permission to Advertise, Select, and Negotiate a Contract

Project Description:

This project involves the design and construction of approximately 6,000 gross square feet of expansion to the laboratory wing at the Charles R. and Nancy V. Perry Center for Emerging Technologies in Alachua.

Architect/engineer	To be determined
Contractor/construction manager	To be determined
Uniform building inspector	In-house
Estimated project budget	\$ 2,226,667
Source of funds	EDA Grant/Matching Funds

Project Status:

The potential of this grant makes it possible to add two additional teaching laboratories to the center; one is to be dedicated to general biology and chemistry instruction while the second will be dedicated to biomedical engineering technology. There will also be additional classroom and faculty space in this expansion. College staff is asking the board to approve the project budget in the amount of \$2,226,667. College staff is also requesting permission to advertise, select, and negotiate for architectural and engineering design services, as well as construction management services concurrently.

Board Actions Requested:

- A. Approval of the estimated project budget in the amount of \$2,226,667**
- B. Permission to advertise, select, and negotiate a contract for design services**
- C. Permission to advertise, select, and negotiate a contract for construction management services**

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

Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of March 31, 2010 201.686, 09-10

The attached Fund 1 (Current Unrestricted) Revenue and Expenditure Report reflects the status of the college in relation to the percentage of unrealized and unencumbered funds as of March 31, 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	54,043,344	80.65	50,654,321	78.60
Expenditures	40,727,014	58.32	41,297,440	65.42

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 10-06

200.767, 09-10

Below and on the attached page 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 March 23, 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 from each category 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
Worn-Out Equipment with Salvageable Parts	1	\$ 7,500.00	\$ 7,500.00	\$0.00
Worn-Out Equipment with No Salvageable Parts	2	24,027.13	24,027.13	0.00
Surplus Property	<u>2</u>	<u>5,808.00</u>	<u>5,808.00</u>	<u>0.00</u>
TOTAL	<u>5</u>	<u>\$37,335.13</u>	<u>\$37,335.13</u>	<u>\$0.00</u>

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.

Board Action Requested:

Approval

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

Advisory Committee Appointments: Blount Center

417.87, 09-10

The following advisory committee appointments are being recommended to the Santa Fe Board of Trustees for membership through June 30, 2012. All members have been contacted and have agreed to serve.

New Members

Mr. John Alexander, Educational Coordinator, Riechart House, Gainesville
Mr. Kali Blount, Community Activist and Registered Nurse, Gainesville
Ms. Florida Bridgewater-Alford, Director, Community Relations, University of Florida, Gainesville
Ms. Vivian Filer, Retired Santa Fe College Instructor, Community Activist, Gainesville
Ms. Dee Henrichs, Historic Preservation Planner, City of Gainesville, Community Development Department, Gainesville
Ms. Nkwanda Jah, Director of Cultural Arts Coalition, Gainesville
Mr. Tony Jones, Chief, Gainesville Police Department, Gainesville
Ms. Diyonne McGraw, Rodney Long Realty, Gainesville
Ms. Gail Monahan, Executive Director, Gainesville Housing Authority, Gainesville
Ms. Valerie Phillips, Restaurant Owner, Caribbean Queen, Gainesville
The Reverend Robinsky A. Reed, Pastor, Hope for the World Church, Gainesville
Ms. Barbara Sharpe, School Board Member and Business Owner, Gainesville
Ms. Kim Tesch-Vaught, Senior Director, Workforce Development, Gainesville Area Chamber of Commerce, Gainesville
Ms. Ann Weigl, Santa Fe College
Dr. D. R. Williams, Pastor, Temple Church of God in Christ, Gainesville
Ms. Mamie Williams, Retired Educator, Gainesville
Ms. Rosa Williams, Coordinator, Volunteer Services, and Community Activist, Tacachale, Gainesville

Board Action Requested:

Approval

Summer Flex Hours Proposal

400.542, 09-10

A proposal for optional flex scheduling from May 10 through August 13, 2010, is recommended. The weeks of May 31 through June 4 and July 5 through July 9 are excluded from the summer flex schedule due to the Memorial Day and July 4 holidays. The proposal comes with the following caveats:

- A. It applies only to 12-month employees.
- B. It is based on four ten-hour work days.

Suggested work plan options:

- Monday through Friday 7:30 am to 6:00 pm
With any day (Monday, Tuesday, Wednesday, Thursday, or Friday) off per week
 - Monday through Friday 7:00 am to 5:30 pm
With any day (Monday, Tuesday, Wednesday, Thursday, or Friday) off per week
- C. It can be any combination of days and time that equal 40 hours, as approved by the appropriate department head and Human Resources.
 - D. Supervisors may require employees to return to the regular workweek if option is not serving students and the college in a favorable manner.

Board Action Requested:

Approval

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

New Degree Track: Associate of Science in Aviation Management

101.69, 09-10

The faculty and leadership of Santa Fe's aviation program propose the addition of a new Associate of Science degree track in Aviation Management that will complement and parallel the existing Associate of Science degree in Pilot Technology.

The new degree will serve students with general interests in aviation and airport management careers that do not necessarily involve flight training. This program will allow students to pursue aviation career tracks such as airline management, airport management, careers within the Federal Aviation Administration, the Transportation Security Administration, and so forth. In addition, the program will provide an opportunity for students unable to afford the high cost of flight training (approximately \$20,000) to complete a degree and pursue a career in aviation.

This currently untapped area of student interest has the potential for significant program growth; the interest among veterans returning to college following military service is likely to be high. Further, according to the Florida Agency for Workforce Innovation, there are 10,500 potential jobs associated with aviation management statewide. The new program track will more than double the potential placement options for SF aviation students.

Most of the core courses required for the Aviation Management program already exist in the college's Pilot Technology program. However, four new didactic courses will also be created, and a professional internship will be required in lieu of the flight courses required for the Pilot Technology program. Two of the new courses would be offered each semester, and part-time faculty members are already available to handle the increased instructional load.

Board Action Requested:

Approval

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

New Bachelors Program: Bachelor of Science in Early Childhood Education

101.70, 09-10

In accordance with section 1007.3, Florida Statutes, consent is requested to offer a new baccalaureate program at Santa Fe College: Bachelor of Science in Early Childhood Education, Birth - 4 years.

The Santa Fe Early Childhood program has a 30-year history of providing quality early childhood programs, including Child Development Associate classes and the two-year Associate of Science degree in Early Childhood. The new Bachelor of Science in Early Childhood Education (BS-ECE) is designed to extend that curriculum through coursework at the baccalaureate level, which will be offered both on campus and online with the goal of accommodating non-traditional students working in childcare settings who must remain employed.

In major part, the need for a BS-ECE program is being driven by new statutory requirements for early childhood teachers at the state and local levels. "By the 2013-14 school year, each prekindergarten class will have at least one prekindergarten instructor who holds a bachelor's degree or higher in the field of early childhood education or child development" (DOE, K-20 Education Code). In Alachua County, according to the Early Learning Coalition Tenure and Professional Development Incentive data, **only five staff members hold bachelor's degree in early childhood education in all of Alachua County.** In Bradford County, the situation is even more dire. In Bradford County, there are currently 6 Head Start employees, 21 Voluntary Pre-K instructors, and 137 teachers in state-funded preschool programs who are mandated to have the Bachelor of Science Degree by the 2013-14 school year. **Not one of the early childhood educators in Bradford County currently meet that requirement.** Bradford County has 0% of the trained workforce that it needs to meet the legislative mandates for BS-ECE training.

Student demand for this program is likely to be high and immediate. In a survey performed as part of the early planning for this program, more than 150 caregivers of young children indicated they were currently working toward Child Development Associate certificates and A.S. degrees and would be interested in pursuing the BS-ECE degree. In Alachua County alone, there are 111 Voluntary Pre-K classrooms with teachers who must adhere to this requirement. There are currently 35 teachers employed by Early Learning Coalition of Alachua County contracted sites who reported on a recent survey (spring 2009), that they will be ready to begin the BS-ECE program by fall 2010. This number likely *underestimates* the need for the program, because this sample included only caregivers currently employed at centers contracted with the Early Learning Coalition. There is an additional population of unemployed students as well as caregivers at non-contracted sites who were not surveyed. All of these pre-K teachers will need to meet the bachelor's degree requirement in order to remain employed.

The nearby University of Florida is currently unable to meet workforce needs in this area, chiefly for two reasons: first, in the area of teacher preparation, the university offers daytime programs that meet the needs of traditional full-time students, but not associate-trained workers already employed

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in early childhood education. Second, these educators needing access to baccalaureate programs typically hold an Associate of Science degree (not an Associate of Arts) and so are generally ineligible for transfer to the university.

Initiation of the program is proposed for the spring 2011 semester.

Board Action Requested:

Approval

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

Request for Approval to Expend Building Charles R. Perry Construction
Institute Funds

400.542, 02-10

The Santa Fe College Foundation requests permission to expend a total of \$76,752 from the Dr. Philip Benjamin Matching Grant Program to benefit the students and faculty of the Charles R. Perry Construction Institute. This expenditure is requested to fund the Santa Fe I house construction project as defined by the Charles R. Perry Construction Institute. The funds will be used to purchase the materials to build the first relocatable house at the Construction Institute. The house will be 1,248 square feet and will cost \$61.50 per square foot. Approximately 322 students will benefit from this project.

Board Action Requested:

Approval

Emergency Signature Authority for Use Between Board Meetings

408.1837, 09-10

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 periods between regularly scheduled meetings of the board, which actions if delayed until the next regularly scheduled meeting would create operational or financial difficulties for the college. The president shall indicate in writing the reason that a requested document should be executed prior to the next regularly scheduled 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: Student Affairs - Provide research-based learner-centered program of services that supports access and student engagement from matriculation to goal attainment

Web Site Agreement with The National Endowment for Financial Education - 408.1836, 09-10
CashCourse.org

CashCourse.org provides a free, on-line financial education resource geared to college students funded by The National Endowment for Financial Education, a private, nonprofit foundation with no commercial connections. The resource has no cost to the institution or to the student users, but access is limited to only those institutions with a signed web site agreement.

Once the agreement is signed, students will have unlimited access to CashCourse.org on a 24-hour-per-day basis, seven days a week. The site's educational components include financial basics, budgeting and financial planning, dealing with debit and credit cards, mixing money and family, avoiding quick financial fixes, protecting credit, preventing identity theft, setting budget goals, planning for retirement, and more. Interactive components include a budget wizard tool and workshop components to allow SF faculty and staff to present personal finance training.

Student Life employees will serve as the SF administrators for the site. Staff will market the resource to students, make the workshop components available to Santa Fe faculty and staff, and review the students' evaluations of their experience with CashCourse.org. Information Technology Services support will not be needed for this program.

Nationwide, 415 institutions are using CashCourse.org. Some of the Florida institutions offering the program include Edison State College, Indian River State College, Miami Dade College, Polk State College, Valencia Community College, Florida International University, Florida State University, the University of Central Florida, and the University of Tampa.

Board Action Requested:

Approval

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

Agreement with Coordinated Benefit Plans, LLC - Insurance for International Students

408.1838, 09-10

This agreement with Coordinated Benefit Plans, LLC, will provide a standardized insurance policy to Santa Fe international students on an F-1 visa. Offering this policy allows the college to provide a group rate for insurance, thus reducing cost to students. It also allows the college to control the dates of the policy and prevent students from withdrawing from the plan while still enrolled. There is no cost to the college for this program; the annual policy rate for students is \$866.

The term of the agreement is August 24, 2010, through August 23, 2011.

Board Action Requested:

Approval

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

Clinical Laboratory Sciences Program -- Grant

409.1790, 09-10

The purpose of this project is to establish a Clinical Laboratory Sciences (CLS) program at Santa Fe College. The goals for Santa Fe College's grant are: 1) to establish a National Accrediting Agency for Clinical Laboratory Science accredited CLS program to ensure program quality and student employability; and 2) to establish a student pipeline using student recruitment and retention strategies which will alleviate workforce shortages in the long term. These funds will allow the college to offer accredited laboratory training to an increased number of qualified students by providing for staff positions and materials in support of the program curriculum, and will aid in increasing student enrollment by allowing for marketing/recruiting activities and training stipends to help identify, support, and retain students in a difficult economy. This is year one of a two-year grant.

The amount of funds requested from the U.S. Department of Education, Office of Postsecondary Education through a congressionally directed grant, for the first year is \$267,482, with no matching funds from Santa Fe College. Total funding for the two-year project is \$450,000.

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

Developmental Education Initiative Redesign Project -- Grant

409.1791, 09-10

The purpose of this project is to design and pilot a new model for developmental education course delivery. College Prep Reading 2 (REA0002) will be redesigned using a model that is scalable for delivery in diverse settings. Improvements in student success will come through prescribed individual student learning plans based on solid diagnostic results, a flexible, modular instructional delivery system, increased student engagement on task using technology tools, and just-in-time assistance from instructors in a reading lab. As a direct result of the course redesign, the amount of time that students devote to developmental education coursework will be reduced, creating significant student savings. Approximately 300 students will be served by this project initially.

The amount of funds requested from the Florida Department of Education, through the Bill and Melinda Gates Foundation and the Lumina Foundation, is \$20,000, with no matching funds from Santa Fe College. This is year one of a two-year project.

Duration of this project is April 1, 2010, through June 30, 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

Maine Community Foundation: Displaced Homemaker Program -- Grant

409.1792, 09-10

The purpose of this project is to help fund the general operating expenses of the Displaced Homemaker Program, which 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; job training and placement, including employability and basic computer skills; financial management; outreach and information; and education exploration. This comprehensive program is designed to assist the individual toward independence and economic security.

The amount of funds requested from the Coastal Heritage Fund of the Maine Community Foundation is \$25,000, with no matching funds from Santa Fe College.

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