



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of July 20, 2010, at 4 p.m.
Watson Center, Keystone Heights, Florida**

Agenda

Adoption of Agenda

Agenda Item: 1.1
418.487, 10-11

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Board Meeting of July 20, 2010
- 1.2 Organization of the Board for 2010-2011
- 1.3 Approval of Board Meeting Minutes of June 15, 2010

2. Information Items

- 2.1 President's Report
- 2.2 Standard Professional Practice Affiliation Agreement with Alachua County Health Department - Health Information Technology Management
- 2.3 Community Education Enrich! and Continuing Education Enhance Brochures - Fall 2010

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 with Florida Department of Education - Funding for Postsecondary Readiness Tests for High School Students
 - Final Order Dismissing Petition
- 3.6 Second Amendment to Agreement with University of Florida for Colleges of Dentistry, Medicine, and Pharmacy - Add Health Informatics, Health Information Management
- 3.7 Agreement with Oak Hall School - High School Articulated Acceleration/Dual Enrollment/Early Admissions
- 3.8 Agreement with Columbia County School Board - High School Articulated Acceleration/Early Admissions
- 3.9 Florida Educational Fund, Center of Excellence -- Grant
- 3.10 YouthBuild Project Grant - Florida Institute for Workforce Innovation, Inc. -- Grant

Finance/Business Affairs Items

- 3.11 Warrants Issued for June 2010
- 3.12 Report of Purchases for June 2010

4. Facilities Items
 - 4.1 Charles R. & Nancy V. Perry Center for Emerging Technologies - Accept as Complete
 - 4.2 Renewable Energy Program (Library Solar PV) - Accept as Complete
 - 4.3 Gymnasium Main Air Handler Replacement - Budget

5. Finance/Business Affairs Items
 - 5.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Report for June 2010
 - 5.2 Budget Amendment #1, 2010-2011 Upper and Lower Level Operating Budget, Current Unrestricted (Fund 1)
 - 5.3 Colonel Harry M. Hatcher, Jr., Property Survey 11-01
 - 5.4 Acceptance of Donation, 11-01
 - 5.5 Recommendation of Award for Invitation to Negotiate #10-10, Investment Services
 - 5.6 Addendum to Temp Force Agreement - Addition of Out-of-State Workers
 - 5.7 Agreements for Collection Services for Delinquent Student Accounts with:
 - Williams and Fudge, Inc.
 - NCO Financial Systems
 - Continental Service Group dba ConServe

6. Contracts/Grants
 - 6.1 Agreement with University of South Florida - Nursing Practicum
 - 6.2 Amendment Two to Agreement with the Internal Improvement Trust Fund - Use of Property for the Institute for Public Safety
 - 6.3 Florida Clean Energy Grant Program - Water to Water Heat Pump Addition
 - 6.4 Adults with Disabilities -- Grant
 - 6.5 Tourism Product Development Program Grant - Showcase Santa Fe: Family Weekends at Spring Arts, the Zoo, and Beyond
 - 6.6 Tourism Product Development Program Grant - Teaching Zoo Capital
 - 6.7 Bradford Fest - Bringing Culture, Literacy, and Well-being to Bradford County -- Grant
 - 6.8 Science and Life Skills Summer Camp for Middle Schoolers - National Science Foundation -- Grant

7. General Institutional
 - 7.1 Little School - Increase in Fees

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

9. Citizen's Requests

10. Adjournment

Board Action Requested:

Approval

District Board of Trustees
July 20, 2010

Agenda Item: 1.2

Organization of the Board for 2010-2011

416.117, 10-11

To be handled at the meeting.

Approval of Board Meeting Minutes of June 15, 2010

401.477, 10-11

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held June 15, 2010, are presented for approval.

Board Action Requested:

Approval

President's Report

Information Item

The president will discuss a variety of informational topics.

Today's presentation will be given by Mr. Eugene Jones, Director, Information Technology Education. He will provide an overview of how the college will conduct its quality enhancement plan as part of the SACS reaffirmation requirements.

District Board of Trustees
July 20, 2010

Agenda Item: 2.2

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

Standard Professional Practice Affiliation Agreement with Alachua County
Health Department - Health Information Technology Management

Information Item
408.1849, 10-11

This agreement will continue to provide students in the Health Information Technology Management program the opportunity to obtain professional practice experience at Alachua County Health Department.

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

Community Education Enrich! and Continuing Education Enhance Brochures -
Fall 2010

Information Item
415.131, 10-11

In accordance with Rule 7.11, the president is authorized to approve course fees for Continuing Workforce Education (CWE) on a course-by-course basis. Total fees collected must fully support the expenditure of the CWD program within the fiscal year. A draft of the CWE brochure entitled "Enhance" was reviewed and approved by the president at the July 12, 2010, Cabinet meeting and is provided for reporting to the board.

In accordance with Rule 7.11, the president is authorized to approve course fees for Community Education on a course-by-course basis. Total fees collected must be equal to at least 100% of the total costs of the Community Education program within the fiscal year. A draft of the Continuing Education brochure entitled "Enrich!" was reviewed and approved by the president at the July 12, 2010, Cabinet meeting and is provided for reporting to the board.

C O N S E N T

**District Board of Trustees
July 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)

402.723, 10-11

The individuals listed below are being recommended for appointment for 2010-2011, or a portion of 2009-2010, as stated in the individual employee's contract.

**Appointment
Full Time**

<u>Name</u>	<u>Position</u>
Kezia Awadzi <i>Ph.D., University of Florida</i>	Assistant Professor, Health Services Administration, Business Programs
Danielle Cabral <i>M.S., University of Florida</i>	Assistant Professor, Mathematics
Rhonda Felheim <i>D.C., Cleveland Chiropractic College</i>	Assistant Professor, Sciences for Health Programs (Anatomy and Physiology)
James Michael Flanagan <i>M.S., Nova Southeastern University</i>	Assistant Professor, EMS/Fire Science Programs
Kathleen Gross <i>M.S.N., Florida Atlantic University</i>	Assistant Professor, Nursing Programs
Catherine Hamilton <i>M.S.N., Yale University School of Nursing</i>	Assistant Professor, Nursing Programs
Nancy Jackson <i>M.S.N., Yale University School of Nursing</i>	Assistant Professor, Nursing Programs
Louise Patterson <i>M.S.N., East Carolina University</i>	Assistant Professor, Nursing Programs
Eugenio Zaldivar <i>M.A., University of Florida</i>	Assistant Professor, Humanities and Foreign Languages (Philosophy)

Part Time

<u>Name</u>	<u>Name</u>
Shawntal Abram	Wilford Kyes
Kathleen Coyne-Russell	Valerie Marburger
^ Courtney Etheredge	* Kurt Morauer
Daniel Griffin	M. Ghulam Rabbani
Stephen Hardy	Charles Nahrwold
Alora Haynes	Daniel Neal
Lindsey Hirst	* David Yonutas
Tarah Jacobs	

* Grant funded

^ Funded by student activity and service fees

Board Action Requested: Approval

C O N S E N T

**District Board of Trustees
July 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)

411.327, 10-11

The individuals listed below are being recommended for appointment or promotion for 2010-2011, or a portion of 2009-2010, as stated in the individual employee's contract.

Executive/Managerial

Full Time

<u>Name</u>	<u>Position</u>
<u>Appointment</u>	
Timothy Nesler <i>M.B.A., Nova Southeastern University</i>	Interim, Associate Vice President, Information Technology Service
<u>Promotion</u>	
Heather (Jodi) Long <i>Ph.D., University of Florida</i>	Chair, Sciences for Health Professions Department

Part Time

Suzette Cook	Specialist, Upward Bound
Sandra Cosgrave	Specialist, Vocational Prep
Marilyn Diaz	Specialist, Upward Bound
John Green	Specialist, Center of Excellence
Christopher Kozak	Specialist, Fine Arts
Leseha London	Specialist, Call Center
Jyrece McClendon	Specialist, Office of Diversity
Sarah McIntosh	Specialist, Davis Center
Annette Merritt	Specialist, Student Services
Margaret Sedlacek	Specialist, Upward Bound
Valinda Taylor	Specialist, Center for Excellence
Terry Thomas	Specialist, Watson Center
Leslie Viguers	Lab Manager
Reba Williams	Specialist, Center of Excellence
Lakeidra Young	Specialist, Upward Bound

+ Multi-year contract

/ Florida College System Risk Management Consortium

Board Action Requested:

Approval

C O N S E N T

**District Board of Trustees
July 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

404.392, 10-11

The individuals listed below are being recommended for appointment for 2010-2011, or a portion of the 2009-2010 year, as stated in the individual employee's contract.

Community Education

<u>Name</u>	<u>Program</u>
Zach Castedo	College for Kids, Graphic Arts/Cartooning
Tiavette Collins-Biggett	College for Kids, Philosophy
Alissa Conde	College for Kids Instructor
Angela Dobberfuhl	Super Science Camp Coordinator
Allison Durrance	College for Kids Instructor
Billie Hostler	College for Kids Instructor
Laura Leydig	College for Kids Instructor
Kim Mann	Super Science
Patrick McConn	College for Kids, Leadership
Derek Messer	Computers
Stefan O'Dougherty	Astronomy
Russ Overton	College for Kids Instructor
Gustavo Rivera	Spanish
Melanie Roberti	Science for Kids
Maureen Shankman	Biology
Wesley Smith	Drama
Luke Tia	Logic/Debate
Gayle Weaver	College for Kids Instructor

Continuing Workforce Development

<u>Name</u>	<u>Position</u>
Betty Arnette	Continuing Education Specialist
Patricia Aylward	Continuing Education Specialist
Kimberly Baker	Continuing Education Specialist
Regina Bradley	Continuing Education Specialist
Melissa Brady	Continuing Education Specialist
John Duff	Continuing Education Specialist
Lois Ellis	Continuing Education Specialist
Michael Ferguson	Continuing Education Specialist
Earl Ference	Continuing Education Specialist
Janet Foster	Continuing Education Specialist
Erick Green	Continuing Education Specialist
James Griswold	Continuing Education Specialist
Catherine Hamilton	Continuing Education Specialist
Alexandra Harris	Continuing Education Specialist
Douglas Henson	Continuing Education Specialist

Continuing Workforce Development, cont.

<u>Name</u>	<u>Position</u>
Evan Hurst	Continuing Education Specialist
Jamie Hurst	Continuing Education Specialist
Susan Kulmacz	Continuing Education Specialist
Joel Lambert	Continuing Education Specialist
Janet Loewenthal	Continuing Education Specialist
Diane Lyons	Continuing Education Specialist
Thomas Mayfield	Continuing Education Specialist
Johanna McBride	Continuing Education Specialist
Rebecca McDaniel	Continuing Education Specialist
Millard Pate	Continuing Education Specialist
Carrie Pridgeon	Continuing Education Specialist
Robert Pridgeon	Continuing Education Specialist
Tina Prizament	Continuing Education Specialist
Heather Rapp	Continuing Education Specialist
Patricia Rogers	Continuing Education Specialist
Steven Schell	Continuing Education Specialist
Mary Short	Continuing Education Specialist
Jennifer Smith	Continuing Education Specialist
Jerry A. Steinberg	Continuing Education Specialist
Robert Taylor	Continuing Education Specialist
Daniel Tilton	Continuing Education Specialist
Beverly Turner	Continuing Education Specialist
David Walters	Continuing Education Specialist
Bruce Wolf	Continuing Education Specialist
Michael D. Wohl	Continuing Education Specialist

Board Action Requested:

Approval

C O N S E N T

**District Board of Trustees
July 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

403.482, 10-11

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

Name

Position

Full Time

Appointment

Marshall Blair

Fitness Center Supervisor, Athletics Department

Annette Hernandez

Support Specialist, Financial Aid Department

Lewis Prevatt

Police Officer, Police Department

William Wise

Custodian, Facilities Services

Promotion

Christopher Carey

Senior Maintenance Technician, Facilities Services

Part-time

Appointment

James Skeen

IT Intern

Board Action Requested:

Approval

C O N S E N T

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

Agenda Item: 3.5

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

Ratification of:	408.1850, 10-11
Emergency Agreement with Florida Department of Education - Funding for Postsecondary Readiness Tests for High School Students	
Final Order Dismissing Petition	400.548, 10-11

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 board meetings, which actions if delayed until the next meeting would create difficulties. The chair has signed an agreement with the Florida Department of Education for funding for postsecondary readiness tests and a Final Order Dismissing Petition. The justification for the college to have these items executed is set forth in the attached memoranda.

Board Action Requested:

Approval

C O N S E N T

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

Agenda Item: 3.6

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

Second Amendment to Agreement with University of Florida Colleges of Dentistry, 408.1851, 10-11 Medicine, and Pharmacy - Add Health Informatics, Health Information Management

This second amendment to the agreement with the University of Florida provides students in Santa Fe's Health Information Management program the opportunity to obtain professional practice and educational experience at the university colleges of Dentistry, Medicine, and Pharmacy. The amendment also broadens the applicability from "students in health science programs" to "students enrolled in SANTA FE's programs."

Board Action Requested:

Approval

C O N S E N T

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

Agenda Item: 3.7

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

Agreement with Oak Hall School - High School Articulated Acceleration/
Dual Enrollment/Early Admissions

408.1852, 10-11

This agreement allows eligible students from Oak Hall School to enroll in high school articulated acceleration or dual enrollment/early admission programs at Santa Fe. Students will take college courses that are creditable toward a high school diploma and an associate degree. The agreement will automatically renew for additional one-year periods unless either party provides the other with written notice of termination no later than 60 days prior to the expiration of the academic year, in which case the termination will be effective for the following academic year.

Board Action Requested:

Approval

C O N S E N T

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

Agenda Item: 3.8

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

Agreement with Columbia County School Board - High School Articulated
Acceleration/Early Admissions

408.1853, 10-11

This agreement allows eligible students from Columbia County to enroll in high school articulated acceleration or early admission programs at Santa Fe. Students will take college courses that are creditable toward a high school diploma and an associate degree. The agreement will automatically renew for additional one-year periods unless either party provides the other with written notice of termination no later than 60 days prior to the expiration of the academic year, in which case the termination will be effective for the following academic year.

Board Action Requested:

Approval

C O N S E N T

District Board of Trustees
July 20, 2010

Agenda Item: 3.9

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

Florida Educational Fund, Center of Excellence -- Grant

409.1808, 10-11

The mission of the Florida Educational Fund has been implemented through a number of related programs intended to provide access and create diversity programs which relate to education. The Center of Excellence mission includes: 1) assuming a more proactive stance in the education of youth; 2) employing the development of a group achievement module for African American elementary and secondary students; and 3) increasing the pool of African American and other historically disadvantaged minority students who are prepared, motivated, and qualified to enter higher education. The Center of Excellence will support three chapters and reach an estimated 400 students. Chapters for the Achievers have been established in Gainesville, Alachua/High Springs, and Hawthorne. Grant funds are used to provide after-school tutoring, a Brain Bowl competition, and other activities designed to address motivation, education, and cultural needs of students.

The amount of funds requested from the State of Florida is \$26,000, 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.

CONSENT

District Board of Trustees
July 20, 2010

Agenda Item: 3.10

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

YouthBuild Project Grant - Florida Institute for Workforce Innovation, Inc. -- Grant 409.1814, 10-11

The purpose of this project is to provide a full-time YouthBuild construction professional specialist/instructor for the Santa Fe College Construction program. This position will assist with program participant outreach and with employer outreach, internships, job matching, and referral. This project will also modify the current YouthBuild curriculum to include energy efficient building construction and retrofit industries. Curriculum will include use of green technologies for construction and retrofit industries, and will specifically focus on the use of solar energy technology. An estimated 32 YouthBuild participants will receive instruction in basic core construction skills, new green technologies, and safety. Santa Fe will serve as a sub-recipient of the Florida Institute for Workforce Innovation, Inc., which was awarded a three-year YouthBuild grant from the Department of Labor. This is year two of a three-year project.

The amount of funds requested from the Department of Labor, through the Florida Institute for Workforce Innovation, Inc., is \$61,600, 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
July 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 June 2010

208.469, 10-11

A listing of all disbursements issued from June 1 through June 30, 2010, is available at this meeting for the board's information. The amount disbursed was \$12,092,262.12.

Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	672924 - 676875
Payroll	5393 - 5597

Electronic Transfers

70713 - 73192

Board Action Requested:

Approval

C O N S E N T

**District Board of Trustees
July 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 June 2010

202.574, 10-11

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

Purchasing	\$1,042,548.42
Risk Management Consortium	<u>0.00</u>
Total	<u>\$1,042,548.42</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y33922 (Fund 7)	\$637,267.00	Contract	Secoa, Inc.	Direct Purchase - Stage Equipment Fine Arts Hall
Y33923 (Fund 7)	\$ 27,300.00	Contract	Graybar Electric Co., Inc.	Direct Purchase - Power Inverter Fine Arts Hall
Y33928 (Fund 7)	\$ 44,490.10	Exempt	Gainesville Regional Utilities	Meters, Inspections, Water Main Tap Fine Arts Hall
Y33981 (Fund 2)	\$ 85,441.67	Contract	OEC Business Interiors	Math Studio Furnishings Title III - Math Redesign
Y33985 (Fund 7)	\$ 35,513.00	Contract	Ponikvar & Associates, Inc.	Math Studio Architect Services General Renovation/Remodel
	<u>\$830,011.77</u>			

Purchase orders for previously awarded contracts: 0
Number of purchase orders \$0-\$25,000: 105

Amount: \$ 0.00
Amount: \$212,536.65

Board Action Requested:

Approval

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

Charles R. & Nancy V. Perry Center for Emerging Technologies -
Accept as Complete

412.1075, 10-11

Project Description:

This project involved the design and construction of a new training center in Alachua, Florida. This center consists of classrooms and computer, chemistry, and biology labs, as well as program space for teaching biotechnology, information technology, and bio-manufacturing.

Architect/engineer		Flad & Associates
Contractor/construction manager		PPI
Uniform building inspector		In-house
Revised project budget		\$9,340,714.00
Design	\$ 565,474.94	
Construction	8,409,572.89	
Furniture/equipment	152,816.16	
Miscellaneous	<u>3,540.00</u>	
Total project cost	\$9,131,403.99	<u>\$9,131,403.99</u>
Project savings		\$ 209,310.01
Source of funds		Private, Matching, CIF, and PECO

Project Status:

The base building consisting of 17,367 gross square feet opened in the fall of 2009. The alternate wing, consisting of 6,550 gross square feet opened in the spring of 2010. College staff is asking the permission to accept this project as complete.

Board Action Requested:

Accept project as complete

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

Renewable Energy Program (Library Solar PV) - Accept as Complete

412.1076, 10-11

Project Description:

Two years ago Santa Fe Facilities Services formed a solar energy workgroup comprised of internal staff and students, external engineers, and representatives from the college's utility provider. This project is the culmination of the analysis of several solar/thermal applications on the Northwest Campus. Originally designed as a solar/thermal application, developments within the college's utility provider made it advantageous to switch to a solar/photovoltaic application.

Architect/engineer		Affiliated Engineer, Inc.
Contractor/construction manager		Scherer Engineering & Construction
Uniform building inspector		In-house
Project budget		\$497,775.00
Design	\$ 26,961.00	
Construction	<u>453,379.96</u>	
Total cost	\$480,340.96	<u>\$480,340.96</u>
Project savings		\$ 17,434.04
Source of funds		Capital Improvement Fee

Project Status:

This project was complete and supplying power to the Gainesville Regional Utilities (GRU) grid in February 2010. Through the feed-in-tariff program, the college receives a check every month from GRU for the power produced from this photovoltaic system.

Board Action Requested:

Accept project as complete

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

Gymnasium Main Air Handler Replacement - Budget

412.1077, 10-11

Project Description:

The Santa Fe gymnasium was constructed in 1979 and the associated mechanical equipment is past its useful life. While this holds true for many of the college's older buildings, the size of the gymnasium combined with the energy inefficiencies of its aging mechanical equipment ranks it higher in priority for replacement.

Architect/engineer	Affiliated Engineer, Inc.
Contractor/construction manager	To be determined
Uniform building inspector	In-house
Project budget	\$455,370.00
Source of funds	PECO

Project Status:

As with any mechanical replacement project, there are some rather extreme space constraints to contend with on this project. College staff has received preliminary cost estimates and requests the board approve the project budget in the amount of \$455,370.00

Board Action Requested:

Approval of budget in the amount of \$455,370.00

District Board of Trustees
July 20, 2010

Agenda Item: 5.1

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

Fund 1 (Current Unrestricted) Revenue and Expenditure Report for June 2010 201.692, 10-11

Closing for the fiscal year ending June 30, 2010, will be completed on August 16, 2010. The attached Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report is PRELIMINARY and does not reflect all of the accounting activity for the twelve-month period. The Annual Financial Report for fiscal year 2009-2010 will be presented at the September meeting.

Board Action Requested:

Approval of report

District Board of Trustees
July 20, 2010

Agenda Item: 5.2

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

Budget Amendment #1, 2010-2011 Upper and Lower Level Operating Budget, 201.693, 10-11
Current Unrestricted (Fund 1)

The first amendment to the Fund 1 (Current Unrestricted) Upper and Lower Operating Budget is submitted for approval. Approval is requested in order to incorporate the estimated budget required to pay capital obligations and unspent technology fee revenue carried forward from 2009-2010.

Board Action Requested:

Approval of budget amendment

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

Colonel Harry M. Hatcher, Jr., Property Survey 11-01

200.773, 10-11

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 June 22, 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
Missing property	1	\$ 6,360.00	\$ 6,360.00	\$ 0.00
Trade-Ins	1	<u>39,694.70</u>	<u>15,877.88</u>	<u>23,816.82</u>
TOTAL	2	<u>\$46,054.70</u>	<u>\$22,237.88</u>	<u>\$23,816.82</u>

Notes

Missing Property are items that were not found during the inventory process. They have been investigated by the SF College Police Department and have not been located.

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

Board Action Requested:

Approval

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

Acceptance of Donation, 11-01

200.774, 10-11

Santa Fe College Foundation, Inc. has donated the following vehicle listed below to the college's automotive program.

<u>Item</u>	<u>Unit Value</u>	<u>Total Value</u>
Toyota Prius 2008	\$15,000.00	<u>\$15,000.00</u>
Total		<u>\$15,000.00</u>

Board Action Requested:

Acceptance of the donation

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

Recommendation of Award for Invitation to Negotiate #10-10, Investment Services 209.180, 10-11

On May 5, 2010, an invitation to negotiate for investment services was issued.

Responses were received from the following vendors:

- Cutwater Asset Management
- Munder Capital Management
- PFM Asset Management, LLC
- Sterling Capital Management, LLC
- Vanderbilt Avenue Asset Management
- Vanguard
- Wells Capital Management

An evaluation committee consisting of the college's Chief Financial Officer, Comptroller, Assistant Comptroller, and the Executive Director of the Florida College System Risk Management Consortium reviewed the proposals. The committee sought to identify the best vendor based on experience, stability, personnel, and fee structure.

To evaluate the proposals, the committee reviewed all proposals with an emphasis on the proposed fee structure. Two firms, Cutwater Asset Management and PFM Asset Management, LLC, had a low fee structure (fewer than 10 basis points, based on the college's portfolio size) in comparison to the other five proposals. Vanguard's fee structure was variable and was subject to change while the other four firms ranged in cost from 12 basis points to 25 basis points. The committee determined that the fee structures of both PFM (8 basis points) and Cutwater (7 basis points under \$15 million, 6.5 basis points over \$15 million) were worthy of consideration.

The committee then compared the vendors based on experience, stability, and personnel. What separated PFM was:

- PFM has more experience with higher education clients in Florida and across the country, and received excellent references from both Florida State College at Jacksonville and Edison State College.
- PFM's managing Director/Partner, Steven Alexander (who will service our account), authored Florida's investment policy statute.
- Cutwater has very recently (February 2010) undergone a restructuring that created Cutwater Asset Management (formerly MBIA Asset Management).

The committee then decided to meet with PFM for negotiations. Through those negotiations, PFM lowered their fee to 7 basis points (for amounts under \$50 million, 6.5 basis points \$50-100 million, and 6 basis points over \$100 million).

The following matrix summarizes the committee's rankings:

<u>Rank</u>	<u>Firm</u>	<u>Relevant Experience and Stability</u>	<u>Personnel</u>	<u>Fees</u>
1	PFM	Excellent	Excellent	Low
2	Cutwater	Good	Good	Low
3	Sterling	Good	Good	Moderate
4	Wells	Excellent	Good	High
5	Vanderbilt	Good	Good	High
6	Munder	Good	Good	Very High
7	Vanguard	No references provided	Good	Variable

The evaluation committee recommends awarding the agreement for a period of five years with one five-year renewal option to PFM Asset Management, LLC.

U.S. Bank currently provides the custodial services for college and FCSRMC managed investments. PFM Asset Management, LLC has an extensive relationship with U.S. Bank and the evaluation committee recommends keeping the custodial services with U.S. Bank.

Board Actions Requested:

- 1. Approval for board chair to execute Investment Management Services Agreement for college with PFM Asset Management, LLC following completed contract negotiations by staff and approval of college attorney without further review by the board.**
- 2. Acknowledgement that the board does not recommend any changes to the college's Investment Policy Statement effective July 1, 2009, which will become Attachment A in the agreement.**
- 3. Approval for board chair to execute Investment Management Services Agreement, including Investment Policy Statement for the Florida College Systems Risk Management Consortium (FCSRMC) following contract negotiations with PFM Asset Management, LLC, and appropriate approval from the FCSRMC Council.**
- 4. Approval for board chair to execute Custody Services agreements with US Bank National Association for both the college and FCSRMC without further review by the board after approval by college attorney.**

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

Addendum to Temp Force Agreement - Addition of Out-of-State Workers

209.181, 10-11

The college requests permission to amend the agreement with Temp Force to permit the college to hire workers that reside out of state.

To assure compliance with laws, rules, and insurance rates that may vary from state to state, Temp Force shall be responsible for providing non-Florida resident employment services for clerical and professional work required on behalf of the college. To do so, Temp Force requires a 1% increase to the mark-up rate for non-Florida-resident personnel. Rates for personnel who live in Florida remain unchanged.

Board Action Requested:

Approval of addendum

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

Agreements for Collection Services for Delinquent Student Accounts with: 209.182, 10-11
Williams and Fudge, Inc.
NCO Financial Systems
Continental Service Group dba ConServe

Santa Fe College's purpose for contracting for collection assistance is to increase the collection of delinquent accounts through the use of professional collection techniques beyond the capabilities of the staff at the college, while maintaining the proper relationship between the college and the debtor. Collection fee costs charged by employing these services are the responsibility of the student/debtor.

The college's current contracts for this service are expiring and the college recommends piggybacking on an existing Request for Proposal 5299-A Collection Services for State University System Delinquent Student Accounts issued and awarded by Florida State University (FSU). This solicitation allows the college, as a Florida institution of higher education, the option to enter into agreements with the recommended agencies. The term of the agreements will be for six years commencing July 1, 2010, and ending June 30, 2016, with an option to renew for one additional two-year period. The agreements may also be extended for an additional six months upon mutual written agreement.

The college recommends entering into agreements based on this proposal with two agencies the college has had a long-term positive relationship with: William and Fudge, Inc. and NCO Financial Systems. In addition, it is recommended that the college enter into an agreement with Continental Service Group. The attached template will be used as the agreement for each of these three companies.

Board Action Requested:

Approval of agreements

District Board of Trustees
July 20, 2010

Agenda Item: 6.1

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

Agreement with University of South Florida - Nursing Practicum

408.1854, 10-11

The Nursing Practicum Agreement with University of South Florida (USF) will allow USF students to complete a Master of Science Nursing degree teaching practicum at Santa Fe, mentored and supervised by SF nursing faculty. This agreement will serve as a possible conduit for future Santa Fe nursing educators. The term of the agreement is three years, with a 90 days' written notice to the other party for termination.

Board Action Requested:

Approval

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

Amendment Two to Agreement with the Internal Improvement Trust Fund - 408.1855, 10-11
Use of Property for the Institute for Public Safety

The attached is an amendment to a lease agreement with the Board of Trustees of the Internal Improvement Trust Fund of the State of Florida and Santa Fe College that began on August 20, 1993, and ends on August 19, 2043. The amendment extends the lease to August 19, 2060, and changes the contract name to Santa Fe College. The lease extension is necessary to meet requirements for Public Education Capital Outlay and Debt Service Trust Funds (PECO). There is no additional cost associated with this amendment.

Board Action Requested:

Approval

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

Florida Clean Energy Grant Program - Water to Water Heat Pump Addition

409.1809, 10-11

The purpose of this project is to design and install a heat pump system to reduce natural gas and overall energy consumption associated with the heating hot water and chilled water systems. Recovering energy from the vapor compression cycle of a heat pump will reduce the load on the heating hot water system's natural gas boilers. The decrease in the number of hours the boilers operate will reduce the environmental impact of burning fossil fuels.

The amount of funds requested from the U.S. Department of Energy, through the Florida Energy and Climate Commission (FECC), is \$300,000, with a cash match of \$142,590 from Santa Fe College.

Duration of this project is August 1, 2010, through July 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.

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

Adults with Disabilities -- Grant

409.1810, 10-11

The purpose of this project is to provide literacy instruction, independent living skills training, enrichment activities, and pre-vocational training for adults with disabilities in order to improve quality of life and facilitate long-term goals toward self-sufficiency. This program will serve approximately 65 students.

The amount of funds requested from the Florida Department of Education, Division of Workforce Education, is \$62,076, 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.

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

Tourism Product Development Program Grant - Showcase Santa Fe: Family Weekends at Springs Arts, the Zoo, and Beyond 409.1811, 10-11

The purpose of this project is to enhance the Santa Fe College Spring Arts Festival, Santa Fe College Teaching Zoo, and other Santa Fe College events that have the demonstrated potential to aid in the development of the tourism economy of Alachua County. Santa Fe College Spring Arts Festival provides residents of Alachua County and visitors from across the United States the opportunity to appreciate works of arts by some of the country's finest artists, and attracts more than 100,000 visitors each year. This project will also enhance Santa Fe College Teaching Zoo through improved signage to encourage tourism. Advertising will also be provided for other events at the college.

The amount of funds requested from the Alachua County Tourist Development Council is \$50,000, with no matching funds from Santa Fe College.

Duration of this project is October 1, 2010, through September 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

Tourism Product Development Program Grant - Teaching Zoo Capital

409.1812, 10-11

The purpose of this project is to create several immersive viewing areas and family-friendly interactive adventure stations with leisure amenities that will be incorporated into the larger landscape of an upcoming planned marquee animal exhibit called "Gibbon Forest." This virtually maintenance-free project, designed to enhance relationships between species and cultures as well as among family members, will build off the momentum created by the "Trails for Tourism" project, increasing the number of guests at the zoo, their stay time and satisfaction, and their draw to Alachua County as a tourist destination.

The amount of funds requested from the Alachua County Tourist Development Council is \$25,000, with an in-kind match of \$29,589 and a cash match of \$212 from Santa Fe College.

Duration of this project is October 1, 2010, through September 30, 2011.

Operating budget impact: In-kind and cash match from existing college budget

Board Action Requested:

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

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

Bradford Fest - Bringing Culture, Literacy, and Well-being to Bradford County -- Grant

409.1813, 10-11

The purpose of this project is to provide residents in Bradford and surrounding rural counties with the area's only significant cultural events. The eight-week season includes a *plein air* artists event, youth visual and performing arts activities, a professional chamber orchestra concert, a professional dance presentation, Literacy Festival, and community civic events. This blend of cultural and community events provides accessible cultural experiences to residents with limited opportunities to experience the arts.

The amount of funds requested from the State of Florida, Division of Cultural Affairs, is \$25,000, with a cash match of \$28,550 and an in-kind match of \$13,296.

Duration of this project is July 1, 2011, through June 30, 2012.

Operating budget impact: From existing college budget

Board Action Requested:

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

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

Science and Life Skills Summer Camp for Middle Schoolers - National Science Foundation -- Grant 409.1815 10-11

The purpose of this project is to provide a one-week academic summer camp experience for 35-40 middle school students through the East Gainesville Initiative. This camp is in partnership with the University of Florida. Middle school students will engage in a rigorous academic component in the mornings and life skills learning activities, such as CPR, cooking, etiquette, self defense, money management, public speaking, and conflict resolution, in the afternoons. Throughout the day, students will participate in interactive experiences, games, and projects that highlight the benefits of math, science, engineering, and astronomy in their daily lives. They will also be encouraged to continue to pursue a career in fields that are significantly under-represented by minorities.

The amount of funds requested from the National Science Foundation, through the University of Florida as fiscal agent, is \$6,823, with no matching funds from Santa Fe College.

Duration of this project is July 12, 2010, through July 17, 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.

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

Little School - Increase in Fees

200.775, 10-11

The college requests an increase in fees charged for Little School services. The proposed fee increase is necessary in order to continue to provide excellent child care services and teacher training, while at the same time reducing the financial burden on the college.

Below is a chart showing the current Little School weekly fees (in parentheses) for full-time child care services and the proposed weekly fees in *italics*. The chart also lists the rates of similar child care centers in close proximity to the Little School. The comparison shows that the proposed rate increase will keep the Little School in a competitive position with nearby centers. The new rates continue to reflect a \$20 per week discount for full-time Santa Fe College students. The last fee increase was three years ago in the summer of 2007. The Little School has a waiting list in all age groups.

**Weekly Fee Comparison of Similar Centers
 in Close Proximity to the Little School**

Age Groups	Student Status	Santa Fe Little School <u>Current Fees</u>	Santa Fe Little School <u>Proposed Fees</u>	Sonshine Day Preschool	Kindercare Learning Center	Sunshine House	Imagine Learning Center
Toddlers	Full-Time Student*	(\$130)	<i>\$145</i>	N/A	N/A	N/A	N/A
	All Others	(\$150)	<i>\$165</i>	\$180	\$187	\$164	\$187
Preschoolers	Full-Time Student*	(\$110)	<i>\$125</i>	N/A	N/A	N/A	N/A
	All Others	(\$130)	<i>\$145</i>	\$155	\$165	\$136	\$175

*Full-time *Santa Fe College* student

Board Action Requested:

Approval