



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of October 18, 2010, at 4 p.m.
Perry Center for Emerging Technologies, Alachua, Florida**

Agenda

Adoption of Agenda

Agenda Item: 1.1
418.489, 10-11

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Board Meeting of October 18, 2010
- 1.2 Approval of Board Meeting Minutes of September 21, 2010

2. Information Items

- 2.1 President's Report
- 2.2 Contract Review Committee for the President's Contract

3. Consent Items

Personnel

- 3.1 Contract Staff (Faculty)
- 3.2 Contract Staff (Administrative and Professional)
- 3.3 Community and Continuing Workforce Education Contract Staff

Contracts, Grants

- 3.4 Renewal Agreement with Builders Association of North Central Florida - Apprenticeship Program

Finance/Business Affairs Items

- 3.5 Warrants Issued for September 2010
- 3.6 Report of Purchases for September 2010

4. Personnel Items

- 4.1 Evaluation Instrument for the College President

5. Finance/Business Affairs Items

- 5.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of September 30, 2010
- 5.2 Colonel Harry M. Hatcher, Jr., Property Survey 11-03
- 5.3 Acceptance of Donations, 11-02

6. General Institutional Items
 - 6.1 Study-Abroad Program to Czech Republic (Prague and Olomouc)
7. Rules
 - 7.1 Amended Rule 7.11: Fees (Incorporating Rule 7.16: Refund of Fees) and Deletion of Rule 7.16: Refund of Fees
8. Contracts/Grants
 - 8.1 Covenant of Purpose, Use, and Ownership with the United States Economic Development Administration - Perry Alachua Center
 - 8.2 SiVance LLC - Quick Response Training -- Grant
9. Santa Fe College Foundation Liaison Update and Board Members' Remarks
10. Citizen's Requests
11. Adjournment

Board Action Requested:

Approval

Approval of Board Meeting Minutes of September 21, 2010

401.479, 10-11

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held September 21, 2010, are presented for approval.

Board Action Requested:

Approval

President's Report

Information Item

The president will discuss a variety of informational topics.

Contract Review Committee for the President's Contract

411.329, 10-11

To be presented at the meeting.

Board Action Requested:

Approval

CONSENT

District Board of Trustees
October 18, 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)

402.725, 10-11

The individuals listed below are being recommended for appointment for 2010-2011 as stated in the individual employee's contract.

Appointment Part Time

Jay Adams-Feuer	Estefania Garcia	Ashley Mock
Panos Alexakos	Daniel Gerard	Reverend Moonoak
Scott Anderson	Ericka Gherisi	Joseph Moro
*Gary Arthur	*Cristina Gillis	Charles Nahrwold
Betty Arnette	Lea Gramling	Terry Neal
Don Aycock	Arthur Grant	Lisa Neugebauer
Peter Backhaus	Alan Gray	Amy Oxner
*Shellie Banfield	Daniel Griffin	Kristina Patten
*Isabel Barten	Valerie Hampton	Darin Patterson
Edward Bennett	Robin Hardee	Ronald Pinkston
Keith Bennett	Stephen Hardy	Timothy Price
*Jody Berman	Joseph Hillhouse	Nicole Propper
Harvey Blalock	Paul Hinson	Emil P. Raab
*Anne Bowman	Lindsey Hirst	Andrea Rascovich
Alexandra Braddy	Gayle Horton	Stuart Reeves
Charles Bradley	Maria Huff	William Renkus
*Brenna Braley	Russell Johnson	James Richeson
Joshua Braley	*Constance Jones	Paloma Rodriguez
Todd Brooks	Karen Jones	Leslie Rumbaut
Robert Brown	Michael Joseph	Robert Sepulveda Lopez
David Butscher	Amy Kinsey	Ivana Simic
Connie Caldwell	Walter Kirkconnell	Caleb Simmons
Lidia Cedeno	Barbara Kramer	Philip Spann
John Chamberlain	Jaime Kurnick	Henry Spurlin
Robert Craig	Wilford Kyes	Eric Stabel
*Dianna Crosby	Joel Lambert	Christopher Stetter
Lorraine Curtner	Jayson Levy	Sarah Stone
Robert Dean	Lee Libby	Kevin Strickland
John Deese	Alessandra Li-Calzi	*Dorothy Stroman
Christopher Drum	*Mary Lock	Roberto Sutton
John Duff	Steve Lodle	Aaron Thomas
James Ebbeling	Charles Love	Donald Tyson
Tyson Elliot	Sheila Lucas	William Vickory
Jackie Erney	James Mabry	Charles Ward
Stephen Everett	*Margarett Martin	Ted Weseman
Marie-Elena Falkenberg	Tami Mandro-Weaver	Neil Weinstein
Anthony Ferrara	Douglas Massie	R. David Wiles
Michelle Freas	Thomas Mayfield	Daniel Wilkins

Jared Freeland
Michael Fulton
Philip Fuhr
Cliff Gabbard

Harold McGee
^Brett Merritt
Rebecca Micha

*Amy Wilson
Michael Yawn
Albert Young

* Grant funded

^ Funded by student activity and service fees

Board Action Requested:

Approval

C O N S E N T

**District Board of Trustees
October 18, 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)

411.330, 10-11

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

**Technical/Professional
Appointment**

Name

Position

Full Time

Mark David Kanzler
B.S., University of Florida

Project Manager, Facilities Services

Part Time

Howard Anderson

Specialist, Fine Arts

^ Kathryn Beland

Specialist, Student Life

* Christina Edwards

Specialist, Team Health

Leland Drew Hill

Advising Specialist

Brooke Howard

Specialist, Fine Arts (Life Model)

Pauline McCanless

Specialist, Site Coordinator

^ Brett Merritt

Specialist, Athletics

Josephine Staten

Specialist, Community Education

* Grant funded

^ Funded by student activity and service fees

Board Action Requested:

Approval

C O N S E N T

**District Board of Trustees
October 18, 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

404.394, 10-11

The individuals listed below are being recommended for appointment for 2010-2011 as stated in the individual employee's contract.

Community Education

<u>Name</u>	<u>Class</u>
Betty Blitch	See, Mix, Paint in Oil
James Bowen	Introduction to Landscape Design
Rhonda Clark	Discover Golf Fundamentals
Kenneth Davis	Fundamental Algebra
Tina Elmore	Creative Holiday Gifts
Elizabeth Engel Greaser	Make Your Own Toddler/Baby Toy
Abby Estilong	Zumba Fitness with Abby
Dawn Davis-Lopresto	Income Taxes Basics Workshop
Giovannella Moscovici	Italian I and II
Andrew Nichols	Ghosts, Hauntings and More
Diana White	Mixed Media Painting

<u>Name</u>	<u>Position</u>
Laura Lambes	Site Coordinator, Westwood Middle School

Continuing Workforce Development

<u>Name</u>	<u>Position</u>
April Fitzgerald	Continuing Education Specialist
Jorge Ibanez	Continuing Education Specialist

Board Action Requested:

Approval

CONSENT

District Board of Trustees
October 18, 2010

Agenda Item: 3.4

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

Renewal of Agreement with Builders Association of North Central Florida -
Apprenticeship Program

408.1869, 10-11

The purpose of this agreement is to continue the partnership with the Builders Association of North Central Florida for Santa Fe to promote the advancement of apprenticeship training for students enrolled in the Electrical, Plumbing, Building Construction, and Heating, Air Conditioning, and Ventilation programs. Each apprentice is sponsored by an employer associated with a local education agency (LEA) representative. Santa Fe serves as the LEA representative of the Builders Association. The program is funded by the state following Florida state apprenticeship standards. The apprenticeship programs provide opportunities and training for students to enter these different fields, and also provide training for career advancement for those already working. These are four-year programs which include on-the-job training combined with classroom studies.

The agreement commenced July 1, 2010, and is effective for one year.

Board Action Requested:

Approval

C O N S E N T

**District Board of Trustees
October 18, 2010**

Agenda Item: 3.5

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

Warrants Issued for September 2010

208,471, 10-11

A listing of all disbursements issued from September 1 through September 30, 2010, is available at this meeting for the board's information. The amount disbursed was \$22,534,219.41.

Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	685609 - 697135
Payroll	5990 - 6203

Electronic Transfers

77985 - 80471

Board Action Requested:

Approval

C O N S E N T

**District Board of Trustees
October 18, 2010**

Agenda Item: 3.6

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

Report of Purchases for September 2010

202.576, 10-11

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

Purchasing	\$1,458,743.18
Risk Management Consortium	<u>149,240.00</u>
Total	<u>\$1,607,983.18</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y35581 (Fund 1)	\$ 87,151.00	Exempt	Higher One Payments, Inc.	Credit Card Processing and Student Disbursements Information Technology
Y35613 (Fund 1)	\$ 45,000.00	Contract	Affiliated Engineers	Monitor/Analyze Energy Consumption Facilities Administration
Y35814 (Fund 1)	\$ 137,862.00	Contract	Dell Marketing	Computers (100) Information Technology
Y35833 (Fund 1)	\$ 67,500.00	Exempt	Angel Learning	Angel Software License Information Technology
Y35834 (Fund 2)	\$ 39,921.00	Exempt	ADT Security Services	Software and Installation Emergency Notification
Y35836 (Fund 2)	\$ 87,306.66	Exempt	ADT Security Services	Talk-A-Phone Equipment Emergency Notification
Y35947 (Fund 7)	\$ 240,658.00	Contract	Scherer Construction	Student Life Renovation Student Area Renovation
Y35973 (Fund 6)	\$ 90,640.00	Contract	Barr Systems, Inc.	Interior Alterations Risk Management Consortium
	\$796,038.66			

Purchase orders for previously awarded contracts: 11
Purchase orders \$0-\$35,000: 389

Amount: \$ 68,574.57
Amount: \$743,369.95

Board Action Requested:

Approval of report

Evaluation Instrument for the College President

411.311, 10-11

At the March 2010 board workshop, trustees recommended a few changes to the instrument used for the evaluation of the president. The attached document reflects the requested changes of the board members.

Board Action Requested:

Approval

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
September 30, 2010

201.699, 10-11

The attached Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report reflects the status of the college in relation to the percentage of unrealized and unencumbered funds as of September 30, 2010.

The following summary provides a comparison of actual revenues and expenditures for 2010-2011 vs. 2009-2010.

	2010-2011		2009-2010	
	<u>Dollar Amount</u>	<u>Percent of Budget</u>	<u>Dollar Amount</u>	<u>Percent of Actual</u>
Revenue	22,864,600	31.73	22,076,467	31.70
Expenditures	11,684,691	15.11	10,634,892	16.85

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 11-03

200.778, 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 via email on September 28, 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	4	\$25,841.31	\$25,841.31	\$0.00
Surplus Property	1	\$5,085.00	\$5,085.00	\$0.00
TOTAL	5	\$30,926.31	\$30,926.31	\$0.00

Notes

Worn-Out Equipment with Salvageable Parts are items from which spare parts will be taken before the items are discarded.

Surplus Property is generally offered to Alachua and Bradford counties schools first; however, PCs are offered to the PC Shop first. If the counties are not interested in these items, they will be offered to other non-profit organizations that have requested them. Items that are not requested will then be sold at a surplus auction.

Board Action Requested:

Approval

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

Acceptance of Donations, 11-02

200.779, 10-11

The Bradford County Board of County Commissioners has donated the vehicles listed below to the college's Emergency Medical Services program.

<u>Items</u>	<u>Unit Value</u>	<u>Total Value</u>
2000 Freightliner Ambulance	\$4,500.00	\$4,500.00
2001 Freightliner Ambulance	\$4,500.00	\$4,500.00
Total	<u>\$9,000.00</u>	

Board Action Requested:

Approval/acceptance of donations

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

Study-Abroad Program to Czech Republic (Prague and Olomouc)

101.71, 10-11

Model UN Trip to the Czech Republic (POS1920 - Group Study in Political Science)
November 19-28, 2010

Santa Fe has participated in the Model United Nations (MUN) program with distinction for many years. This will be the first overseas conference for the college's well-established MUN team. Participation in this conference will provide SF students with an understanding of salient, complex global issues and the perspectives of multiple countries and cultures on those issues. In addition, our students will gain experience in bargaining and negotiation, speech-making and diplomacy. Students will interact with counterparts from other countries, many of whom have very different perspectives from their own. The trip leader, Dr. G. David Price, has a PhD in History and an MA in Political Science and has been an advisor to SF's MUN since 2001. He has experience taking students on extended trips, including trips to China and within the United States.

Board Action Requested:

Approval

District Board of Trustees
October 18, 2010

Agenda Item: 7.1

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

Amended Rule 7.11: Fees (Incorporating Rule 7.16: Refund of Fees) and
Deletion of Rule 7.16: Refund of Fees

410.451, 10-11

Rule 7.11: Fees is being amended to incorporate appropriate material from Rule 7.16: Refund of Fees. With that change, Rule 7.16 will be deleted from the Rules Manual.

Board Action Requested:

Approval

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

Covenant of Purpose, Use, and Ownership with the United States Economic
Development Administration - Perry Alachua Center

408.1870, 10-11

The attached Covenant of Purpose, Use, and Ownership must be provided to the United States Economic Development Administration (EDA) in order for the EDA to distribute funds for the construction of a 6,000 square foot laboratory and classroom addition at the Perry Center in Alachua. The college received a \$1,670,000 financial assistance award from the EDA for this project.

Board Action Requested:

Approval

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

SiVance LLC - Quick Response Training -- Grant

409.1823, 10-11

The Quick Response Training program is designed 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 (including proprietary processes) for approximately 17 new positions over the next 24 months. SiVance, LLC is a leader in silicone chemistry, focused on the development and manufacture of specialty silicone technologies and intermediates required to modify basic silicone polymers. 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. This is year one of a two-year project.

The amount of funds requested from the Workforce Florida, Inc. is \$86,402, with no matching funds from Santa Fe College.

Duration of this project is October 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.