



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of February 15, 2011, at 4 p.m.
Blount Downtown Center, Gainesville, Florida**

Agenda

Adoption of Agenda

Agenda Item: 1.1
418.492, 10-11

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Board Meeting of February 15, 2011
- 1.2 Approval of Board Meeting Minutes of January 18, 2011

2. Information Items

- 2.1 President's Report
- 2.2 Community Education Enrich! Brochure - Spring Term 2011
- 2.3 Career Pathways Articulation Agreements - School Board of Bradford County

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 Xhale Innovations, Inc. – Quick Response Training -- Grant

Finance/Business Affairs Items

- 3.6 Warrants Issued for January 2011
- 3.7 Report of Purchases for January 2011

4. Personnel

- 4.1 Continuing Contracts for 2011-2012
- 4.2 Leave of Absence

5. Facilities Items

- 5.1 Building F Concourse and B East Reroof - Accept as Complete
- 5.2 Building B Mechanical - Accept as Complete
- 5.3 Building M Mechanical Upgrade - Accept as Complete

6. Finance/Business Affairs Items

- 6.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of January 31, 2011
- 6.2 Colonel Harry M. Hatcher, Jr., Property Survey 11-05
- 6.3 Report of Investments, Quarter Ending December 31, 2010
- 6.4 Addendum to Florida College System Risk Management Consortium Agreement for Professional/Technical Services to Designate Reserves and Letter of Credit Collateral Requirement

7. General Institutional Items

- 7.1 Amended Salary Schedule for 2010-2011 - Flexible Work Week

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 January 18, 2011

401.482, 10-11

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held January 18, 2011, are presented for approval.

Board Action Requested:

Approval

President's Report

Information Item

The president will discuss a variety of informational topics.

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

Community Education Enrich! Brochure - Spring Term 2011

Information Item
415.134, 10-11

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 Community Education brochure entitled "Enrich!" was reviewed and approved by the president at the February 2011 Cabinet meeting and is provided for reporting to the board.

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

Career Pathways Articulation Agreements - School Board of Bradford County

Information Item
408.1881, 10-11

The A.S. and A.A.S. degree programs 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 Career Pathways articulation agreements with the School Board of Bradford County.

Renewal

Business Administration A.S.
Business Administration A.A.S.
Business Management Certificate
Business Management - Human Resources Certificate
Business Management - Marketing Certificate
Business Management - Retail Management Certificate
Business Operations - Accounting Certificate
Business Operations - E-Business Certificate
Business Operations - Human Resources Certificate
Business Operations - Management Certificate
Business Specialist Certificate
Legal Assisting A.S.
Legal Assisting A.A.S.
Legal Office Management Certificate
Office Administration - Office Software Applications A.S.
Office Administration - Office Software Applications A.A.S.
Office Administration - Medical Office Specialist A.S.
Office Administration - Medical Office Specialist A.A.S.
Medical Record Transcribing - ATD
Office Specialist Certificate
Office Management Certificate

• Administrative Assistant

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

• Administrative Assistant

Dental Assisting Certificate
Dental Hygiene A.S./A.A.S.
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 A.S.
Practical Nursing Certificate
Surgical Technology Certificate

} • Administrative Assistant

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

} • Computer Systems Technology

Business Administration A.S.
Business Administration A.A.S.
Business Management Certificate
Business Management - Human Resources Certificate
Business Management - Marketing Certificate
Business Management - Retail Management Certificate
Business Operations - Accounting Certificate
Business Operations - E-Business Certificate
Business Operations - Human Resources Certificate
Business Operations - Management Certificate
Business Specialist Certificate
Legal Assisting A.S.
Legal Assisting A.A.S.
Legal Office Management Certificate
Office Administration - Office Software Applications A.S.
Office Administration - Office Software Applications A.A.S.
Office Administration - Medical Office Specialist A.S.
Office Administration - Medical Office Specialist A.A.S.
Medical Record Transcribing - ATD
Office Specialist Certificate
Office Management Certificate

} • Cosmetology

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

} • Dental Aide

Practical Nursing Certificate
Surgical Technology Certificate

} • Nursing Assistant

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

Nursing A.S.

} • Nursing Assistant

C O N S E N T

**District Board of Trustees
February 15, 2011**

Agenda Item: 3.1

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

Contract Staff (Faculty)

402.479, 10-11

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

Appointment

Full Time

<u>Name</u>	<u>Position</u>
Brian Nocito <i>M.S., University of Florida</i>	Interim Assistant Professor, Natural Sciences
Sheri Manguera <i>M.S.N., University of Florida</i>	Interim Assistant Professor, Nursing

Part Time

Phillip Achey	Stephen Howell
Joseph Belgrade	Constance Hreha
James Birdsall	Steven Kalishman
Edwin Book	Karla Kennedy
Chad Bradt	Lee McDowell
Kimberly Calvin	Ted Mitchell
Leroy Clark	Timothy Morrisey
Ronald Claypool	Shawn Pagel
Fatha Desue	* Pamela Pallas
Kyle Draney	Amber Pena
Joseph Doyle	Edward Perez
Richard Fobair	William Pokorny
Estefania Garcia	Janine Sankar
Christopher Gay	Hannah Stahmer
Albert Haddad	Margarita Torres
Jason Harrington	Melanie Walls
Stephen Harrison	Donald West
Robert Horter	William Winkler

* Grant funded

Board Action Requested:

Approval

C O N S E N T

**District Board of Trustees
February 15, 2011**

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)

411.336, 10-11

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

**Appointment
Technical/Professional**

Name

Position

Full Time

Shellie Banfield
B.A., University of Florida
Virginie Crisalle
A.S., Santa Fe College

Coordinator, Davis Center
Information Systems Administrator, Information
Technology Service

Part Time

^ Phillip Achey	Specialist, Student Support Services
* Dianna Ares	Specialist, ESL Lab
Courtney Chambers	Specialist, Math Proctor
Kevin Kasper	Specialist, Math Proctor
Joanna Neville	Specialist, Writing Lab
* Janine Sankar	Specialist, Adult Education

* Grant funded

^ Student Leadership and Activities funded

Board Action Requested:

Approval

C O N S E N T

District Board of Trustees
February 15, 2011

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

404.396, 10-11

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

Community Education

<u>Name</u>	<u>Course</u>
Craig Bannon	Drumming
Russell Hall	Cheesemaking

Continuing Workforce Education

<u>Name</u>	<u>Position</u>
Joseph Moro	Continuing Education Specialist
Stephanie Seawright	Continuing Education Specialist

Board Action Requested:

Approval

C O N S E N T

**District Board of Trustees
February 15, 2011**

Agenda Item: 3.4

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

Career Service Staff

403.485, 10-11

The individuals listed below are being recommended for appointment.

Name

Position

Full Time

Oliver Badal

Custodian, Facilities Services Department

Richard Bertie

Groundskeeper II, Facilities Services Department

Part Time

Sukja Kwon

Preschool Aide, Little School

Board Action Requested:

Approval

CONSENT

District Board of Trustees
February 15, 2011

Agenda Item: 3.5

Xhale Innovations, Inc. – Quick Response Training -- Grant

409.1828, 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 for 78 new employees who will be hired over the course of the project period at Xhale Innovation, Inc. Workers will be trained in an innovative new technology, which will lead to significant enhancements in hand hygiene, specifically in the medical field. The Hygreen product is a computer-monitored tracking system for hospitals to ensure medical personnel are washing their hands as required. Customized training is not available at the local level. Grant funds will be used for course material design and development, 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. This is year two of a two-year project.

The amount of funds requested from Workforce Florida, Inc. is \$84,135, with no matching funds from Santa Fe College.

Duration of this project is February 2, 2011, through February 2, 2012.

Operating budget impact: None

Board Action Requested:

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

C O N S E N T

**District Board of Trustees
February 15, 2011**

Agenda Item: 3.6

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

Warrants Issued for January 2011

208,474, 10-11

A listing of all disbursements issued from January 1 through January 31, 2011, is available at this meeting for the board's information. The amount disbursed was \$22,553,516.88.

Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	704306 - 717747
Payroll	6946 - 7073

Electronic Transfers

89604 - 91858

Board Action Requested:

Approval

C O N S E N T

**District Board of Trustees
February 15, 2011**

Agenda Item: 3.7

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

Report of Purchases for January 2011

202.579, 10-11

Below are the total amounts and a summary of purchases for the month of January 2011.

Purchasing	\$1,737,410.01
Risk Management Consortium	<u>0.00</u>
Total	<u>\$1,737,410.01</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y36973 (Fund 1)	\$ 231,174.20	Contract	Dell Marketing, Inc.	Computers (210) Information Technology
Y36976 (Fund 1)	\$ 35,866.68	Contract	CDW Government, Inc.	Network Equipment Information Technology
Y36980 (Fund 7)	\$ 79,000.00	Contract	The Trane Company	Direct Purchase - Heat Pump Package Renewable Energy Projects
Y36999 (Fund 1)	\$ 35,666.40	Exempt	IBM Corporation	Annual Software Support Information Technology
Y37006 (Fund 7)	\$ 71,115.00	Contract	PPI Construction Management	Buildings N and V Storefront Doors, Operators, and Hardware Replacement General Maintenance
Y37042 (Fund 7)	\$ 703,598.00	Contract	Scherer Construction	Buildings A, D, and Concourse Reroofing General Renovation/Remodel
Y37044 (Fund 1)	\$ 50,000.00	Exempt	U.S. Postal Service	First Class Mail Mail and Receiving
Y37102 (Fund 7)	\$ 68,402.00	Contract	Rimrock Commercial Flooring	Building P Classroom Flooring General Maintenance
	<u>\$1,274,822.28</u>			

Purchase orders for previously awarded contracts: 2
Purchase orders \$0-\$35,000: 273

Amount: \$ 20,563.00
Amount: \$442,024.73

Board Action Requested: Approval of report

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

Continuing Contracts for 2011-2012

402.730, 10-11

The following faculty members have successfully completed three years of instructional service to the college with positive annual evaluations. This three-year evaluation process culminated with an extensive self evaluation, peer review, and, ultimately, a peer vote. Based on satisfactory evaluation, affirmative peer vote, review, and recommendation by the academic department supervisor with the support of the Provost and Vice President for Academic Affairs and the college President, the following are recommended for continuing contracts beginning in the 2011-2012 contract year.

Board Action Requested:

Approval

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

Leave of Absence

420.154, 10-11

Ms. Marilyn Tubb, Associate Vice President for College Relations, has requested a leave of absence from her administrative position for the time period of April 1, 2011, through May 30, 2011. This request is supported by the Associate Vice President for College and Community Relations and the college President.

Board Action Requested:

Approval

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

Building F Concourse and Building B East Reroof - Accept as Complete

412.1082, 10-11

Project Description:

This project involved the design, tear off, and replacement of the concourse roof connecting F building with B and G buildings. It also included the remaining eastern half of B building, which totals a combined 15,563 square feet.

Architect/engineer		Craig Salley, Architect
Contractor/construction manager		Scherer Construction & Engineering
Uniform building inspector		In-house
Project budget		\$569,704
Design	\$ 26,593	
Construction	<u>501,191</u>	
Total cost	<u>\$527,784</u>	<u>\$527,784</u>
Project savings		<u>\$ 41,920</u>
Source of funds		PECO

Project Status:

This project is complete and college staff is requesting the board to accept it 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

Building B Mechanical - Accept as Complete

412.1083, 10-11

Project Description:

This project followed the replacement of major campus chilled and heating hot water loops and consisted of the replacement of the major air handlers in building B. Building B is 34 years old and the mechanical equipment was past its useful life. Mechanical codes in place in 1974 were no longer applicable and, therefore, equipment selection and installation had to adhere to current codes.

Architect/engineer		Affiliated Engineers, SE
Contractor/construction manager		Scherer Construction & Engineering
Uniform building inspector		In-house
Project budget		\$1,097,425.00
Design	\$ 115,045.00	
Construction	925,215.69	
Miscellaneous	3,112.20	
Total cost	<u>\$1,043,372.89</u>	<u>\$1,043,372.89</u>
Savings		<u>\$ 54,052.11</u>
Source of funds		PECO

Project Status:

Project is complete and college staff is requesting the board accept it as complete.

Board Action Requested:

Accept as Complete

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

Building M Mechanical Upgrade - Accept as Complete

412.1084, 10-11

Project Description:

This project consisted of the replacement of the air conditioning equipment and all associated ductwork in building M. Building M is 30 years old and the mechanical equipment was past its useful life. Mechanical codes in place in 1979 were no longer applicable and, therefore, equipment selection and installation had to adhere to current codes

Architect/engineer		Affiliated Engineers, SE. Inc.
Contractor/construction manager		PPI Construction Management
Uniform building inspector		In-house
Project budget		\$1,187,380.00
Design	\$ 87,380.00	
Construction	1,020,064.80	
Testing and abatement	16,392.00	
Miscellaneous	<u>6,171.92</u>	
Total cost	<u>\$1,130,008.72</u>	\$1,130,008.72
Savings		<u>\$ 57,371.28</u>
Source of funds		PECO

Project Status:

This project is complete and college staff is requesting the board accept it as complete.

Board Actions Requested:

Accept project as complete

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
January 31, 2011

201.703, 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 January 31, 2011.

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 Total Year</u>
Revenue	49,385,100	68.54	46,436,473	66.67
Expenditures	32,715,939	42.31	30,510,626	48.33

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 11-05

200.784, 01-11

Below and on the attached pages are requests from the various custodians to remove property from their inventory for the reasons indicated. The college has a Property Survey Committee composed of representatives from around the college who review the departmental requests before they are presented to the board. The board is informed of the requests approved by the Property Survey Committee and the request of surplus that need the approval of the board.

The Property Survey Committee met via email on January 25, 2011, 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	\$ 5,614.00	\$ 5,614.00	\$0.00
Surplus Property	2	12,326.80	12,326.80	0.00
TOTAL	3	\$17,940.80	\$17,940.80	\$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

Report of Investments, Quarter Ending December 31, 2010

201.704, 10-11

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

Average adjusted rate (not less than 0), month of December 2010	0%
Interest earnings, quarter	\$0
Interest earnings, fiscal year to date	\$0

Short-term investments are maintained in the Florida State Board of Administration Local Government Surplus Trust Fund Investment pool (LGIP-Formally known as LGIP A).

Interest rate at December 31, 2010	0.27%
Interest earnings, quarter	\$5,030
Interest earnings, fiscal year to date	\$11,067

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

Fair value factor at December 31, 2010	77.9%
Interest earnings, quarter	\$51,713
Interest earnings, fiscal year to date	\$79,689

Capital improvement fee bond proceeds and short-term investments are maintained in the Florida Division of Treasury Special Purpose Investment Account (SPIA). These funds are available for transfer to the demand deposit account when requested or needed to cover vendor payments related to projects. Funds are recorded at cost each month.

Interest rate, gross, at December 31, 2010	1.12%
Interest earnings, quarter	\$209,692
Interest earnings, fiscal year to date	\$445,390

Long-term investments are managed through the investment management services agreement with PFM Asset Management, LLC (effective August 1, 2010). Funds deposited in this account are those which the college finance staff has calculated can be invested for a longer term in that the investment policy is based on a maximum effective maturity of three years.

Average life	1.64 years
Yield-to-maturity at cost	1.95%
Earnings, quarter	\$(5,236)
Earnings, fiscal year to date	\$44,981

Interest Earnings Comparison

Total interest earnings fiscal year to date 2010/2011	\$581,127
Total interest earnings fiscal year to date 2009/2010	\$623,439

Board Action Requested:

Approval

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

Addendum to Florida College System Risk Management Consortium Agreement for Professional/Technical Services to Designate Reserves and Letter of Credit Collateral Requirement

209.187, 10-11

The college's existing fiscal agency agreement with the Florida College System Risk Management Consortium contains language specifying that the college will maintain a minimum amount of consortium funds on reserve within the Property and Casualty Plan account for payment of amounts due to the insurance carrier. In the past, the carrier required that the reserve amount be adjusted as needed pursuant to the consortium's Casualty Insurance Program Agreement with the insurance carrier by a formal addendum to the agreement between the college and the consortium each year. The consortium has ended its agreement with this carrier and the carrier will not agree to maintain this non-standard form of collateral. Therefore, the paragraph relating to this reserve needs to be removed from the Professional/Technical Services Agreement, and the consortium, through the college as fiscal agent, must post a letter of credit in the amount of \$4,737,396 in lieu of the college's reserve of funds. Consortium funds are more than adequate to cover the required letter of credit. No college funds are involved.

The consortium board met on January 21, 2011, and recommended approval of the change in the casualty insurance program carrier and collateral requirements. Final approval of the March 1, 2011, through February 28, 2012, casualty insurance program occurred at the February 2-3, 2011, meeting of the Council of Presidents.

Board Actions Requested:

- 1. Approval of the Addendum**
- 2. Approval for the board chair to execute Letter of Credit documents for Santa Fe College as fiscal agent for the consortium after review and approval by the college attorney and chief financial officer**

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

Amended Salary Schedule for 2010-2011 - Flexible Work Week

405.103, 10-11

This amendment to the Salary Schedule for 2010-2011, which is not the same as the summer flex schedule, is to establish a more flexible work schedule to meet the college's needs while not allowing employees to exceed the 40 hour work week or expanding the budget. This amendment will primarily affect career service employees. When the need is sufficiently demonstrated, variations of the work week, including any combination of days and hours during the Sunday through Saturday work week to equal 40 hours of work, may be authorized. A draft was circulated to all affected college constituents, including Career Service Council and College Senate.

It is recommended that the Salary Schedule for 2010-2011 be amended by adding the following paragraph to the section entitled Career Service Personnel, Terms of Employment:

Most full-time, 12-month employees, unless otherwise specified, work a 40-hour work week from Sunday through Saturday. While most work Monday through Friday from 8 a.m. to 4:30 p.m., others work eight hours per day over various days during the work period. The college has a need in some areas to establish a more flexible work schedule to maximize availability to students while not allowing employees to exceed the 40-hour work week. Therefore, in certain situations, when college need is sufficiently demonstrated, documented, and approved by the appropriate departmental vice president, variations of the 40-hour work week, including any combination of days and hours during the Sunday through Saturday work week to equal 40 hours of work, may be authorized. These modified schedules do not impact full-time status, duty days, or any other benefits. Appropriate documentation and approvals for flexible work schedules will be maintained in Human Resources.

Board Actions Requested:

Approval