



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of July 19, 2011, at 4 p.m.
Watson Center, Keystone Heights, Florida**

Agenda

Adoption of Agenda

Agenda Item: 1.1
418.496, 11-12

1. General Functions
 - Pledge of Allegiance
 - 1.1 Adoption of Agenda for Board Meeting of July 19, 2011
 - 1.2 Organization of the Board for 2011-2012
 - 1.3 Approval of Board Meeting Minutes of June 21, 2011

2. Information Items
 - 2.1 President's Report
 - 2.2 Community Education Enrich! Brochure for Fall A Term 2011 and Continuing Workforce Education Enhance Brochure for Fall Term 2011
 - 2.3 Career Pathways Agreements with School Boards of
 - Alachua County
 - Bradford County
 - Columbia County
 - Gilchrist County
 - Levy 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 Articulated Acceleration/Dual Enrollment/Early Admissions Agreements with
 - Cornerstone Academy, Gainesville
 - Countryside Christian School, Gainesville
 - Grace Christian School, Gainesville
 - Living Springs Academy, High Springs
 - Loga Springs Academy, Gainesville
 - 3.6 Lydia Stokes Foundation: Displaced Homemakers Program -- Grant
 - 3.7 Adults with Disabilities -- Grant

 - Finance/Business Affairs Items
 - 3.8 Warrants Issued for June 2011
 - 3.9 Report of Purchases for June 2011

4. Facilities Items
 - 4.1 Educational Plant Survey
 - 4.2 Annual Capital Improvement Plan
5. Personnel
 - 5.1 Santa Fe Senior Management Service Class Optional Retirement Program Local Annuity Plan
6. Finance/Business Affairs Items
 - 6.1 Fund 1 (Current Unrestricted) Upper and Lower Level Revenue and Expenditure Report as of June 30, 2011
 - 6.2 Budget Amendment #1, 2011-2012 Operating Budget, Current Unrestricted (Fund 1)
 - 6.3 Colonel Harry M. Hatcher, Jr., Property Survey 12-01
 - 6.4 Acceptance of Donations 12-01
7. General Institutional Items
 - 7.1 Approval of User Fees and Fines Schedule
 - 7.2 Revised Kika Silva Pla Planetarium Advisory Committee
8. Rules
 - 8.1 Technical Changes to All Rules in College Rules Manual
 - 8.2 Deletion of Rule 7.31: Library Fines and Assessments
9. Contracts/Grants
 - 9.1 Addendum #2 to Temp Force Agreement - E-Verify Program
 - 9.2 Agreement with Coordinated Benefit Plans, LLC - International Students Insurance
 - 9.3 Amendments to Articulated Acceleration/Dual Enrollment/Early Admissions Agreements with
 - Cassels Christian Academy, Starke
 - Family Life Family Life Academy, Archer
 - Hope Christian Academy, Starke
 - Northside Christian Academy, Starke
 - 9.4 Memorandum of Understanding for Health IT Workforce/HITM Internship Program
 - 9.5 Tourism Product Development Program: *Teaching Zoo Capital* -- Grant
 - 9.6 Tourism Product Development Program: *Showcase Santa Fe: Family Weekends at Spring Arts, the Zoo, the Planetarium, and the New Fine Arts Hall* -- Grant
 - 9.7 Bradford Fest - Florida Division of Cultural Affairs: *Celebrating Culture, Encouraging Wellness, and Fostering Literacy* -- Grant
10. Santa Fe College Foundation Liaison Update and Board Members' Remarks
11. Citizen's Requests
12. Adjournment

Board Action Requested:

Approval

Organization of the Board for 2011-2012

416.121, 11-12

To be handled at the meeting.

Board Action Requested:

Approval

Approval of Board Meeting Minutes of June 21, 2011

401.486, 11-12

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held June 21, 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 for Fall A Term 2011 and
Continuing Workforce Education Enhance Brochure for Fall Term 2011

Information Item
415.137, 11-12

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 11, 2011, 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 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 11, 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 Agreements with School Boards of
 Alachua County
 Bradford County
 Columbia County
 Gilchrist County
 Levy County

Information Item
 408.1915, 11-12

The A.S. and A.A.S. degree programs and the 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 District Interinstitutional Cooperative Agreements for Career Pathways with the following school districts: Alachua, Bradford, Columbia, Gilchrist and Levy counties.

School Board of Alachua County

| | |
|--|-------------------------------|
| <ul style="list-style-type: none"> • Cardiovascular Technology A.S. • Nuclear Medicine A.S. • Respiratory Care A.S. • Radiography A.S. | Allied Health Assisting |
| <ul style="list-style-type: none"> • Nursing A.S. | Allied Health Assisting |
| <ul style="list-style-type: none"> • Practical Nursing Certificate • Surgical Technology Certificate | Allied Health Assisting |
| <ul style="list-style-type: none"> • Digital Media Technology | New Media Technology |
| <ul style="list-style-type: none"> • Automotive Service Technology Certificate | Automotive Service Technology |
| <ul style="list-style-type: none"> • Automotive Service Management Technology A.A.S. | Automotive Service Technology |
| <ul style="list-style-type: none"> • Criminal Justice Technology A.S. • Criminal Justice Technology A.A.S. | Criminal Justice Operations |
| <ul style="list-style-type: none"> • Dental Assisting Certificate • Dental Hygiene A.S. | Dental Aide |
| <ul style="list-style-type: none"> • Internet Services Technology A.S. • Networking Services Technology A.S. | Digital Design |
| <ul style="list-style-type: none"> • Digital Media Technology A.S. | Digital Design |
| <ul style="list-style-type: none"> • Building Construction Technology A.A.S. | Drafting |
| <ul style="list-style-type: none"> • Early Childhood Education A.S. • Early Childhood Education A.A.S • Early Intervention Certificate | Early Childhood Education |
| <ul style="list-style-type: none"> • Business Management - Entrepreneurship and Small Business Management • Business Operations - Entrepreneurship and Small Business Management | Academy of Entrepreneurship |

| | |
|--|--|
| <ul style="list-style-type: none"> • Business Specialist Certificate Business Management Certificate Business Management - Retail Management Certificate Business Management - Marketing Certificate Business Management - Human Resources Certificate Business Operations - Accounting Certificate Business Operations - Human Resources Certificate Business Operations - E-Business Certificate Business Operations - Management Certificate | Academy of Entrepreneurship |
| <ul style="list-style-type: none"> • Business Administration A.A.S. | Academy of Entrepreneurship |
| <ul style="list-style-type: none"> • Business Administration A.S. | Academy of Entrepreneurship |
| <ul style="list-style-type: none"> • Business Administration A.A.S. Business Management Certificate Business Management - Human Resources Certificate Business Management - Retail Management Certificate Business Operations - Accounting Certificate | Academy of Finance |
| <ul style="list-style-type: none"> • Business Management - Entrepreneurship and Small Business Certificate Business Operations - Entrepreneurship and Small Business Certificate | Academy of Finance |
| <ul style="list-style-type: none"> • Business Management - Marketing Certificate Business Operations - Human Resources Certificate Business Operations - Management Certificate Business Operations - E-Business Certificate Business Specialist Certificate | Academy of Finance |
| <ul style="list-style-type: none"> • Business Administration A.S. | Academy of Finance |
| <ul style="list-style-type: none"> • Business Specialist (Finance Specialist) Certificate | Academy of Finance |
| <ul style="list-style-type: none"> • Emergency Medical Services A.S. Emergency Medical Services A.A.S. | Academy of Fire and Emergency Services |
| <ul style="list-style-type: none"> • Cardiovascular Technology A.S. Nuclear Medicine A.S. Respiratory Care A.S. Radiography A.S. | Nursing Assistant |
| <ul style="list-style-type: none"> • Nursing A.S. | Nursing Assistant |
| <ul style="list-style-type: none"> • Practical Nursing Certificate Surgical Technology Certificate | Nursing Assistant |
| <ul style="list-style-type: none"> • Internet Services Technology A.S. Networking Services Technology A.S. | New Media Technology |
| <ul style="list-style-type: none"> • Digital Media Technology A.S. | Web Design |
| <ul style="list-style-type: none"> • Internet Services Technology A.S. Networking Services Technology A.S. | Web Design |

School Board of Bradford County

| | |
|---|--|
| • Business Programs Degrees and Certificates | 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 |
| • Automotive Service Technology Certificate | Medium and Heavy Duty Bus and Truck Technician |
| • Building Construction Technology A.A.S. | Building Construction (postsecondary) |
| • Building Construction Technology A.A.S. | Academy of Building Construction (secondary) |
| • Business Programs Degrees and Certificates | Cosmetology |
| • Criminal Justice Technology A.A.S. Criminal Justice Technology A.S. | Criminal Justice Operations |
| • Networking Services Technology A.S. Internet Services Technology A.S. Information Technology Management Certificate Information Technology Technician Certificate Information Technology Analysis Certificate Information Technology Support Certificate Crime Scene Technician Certificate | Computer Systems Technology |
| • Dental Assisting Certificate Dental Hygiene A.S. | Dental Aide |
| • Early Childhood Education A.S. Early Childhood A.A.S. Early Intervention Certificate | Early Childhood Education |
| • Cardiovascular Technology A.S. Nuclear Medicine A.S. Respiratory Care A.S. Radiography A.S. | Nursing Assistant |
| • Nursing A.S. | Nursing Assistant |
| • Practical Nursing Certificate Surgical Technology Certificate | Nursing Assistant |
| • Biotechnology Laboratory Technician A.S. | Nursing Assistant |

School Board of Columbia County:

| | |
|---|----------------------------------|
| • Automotive Service Technology Certificate | Automotive Service Technology |
| • Building Construction Technology A.A.S. | Building Construction Technology |
| • Dental Assisting Certificate Dental Hygiene A.S. | Dental Aide |

| | |
|--|-------------------|
| • Biotechnology Laboratory Technician A.S. | Nursing Assistant |
| • Cardiovascular Technology A.S. Nuclear Medicine A.S. Respiratory Care A.S. Radiography A.S. | Nursing Assistant |
| • Surgical Technology Certificate | Nursing Assistant |

School Board of Gilchrist County:

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

School Board of Levy County:

| | |
|---|----------------------------------|
| • Building Construction Technology A.A.S. | Building Construction Technology |
| • Dental Hygiene A.S. | Dental Aide |
| • Digital Media Technology A.S. | Digital Design |
| • Biotechnology Laboratory Technician A.S. | Nursing Assistant |
| • Cardiovascular Technology A.S. Nuclear Medicine Technology A.S. Respiratory Care A.S. | Nursing Assistant |
| • Digital Media Technology A.S. | New Media Technology |

C O N S E N T

**District Board of Trustees
July 19, 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)

402.734, 11-12

The individuals listed below are being recommended for appointment for 2011-2012, or a portion of 2010-2011, as stated in the individual employee's contract.

Appointment

Full Time

| <u>Name</u> | <u>Position</u> |
|---|---|
| Jodi Harstrom <i>M.A., Western Carolina University</i> | Interim Assistant Professor, Social and Behavioral Sciences |
| Christopher Raye <i>Ph.D., University of Florida</i> | Assistant Professor, Social and Behavioral Sciences |
| Zahir Small <i>M.A., University of Florida</i> | Assistant Professor, English |

Part Time

Carla Aycok
Bryce Bolin
Jesse Brown
* Myrtha Forges
Charles McCray, Jr.
Shanthi Rajan
Amanda Sylvester

* Grant funded

Board Action Requested:

Approval

C O N S E N T

**District Board of Trustees
July 19, 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)

411.340, 11-12

The individuals listed below are being recommended for appointment or promotion for 2011-2012, or a portion of 2010-2011, as stated in the individual employee's contract.

**Appointment
Part Time**

| <u>Name</u> | <u>Position</u> |
|-----------------------|---|
| Adam Arduser | Specialist, Office of Diversity |
| Christopher Ballengee | Specialist, Audio Visual |
| * Dante Buckley | Specialist, Upward Bound |
| Janice Bullard | Assistant to the President |
| * Daniel Cordero | Specialist, Upward Bound |
| * Diane Cutsforth | Specialist, Coastal Heritage/Maine Foundation |
| * John Green | Specialist, Center of Excellence |
| Aubrey Gregory | Specialist, Fine Arts Life Model |
| Allison Lebaron | Specialist, Office of Diversity |
| Aaron Lay | Specialist, Writing Lab |
| Pauline McCanless | Specialist, Community Education |
| Annette Merritt | Specialist, Student Services |
| * Andrew Moon | Specialist, Upward Bound |
| * Unissa Moore | Specialist, Upward Bound |
| Amy Quillen | Specialist, General Counsel |
| * Margaret Sedlacek | Specialist, Upward Bound |
| Deatra Spratling | Specialist, Office of Diversity |
| Josephine Staten | Specialist, Community Education |
| * Grant funded | |

Board Action Requested:

Approval

C O N S E N T

**District Board of Trustees
July 19, 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

404.400, 11-12

The individuals listed below are being recommended for appointment for 2011-2012, or a portion of the 2010-2011 year, as stated in the individual employee's contract.

Community Education

| <u>Name</u> | <u>Program</u> |
|--------------|------------------|
| Maria Zelaya | College for Kids |

Continuing Workforce Development

| <u>Name</u> | <u>Position</u> |
|--------------------|---------------------------------|
| Betty Arnette | Continuing Education Specialist |
| Heather Doles | Continuing Education Specialist |
| Jon Duff | Continuing Education Specialist |
| Earl Ference | Continuing Education Specialist |
| Douglas Henson | Continuing Education Specialist |
| Evan Hurst | Continuing Education Specialist |
| Erik Hushelpeck | Continuing Education Specialist |
| Susan Kulmacz | Continuing Education Specialist |
| Joel Lambert | Continuing Education Specialist |
| Carrie Pridgeon | Continuing Education Specialist |
| Robert Pridgeon | Continuing Education Specialist |
| Vikram Rangala | Continuing Education Specialist |
| Heather Rapp | Continuing Education Specialist |
| Robert Taylor, Jr. | Continuing Education Specialist |
| David Walters | Continuing Education Specialist |
| Michael Wohl | Continuing Education Specialist |

Board Action Requested:

Approval

C O N S E N T

District Board of Trustees
July 19, 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

403.488, 11-12

The individuals listed below are being recommended for appointment.

Appointment

Full Time

| <u>Name</u> | <u>Position</u> |
|-------------------|---|
| Maura Daquila | Program Assistant, Financial Aid |
| Kendall McPherson | Program Assistant, Center for Emerging Technologies |

Board Action Requested:

Approval

CONSENT

District Board of Trustees
July 19, 2011

Agenda Item: 3.5

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

| | |
|--|-----------------|
| Articulated Acceleration/Dual Enrollment/Early Admissions Agreements with Cornerstone Academy, Gainesville (Amended) Countryside Christian School, Gainesville (New) Grace Christian School, Gainesville (Amended) Living Springs Academy, High Springs (New) Loga Springs Academy, Gainesville (New) | 408.1920, 11-12 |
|--|-----------------|

These agreements are based on the standard high school dual enrollment agreement previously approved by the board, but each has slight modifications. The agreements outline the programs, services, and acceleration mechanisms that are provided by the college to the private schools listed above. The dual enrollment acceleration mechanism provides eligible high school juniors and seniors an opportunity to earn college credit. The terms of the agreements are for one year and will automatically renew unless either party to an agreement wishes to terminate it.

Board Action Requested:

Approval

C O N S E N T

**District Board of Trustees
July 19, 2011**

Agenda Item: 3.6

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

Lydia Stokes Foundation: Displaced Homemakers Program -- Grant

409.1855, 11-12

The purpose of this grant is to help fund the general operating expenses of the Displaced Homemaker Program, which provides without charge services to eligible individuals over 35 years of age who have lost financial support and have been unable to secure adequate employment in Alachua and surrounding counties. Services will be provided through classes and workshops on the topics of job counseling designed for a person entering the job market after a number of years as a homemaker; job training and placement, including employability and basic computer skills; financial management; outreach and information; and educational exploration. This comprehensive program is designed to assist the individual toward independence and economic security.

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

Duration of this project is July 1, 2011, through June 30, 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
July 19, 2011**

Agenda Item: 3.7

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

Adults with Disabilities -- Grant

409.1856, 11-12

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, 2011, through June 30, 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
July 19, 2011**

Agenda Item: 3.8

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

Warrants Issued for June 2011

208,487, 11-12

A listing of all checks and payroll ACH disbursements issued from June 1 through June 30, 2011, is available at this meeting for the board's information. The amount disbursed was \$7,294,010.65.

Warrant Numbers

| | |
|-----------------|-----------------|
| Manual Payroll | None |
| Manual Payables | None |
| Payables | 727831 - 729053 |
| Payroll | 8085 - 8271 |

Payroll Electronic Transfers

03678 - 06258

Note: Disbursements made to vendors by wire transfer (such as Higher One or the Consortium's insurance carriers) are not included in above totals. The amount wired to Higher One for the month was \$3,381,382.40.

Board Action Requested:

Approval

C O N S E N T

District Board of Trustees
July 19, 2011

Agenda Item: 3.9

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

Report of Purchases for June 2011

202.583, 11-12

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

| | |
|----------------------------|----------------------------|
| Purchasing | \$621,286.93 |
| Risk Management Consortium | <u>13,798.28</u> |
| Total | <u>\$635,085.21</u> |

| <u>P.O. No.</u> | <u>Amount</u> | <u>Procurement</u> | <u>Vendor</u> | <u>Class of Item-Department</u> |
|--------------------|---------------------|--------------------|---------------------------------------|--|
| Y38810 (Fund 7) | \$ 89,307.00 | Contract | PPI Construction Management | Fire Alarm Upgrades - IPS Campus Life/Safety Projects |
| Y38828 (Fund 7) | \$ 121,980.00 | Contract | Tom Barrow Company | Direct Purchase - Building V HVAC Equipment General Renovation/Remodel |
| Y38836 (Fund 7) | \$ 165,013.00 | Contract | Scherer Construction & Engineering | Campus Hot Water Pump Installation Project General Maintenance |
| Y38837 (Fund 7) | \$ 39,080.00 | Contract | Scherer Construction & Engineering | Basin Remediation Project General Maintenance |
| | <u>\$415,380.00</u> | | | |

Purchase orders for previously awarded contracts: 0
Purchase orders \$0-\$35,000: 96

Amount: \$ 0.00
Amount: \$219,705.21

Board Action Requested:

Approval of report

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

Educational Plant Survey

412.1090, 11-12

The Educational Plant Survey is a systematic study of existing educational plants and the determination of future needs for the purpose of providing an appropriate educational program and service for each student. The reason for a survey is to formulate plans for housing educational programs, student population, faculty, administrators, staff, and auxiliary and ancillary services of the college. The objective of a comprehensive fixed capital outlay plan is to propose a facilities project program for the college for a period of five years.

The survey includes a reconciliation of all physical space owned or leased by the college. The process for determining space needs uses student enrollment projections, space needs generation formulas, space utilization formulas, educational program information, and size of space and occupant design criteria. The space needs are then compared with the existing space inventory to arrive at recommendations for renovation, remodeling, and new construction.

At least every five years, each college board of trustees is responsible for arranging an educational plant survey for its college based on Florida Statutes 1013.31(1), 1001.64(34), 1013.40(1), and the State Requirements for Educational Facilities (SREF) Section 3.1. After review and approval of the report by the board, it is submitted to the Office of Educational Facilities, Department of Education. The survey provides the recommendations for fixed capital outlay funds provided by the state.

Board Action Requested:

Approval of Educational Plant Survey

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

Annual Capital Improvement Plan

412.1091, 11-12

Each year every Florida college is required to complete a five year Capital Improvement Plan (CIP) identifying the need for construction of new educational facilities, as well as major additions, renovations, or repairs necessary to extend the useful life of buildings. Projects included in the plan must be based on the institution's most recent Educational Plant Survey. The Capital Improvement Plans are reviewed by the Division of Florida College's staff, and recommendations are made to fund specific projects within the limits of available funds earmarked for public educational facilities.

Attached is the Capital Improvement Plan (CIP-2 Summary) for Santa Fe based on the 2011 Educational Plant Survey. This will be the legislative funding request for 2012-2013 PECO funds that covers proposed renovation, remodeling, and new construction for the next five years. Since this is an annual report, modifications can be made to the rolling five-year plan each year. It is requested that the board approve this plan for submission to the Florida College System.

Board Action Requested:

Approval

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

Santa Fe Senior Management Service Class Optional Retirement Program
Local Annuity Plan

411.341, 11-12

Members of the Senior Management Service Class (SMSC) may choose to participate in the Florida Retirement System's SMSC or in a Senior Management Service Class Optional Retirement Program Local Annuity Plan ("ORP Local Annuity Plan") authorized and administered by the local district board of trustees. Contributions by the District Board of Trustees of Santa Fe College on behalf of the employee in the ORP Local Annuity Plan are made through an established plan qualified under the provisions of Section 403(b) of the Internal Revenue Code.

The previously approved employer contribution rate to this plan is 12.65% of the employee's base annual salary. To be consistent with recent Florida Retirement changes that require employee contributions in the amount of 3% toward retirement, the college is recommending that the employer contribution rate for Santa Fe's ORP Local Annuity Plan be changed, effective July 1, 2011, to 9.65% and a requirement that the participating employee contribute 3% effective the same time period.

Board Actions Requested:

1. **Approval of changes in the employer and required employee contribution rate**
2. **Authorization for the Vice President of Administrative Affairs to execute modifications as needed to plan documents, summary plan descriptions, and related documents.**

District Board of Trustees
July 19, 2011

Agenda Item: 6.1

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

Fund 1 (Current Unrestricted) Upper and Lower Level Revenue and Expenditure Report as of June 30, 2011

201.712, 11-12

Closing for the fiscal year ending June 30, 2011, will be completed on August 15, 2011. The attached Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report is PRELIMINARY and does not reflect all of the accounting activity for the 12-month period. The Annual Financial Report for fiscal year 2010-2011 will be presented at the September meeting

Board Action Requested:

Approval of report

District Board of Trustees
July 19, 2011

Agenda Item: 6.2

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

Budget Amendment #1, 2011-2012 Operating Budget, Current Unrestricted (Fund 1) 201.713, 11-12

The first amendment to the Fund 1 (Current Unrestricted) Operating Budget is submitted for approval. Approval is requested in order to incorporate the estimated budget required to pay capital and special obligations carried forward from 2010-2011.

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 12-01

200.793, 11-12

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 need the approval of the board.

The Property Survey Committee met via email on June 21, 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 |
|------------------|-----------------|---|---------------------------------|---|
| Surplus Property | 1 | \$7,925.00 | \$7,925.00 | \$0.00 |
| TOTAL | <u>1</u> | <u>\$7,925.00</u> | <u>\$7,925.00</u> | <u>\$0.00</u> |

Notes

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 12-01

200.794, 11-12

The Santa Fe College Foundation has donated the items listed below to the following programs:

Automotive Program

| | |
|----------------------------|---------------------------|
| Alldata information system | \$ 1,950.00 |
| Hunter Auto28 tire changer | <u>12,784.83</u> |
| Total | <u>\$14,734.83</u> |

Nursing Program

| | |
|---|---------------------------|
| 2 Alaris PC units with 2 modules and software | \$14,070.00 |
| 1 Stretcher for transport practice | 1,650.00 |
| 2 Arterial stick arms with replacement skin | <u>1,031.12</u> |
| Total | <u>\$16,751.12</u> |

Fine Arts Department

| | |
|----------------------------------|--------------------------|
| Southeastern Performance Apparel | \$3,000.00 |
| Mitchells Formal Wear | <u>2,000.00</u> |
| Total | <u>\$5,000.00</u> |

Board Action Requested:

Approval

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

Approval of User Fees and Fines Schedule

200.795, 11-12

Sections 1009.22(9) and 1009.23(12)(a), Florida Statutes, state that each board of trustees is authorized to establish fee schedules for user fees and fines (charged to students and the community). Subsequent to a special audit of fees statewide in 2002 by the State Auditor General, Santa Fe has ensured that all fees assessed by the college have been approved, per statutory requirement, by the District Board of Trustees.

Attached is a schedule of all the fees charged by college with board action requested per fee. Approval of the attached Schedule of User Fees and Fines is requested.

Board Action Requested:

Approval of User Fees and Fines Schedule

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

Revised Kika Silva Pla Planetarium Advisory Committee

417.93, 11-12

Below are the changes to the Kika Silva Pla Planetarium Advisory Committee. The new members will serve out the remainder of the term of the previous members.

New

Ms. Jessica Feldman Mead, Curriculum Specialist, Science, Grades K-5, Alachua County Public Schools, Gainesville

Mr. Mark Bennett, Planetarium and Visitor Services Manager, Miami Science Museum, Miami

Outgoing

Ms. Jennifer Homard, Curriculum Specialist, Elementary Mathematic, and Science, Alachua County Public Schools, Gainesville

Mr. Jack Horkheimer, former Executive Director, Miami Space Transit Planetarium, Miami

Board Action Requested:

Approval

Technical Changes to All Rules in College Rules Manual

410.457, 11-12

The existing Rules Manual has been sorely in need of technical revisions. The revisions include updating the college name and legal citations, correcting inaccurate and outdated job titles, and making other necessary, non-substantive changes. Although Procedures are included on the web site, this request is for approval of changes to the Rules only, as the Procedures are approved by Cabinet.

The technical changes can be found at the following location:

<http://www.sfcollege.edu/rules/?section=revision&24b8c5b1b6af9b3695725f0d3622c80a>

Board Action Requested:

Approval of changes to the Rules in the College Rules Manual

Deletion of Rule 7.31: Library Fines and Assessments

410.458, 11-12

All of the information set forth in the rule can be adequately covered by college procedures and other appropriate measures. Accordingly, this rule should be deleted as unnecessary and outdated.

Board Action Requested:

Approval

District Board of Trustees
July 19, 2011

Agenda Item: 9.1

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

Addendum #2 to Temp Force Agreement - E-Verify Program

408.1922, 11-12

The college requests permission to amend the agreement to contractually require Temp Force to conduct employee verification through the Federal E-Verify system for all workers placed at Santa Fe College.

Board Action Requested:

Approval of agreement addendum

Agreement with Coordinated Benefit Plans, LLC - International Students Insurance 408.1923, 11-12

This agreement with Coordinated Benefit Plans, LLC, provides a standardized insurance policy to Santa Fe international students on an F-1 visa. Offering this policy allows the college to provide a group rate for insurance, thus reducing cost to students. It also allows the college to control the dates of the policy and prevent students from withdrawing from the plan while still enrolled. There is no cost to the college for this program; the annual policy rate for students is \$1187. This is an increase over last year of \$321, due to increase of claims over previous years.

The term of the agreement is August 22, 2011, through August 21, 2012.

Board Action Requested:

Approval

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

Amendments to Articulated Acceleration/Dual Enrollment/Early Admissions Agreements with 408.1924, 11-12

- Cassels Christian Academy, Starke (First Amendment)
 - Family Life Family Life Academy, Archer (First Amendment)
 - Hope Christian Academy, Starke (First Amendment)
 - Northside Christian Academy, Starke (First Amendment)
-

The attached amendments to the articulation agreements with institutions listed above, outline changes requested regarding student eligibility. The dual enrollment acceleration mechanism provides eligible high school juniors and seniors an opportunity to earn college credit.

Board Action Requested:

Approval

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

Memorandum of Understanding for Health IT Workforce/HITM Internship Program

408.1925, 11-12

Santa Fe College's Health Information Technology Workforce/Health Information Technology and Management Internship Program, which is administered by the Office of Business Programs, provides a practical, voluntary, work-related educational experience to complement a student's academic career and to support the professional goals of student development. To ensure the interests and promote the benefits of an internship arrangement for all parties involved, Santa Fe College has developed this memorandum of understanding to describe the mutual responsibilities between the college and the employer's organization.

The participation of local employers in this program supports the college's educational strategy and provides a foundation for the professional growth of students within the college community and beyond. The primary purpose for the internship is for the employer to provide an environment that enables students to apply their specific skill set acquired via the classroom and/or on-line courses to real life work experiences. Furthermore, the internship will provide the student an opportunity to gain experience in the applicable field of study and promote their employability.

Board Action Requested:

- 1. Approval of the Memorandum of Understanding to be used as a template for the Health IT Workforce/HITM Internship Program**
- 2. Delegation of binding signature authority to the Provost and Vice President for Academic Affairs**

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

Tourism Product Development Program: *Teaching Zoo Capital* -- Grant

409.1857, 11-12

The purpose of this project is to construct a new bridge that is the foundational centerpiece of a larger, donor-funded project to restructure and transform the zoo's current pond area into a new Florida wildlife ecosystem exhibit. The bridge will serve as a walkway with several extended viewing platforms to the larger landscape of the Florida wildlife ecosystem, bringing families into a walk-through aviary and an environment with Florida mammals, birds, and reptiles in a natural and accessible habitat.

The amount of funds requested from the Alachua County Tourist Development Council is \$25,000, with an in-kind match of \$8,655 and a cash match of \$3,081 from Santa Fe College.

Duration of this project is October 1, 2011, through September 30, 2012.

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

Tourism Product Development Program: *Showcase Santa Fe: Family Weekends* 408.1858, 11-12 at *Spring Arts, the Zoo, the Planetarium, and the New Fine Arts Hall* -- Grant

The purpose of this project is to enhance the Santa Fe College Spring Arts Festival, Santa Fe College Zoo, and other Santa Fe College events that have the demonstrated potential to aid in the development of the tourism economy for 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. Santa Fe Spring Arts 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 Santa Fe College.

The amount of funds requested from the Alachua County Tourist Development Council is \$50,000, with an in-kind match of \$56,170 from Santa Fe College.

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

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

Bradford Fest - Florida Division of Cultural Affairs: *Celebrating Culture, Encouraging Wellness, and Fostering Literacy* -- Grant

409.1859, 11-12

The purpose of this project is to provide the residents of Bradford and surrounding rural counties with the area's only significant cultural events. The multi-faceted season includes a plein air artists' event, youth visual and performing arts activities, a string ensemble concert, professional dance presentation, literacy festival, and community civic events, including wellness information. This blend of cultural and community events provides accessible cultural experiences for residents with limited opportunities to experience the arts.

The amount of funds requested from the State of Florida, Division of Cultural Affairs, is \$24,308, with a cash match of \$28,550 and an in-kind match of \$14,511.

Duration of this project is July 1, 2012, through June 30, 2013.

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.