



**The District Board of Trustees  
Santa Fe College, Florida  
Board Meeting of April 17, 2012, at 4 p.m.  
Andrew Cultural Center, Starke, Florida**

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**Agenda**

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**Adoption of Agenda**

**Agenda Item: 1.1**  
418.502, 11-12

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Board Meeting of April 17, 2012
- 1.2 Approval of Board Meeting Minutes of February 21, 2012

2. Information Items

- 2.1 President's Report
- 2.2 Strategic Planning
- 2.3 New Baccalaureate Programs in Industrial Biotechnology and Digital Arts and Design
- 2.4 Continuing Workforce Education "Enhance" Brochure - Summer Term 2012
- 2.5 Standard Professional Practice Affiliation Agreements with:
  - Hanger Prosthetics & Orthotics, Inc., Gainesville - Health Services Administration
  - James McCauley, M.D., P.A., Alachua - Health Information Technology Management
  - Milla Pediatrics and Associates, Inc., Lake City - Health Information Technology Management

3. Consent Items

Personnel

- 3.1 Contract Staff (Faculty)
- 3.2 Contract Staff (Administrative and Professional)
- 3.3 Community and Continuing Workforce Education
- 3.4 Career Service Staff
- 3.5 Leave of Absence

Agreements, Grants

- 3.6 Ratification of Emergency Signature Authority for Amendment to Agreement with North Florida Regional Medical Center - Clinical Laboratory Sciences and Polysomnography
- 3.7 Mutual Aid Agreement - University of Florida Police Department
- 3.8 Facilities Use and Training Personnel Agreement - City of Gainesville Police Department
- 3.9 Information Technology Professionals in Health Care: Community College Consortia to Educate Information Technology Professionals in Health Care -- Grant
- 3.10 Sandvik Mining and Construction USA, LLC - Quick Response Training -- Grant
- 3.11 NASA Florida Space Grant Consortium - Math, Science, and Astronomy Summer Camp 2012 -- Grant
- 3.12 Employ Florida Banner Center for Life Sciences -- Grant

- Finance Items
  - 3.13 Report of Purchases for February and March 2012
  - 3.14 Colonel Harry M. Hatcher, Jr., Property Survey 12-07
- 4. Facilities Items
  - 4.1 Fine Arts Hall - Accept Project as Complete
- 5. Finance Items
  - 5.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for February and March 2012
  - 5.2 Extension of Banking and Related Services Agreements with BBVA/Compass Bank
- 6. General Institutional Items
  - 6.1 Summer Flex Schedule Proposal
  - 6.2 Dr. Philip Benjamin Matching Grant for Community Colleges - Approval of Expenditure of Nursing Equipment Fund and Acceptance of Donation
  - 6.3 Dr. Philip Benjamin Matching Grant for Community Colleges - Approval of Expenditure of Nursing Equipment Fund for Other Health Related Programs and Acceptance of Donation
  - 6.4 Dr. Philip Benjamin Matching Grant for Community Colleges - Approval of Expenditure of Automotive Equipment Fund and Acceptance of Donation
- 7. Agreements/Grants
  - 7.1 Agreement of Sale and Purchase - Real Property
  - 7.2 Merchant Agreement with Groupon for the Santa Fe College Teaching Zoo
  - 7.3 Agreement with Shands at University of Florida - Funding for RN to BSN Nursing Programs
  - 7.4 Displaced Homemakers Program: Focus on the Future -- Grant
  - 7.5 Carl D. Perkins Career and Technical Education Postsecondary Programs, Section 132 -- Grant
  - 7.6 Carl D. Perkins Postsecondary Rural and Sparsely Populated-- Grant
  - 7.7 Adult Education and Family Literacy, *Adult General Education* – Grant
  - 7.8 Adult Education and Family Literacy, *English Literacy/Civics Education* -- Grant
- 8. Santa Fe College Foundation Liaison Update and Board Members' Remarks
- 9. Citizen's Requests
- 10. Adjournment

**Board Action Requested:**

**Approval**

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Approval of Board Meeting Minutes of February 21, 2012

401.492, 11-12

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The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held February 21, 2012, are presented for approval.

**Board Action Requested:**

**Approval**

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President's Report

Information Item

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The president will discuss a variety of information topics.

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Strategic Planning

Information Item  
419.01, 11-12

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The president will present a variety of topics. In addition, Drs. Jodi Long and Rhonda Morris will discuss the Quality Enhancement (QEP) program.

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

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New Baccalaureate Programs in Industrial Biotechnology and  
Digital Arts and Design

Information Item  
101.84, 11-12

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As part of the process for exploring the initiation of new bachelor's degree programs, the college advised the Division of Florida Colleges in February that it would begin the analysis required to support new baccalaureate programs in Industrial Biotechnology and Digital Arts and Design. Both areas have been identified by college program administrators as areas of need in the local economy, though further analysis is needed to confirm the sustainability of these programs.

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

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Continuing Workforce Education "Enhance" Brochure - Summer Term 2012

Information Item  
415.141, 11-12

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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 CWE program within the fiscal year. A draft of the CWE brochure entitled "Enhance" was reviewed and approved by the president at the April 9, 2012, Cabinet meeting and is provided for reporting to the board.

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

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Standard Professional Practice Affiliation Agreements with:	Information Item
Hanger Prosthetics & Orthotics, Inc., Gainesville - Health Services Administration	408.1970, 11-12
James McCauley, M.D., P.A., Alachua - Health Information Technology Management	408.1975, 11-12
Milla Pediatrics and Associates, Inc., Lake City - Health Information Technology Management	408.1976, 11-12

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The board has authorized the Provost and Vice President for Academic Affairs to execute on behalf of the board standardized form clinical facilities and professional practice agreements without further action by the board. To provide practical experiences for SF students, agreements have been executed with Hanger Prosthetics & Orthotics, Inc., located in Gainesville for the Health Services Administration program, and James McCauley, M.D., P.A., located in Alachua and Milla Pediatrics and Associates, Inc., located in Lake City for the Health Information Technology Management program.



**C O N S E N T**

**District Board of Trustees  
April 17, 2012**

**Agenda Item: 3.1**

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

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Contract Staff (Faculty)

402.742, 11-12

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

Appointment

**Part Time**

Jack Brown  
Christian Grillasca  
Randall Jeter  
George Keyzer  
Brett Kikendall  
Nathaniel King  
Amanda Howard  
Jack Huffman  
Jeremy Loomis  
Herbert Magwood  
John Mazzuca  
Lindsay Mehrkam  
Priyank Shukla  
Robert Stafford

**Board Action Requested:**

**Approval**

**C O N S E N T**

**District Board of Trustees  
April 17, 2012**

**Agenda Item: 3.2**

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

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Contract Staff (Administrative and Professional)

411.350, 11-12

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

<u>Name</u>	<u>Position</u>
<b>Full Time</b>	
<u>Executive /Managerial</u>	
Katrina Brooks <i>M.A., Saint Leo University</i>	Comptroller
Naima Brown <i>Ph.D., University of Florida</i>	Interim Vice President of Student Affairs
<u>Technical/Professional</u>	
James Skeen <i>A.S., Santa Fe College</i>	Application Developer, I.T.S. Department
Sabrina Thrower <i>B.A., University of Central Florida</i>	Advising Specialist, Perry Center
<b>Part Time</b>	
Eric Flagg	Interim Coordinator, Digital Media Technology
Evan Kassof	Specialist, Fine Arts
Alyson Kee	Specialist, Writing Lab
Ryan Keith	Specialist, Downtown Center
Nicole Miglis	Specialist, Fine Arts
Nicholas Robinson	Specialist, Admissions
* William Shoup	Specialist, Adult Education

\* Grant funded

**Board Action Requested:**

**Approval**

**C O N S E N T**

**District Board of Trustees  
April 17, 2012**

**Agenda Item: 3.3**

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

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Community and Continuing Workforce Education Contract Staff

404.406, 11-12

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

Name

Position

**Community Education**

Bruce Capin  
Anda Chance  
Suzette Cook  
April Fitzgerald

Fencing  
Watercolor  
Jewelry Construction  
Learn to Write Poetry

**Board Action Requested:**

**Approval**

**C O N S E N T**

**District Board of Trustees  
April 17, 2012**

**Agenda Item: 3.4**

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

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Career Service Staff

403.494, 11-12

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

<u>Name</u>	<u>Position</u>
<b>Full Time</b>	
<u>Appointment</u>	
Sharon Danzy	Custodian, Facilities Services Department
David Lopez	Custodian, Facilities Services Department
Rebecca Mahony	Program Support Specialist, Office for Development
Shawna Puckett	Office Assistant, Health Sciences Department
Richard Smith	Police Officer, Santa Fe Police Department
 <u>Promotion</u>	
Oralia Gamino	Administrative Assistant, Natural Sciences

**Board Action Requested:**

**Approval**

**C O N S E N T**

**District Board of Trustees  
April 17, 2012**

**Agenda Item: 3.5**

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

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Leave of Absence

420.155, 11-12

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Ms. Ericka Parks, Student Financial Services Accountant, has requested a leave of absence from her career service exempt position for the time period of April 2, 2012, through May 14, 2012. This request is supported by the Vice President for Administrative Affairs.

**Board Action Requested:**

**Approval**

## CONSENT

District Board of Trustees  
April 17, 2012

Agenda Item: 3.6

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

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Ratification of Emergency Signature Authority for Amendment to Agreement with North Florida Regional Medical Center - Clinical Laboratory Sciences and Polysomnography 408.1968, 11-12

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The board is requested to authorize the chair, or vice chair in the chair's absence, to execute the documents, contracts, and change orders requiring board approval during the period between board meetings, which actions if delayed until the April meeting would create operational or financial difficulties for the college. The president shall indicate in writing the reason that the document should be executed prior to the April board meeting. The president will provide this information to the full board for ratification at the next regularly scheduled board meeting, at which time the board may take any action that would not adversely affect any third party's rights.

The attached addendum to the agreement with North Florida Regional Medical Center was signed prior to the April meeting in order to provide internships/clinical experience for students in the college's Clinical Laboratory Sciences and Polysomnography programs at the hospital.

**Board Action Requested:**

**Approval**

## C O N S E N T

**District Board of Trustees  
April 17, 2012**

**Agenda Item: 3.7**

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Mutual Aid Agreement - University of Florida Police Department

408.1969, 11-12

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This agreement gives both the Santa Fe College Police Department and the University Police Department authority to provide operational support to the other party for the purpose of requesting and rendering assistance in law enforcement-intensive situations and emergencies, and for assistance of a routine law enforcement nature that crosses jurisdictional lines. Examples of use may include joint investigations, traffic enforcement efforts, and special events. This is a standard mutual aid agreement governed by Florida law.

This agreement continues the successful relationship currently in place with the new term ending June 30, 2016.

**Board Action Requested:**

**Approval**

## CONSENT

District Board of Trustees  
April 17, 2012

Agenda Item: 3.8

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

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Facilities Use and Training Personnel Agreement - City of Gainesville  
Police Department

408.1971, 11-12

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This agreement was brought to the board in January of this year and is in effect through June 30, 2012. It is now being presented with the same wording and a term of July 1, 2012, through June 30, 2013.

The agreement provides for support to and from Gainesville Police Department (GPD) to the college's criminal justice programs at the Institute of Public Safety. Specifically, GPD requires the use of college facilities to conduct its in-service training, and IPS desires the assistance of local law enforcement professionals to assist its Selection Center and the Law Enforcement Advisory Committee, and to coordinate and instruct in basic recruit, advanced, or specialized training from time to time. GPD will also provide the use of vehicles for training purposes and donate surplus tires. Florida law permits the intergovernmental interchange of public employees.

**Board Action Requested:**

**Approval**



## C O N S E N T

District Board of Trustees  
April 17, 2012

Agenda Item: 3.9

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

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Information Technology Professionals in Health Care: Community College 409.1883, 11-12  
Consortia to Educate Information Technology Professionals in Health Care -- Grant

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The purpose of this project is to help develop and strengthen the health information technology (health IT) community by rapidly creating health IT education and training programs at community colleges or expand existing programs. Community colleges funded under this program will establish intensive, non-degree training programs that can be completed in six months or less. Training began in September 2010.

This is a collaborative partnership between Pitt Community College in North Carolina as fiscal agent, Santa Fe College, and other members of the consortium for Region 5.

As a collaborative partner site with expertise in health information technology, Santa Fe College will recruit, train, and assist with job placement for approximately 150 additional students for year three. Nationally-developed educational materials will be an additional resource, and Santa Fe will collaborate with other consortium members for evaluation and dissemination. This project was initially a two-year project, which has now been extended for a third year.

The amount of funds requested from the U.S. Department of Health and Human Services, Office of the National Coordinator, through Pitt Community College as fiscal agent, is \$536,421 for year three. Total funds requested for the three-year project is \$1,486,753. This initiative is funded by the American Recovery and Reinvestment Act of 2009 (Stimulus Funds).

Duration of this project is April 1, 2012, through March 31, 2013.

Operating budget impact: None

**Board Action Requested:**

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

## CONSENT

District Board of Trustees  
April 17, 2012

Agenda Item: 3.10

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

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Sandvik Mining and Construction USA, LLC - Quick Response Training -- Grant 409.1884, 11-12

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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 introduce a new manufacturing worker to Sandvik's skill-specific manufacturing process, which is critical to the success of the company. Workers will receive training on customized computer tracking and information systems software. Additionally, they will receive an exposure to the basic and air-powered tools that they will use on a daily basis. Finally, they will cover the standard operating system, management processes, blueprints, and on-the-job-training. This project will provide on-the-job-training (including proprietary processes) for approximately 110 new manufacturing jobs. 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 \$119,062, with no matching funds from Santa Fe College.

Duration of this project is March 3, 2012, through March 2, 2013.

Operating budget impact: None

**Board Action Requested:**

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

## CONSENT

District Board of Trustees  
April 17, 2012

Agenda Item: 3.11

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

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NASA Florida Space Grant Consortium - Math, Science, and  
Astronomy Summer Camp 2012 -- Grant

409.1885, 11-12

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The purpose of this project is to provide a one-week summer camp for students in grades 6-8 with opportunities to learn mathematics, science, and astronomy with hands-on activities. Students participate in regular classroom instruction, mentoring, hands on interactive activities, field trips, and take advantage of educational materials and resources provided by Santa Fe College's East Gainesville Instruction Program, the University of Florida, and other local community-based partners. A life skills component is also integrated into the program. Materials used for the life skills program are provided by the ARISE life skills curriculum for middle school youth. The overall goal is to increase minority representation in the math and sciences, enhance life skills, and help pave the way to careers in math, science, astronomy, or other related fields. Grant funds will also support the Ambassador Program. The Ambassadors are students who participated in the 2011 summer camp and will interact with their peers to share information and encourage them to take advantage of training and educational opportunities. Approximately 40 students will be served by this project.

The amount of funds requested from National Aeronautics and Space Administration (NASA), through the University of Florida as fiscal agent, is \$10,000, with matching in-kind funds of \$12,116 and a cash match of \$2,571 from Santa Fe College.

Duration of this project is June 18, 2012, through June 24, 2012.

Operating budget impact: Matching resources are 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.**

## CONSENT

District Board of Trustees  
April 17, 2012

Agenda Item: 3.12

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

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Employ Florida Banner Center for Life Sciences -- Grant

409.1886, 11-12

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The purpose of this project is to continue the development of the Employ Florida Banner Centers with the next generation of the biotechnology center, namely the Banner Center for Life Sciences. The Banner Center for Life Sciences was awarded to Palm Beach State College in partnership with Santa Fe College, University of Florida, Florida State College in Jacksonville, and Indian River State College. The center's proposed training programs are needed by Florida's growing biotech businesses, with expansion to include businesses related to the life sciences, with the goal to improve the quality and quantity of trained workers, both incumbent and new hires. Santa Fe's role will include curriculum development for training on cleanroom techniques in manufacturing, and subsequently, to provide the developed training for 30 completers, resulting in at least five new hires or retained workers.

The amount of funds requested from Workforce Florida, Inc., through Palm Beach State College, is \$25,000, with no matching funds Santa Fe College.

Duration of this project is March 12, 2012, through December 18, 2012.

Operating budget impact: None

**Board Action Requested:**

**Approval**

**C O N S E N T**

**District Board of Trustees  
April 17, 2012**

**Agenda Item: 3.13**

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

Report of Purchases for February and March 2012

202.589, 11-12

Below are the total amounts and a summary of purchases for the months of February and March 2012.

Purchasing	\$1,544,507.47
Risk Management Consortium	<u>197,407.14</u>
<b>Total</b>	<b><u>\$1,741,914.61</u></b>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y42368 (Fund 1)	\$ 42,071.04	Contract	City of Gainesville	GPD Training Agreement Criminal Justice
Y42397 (Fund 1)	\$133,560.00	Contract	Dell Marketing	Computers (100) Information Technology
Y42439 (Fund 2)	\$ 61,720.00	Contract	Prime Conduit, Inc.	Quick Response Training Prime Conduit
Y42522 (Fund 1)	\$ 40,213.00	Exempt	IBM Corporation	Annual Software Support Information Technology
Y42579 (Fund 6)	\$ 44,548.00	Exempt	Cavanaugh MacDonald Consulting	Other Post-Employment Benefits Valuation Risk Management Consortium
Y42583 (Fund 1)	\$ 43,749.84	Bid	Henry Schein Dental	Dental Chairs Dental Lab
Y42598 (Fund 6)	\$138,000.00	RFP	Ceridian Corporation	Benefits Administration Risk Management Consortium
Y42618 (Fund 1)	\$ 64,021.60	Contract	Dell Marketing	Nursing Student Tablets Information Technology
Y42633 (Fund 1)	\$ 35,025.00	Exempt	Kaplan, Inc.	Testing Materials/Service Nursing
	<u>\$602,908.48</u>			

Purchase orders for previously awarded contracts: 1  
Purchase orders \$0-\$35,000: 605

Amount: \$ 25,000.00  
Amount: \$1,114,006.13

**Board Action Requested: Approval**

**C O N S E N T**

**District Board of Trustees  
April 17, 2012**

**Agenda Item: 3.14**

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

Colonel Harry M. Hatcher, Jr., Property Survey 12-07

200.805, 11-12

Below 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 March 20, 2012, 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	9	\$ 65,673.45	\$ 65,673.45	\$ 0.00
Trade-In	2	50,706.00	23,762.40	26,943.60
Returned	6	48,148.00	48,148.00	0.00
<b>TOTAL</b>	<b>17</b>	<b>\$164,527.45</b>	<b>\$137,583.85</b>	<b>\$26,943.60</b>

**Notes**

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

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

Returned Items are those items which were under lease-purchase agreements where Santa Fe decided not to exercise its purchase option.

**Board Action Requested:**

**Approval**

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

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Fine Arts Hall - Accept Project as Complete

412.1098,11-12

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Project Description

This project involved the design and construction of a Fine Arts Hall that features a 609 seat theater complete with theatrical lighting, rigging, and high-end audio/visual systems. The facility boasts a multipurpose classroom/dance studio, a two-level lobby with concessions and catering support, an acoustical orchestra shell, and an outside amphitheater. The primary architect used specialized consultants in the areas of acoustics, lighting, and sound during the design of the facility to make sure that it exceeded expectations. The college was also able to add the outside amphitheater, and also purchase the indoor orchestra shell and lighting package, which were not in the original project budget.

Architect/engineer		Zeidler Partnerships, Inc.
Contractor/construction manager		Danis Building Construction Co.
Uniform building inspector		In-House
Estimated project budget		\$17,173,755.00
Design	\$ 1,586,791.00	
Construction	14,822,069.17	
Furniture and equipment	496,902.07	
Miscellaneous	90,232.35	
Actual project cost	\$16,995,994.59	\$16,995,994.59
Project savings		\$ 177,760.41
Source of funds		Bonded CIF, Private and Matching

Project Status

This project reached substantial completion on February 23, 2011, and final completion on March 25, 2011. However, disagreements with the construction manager regarding the assignment of various final costs lead to a rather protracted closeout. Resolution has been reached by both parties, and college staff recommends acceptance of 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***

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Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for March 2012 201.725, 11-12

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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 March 31, 2012.

The following summary provides a comparison of actual revenues and expenditures for 2011-2012 vs. 2010-2011.

	2011-2012		2010-2011	
	<u>Dollar Amount</u>	<u>Percent of Budget</u>	<u>Dollar Amount</u>	<u>Percent of Actual</u>
Revenue	56,723,636	77.16	57,239,129	76.53
Expenditures	44,632,195	52.85	43,748,574	63.86

**Board Action Requested:**

**Approval of report**



District Board of Trustees  
April 17, 2012

Agenda Item: 5.2

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

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Extension of Banking and Related Services Agreements with BBVA/Compass Bank 209.193, 11-12

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Approval is requested to extend the agreements for treasury management services, merchant services, procurement card services, and ATM rental through September 30, 2017, at the same terms, conditions, and rates as currently provided.

**Board Action Requested:**

**Approval for the board chair to execute documents for Santa Fe College to extend the agreements identified above with BBVA/Compass Bank**

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

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Summer Flex Schedule Proposal

400.570, 11-12

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A proposal for optional flex scheduling from May 7 through August 13, 2012, is recommended. The weeks of May 28 through June 1 and July 2 through July 6, 2012, are excluded from the summer flex schedule due to the Memorial Day and July 4<sup>th</sup> holidays. The proposal has been reviewed and endorsed by the president's Cabinet, pending board approval, with the following caveats:

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

Suggested work plan options:

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

**Board Action Requested:**

**Approval**

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

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Dr. Philip Benjamin Matching Grant for Community Colleges - 400.572, 11-12  
Approval of Expenditure of Nursing Equipment Fund and Acceptance of Donation

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The Santa Fe College Foundation requests permission to expend a total of \$16,775 for the benefit of the Nursing programs from the SF Nursing Equipment Fund. The equipment listed below will assist faculty in simulating clinical experiences for more than 300 students prior to being placed in the clinical agencies. The equipment allows the students to be active learners in the presentation of nursing theory and techniques before encountering real life situations. Nursing students from Santa Fe continue to score higher on their national boards than state and national averages.

Below is a list of items to be purchased.

Carefusion Solutions - Alaris PC unit and module with software	\$11,005
Waterloo Healthcare - Medical carts	2,500
Pocket Nurse Medical - Intravenous arm and adult resuscitator with mask	457
Mooremedical - Temporal scanner	428
American 3B Scientific - Various heart and breath sound monitors	2,325
Nasco - Moulage book	60

**Board Action Requested:**

- 1. Approval**
- 2. Upon legal review and approval, the president or his designee, Charles W. Clemons, Sr., Vice President for Development, is authorized to execute any agreements associated with this grant.**
- 3. Acceptance of the purchased items as donations from the Santa Fe College Foundation, Inc.**

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

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Dr. Philip Benjamin Matching Grant for Community Colleges - 400.573, 11-12  
Approval of Expenditure of Nursing Equipment Fund for Other Health  
Related Programs and Acceptance of Donation

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The Santa Fe College Foundation requests permission to expend a total of \$17,800 for the benefit of the Other Health Related Programs from the SF Nursing Equipment Fund. The equipment listed below will assist faculty in training more than 200 students prior to being placed in the workforce. The equipment allows the students to be active learners in their individual program.

Radiography Program

InterMed - LG 55" 1080P LCD HDTV (includes installation and training)	\$1,650
InterMed - HP S3 Probe on exchange 60 day warranty/shipping	5,000
Mr. Paper - 2 Aver Vision 300AF document camera (\$650 each)	1,300

Respiratory Care

Laerdal - Laerdal airways management trainer	\$2,000
Simulaids - Arterial/venous training arm	750
InterMed - Video bronchoscope system	5,500

Surgical Technology

Global Industrial - Little Giant 174 Machine Table	\$1,600
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**Board Action Requested:**

1. **Approval**
2. **Upon legal review and approval, the president or his designee, Charles W. Clemons, Sr., Vice President for Development, is authorized to execute any agreements associated with this grant.**
3. **Acceptance of the purchased items as donations from the Santa Fe College Foundation, Inc.**

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

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Dr. Philip Benjamin Matching Grant for Community Colleges - 400.574, 11-12  
Approval of Expenditure of Automotive Equipment Fund and Acceptance of Donation

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The Santa Fe College Foundation requests permission to expend a total of \$15,000 from the Automotive Equipment Program. The purchase of the following vehicles will be used to train approximately 70 students in the fields of vehicle operation, diagnosis, and repair for Toyota, Ford, and Honda vehicles. These skills are necessary for students to gain employment in the automotive repair field.

1. Pre-owned Toyota Vehicle: The cost of the vehicle is approximately \$5,000.
2. Pre-owned Ford Vehicle: The cost of the vehicle is approximately \$5,000.
3. Pre-owned Honda Vehicle: The cost of the vehicle is approximately \$5,000.

Note: The vehicles will be used for training aid only and are not intended to be licensed or driven.

**Board Action Requested:**

1. **Approval**
2. **Upon legal review and approval, the president or his designee, Charles W. Clemons, Sr., Vice President for Development, is authorized to execute any agreements associated with this grant.**
3. **Acceptance of the purchased items as donations from the Santa Fe College Foundation, Inc.**

District Board of Trustees  
April 17, 2012

Agenda Item: 7.1

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

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Agreement of Sale and Purchase – Real Property

408.1972, 11-12

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Contract is under review and will be provided as soon as possible.

**Board Action Requested:**

**Approval**

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

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Merchant Agreement with Groupon for the Santa Fe College Teaching Zoo

408.1973, 11-12

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In September 2011, the Kika Silva Pla Planetarium signed an agreement with Groupon with the opportunity to not only advertise Santa Fe's facility to the North Florida community, but to offer special deals and incentives for attendance. This partnership provided a significant increase in public awareness of the Kika Silva Pla Planetarium. The Santa Fe College Teaching Zoo now requests approval to sign the same agreement to increase its attendance.

The term of the agreement is for one year or the last date when a Groupon is redeemed. Expiration of the term of this agreement will not affect the purchaser's usage of the voucher or the college's obligation for redemption of the voucher. There is no cost to college.

**Board Action Requested:**

**Approval**

District Board of Trustees  
April 17, 2012

Agenda Item: 7.3

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

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Agreement with Shands at University of Florida -  
Funding for RN to BSN Nursing Programs

408.1974, 11-12

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This agreement with Shands at University of Florida provides financial support for the Nursing programs in the amount of \$42,000 for each contract year: 2011-2012, 2012-2013, and 2013-2014. In return, the college will maintain a full-time Nursing programs faculty member position and make best efforts to maintain certain enrollment numbers. It is predicated on the fact that other associated costs are handled by the college or other entities.

**Board Action Requested:**

**Approval**



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

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Displaced Homemakers Program: Focus on the Future -- Grant

409.1887, 11-12

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The purpose of this project is to provide assistance, without charge, to eligible displaced homemakers over 35 years of age who have lost financial support and have been unable to secure adequate employment in Alachua and surrounding counties in the north central Florida area. 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 skills 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. This is a performance-based contract with funding based on enrollment, program completion, and job placement. This is year one of a three-year project.

The amount of funds requested from the Florida Department of Economic Opportunity is \$140,000, with an in-kind match of \$54,712 from Santa Fe College and a cash match of \$8,000 from private donors.

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.**

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

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Carl D. Perkins Career and Technical Education Postsecondary Programs - 409.1888, 11-12  
Section 132 -- Grant

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The purpose of this project is to fully develop the academic and career and technical skills of postsecondary education students who elect to enroll in career and technical education (CTE) programs. This project provides assistance for student attainment of challenging state-established technical skills proficiencies and attainment of an industry-recognized credential, postsecondary degree, or certificate. Retention in or transfer to another two- or four-year postsecondary institution, along with placement in postsecondary education, employment, and/or military service will be emphasized. Another focus involves enrollment in and completion of CTE programs that lead to employment in nontraditional fields. Other special populations will also be served. The use of technology and contextual, integrated curriculum will be expanded. Connections between secondary and postsecondary education systems will be expanded. Business and industry partnerships will be incorporated. Approximately 4,300 students will benefit from this program.

The amount of funds requested from the State of Florida, Department of Education, Division of Career and Adult Education, is \$698,657, with no matching funds from Santa Fe College.

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

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***

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Carl D. Perkins Postsecondary Rural and Sparsely Populated -- Grant

409.1889, 11-12

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The purpose of this project is to fully develop the academic and career and technical skills of postsecondary rural students in Bradford County who elect to enroll in career and technical programs with special emphasis on information technology and STEM (Science, Technology, Engineering and Math) career clusters. The purchase of equipment, software, and supplies will enhance STEM curriculum development and provide interactive classroom experiences at the Andrew Center and the Bradford-Union Area Career Technical Center in Bradford County. Staff will also participate in professional development activities to expand their skills and learn about the latest trends in career and technical education. Printing and advertising funds will be used to recruit postsecondary students into career and technical programs and to promote awareness of STEM career opportunities in Bradford County.

The amount of funds requested from the State of Florida, Department of Education, Division of Career and Adult Education is \$18,437 with no matching funds from Santa Fe College.

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

**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***

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Adult Education and Family Literacy, *Adult General Education* -- Grant

409.1890, 11-12

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The purpose of this project is to assist adults in becoming literate and obtaining the knowledge and skills necessary for employment and self-sufficiency, assist adults who are parents in obtaining the educational skills necessary to become full partners in the educational development of their children, and to assist adults in completing high school or the equivalent. Approximately 1,150 students will be served by this project.

The amount of funds requested from the State of Florida, Department of Education, Division of Career and Adult Education is \$216,619, with no matching funds from Santa Fe College.

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

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***

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Adult Education and Family Literacy, *English Literacy/Civics Education* – Grant 409.1891, 11-12

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The purpose of this project is to provide English literacy programs linked to civics education to help individuals of limited English proficiency achieve competence in the English language and achieve US citizenship and/or register to vote, if these are their goals. Additionally, this project focuses on assisting students in becoming knowledgeable of support agencies in the community and in becoming partners in their children's education. This project plans to serve approximately 330 students.

The amount of funds requested from the State of Florida, Department of Education, Division of Career and Adult Education, is \$67,784, with no matching funds from Santa Fe College.

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

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.**