



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of May 15, 2012, at 4 p.m.
Blount Downtown Center, Gainesville, Florida**

Agenda

Adoption of Agenda

Agenda Item: 1.1
418.503, 11-12

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Board Meeting of May 15, 2012
- 1.2 Approval of Board Meeting Minutes of April 17, 2012

2. Information Items

- 2.1 President's Report
- 2.2 Strategic Planning
- 2.3 Proposed Board of Trustees Meeting Schedule for 2012-2013
- 2.4 Board of Trustees Self-Assessment Instrument
- 2.5 Amended Rule 7.11: Fees
- 2.6 Community Education "Enrich!" Brochure - Summer 2012
- 2.7 Standard Clinical Facilities Use Agreements with:
 - Southwest Family Dentistry, P.A., Lake City - Dental Assisting
 - Gilchrist County Department of Emergency, Trenton - Emergency Medical Services
- 2.8 Fee Waiver Report, Spring Term 2012

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

Agreements, Grants

- 3.5 Ratification of Emergency Signature Authority for a Request for Approval to Respond, Negotiate, and Enter Into a Contract for Administrative Services with Florida Virtual Campus
- 3.6 Agreement with University of Florida - Veterans Affairs Counseling Services
- 3.7 Agreement with University of Florida - Athletic Training and Service Agreement for Athletic Trainer
- 3.8 Modified CIED License Agreement for Non-Incubating Company - Duncan-Williams, Inc.
- 3.9 Association of American Colleges and Universities (AAC&U) and the National Endowment for the Humanities (NEH) - Bridging Cultures to Form a Nation: Difference, Community, and Democratic Thinking -- Grant

Finance Items

- 3.10 Report of Purchases for April 2012
- 3.11 Colonel Harry M. Hatcher, Jr., Property Survey 12-08

4. Facilities Items

- 4.1 Annual Comprehensive Safety Report for Fiscal Year 2011-2012

5. Finance Items

- 5.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for April 2012
- 5.2 Report of Investments, Quarter Ending March 31, 2012
- 5.3 Extension of Banking and Related Services Agreements with BBVA/Compass Bank
- 5.4 Recommendation for Awarding a Proposal for Temporary Employment Services

6. General Institutional Items

- 6.1 Educational Equity Act Report for 2011-12
- 6.2 Credit and Postsecondary Adult Vocational Lab Fee Schedule for 2012-2013
- 6.3 Study Abroad Program for 2013
 - Spring Term: Costa Rica, Cuba, Ecuador
 - Summer Term: China; Ghana; Paris, Florence, and Rome; and Sweden

7. Agreements/Grants

- 7.1 Addendum to Master Clinical Education Agreement with Shands Teaching Hospital and Clinics, Inc. - Polysomnography
- 7.2 International Students Insurance with Co-ordinated Benefit Plans, LLC
- 7.3 Combined Operational Assistance and Voluntary Cooperation Agreement with City of Gainesville Police Department
- 7.4 Resolution Authorizing Purchase of Property

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 April 17, 2012

401.493, 11-12

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held April 17, 2012, are presented for approval.

Board Action Requested:

Approval

President's Report

Information Item

The president will discuss a variety of information topics.

Strategic Planning

Information Item
419.02, 11-12

Dr. Lisa Armour will present a demonstration of the online dashboard providing enrollment trends and demographic breakdowns, useful reference links, news, and highlights.

Proposed Board of Trustees Meeting Schedule for 2012-2013

Information Item
416.122, 11-12

Below is the proposed schedule of the Board of Trustees meetings for the 2012-2013 year. All meetings begin at 4 p.m. and are scheduled for the third Tuesday of the month except for January 2013, which meets on the fourth Tuesday of the month.

Proposed 2012-2013 Board Meeting Schedule

July 17, 2012
NW Campus

August – No Meeting

September 18, 2012
NW Campus

October 16, 2012
Perry Center

November 20, 2012
Andrews Center

December – No Meeting

January 22, 2013 * fourth Tuesday of the month
NW Campus

February 19, 2013
NW Campus

March – No Meeting

April 16, 2013
Andrews Center

May 21, 2013
NW Campus

June 18, 2013
NW Campus

July 16, 2013
Watson Center

Board of Trustees Self-Assessment Instrument

Information Item
416.123, 11-12

The attached self-assessment instrument was created from several sources that included ACCT website information on board self-assessments, the previous tool that was distributed at the SF board workshop, the SantaFe HealthCare board self-evaluation tool, and other websites. The ACCT website stated that board self-assessments generally have 30 or 40 questions. However, for a board that is beginning to perform self-assessments for the first time, 15 questions is more appropriate.

This instrument is being presented as an information item this month to allow board members time to review the document and provide any suggestions to the president for inclusion in the final instrument. The instrument will be placed on the board agenda for a vote at the June board meeting.

Amended Rule 7.11: Fees

Information Item
410.465, 11-12

The governor has approved the Florida Legislature's increase in the standard tuition rate of 5% for both lower and upper division credit courses (Advanced and Professional, Post Secondary Vocational, College Preparatory, and Educator Preparatory), and non-credit courses (Postsecondary Adult Vocational and Vocational Preparatory) offered by the college. Fees for students enrolled in Adult General Education programs were not changed and shall be charged block tuition of \$45 per half year or \$30 a term. Recommended changes to fees will be presented by a proposed change to college Rule 7.11 in its entirety at the June Board of Trustee meeting. Any recommended fee increases are to be effective with the beginning of the fall term registration.

If the maximum tuition and discretionary fee rates were adopted (including the transportation fee at \$3 per credit hour), the estimated total annual increase for a full-time student taking 30 semester hours per year would be approximately \$334.00 for lower division credit courses.

Community Education "EnRich!" Brochure - Summer 2012

Information Item
415.142, 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 Community Education brochure entitled "Enrich!" was reviewed and approved by the president in connection with the May 7, 2012, Cabinet meeting and is provided for reporting to the board.

Standard Clinical Facilities Use Agreements with:	Information Item
Southwest Family Dentistry, P.A., Lake City - Dental Assisting	408.1977, 11-12
Gilchrist County Department of Emergency, Trenton - Emergency Medical Services	408.1978, 11-12

The board has authorized the Provost and Vice President for Academic Affairs to execute standardized form clinical facilities agreements without further action by the board. Such agreements have been executed with Southwest Family Dentistry in Lake City for students enrolled in the Dental Hygiene program, and with Gilchrist County Department of Emergency in Trenton for students in the Emergency Medical Services program.

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

Fee Waiver Report, Spring Term 2012

Information Item
200.806, 11-12

Pursuant to Rule 7.13, the college grants fee waivers for course fees (excluding technology, access, transportation, lab, and distant learning fees). Below are the waivers granted by the college for the spring term. This report shows the number of students granted waivers, along with the dollar amount waived in each category.

<u>Term - Spring 2012</u>	<u>Number of Waivers</u>	<u>Amount</u>
<u>Credit</u>		
College Employees	21	\$ 7,159.89
Senior Citizens	35	16,964.76
State of Florida Employees	89	41,113.68
Purple Heart	4	5,673.43
Employee Dependent	41	30,166.76
Dependent of Deceased Law Officer	1	1,191.56
Total	191	\$102,270.08
<u>Community Education</u>		
College Employee	2	\$ 15.00
Senior Citizens	21	745.00
Total	23	\$ 760.00
<u>Totals</u>		
Credit	191	\$102,270.08
Community Education	23	\$760.00
Total	214	\$103,030.08

C O N S E N T

District Board of Trustees
May 15, 2012

Agenda Item: 3.1

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

Contract Staff (Faculty)

402.743, 11-12

The individuals listed below are being recommended for appointment for 2012-2013, or a portion of 2011-2012, as stated in the individual employee's contract.

Name

Position

Appointment

Full Time

Georgia Bianchi

Ph.D., University of Florida

Melissa Flanagan

Ph.D., Arizona State University

Arthur Grant, Jr.

B.S., University of Phoenix

Interim Assistant Professor, Social and Behavioral Sciences

Assistant Professor, English

Interim Assistant Professor, Construction and Technical Programs

Part Time

Zy Biesinger

Lila DeCubellis

Amanda James

Risa Patarasuk

Donna Suskin

Larry Veatch

Board Action Requested:

Approval

C O N S E N T

**District Board of Trustees
May 15, 2012**

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)

411.351, 11-12

The individuals listed below are being recommended for appointment for 2012-2013, or a portion of 2011-2012, as stated in the individual employee's contract.

Name

Position

Appointment

Technical/Professional

Full Time

Darius Demps

M.S., University of Florida

Admissions and Orientation Specialist

Part Time

* Gene Chambliss

Specialist, Adult Education

^ Brittany Matthews

Specialist, Civic Engagement and Service

^ Juan Salva Rodriguez

Specialist, Adult Education

* Stephen Wilson

Specialist, Fitness Center

* Grant funded

^ Funded by student activity and service fees

Board Action Requested:

Approval

C O N S E N T

**District Board of Trustees
May 15, 2012**

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

404.407, 11-12

The individual listed below are being recommended for appointment for 2012-2013, or a portion of 2011-2012, as stated in the individual employee's contract.

Appointment

Denise Gross

MacIntosh Computers

Board Action Requested:

Approval

C O N S E N T

**District Board of Trustees
May 15, 2012**

Agenda Item: 3.4

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

Career Service Staff

403.495, 11-12

The individuals listed below are being recommended for appointment.

<u>Name</u>	<u>Position</u>
Appointment	
Lawana Karr	Call Center Specialist
Michael Richardson	Police Officer, Santa Fe College Police Department
Promotion	
Cheryl Farrell	Executive Assistant
^ Krista Froiseth	Office Supervisor, Student Life
Joseph Jester	Program Assistant, Academic Foundations

^ Funded by student activity and service fees

Board Action Requested:

Approval

C O N S E N T

**District Board of Trustees
May 15, 2012**

Agenda Item: 3.5

Ratification of Emergency Signature Authority for a Request for Approval to Respond, Negotiate, and Enter Into a Contract for Administrative Services with Florida Virtual Campus	408.1980, 11-12
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The board chair authorized the college to respond to the Invitation to Negotiate to serve as the administrative contract institution (fiscal agent) for the new Florida Virtual Campus. The college was required to respond prior to May 11. The attached memorandum from President Sasser to Chair Mallini contains a detailed summary.

As required by Board Rule 1.1, the president indicated to the chair in writing the reason that the college be allowed to proceed prior to the regularly scheduled board meeting. The board chair, or vice chair in the chair's absence, is authorized to execute the documents, contracts, and change orders requiring board approval during the periods between regularly scheduled board meetings, which actions if delayed until the next regularly scheduled meeting would create operational or financial difficulties for the college. At this time, the board may take any action that would not adversely affect any third party's rights.

Board Action Requested:

Ratification of the request to respond to the invitation to negotiate to serve as the administrative contract institution (fiscal agent) for the Florida Virtual Campus

C O N S E N T

**District Board of Trustees
May 15, 2012**

Agenda Item: 3.6

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

Agreement with University of Florida - Veterans Affairs Counseling Services

408.1980, 11-12

This agreement has essentially the same terms and conditions as last year's agreement. It authorizes Santa Fe to provide services to University of Florida veterans and other eligible programs recipients. The SF veterans' affairs coordinator works 12 hours per week at the University of Florida for this purpose and maintains a group of UF veterans work-study students who staff the office during the rest of the week. This arrangement has worked well over the past years, and our coordinator is willing to continue in this position for another year. Under the terms of the agreement, the university will pay Santa Fe \$30,427.49 for the one-year agreement, which runs from July 1, 2012, through June 30, 2013.

Board Action Requested:

Approval

C O N S E N T

**District Board of Trustees
May 15, 2012**

Agenda Item: 3.7

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

Agreement with University of Florida - Athletic Training and Service
Agreement for Athletic Trainer

408.1981, 11-12

By this agreement, the University of Florida provides an opportunity for a graduate student to serve as an athletic trainer at Santa Fe for the 2012-2013 school year. The trainer will help plan, organize, coordinate, and supervise the sports medicine program for all intercollegiate sports within the college's intercollegiate athletic programs for an average of 25 hours per week at a cost not to exceed \$17,997.00. The terms and conditions are essentially the same as last year's agreement.

Board Action Requested:

Approval

C O N S E N T

**District Board of Trustees
May 15, 2012**

Agenda Item: 3.8

Modified CIED License Agreement for Non-Incubating Company -
Duncan-Williams, Inc.

408.1982, 11-12

Duncan-Williams, Inc. is a Memphis, Tennessee, based investment bank licensed with the Financial Industry Regulatory Authority locating an office in Gainesville to serve the specific needs of our innovation community. In addition to generating needed revenue for the CIED, their location within the CIED has helped to meet the unique needs of our own incubating companies and the companies incubating at UF's new Innovation Hub. Duncan-Williams has been located in CIED for a year and wishes to continue the relationship with the college.

Board Action Requested:

Approval

C O N S E N T

**District Board of Trustees
May 15, 2012**

Agenda Item: 3.9

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

Association of American Colleges and Universities (AAC&U) and the National Endowment for the Humanities (NEH) - Bridging Cultures to Form a Nation: Difference, Community, and Democratic Thinking -- Grant 409.1892, 11-12

The purpose of this project is to infuse questions about difference, community, and democratic thinking into six existing university transfer humanities courses and create a new course that heavily focuses on those themes. Santa Fe will develop a regional hub through partnership with the College of Central Florida, Florida Gateway College, and St. Johns River State College to develop capacity, share programming and resources, and expand the project's impact.

The amount of funds requested from the Association of American Colleges and Universities, through the National Endowment for the Humanities, is \$7,500 for a 30-month project period, with a cash match of \$3,937 from Santa Fe College.

Duration of this project is April 12, 2012, through April 11, 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.

C O N S E N T

**District Board of Trustees
May 15, 2012**

Agenda Item: 3.10

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

Report of Purchases for April 2012

202.590, 11-12

Below are the total amounts and a summary of purchases for the month of April 2012.

Purchasing	\$501,369.98
Risk Management Consortium	<u>8,429.44</u>
Total	<u>\$509,799.42</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
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There were no purchase orders over \$35,000 issued in April.

Purchase orders for previously awarded contracts: 1	Amount: \$ 15,000.00
Purchase orders \$0-\$35,000: 333	Amount: \$494,799.42

Board Action Requested:

Approval of report

C O N S E N T

District Board of Trustees
May 15, 2012

Agenda Item: 3.11

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

Colonel Harry M. Hatcher, Jr., Property Survey 12-08

200.807, 11-12

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 needs the approval of the board.

The Property Survey Committee met via email on April 17, 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	1	\$6,500.70	\$6,500.70	\$0.00
TOTAL	<u>1</u>	<u>\$6,500.70</u>	<u>\$6,500.70</u>	<u>\$0.00</u>

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.

Board Action Requested:

Approval

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

Annual Comprehensive Safety Report for Fiscal Year 2011-2012

412.1099, 11-12

In accordance with Florida Statutes, Chapter 1013.12, and Florida Administrative Code 6A-2.0010, the Board of Trustees must ensure that all educational facilities meet the requirements of law, rule, and the State Requirements for Educational Facilities (SREF) that provide for enforcement of the life safety, health, sanitation, and other standards. The board shall ensure that every building on each site within its jurisdiction, whether owned, leased, or lease-purchased, receives an annual comprehensive sanitation and casualty safety inspection conducted by an inspector.

The college's annual inspection was conducted on March 26 and 27, 2012, with Fire Prevention Specialists, Inc., through the Florida College System Risk Management Consortium, in conjunction with college staff. The Annual Comprehensive Safety Inspection Report was prepared by inspectors Mr. Jeb Bynum and Mr. Brian Webber, and all of the items noted as a deficiency have been corrected at this time.

Board Action Requested:

Approval of report

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

Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for April 2012 201.726, 11-12

Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for April 2012. 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 April 30, 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 Total Year</u>
Revenue	63,108,107	85.84	65,888,595	88.09
Expenditures	50,061,049	59.27	49,053,547	71.60

Board Action Requested:

Approval of report

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

Report of Investments, Quarter Ending March 31, 2012

201.727, 11-12

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 March 2012	0%
Interest earnings, quarter	\$0
Interest earnings, fiscal year to date	\$0

Short-term investments are invested in the Florida PRIME investment pool administered by the State Board of Administration. Investments in the Florida PRIME investment pool are reported at fair value, which is amortized cost.

Interest rate, at March 31, 2012	0.33%
Interest earnings, quarter	\$ 6,962
Interest earnings, fiscal year to date	\$14,244

Investments remaining in the Florida State Board of Administration Fund B Surplus Funds Trust Fund are recorded at estimated fair value each month.

Fair value factor, at March 31, 2012	77.7%
Interest earnings, quarter	\$28,381
Interest earnings, fiscal year to date	\$26,429

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 March 31, 2012	1.98%
Interest earnings, quarter	\$209,789
Interest earnings, fiscal year to date	\$659,307

Long-term investments are managed through the investment management services agreement with PFM Asset Management, LLC. 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	1.96 years
Yield-to-maturity at cost	1.33%
Earnings, quarter	\$11,150
Earnings, fiscal year to date	\$77,667

Interest Earnings Comparison:

Total interest earnings fiscal year to date 2011/2012	\$777,647
Total interest earnings fiscal year to date 2010/2011	\$798,506

Board Action Requested:

Approval of report

District Board of Trustees
May 15, 2012

Agenda Item: 5.3

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

Extension of Banking and Related Services Agreements with
BBVA/Compass Bank

209.193, 11-12

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

Board Action Requested:

Approval of extensions

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

Recommendation for Awarding of Proposal for Temporary Employment Services 209.194, 11-12

A request for proposal was sent on March 2, 2012, for an agreement for the provision of temporary employee services to the college. The term of the contract is to be July 1, 2012, through June 30, 2017, with an option for a five-year renewal contingent upon satisfactory performance by the contractor.

Mandatory attendance was required at the pre-proposal conference. Five vendors attended: Express Employment; Kelly Services; Marshall Carter & Carter, LLC; Premier Staffing Source; and Temp Force.

Proposals were due on April 5.

Three vendors, Kelly Services, Premier Staffing Source, and Temp Force submitted proposals.

A five-member committee, comprised from various campus departments, met on April 16, 2012, to consider the proposals. The committee reviewed all three responses and found Temp Force to have the best proposal.

Each proposal was graded on four criteria: price (75 possible points); qualifications, references and, experience (25 points); employee benefits (25 points); and additional benefits to the College (5 points). A summary of the results appears below as ranked by the committee:

Proposers Score (out of 130 possible)	
Temp Force	122.01
Kelly Services	111.59
Premier Staffing Source	108.75

Permission is requested from the board to enter into an agreement with Temp Force to provide these services.

Board Action Requested:

Approval for board chair to execute contract with Temp Force

Educational Equity Act Report for 2011-2012

400.575, 11-12

The Educational Equity Act Report for 2011-2012 documents the college's progress to overcome under-representation of students, and reviews retention and completion success, as well as goals and strategies, for the next year for the identified population. Additionally, it forms a plan for improvement if needed in those areas. It also reviews equity in college athletics, as well as waivers for admissions and course substitutions for students with disabilities. Further, the report documents the college's progress in attaining equity in employment of executive and managerial staff, faculty recruitment and retention, and awarding of continuing contracts. If approved by the board, the 2011-2012 Equity Act Report will be posted on-line and submitted to the Department of Education.

Board Action Requested:

Approval

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

Credit and Postsecondary Adult Vocational Lab Fee Schedule for 2012-2013

301.117, 11-12

The attached credit and postsecondary adult vocational lab fee schedule is to be effective for the 2012-2013 academic year, beginning fall term 2012.

Methodology for Requesting and Assessing Laboratory Fees

Florida Statutes 1009.22 (9) workforce development postsecondary student fees and 1009.23 (12) community college student fees allow the assessment of user fees. State Board Rule 64A-14.054 (6) provides that each board of trustees may establish user fees in addition to tuition fees for services that incur unusual costs. Such user fees shall not exceed the cost of the goods or services provided and shall only be charged to students or agencies receiving those goods or services.

These fees shall not exceed the cost of the services provided and shall only be charged to persons receiving the service, or persons for whom the services were designed. At Santa Fe, laboratory fees are assessed to students who are enrolled in classes that, because of their nature, require special funding not provided by regular tuition. Examples of items that would fall within the college's definition of "unusual costs" include, but are not limited to, the following:

- Specialized instructional software
- Specialized instructional equipment
- Equipment and software maintenance agreements
- Learning Management System costs
- Substantial photocopying
- Tutors, student assistants, and lab assistants
- Pass-through costs from third parties
- Instructional videos or tapes
- Instructor certification programs and required continuing education
- Liability insurance
- Hazardous materials-related charges
- Differential faculty pay when market adjustment is necessary

Fees are reviewed in academic departments on a rolling three-year cycle, with exceptions being made for fees associated with new courses or with substantial curriculum changes in existing courses. The college review cycle by academic department is as follows:

YEAR 1 (2011/2012)	YEAR 2 (2012/2013)	YEAR 3 (2013/2014)
Academic Foundations	English	Social and Behavioral Sciences
Information Technology Education	Institute of Public Safety	Business Programs
Mathematics	Natural Sciences	Sciences for Health Programs
Nursing Programs	Cardiovascular Technology and Sonography	Radiologic Programs
Humanities and Foreign Languages	Visual & Performing Arts	Library
Respiratory Care	Dental Programs	Construction and Technical Programs
Student Development		Educator Preparation Institute
Emerging Technologies		

Fee requests or changes are initiated by the department's chair or director and submitted on the attached form to the Office of the Provost and Vice President for Academic Affairs for review at least 45 days in advance of the college's June District Board of Trustees' meeting. If approved by the Provost, the lab fee form is forwarded to the Coordinator for Curriculum and Scheduling. The coordinator compiles the complete list of fees for the upcoming academic year and submits the list to the District Board of Trustees no later than the June meeting for approval. All new and changed fees become effective with the fall term.

Board Action Requested:

Approval

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

Study Abroad Program for 2013 101.85, 11-12
Spring Term: Costa Rica, Cuba, Ecuador
Summer Term: China; Ghana; Paris, Florence, and Rome; and Sweden

Note: All cost estimates are subject to change. Trips may or may not occur, based on enrollment.

Costa Rica: San Jose, Monte Verde, Arenal Volcano, Le Selva, and Sarapiquí (Denise Guerin): Spring, 2013

Cost: \$2,100 (includes airfare, accommodations, required activities, and some meals)

Course: PCB1030L, Introductory Ecology Laboratory

Instructional intent: To foster an understanding of the interconnectedness and commonality that exists between different places and cultures worldwide. Experiences will focus on cultural diversity as well as fieldwork in biological diversity.

Course: PCB1030L Introductory Ecology Laboratory is intended to complement one of the ecology lecture courses. It offers the student a first-hand study of biology and ecology principles. It emphasizes relationships in natural systems and includes field exercises, field trips, chemical analysis of aquatic systems, and microcomputer simulations.

Professor Denise Guerin has a Master's degree in Botany and a Bachelor's degree in Wildlife Ecology. Her extensive knowledge of vegetative communities and ecosystem diversity enables her to help students formulate interesting questions and plausible conclusions for their coursework. She has lead study abroad trips to Costa Rica in the past and visited Mexico four times, providing her with a working knowledge of Latin American culture and languages.

The maximum capacity for this trip is set at 12 students.

Cuba: Havana (William Little and Vilma Fuentes): Spring 2013

Cost: \$2,500 (includes airfare, accommodations, required activities, and some meals)

Courses: HUM 2461, Latin American Humanities

HUM 2905, Humanities in Latin America Individual Study

CPO 2030, Politics of the Developing World and

CPO 2905, Politics in Latin America Individual Study

Instructional intent: To provide opportunities for students to develop Spanish language skills and intercultural competency; knowledge in the history, arts, religions, and philosophy of Cuba; familiarity with sites important to Cuban history and humanities; Cuban business and economy; and Cuban education, family, and social life.

Course: HUM 2461 is an introductory survey of the humanities of Latin America in the context of history and culture studies. The course explores significant aspects of the art, architecture, cinema, customs, drama, history, languages, literature, music, philosophy, and religions of the nations,

peoples, and societies of Latin America. Spatially, the course covers from Cape Horn in the south to the borderlands of the United States and French-speaking North America (Haiti, Québec, French-speaking Caribbean Islands) in the north; chronologically, it begins with pre-Columbian cultures and it ends in the twenty-first century.

Course: HUM 2905 is an individual study to assist the student in pursuing special academic interests in greater depth than is possible in existing courses.

Course: CPO 2030 introduces students to the politics of the developing world by analyzing the historical, cultural, economic, and political institutional structures that characterize Africa, Asia, and Latin America. Students will be asked to understand and question different definitions of development, as well as consider how multiple theoretical approaches try to account for this process. The course also will analyze how different factors, such as religion, ethnic conflict, and the legacy of colonialism, have affected political development in less developed countries. The course will explore the challenges and complexities associated with development by comparing and contrasting the political evolution of countries that are considered to be both economic and political success stories to those that have either failed or had a more difficult time achieving political stability and economic growth. This comparative exploration will enable students to develop a better understanding and appreciation of the developing world as well as the challenges associated with development. This is an introductory course to comparative politics.

Course: CPO 2905 is an individual study to assist the student in pursuing special academic interests in greater depth than is possible in existing courses.

Dr. Little has taught Hispanic humanities courses at the higher education level for 40 years. He has created study-abroad programs in Mexico (Guadalajara and Cuernavaca), Spain (Valladolid), Venezuela (Caracas), and France (Paris). He has led and taught in study-abroad programs for various American universities in Cuernavaca, Sevilla, Madrid, and Valladolid during two complete years and various summers. Spanish is one of the two native languages Dr. Little speaks, and he holds three degrees in Spanish: B.A., M.A., and Ph.D. (romance languages).

Dr. Fuentes holds a Ph.D. in Political Science and an M.A. in International Studies and has taught CPO2001 for ten years. She has a history of traveling with large groups of students as part of her work with the Model United Nations students. She also led the study-abroad program to Germany in 2011.

The maximum capacity for this trip is set at 20 students.

**Ecuador: Quito, San Clemente, and Galapagos Islands (Heather Hall and Heidi Lannon):
Spring, 2013**

Cost: \$3,200 (includes airfare, accommodations, required activities, and some meals)

Course: ANT 2000, General Anthropology
GEO 2200C, Physical Geography

Instructional intent: To use various techniques from cultural ethnography to study the relationship between the natural environment, social and cultural structures, and the phenomenon of cultural change among several communities in Ecuador; and to explore cultural geography in the field and engage in cross-cultural analysis from the sociological perspective.

Course: ANT 2000 introduces students to the study of past and present human cultural, linguistic, and biological diversity. We will explore the nature of anthropology as a science and as a humanities discipline. We will also examine anthropology's distinctive evolutionary, holistic, relativistic, comparative, and global perspective. Finally, we will explore how anthropology contributes to our understanding of ourselves and to the improvement of the human condition.

Course: GEO 2200C is an introduction to the systematic study of the field of physical geography using Geographic Information Science (GIS). The student will master the terminology, general concepts, and relationships between the atmosphere, the biosphere, the lithosphere, and the hydrosphere.

Ms. Heather Hall has traveled extensively throughout Europe, the Caribbean, South and Central America, as well as Hong Kong and other parts of China. She has co-lead nine very successful study-abroad programs at Santa Fe, including programs to Peru, six to Ecuador, Costa Rica, and Egypt.

Dr. Heidi Lannon holds a Ph.D. in Geography and Urban Planning and a Master's degree of Public Administration and Coastal Management. She teaches Cultural and World Regional Geography at Santa Fe College. She routinely takes students into the field as a component of Physical Geography classes and led the study-abroad program to Ghana in 2011. She also participated in the study-abroad trip to Costa Rica in 2010 and the trip to Ecuador in 2012.

The maximum capacity for this trip is set at 20 students.

China: Beijing and Xi'an (David Price and Kendall Marchman): Summer A, 2013

Cost: \$3,500 (includes airfare, accommodations, required activities, and most meals)

Courses: HUM 2930, Special Topics in Humanities: China in Myth and Reality (Marchman)
HUM 2410, Asian Humanities (Marchman)
INR 2002, International Relations (Price)
CPO 2001, Comparative Politics (Price)

Instructional intent: To provide opportunities for students to develop Chinese language skills and intercultural competency; knowledge in the history, religions, and philosophy of China; familiarity with sites important to Chinese history and humanities; Chinese business and economy; and Chinese education, family life, dating, and sexuality.

Courses: HUM2930 and HUM 2410 will focus on general topics in the humanities of China. Student skill outcomes to be developed include development of Chinese language skills and intercultural competency; student knowledge outcomes include basic introductions to the history, religions, and philosophy of China; familiarity with sites important to Chinese history and humanities; Chinese business and economy; and Chinese education, family life, dating, and sexuality. In addition, HUM 2410 Asian Humanities will further explore China's relationship with other Asian countries and cultures by investigating their mutual influence through arts, religions, philosophies, and historical interaction. For example, as the capital city of Tang Dynasty when Chinese culture integrated with surrounding Asian cultures and as the starting point of the Silk Road, Xi'an offers students tremendous opportunities to explore the dynamic relationships between China and other Asian countries.

Course: INR2002 is the introductory course to the field of political science known as international relations. International relations is the study of interactions between countries and between countries and a host of what political science jargon calls “non-state actors.” To better prepare our political science transfer students for success in upper level courses, SF’s political science faculty chose to make international relations an Inquiry and Discourse course, thereby requiring students to do discipline-specific original research as part of the course. Teaching this course with a study-abroad component enhances the learning outcomes of the course and provides a unique educational experience in international relations in several ways.

Course: CPO2001 is the introductory course to the field of political science known as comparative politics, which is the study of political systems other than those in the U.S. (for those interested in the difference between the two courses INR and CPO, INR covers relations between actors in the global system, CPO examines relations within the political systems of other countries). It meets the Social Science A general education requirement, which has the following learning outcomes: develop the skills necessary for analysis, synthesis, evaluation, decision making, critical and creative thinking, and the creative process.

Faculty Leaders:

Professor David Price has an M.A. in Political Science with a concentration in International Relations and a Ph.D. in History, for which he wrote a dissertation examining the initial creation of the international trading agreement (GATT) that laid the basis for contemporary economic globalization. He first went to China in 2005 with SF’s first study-abroad trip to China under Professor Robin Hardee, in part to gain basic familiarity with travel in China and leading study-abroad groups. Dr. Price, along with Dr. Li Ren-Kaplan, took SF students on this proposed trip with this itinerary in 2010 and 2012. Also, in 2012, Dr. Price spent two weeks at Beijing Union University (BUU), the host school for this trip, as part of Santa Fe’s faculty exchange with BUU. This will be his fourth time in and around the BUU area and time working with BUU faculty, staff, and students.

Kendall Marchman is currently a Ph.D. candidate in Religious Studies at the University of Florida. His dissertation concentrates on Pure Land Buddhism in China during the Tang Dynasty. He currently teaches various courses as a graduate student at UF, and also teaches Asian Humanities at Santa Fe College. He spent a year in China from 2007-2008, where he taught at Shandong University of Science and Technology in Qingdao, Shandong Province. During that time, Mr. Marchman traveled to many culturally relevant sites in China, including Beijing, Shanghai, Xi’an, Chengdu, Lhasa, and Hong Kong. Mr. Marchman has a grasp of Mandarin, which allows him to interact with Chinese citizens and navigate throughout the country comfortably. This will be his first time joining the SF study-abroad program.

The capacity for this program is 20.

**Ghana: Accra, Kokrobite, and Cape Coast (Heidi Lannon and Heather Hall): Summer A, 2013
Cost: \$3,650 (includes airfare, accommodations, required activities, and all meals)**

Courses: GEA2420, Cultural Geography
ANT 2000, General Anthropology
SYG2000, Introduction to Sociology

Instructional intent: To explore cultural geography in the field and to engage in cross-cultural analysis from the sociological perspective. Also, to use various techniques from cultural

ethnography to study the relationship between the natural environment, social and cultural structures, and the phenomenon of cultural change among several communities in Ghana.

Course: GEA2430, Cultural Geography, is a general introductory course studying how man, through acquisition, diffusion, and modification of culture, has altered the physical environment of the earth to create the landscapes associated with human occupation of the earth's surface. SYG2000, Introductory to Sociology, provides an introduction to the scientific study of society. It will examine the connection between social structures, social institutions, social forces, and human behavior.

Course: ANT 2000 introduces students to the study of past and present human cultural, linguistic, and biological diversity. We will explore the nature of anthropology as a science and as a humanities discipline. We will also examine anthropology's distinctive evolutionary, holistic, relativistic, comparative, and global perspective. Finally, we will explore how anthropology contributes to our understanding of ourselves and to the improvement of the human condition.

Course: SYG 2000 is an introductory course in sociology. The study of sociology is important to all of us. Sociology, which can be defined as the scientific study of human society, of human interaction, of social structures/institutions/organizations and their impact on us, enables us to understand the people around us, the people in our society, as well as ourselves. Sociology enables you to rationally examine your interaction with others and provides you with the knowledge you can use to improve your worldview, social relationships, and the larger social structures of society. The course covers the broad range of historical and contemporary knowledge, as well as the application of sociological principles and their relevancy to current social life. *The professor teaching this course will not travel to Ghana with the group, but will arrange the class to accommodate students who will.

Dr. Heidi Lannon holds a Ph.D. in Geography and Urban Planning and a Master's degree of Public Administration and Coastal Management. She teaches Cultural and World Regional Geography at Santa Fe College. She routinely takes students into the field as a component of Physical Geography and led the study-abroad program to Ghana in 2011. She also participated in the study-abroad trip to Costa Rica in 2010 and the trip to Ecuador in 2012.

Ms. Heather Hall has traveled extensively throughout Europe, the Caribbean, South and Central America, as well as Hong Kong and other parts of China. She has co-led nine very successful study-abroad programs at Santa Fe, including programs to Peru, Ecuador, Costa Rica, and Egypt. This will be her first trip to Ghana.

The capacity for this class is 30 (15 in each course).

Italy: Rome, Assisi, and Florence; Paris, France (Matthew Newell and Valerie Aslakson-Jennings): Summer A, 2013

Cost: \$3,500 (includes airfare, accommodations, required activities, and some meals)

Course: ARH1000, Art Appreciation

Instructional intent: To increase intercultural communication skills of students when navigating foreign environments. In addition, students will experience two- and three-dimensional visual arts and develop the vocabulary needed to express opinions regarding art quality, value, and significance.

Course: ARH1000 introduces the student to the two- and three-dimensional visual arts and the vocabulary used to express an opinion on the quality, value, and significance of the arts studied

Professor Matthew Newell has taught numerous courses over the past 19 years in art appreciation, art fundamentals, beginning drawing, mixed-media drawing, and print making, to name a few. He has a BFA in Drawing and Printmaking and an MFA in Printmaking.

Associate Professor Valerie Aslakson-Jennings has taught at Santa Fe in the Fine Arts department and co-led this trip with Professor Newell every summer since 2010.

This program has a maximum enrollment of 24 students.

Sweden: Stockholm and Orebro (Douglas Diekow): Spring 2013

Cost: \$2,950 (includes airfare, accommodations, required activities, and some meals)

Courses: SYG 2000, Introduction to Sociology
SYG 2010, Social Problems

Instructional intent: Cross-cultural study of culture and gender roles using an interdisciplinary social scientific perspective. Students will develop an understanding of the impact culture has on our social experiences through immersion in Swedish culture.

Course: SYG 2000 is an introductory course in sociology. The study of sociology is important to all of us. Sociology, which can be defined as the scientific study of human society, of human interaction, of social structures/institutions/organizations, and their impact on us, enables us to understand the people around us, the people in our society, as well as ourselves. Sociology enables you to rationally examine your interaction with others and provides you with the knowledge you can use to improve your worldview, social relationships, and the larger social structures of society. The course covers the broad range of historical and contemporary knowledge, as well as the application of sociological principles and their relevancy to current social life.

Course: SYG 2010 is an introduction to the sociological study of social problems. It presents theoretical and analytical frameworks for the analysis, understanding, and solving of social problems in the U.S., with relevant examples from other countries. Discussions of the causes of social problems, the processes by which they become public concerns/issues, and evaluation of attempts to solve them will be core components of the course. We will attempt to set social problems in both national and global perspectives, by examining United States situation and comparing other societies. Throughout the course, the sociological perspective and its theoretical frameworks will be compared and contrasted with other viewpoints, and students will be encouraged to develop their own approach of dealing with social problems

Mr. Douglas Diekow has taught sociology at Santa Fe for a number of years and is currently the Chair of Social and Behavioral Sciences. He has been a strong supporter of internationalizing the curriculum at the college.

This trip is capped at 15 students.

Board Action Requested: Approval

District Board of Trustees
May 15, 2012

Agenda Item: 7.1

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

Addendum to Master Clinical Education Agreement with Shands Teaching Hospital and Clinics, Inc. - Polysomnography

408.1983, 11-12

This addendum provides for the inclusion of the Diagnostic Sleep Center at Magnolia Park in Gainesville as a new site for Santa Fe students in the Polysomnography program to obtain clinical experience.

Board Action Requested:

Approval

International Students Insurance with Co-ordinated Benefit Plans, LLC

408.1984, 11-12

This agreement with Co-ordinated 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 dates of the policy and prevent students from withdrawing from the plan while still enrolled. In addition to the \$50 deductible if a student goes to the Student Health Center and \$100 deductible if student goes to a doctor, the college is adding a separate emergency room deductible of \$300. It is hoped this will deter students with minor colds and injuries from going to the emergency room. There is no cost to the college for this program; the annual policy rate for students is \$1,474. This is an increase of \$287 over last year, due to the increase of claims over previous years.

The term of the agreement is August 22, 2012, to August 21, 2013

Board Action Requested:

Approval

District Board of Trustees
May 15, 2012

Agenda Item: 7.3

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

Combined Operational Assistance and Voluntary Cooperation Agreement with City of Gainesville Police Department 408.1985, 11-12

This agreement gives authority to the City of Gainesville Police Department to provide operational support 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.

The terms of the agreement are the same as those currently in force, with a change in the effective dates to July 1, 2012, through June 30, 2016.

Board Action Requested:

Approval

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

Resolution Authorizing Purchase of Property

408.1986, 11-12

At April's board meeting, the board approved the purchase of real property located at 424 West University Avenue, consisting of approximately .45 acres, subject to the completion of all requirements set forth in the Agreement for Sale and Purchase, for the amount of \$793,000. On April 20, the Seller accepted this offer.

The college is currently conducting its due diligence during the 45-day Investigation Period, which expires on or around June 4, 2012. As part of this process, the Commitment for Title Insurance calls for a resolution to be passed by the board as set forth in the attached format.

Board Action Requested:

Approval