



**The District Board of Trustees  
Santa Fe College, Florida  
Board Meeting of October 16, 2012, at 4 p.m.  
Perry Center, Alachua, Florida**

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**Agenda**

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**Adoption of Agenda**

**Agenda Item: 1.1**  
418.507, 12-13

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Board Meeting of October 16, 2012
- 1.2 Approval of Board Meeting Minutes of September 18, 2012

2. Information Items

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

3. Consent Items

Personnel

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

Agreements, Grants

- 3.5 Memorandum of Understanding with University of Florida Warrington College of Business Administration
- 3.6 Agreement with GradImages - Commencement Photographs
- 3.7 Alachua County Public Schools Head Start Program -- Grant

Finance Items

- 3.8 Report of Purchases for September 2012

4. Facilities Items

- 4.1 Renewable Energy Program - Condensed Solar Power System - Revised Scope and Budget
- 4.2 Permission to Advertise for Annual Architectural Services

5. Finance Items
  - 5.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for September 2012
  - 5.2 Santa Fe College Operational Audit Report #2013-016 - Year Ended June 30, 2012
6. Rules
  - 6.1 New Rule 2.14: Institutional Review Board
7. Agreements/Grants
  - 7.1 Resolution to Join Florida Adult and Technical Distance Educational Consortium
  - 7.2 Letter of Renewal - Agreement with Memorial Healthcare Group, Inc., d.b.a. Memorial Hospital, Jacksonville - Cardiovascular Technology
  - 7.3 Terms of Use Agreement with EverFi, Inc. - Buttonwood - Personal Finance and Student Loan Management™
  - 7.4 National Endowment for the Humanities - Enduring Questions: What is a Good Life? -- Grant
  - 7.5 Adults with Disabilities – Reeve Foundation 2012 Quality of Life: Rock and Rollers Music Club -- 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 September 18, 2012

401.497, 12-13

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The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held September 18, 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.

Today's special presentation will be given by Ms. Jessica Vander Biezen, Project Manager in Facilities Services. She will review the college's space assessment and allocation project.

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Strategic Planning

Information Item  
419.06, 12-13

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Dr. Lisa Armour, Vice President for Assessment, Research, and Technology, will discuss this academic year's SMART Objectives and present an example of a SMART Objective with a strategic focus.

**District Board of Trustees  
October 16, 2012**

**Agenda Item 2.3**

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Contract Review Committee for the President's Contract

Information Item  
419.06, 12-13

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To be handled at the meeting.

**C O N S E N T**

**District Board of Trustees  
October 16, 2012**

**Agenda Item: 3.1**

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

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Contract Staff (Faculty)

402.748, 12-13

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

Name

**Appointment  
Part Time**

Stanley Perry

Philip Fuhr

Tami Mandro-Weaver

Gaurakisora Rader

Tscharna Senn

**Board Action Requested:**

**Approval**

## C O N S E N T

District Board of Trustees  
October 16, 2012

Agenda Item: 3.2

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

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Contract Staff (Administrative and Professional)

411.355, 12-13

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

<u>Name</u>	<u>Position</u>
<b><u>Technical/Professional Appointment Full Time</u></b>	
Quinten Eyman <i>B.A., University of Missouri-Columbia</i>	Admissions Specialist, Admissions
* Tarcha Rentz <i>Ph.D., University of Florida</i>	Coordinator, College Reach Out Program
<b><u>Part Time</u></b>	
Margaret Arens	Specialist, Watson Center
* John Cowart	Specialist, Center for Excellence
Alberta Devinney	Specialist, Math Studio
Daniel Harmeling	Specialist, Downtown Lab
Laura Lambes	Specialist, Community Education
* Grant funded	

**Board Action Requested:**

**Approval**



**C O N S E N T**

**District Board of Trustees  
October 16, 2012**

**Agenda Item: 3.3**

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

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Community and Continuing Workforce Education Contract Staff

404.411, 12-13

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

**Continuing Workforce Development**

<u>Name</u>	<u>Position</u>
Erik Hushelpeck	Continuing Education Instructor

**Board Action Requested:**

**Approval**

**C O N S E N T**

**District Board of Trustees  
October 16, 2012**

**Agenda Item: 3.4**

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

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Career Service Staff

403.499, 12-13

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The individual listed below is being recommended for appointment.

Name

Position

**Full Time**

- \* Alexandra Roque                      Administrative Assistant, Student Support Services
- \* Grant funded

**Board Action Requested:**

**Approval**

**C O N S E N T**

**District Board of Trustees  
October 16, 2012**

**Agenda Item: 3.5**

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

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Memorandum of Understanding with University of Florida Warrington College  
of Business Administration

408.2014, 12-13

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This memorandum of understanding between Santa Fe College and the University of Florida Warrington College of Business (WCBA) continues the unique articulation agreement between the two institutions, in which SF graduates meeting certain requirements are guaranteed admission to the WCBA online Bachelor of Science in Business Administration program. Students in the online program will continue to have access to all aspects of student life on the UF campus, including the opportunity to purchase athletic tickets, use the student health care center and fitness center, and attend cultural events. They are also supported by the Warrington College of Business through academic advisement and other student services and participate in UF's graduation ceremonies. As part of this MOU, UF continues to provide 50% funding for a student support specialist, who recruits and provides orientation to students in the online program, as well as coordinates proctoring of all exams at SF.

Currently, approximately 120 Santa Fe graduates who meet minimum grade point average and common course requirements are enrolled in the online business program at UF. This agreement thereby continues to provide extraordinary access to the most sought after transfer college at the university.

**Board Action Requested:**

**Approval**

**C O N S E N T**

**District Board of Trustees  
October 16, 2012**

**Agenda Item: 3.6**

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

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Agreement with GradImages - Commencement Photographs

408.2015, 12-13

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The purpose of this agreement is to allow GradImages exclusive rights to take photographs of Santa Fe graduates inside the building during the ceremony, plus public relations photos before, during, and after each graduation ceremony. In return, GradImages will mail or email each graduate photographed a photo proof within five days, with no obligation to purchase. The college will receive a rebate of \$0.50 per attending graduate for whom a mailing and/or email address is received. Additionally, the college will receive a \$500 signing bonus if the contract is executed before October 18.

This service is provided at no cost to the college. The contract is for a three-year period.

**Board Action Requested:**

**Approval**

**C O N S E N T**

**District Board of Trustees  
October 16, 2012**

**Agenda Item: 3.7**

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

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Alachua County Public Schools Head Start Program -- Grant

409.1918,12-13

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The purpose of this project is to provide Bachelor of Science, Associate of Science, Florida Child Care Professional Credential, and Child Care Worker Certification training for 45 to 50 trainees from the School Board of Alachua County Head Start program for staff and parents.

The amount of funds requested from the School Board of Alachua County is \$43,000, with no matching funds from Santa Fe College.

Duration of this project is August 21, 2012, through July 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.**

**C O N S E N T**

**District Board of Trustees  
October 16, 2012**

**Agenda Item: 3.8**

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

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Report of Purchases for September 2012

202.594, 12-13

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

Purchasing	\$490,786.12
Risk Management Consortium	<u>869.41</u>
<b>Total</b>	<b><u>\$491,655.53</u></b>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y45181 (Fund 1)	\$44,045.70	Contract	Dell Marketing	Computers (30) Information Technology
	<u>\$44,045.70</u>			

Purchase orders for previously awarded contracts: 6  
Purchase orders \$0-\$35,000: 300

Amount: \$ 18,720.06  
Amount: \$428,889.77

**Board Action Requested:**

**Approval of report**

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

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Renewable Energy Program - Condensed Solar Power System -  
Revised Scope and Budget

412.1104, 12-13

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Project Description:

The college has an unmatched history of energy conservation as it has reduced electrical energy on the Northwest Campus for six consecutive years between 2003-04 and 2009-10, totaling more than 3.6 million kWh. Santa Fe is one of the only institutions served by Gainesville Regional Utilities that was prepared to take part in the feed-in-tariff program introduced in early 2009. The college now has four solar installations on campus, two thermal and two photovoltaic, which generate nearly 100,000 watts of power.

The concept of this project was originally planned around a hybrid condensed solar power system. However, space constraints and the availability of equipment sized for this project has negatively impacted payback and overall feasibility.

Since the existing solar systems are only accessible to SF staff and students through the energy dashboard or live link, the college is now re-focusing its efforts to make this project more of a hands-on or accessible learning experience. Renamed Renewable Energy Accessible Lab (REAL), the demonstration lab will contain photovoltaic, evacuated tube and parabolic trough collectors, as well as an organic rankine cycle system that will generate electricity and heating for hot water.

Architect/engineer	Affiliated Engineer, Inc.
Contractor/construction manager	To be determined
Uniform building inspector	In-house
Estimated project budget	\$615,000
Source of funds	Capital Improvement Fee

Project Status:

College staff has revised the scope of this project to make it available as a learning lab and is requesting board approval of this change.

**Board Action Requested:**

**Approval of revised scope and estimated budget**

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

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Permission to Advertise for Annual Architectural Services

412.1105, 12-13

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Project Description:

The college frequently requires architectural services for minor projects (under \$2,000,000). Pursuant to the State Requirements for Educational Facilities (SREF) section 4.1, Florida Statute 287.055, and college rule 6.15, there are clear procedures in place for the advertisement and selection for architectural services under a continuing contract.

The college is asking permission to advertise, select, and negotiate contracts with a minimum of two architectural firms for continuing contracts for the design of minor projects.

Board Action Requested:

**Permission to advertise, select, and negotiate continuing contracts for architectural services**



***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  
September 2012

201.737, 12-13

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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 September 30, 2012. The following summary provides a comparison of actual revenues and expenditures for 2012-2013 vs. 2011-2012.

	2012-2013		2011-2012	
	<u>Dollar Amount</u>	<u>Percent of Budget</u>	<u>Dollar Amount</u>	<u>Percent of Total Year</u>
Revenue	23,087,881	31.71	23,893,374	32.28
Expenditures	13,929,661	16.70	12,383,041	17.54

**Board Action Requested:**

**Approval of report**

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

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Santa Fe College Operational Audit Report #2013-016 - Year Ended June 30, 2012 201.738, 12-13

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Pursuant to Florida Statutes Section 11.45, at least every three years, the Auditor General's Office conducts an operational audit of the accounts and records of Santa Fe College. An operational audit is an audit conducted for the purpose of evaluating management's performance in establishing and maintaining internal controls, including controls designed to prevent and detect fraud, waste, and abuse, and in administering assigned responsibilities in accordance with applicable laws, administrative rules, contracts, grant agreements, and other guidelines. Operational audits must be conducted in accordance with government auditing standards. Such audits examine internal controls that are designed and placed in operation to promote and encourage the achievement of management's control objectives in the categories of compliance, economic and efficient operations, reliability of financial records and reports and safeguarding of assets, and identify weaknesses in those internal controls.

Staff of the Auditor General conducted an Operational Audit of Santa Fe College during the time period of January 2012 through July 2012. The completed report #2013-016 has been released and is available on the State of Florida Auditor Generals website at the following link:

<http://www.myflorida.com/audgen/pages/subjects/ccollege.htm>

**Board Action Requested:**

**Acceptance of Report**

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New Rule 2.14: Institutional Review Board

410.468, 12-13

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The college proposes new Rule 2.14 to formally establish an Institutional Review Board to protect human rights and support the interests of the college regarding research activities conducted by employees, students, or others outside the college involving students, employees, alumni, or other college resources. When pursuit of scholarly work and research involves the use of human subjects for data collection and analysis, the IRB will ensure that research is conducted in a manner that protects the rights, safety, and welfare of human subjects. The president is tasked with the responsibility to assure compliance with all applicable state and federal laws and regulations, and the president is authorized to delegate authority to designated college officials as needed.

The Institutional Review Board will be charged with the review of proposals involving human subjects in research to ensure each project's compliance with ethical standards (e.g. informed consent and confidentiality) to avoid, to the extent possible, any risk to study participants at this institution or any risk to study participants in studies conducted by faculty and staff employed by this institution. The IRB will follow established ethical standards from the federal Office for Human Research Protections on behalf of the SF Board of Trustees. Detailed procedures will be presented to President's Cabinet for approval.

**Board Action Requested:**

**Approval**

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

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Resolution to Join Florida Adult and Technical Distance Educational Consortium 408.2018, 12-13

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Santa Fe College Adult Education Programs and the Alachua County Public Schools (ACPS) are collaborating to provide access to online Adult Basic Education (ABE), General Educational Development, and English for Speakers Other Languages (ESOL) curriculum programs for students in Alachua County. Because the Florida Adult and Technical Distance Educational Consortium (FATDEC) allows only one subscription per county, SF and ACPS will share a subscription, thereby giving access to FATDEC to all Alachua County Adult Education students who meet the program entry requirements and who are enrolled in either SF or ACPS's Adult Education programs. As previously approved by the board on April 17, 2012, the Santa Fe College Adult General Education program grant budget will cover Santa Fe College's portion of the cost of the yearly subscription (\$7,350). Santa Fe College will serve only its enrolled students, and ACPS will serve only its enrolled students.

In order to be eligible for the subscription, SF must obtain a signed board resolution authorizing the college to join an educational consortium to place technical and adult education courses and programs in an online environment in order to provide an alternative instructional delivery model for adult students to gain workforce preparedness competencies and skills. The consortium is managed by a board of directors that represents each participating agency, and all policies are set by the board of directors with approval of the participating agencies. The board of directors elects a governing board known as the Executive Committee according to consortium bylaws. The board of directors determines the needed services and products, establishes the charge for services, sets policies, and establishes a uniform method for participating districts to evaluate services and products provided. The Executive Committee of the educational consortium implements policies and services voted upon by the board of directors of the consortium. Because only one vote per county is allowed, SF and ACPS have decided that ACPS will represent both SF and ACPS this year. The college anticipates that ACPS and SF will alternate each year such that SF will represent both ACPS and SF next year.

**Board Action Requested:**

**Approval of resolution**

District Board of Trustees  
October 16, 2012

Agenda Item: 7.2

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

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Letter of Renewal - Agreement with Memorial Healthcare Group, Inc., d.b.a. 408.2019, 12-13  
Memorial Hospital, Jacksonville - Cardiovascular Technology

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This letter of renewal outlines the wishes of the parties to continue the current agreement with Memorial Healthcare Group, Inc., d.b.a. Memorial Hospital, Jacksonville, for students in the Cardiovascular Technology program. The agreement provides Cardiovascular Technology students the opportunity to obtain experience in a hospital setting. The renewal period is September 1, 2012, through February 28, 2013.

**Board Action Requested:**

**Approval**

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

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Terms of Use Agreement with EverFi, Inc. - Buttonwood - Personal Finance and Student Loan Management™

408.2020, 12-13

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Santa Fe College was the recipient of a financial literacy grant from the Florida College System. SF's financial literacy initiative is designed to equip low-income, first-generation college and local school district students and their families with the knowledge and skills to make effective financial decisions in relation to paying for college; reduce the amount of students who default on student loans; and raise awareness regarding financial resources and literacy among these students. In addition, SF's short-term goal is to reduce the delinquent borrower lists and increase the amount of students who complete the FAFSA early or by the priority deadline, while the long-term goal is to decrease the institutional cohort default rate.

To that end, *Buttonwood - Personal Finance and Student Loan Management™* is a turnkey platform to empower students with the skills to successfully manage their finances while in school and beyond, and minimize dropout and student loan defaults through education. Buttonwood applies proprietary "adaptive pathing" (life simulation) to deliver personalized experience to each student based on enrollment status, debt level, employment status, etc.

The college has chosen Everfi-Buttonwood for this service because, after a review of different providers, Buttonwood stood out as a tool that students would more likely use. This service is of no cost to the college for the first year. After evaluating its effectiveness, the college will decide if it wishes to continue this program or move to another free product.

**Board Action Requested:**

**Approval**

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

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National Endowment for the Humanities - Enduring Questions: What is a Good Life? -- Grant 409.1916, 12-13

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The purpose of this project is to develop and implement a new three-credit course in the college's general education curriculum focusing on an enduring question of all Western and non-Western cultures, "What is a good life?" The course will challenge students to develop their own answers to this, and it will also connect them to answers from much larger and very different intellectual communities and traditions. The course will be taught from a common syllabus of core texts, supplemented by complimentary works chosen by each professor who will teach the course, eventually including faculty from many other disciplines. This course also supports Santa Fe College's participation in the Democracy Commitment and represents a culmination of the college's work in the Bridging Cultures initiative. This is year one of a two-year project.

The amount of funds requested from the National Endowment for the Humanities for the first year is \$16,830, with no matching funds from Santa Fe College. Total funding for the two-year project is \$24,975.

Duration of this project is May 1, 2013, through April 30, 2014.

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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Adults with Disabilities – Reeve Foundation 2012 Quality of Life: Rock and Rollers Music Club -- Grant

409.1917, 12-13

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The purpose of this project is to create the Rock and Rollers Music Club, which will be a music education and performance club comprised of a group of music-loving adults who have developmental disabilities, including physical disabilities with varying degrees of paralysis. Participants will take part in the music education and performance club by participating in music classes (instruction in both music history and performance), taking part in interactive musical demonstrations, and attending concerts and rehearsals. Classes and events will take place both on and off the Santa Fe College campus, with both college departments and community partners.

The amount of funds requested from the Christopher and Dana Reeve Foundation is \$8,911, with no matching funds from Santa Fe College.

Duration of this project is January 7, 2013, through December 8, 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.**



**ADDED ITEM**

**District Board of Trustees  
October 16, 2012**

**Agenda Item: 7.6**

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

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Memorandum of Understanding with University of Florida -  
Seahorse Key Marine Laboratory

408.2021, 12-13

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To support an emerging student interest in marine sciences and coastal resources, and to strengthen collaboration between SF and two colleges at the University of Florida, the College proposes a new arrangement regarding UF's Seahorse Key Marine Laboratory. The contract will allow SF faculty teaching topics in biology, oceanography, and geography related to marine science - as well as faculty working in other subjects - to use the SHKML as a learning laboratory. Under this new collaboration, SF faculty will now have free day-use of the island, its facilities and equipment, as well as a continuing role in its management and operations. The agreement also makes the island and its facilities available for SF for possible use in non-credit community education and development activities.

**Board Action Requested:**

**Approval**