



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of May 21, 2013, at 4 p.m.
Wattenbarger Student Services Building, Gainesville, Florida**

Agenda

Adoption of Agenda

Agenda Item: 1.1

418.512, 12-13

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Board Meeting of May 21, 2013
- 1.2 Approval of Board Meeting Minutes of April 16, 2013

2. Information Items

- 2.1 President's Report
- 2.2 Strategic Planning
- 2.3 Proposed Board of Trustees Meeting Schedule for 2013-2014
- 2.4 Amended Rule 7.11: Fees
- 2.5 Standard Health Information Technology Management Agreement with:
Neat Biz Solutions, Gainesville
- 2.6 Fee Waiver Report, Spring Term 2013

3. Consent Items

Personnel

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

Agreements, Grants

- 3.5 Agreement with University of Florida - Veterans Affairs Counseling Services
- 3.6 Agreement with University of Florida - Athletic Training and Service Agreement for Athletic Trainer
- 3.7 Memorandum of Understanding for Treatment of Certain Crimes with the State Attorney of the Eighth Judicial Circuit
- 3.8 Facilities Use and Training Personnel Agreement with Sheriff of Alachua County
- 3.9 Facilities Use and Training Personnel Agreement with City of Gainesville Police Department
- 3.10 Voluntary Cooperation Mutual Aid Agreement with Bradford County Sheriff's Office
- 3.11 Adventist Health System/Sunbelt, Inc. d/b/a Florida Hospital, Orlando - Cardiovascular Technology

- 3.12 Modified Standard Health Sciences Clinical Facilities Agreement with LifeSouth Community Blood Centers, Inc. - Medical Laboratory Technology
- 3.13 Adult Education and Family Literacy, *Adult General Education* -- Grant
- 3.14 Adult Education and Family Literacy, *English Literacy/Civics Education* -- Grant
- 3.15 Carl D. Perkins Career and Technical Education (CTE) Postsecondary Programs, Section 132 Grant
- 3.16 Carl D. Perkins Postsecondary Rural and Sparsely Populated Grant
- 3.17 Community College Administrator Program with Indonesia -- Grant
- 3.18 Mid-Florida Consortium - College Reach-Out Consortium (CROP) -- Grant
- 3.19 The Wells Fargo Employment Assistance Program - Displaced Homemaker Program -- Grant

Finance Items

- 3.20 Report of Purchases for April 2013
- 3.21 Colonel Harry M. Hatcher, Jr., Property Survey 13-06

4. Finance Items

- 4.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for April 2013
- 4.2 Report of Investments, Quarter Ending March 31, 2013
- 4.3 Recommendation for Award for Request for Proposals #13-13: International Insurance
- 4.4 Amendment #5 to Sponsorship Agreement with Coca-Cola Refreshments, Inc.

5. General Institutional Items

- 5.1 Statewide Standardization of A.S. and A.A.S. Degree Programs
- 5.2 Credit and Postsecondary Adult Vocational Lab Fee Schedule for 2013-2014
- 5.3 Congress-Bundestag Youth Exchange for Young Professionals Program

6. Agreements/Grants

- 6.1 Letter of Extension of Affiliation Agreement with Orlando Health - Biomedical Technology, Cardiovascular Technology, Health Information Technology Management
- 6.2 Cooperation Agreement with Universidade Estadual Paulista (UNESP), "Julio de me Squita Filho," Brazil

7. Santa Fe College Foundation Liaison Update and Board Members' Remarks

8. Citizen's Requests

9. Adjournment

Board Action Requested:

Approval

Approval of Board Meeting Minutes of April 16, 2013

401.502, 12-13

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held April 16, 2013, are presented for approval.

Board Action Requested:

Approval

President's Report

Information Item

The president will discuss a variety of information topics.

The presentation will be given by Student Government President Daniel Freed and the executive officers. Mr. Freed will discuss the platform on which he based his campaign and his future plans for Student Government.

Strategic Planning

Information Item
419.10, 12-13

Dr. Lisa Armour, Vice President, Assessment, Research, and Technology, will provide a presentation of a process and timeline for development of the college's 2014-2019 strategic plan.

Proposed Board of Trustees Meeting Schedule for 2013-2014

Information Item
416.128, 12-13

Below is the proposed schedule of the Board of Trustees meetings for the 2013-2014 year. All meetings begin at 4 p.m. and are scheduled for the third Tuesday of the month.

2013-2014 Board Meeting Schedule

July 16, 2013	Watson Center
August	No Meeting
September 17, 2013	NW Campus
October 15, 2013	Perry Center
November 19, 2013	Andrews Cultural Center
December	No Meeting
January 21, 2014	NW Campus
February 18, 2014	Blount Center
March	No Meeting
April 15, 2014	Andrews Cultural Center
May 20, 2014	NW Campus
June 17, 2014	NW Campus
July 15, 2014	Watson Center

Amended Rule 7.11: Fees

Information Item
410.471, 12-13

The Florida Legislature has agreed to an increase in the *standard tuition* rate of 3% for both lower and upper division credit courses (Advanced and Professional, Post Secondary Vocational, Developmental Education, and Educator Preparatory), and non-credit courses (Postsecondary Adult Vocational) offered by the college. Authority has also been provided to establish a differential out-of-state fee for non-resident students enrolled in distance learning courses. Fees for students enrolled in Adult Education and Vocational Preparatory programs were not changed and shall be charged block tuition of \$30 term for residents and \$120 term for non-residents.

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 \$408.00 for lower division credit courses.

Standard Health Information Technology Management Agreement with:
Neat Biz Solutions, Gainesville

Information Item
408.2052, 12-13

The board has authorized the Provost and Vice President for Academic Affairs to execute standardized form agreements without further action by the board. Such an agreement has been executed with Neat Biz Solutions for students enrolled in the college's Health Information Technology Management program.

Fee Waiver Report, Spring Term 2013

Information Item
200.825, 12-13

Pursuant to Rule 7.13, the college grants fee waivers for course fees (excluding technology, transportation, access, lab, and distant learning fees). Below are the waivers granted by the college for the spring 2013 term. This report shows the number of students granted waivers, along with the dollar amount waived in each category.

<u>Term - Spring 2013</u>	<u>Number of Waivers</u>	<u>Amount</u>
	<u>Credit</u>	
College Employees	14	\$ 8,394.51
Senior Citizens	29	16,891.83
PSAV	2	2,914.68
State of Florida Employees	86	41,156.61
Purple Heart	4	6,320.56
Dependents of College Employees	53	39,439.79
Dependents of Deceased Law Officer	<u>2</u>	<u>3,366.31</u>
Total	<u>190</u>	<u>\$118,484.29</u>
	<u>Community Education</u>	
College Employee	2	\$ 10.00
Senior Citizens	<u>20</u>	<u>906.00</u>
Total	<u>22</u>	<u>\$916.00</u>
	<u>Totals</u>	
Credit	190	\$118,484.29
Community Education	<u>22</u>	<u>916.00</u>
Total	<u>212</u>	<u>\$119,400.29</u>

C O N S E N T

**District Board of Trustees
May 21, 2013**

Agenda Item: 3.1

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

Contract Staff (Faculty)

402.756, 12-13

The individuals listed below are being recommended for appointment for 2013-2014, or a portion of 2012-2013, as stated in the individual employee's contract.

Appointment

<u>Name</u>	<u>Position</u>
Full Time	
Ryan Barbeau <i>Ph.D., Argosy University</i>	Assistant Professor, Social and Behavioral Sciences (Psychology)
Mary El-Semarani <i>M.S., University of Florida</i>	Interim Assistant Professor, Biotechnology
Jennifer Forshee <i>Admitted to Candidacy, University of Florida</i>	Assistant Professor, Social and Behavioral Sciences (Political Science)
Ryan Keith <i>M.S., University of Florida</i>	Assistant Professor, Social and Behavioral Sciences (Psychology)
James Nichols <i>M.S., University of Florida</i>	Assistant Professor, Information Technology Education
Raechel Soicher <i>M.A., University of California</i>	Assistant Professor, Social and Behavioral Sciences (Psychology)
Corbin Sponholtz <i>B.A., Eckerd College</i>	Assistant Professor, High School Dual Enrollment (Social Studies)
Richard Tovar <i>Admitted to Candidacy, University of Florida</i>	Assistant Professor, Sciences for Health Programs (Nutrition)

Part Time

Lisa Campbell	Alicia Pfahler
Ramiro Casanas	Ronald Pinkston
Ronald Chappell	Cheryl Rock
Kathleen Connelly	Spencer Rosenfeld
DeWayne Dubose	Veronica VanMontfrans
Todd Hargis	Susan Warshaw
Matthew Harrigan	Matthew West
Kenneth Meyer	Barbara White
John Palmer	

Board Action Requested:

Approval

C O N S E N T

**District Board of Trustees
May 21, 2013**

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)

411.363, 12-13

The individuals listed below are being recommended for appointment for 2013-2014, or a portion of 2012-2013, as stated in the individual employee's contract.

<u>Name</u>	<u>Position</u>
<u>Appointment</u>	
Full Time	
Executive/Managerial	
Eileen Monck <i>M.S., University of Florida</i>	Interim Academic Director, Center for Emerging Technology
Technical/Professional	
Allison Gatsche, <i>Ed.S., University of Florida</i>	Advisement Specialist, Advising, Counseling and Career Center
Betty Haddock <i>A.A., University of Phoenix</i>	Contact Center Manager, Contact Center and Visitor Information Desk Department
Leslie Mojeiko <i>M.Ed., University of South Florida</i>	Advisement Specialist, Education Programs

Board Action Requested:

Approval

C O N S E N T

**District Board of Trustees
May 21, 2013**

Agenda Item: 3.3

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

Community Education Contract Staff

404.415, 12-13

The individual listed below are being recommended for appointment for 2013-2014, or a portion of 2012-2013, as stated in the individual employee's contract.

Appointment

<u>Name</u>	<u>Program</u>
Coral Antony	Web Design 101 - College for Kids
Stella Arduser	Goal Setting for Success - College for Kids
Emily Barry	Greek Mythology - College for Kids
Suzette Cook	Shutter Bug - College for Kids
Adam Fournier	Sports Wheel - College for Kids
Margaret Godwin	Fashion 101 - College for Kids
Elizabeth Kessler	Modern Jazz - College for Kids
Kim Mann	Super Science Camp
Becky Moulton	A Peek Inside - Anatomy - College for Kids
Ilaria Niccolini	Italian 1
Jeri-Lynn Rapczak	Jazz Dance
Tanasha Reshard	Joy of Reading - College for Kids
Natasha Williams	Babysitting Survival - College for Kids
Brenda Velez	Life with a French Twist - College for Kids
Neda Zaman	Jane Austen Book Lovers Club

Board Action Requested:

Approval

C O N S E N T

**District Board of Trustees
May 21, 2013**

Agenda Item: 3.4

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

Career Service Staff

403.504, 12-13

The individuals listed below are being recommended for appointment.

Full-time Appointment

<u>Name</u>	<u>Position</u>
Dan Bennett	Accountant, Office of Finance
Andrielle Boone	Police Officer, Santa Fe College Police Department
Georgie Breville	Support Specialist, Financial Aid Department
Michael Christy	Senior Maintenance Trades Helper, Facilities Services Department
Philip Evans	Police Officer, Santa Fe College Police Department
Jared Kramme	Police Officer, Santa Fe College Police Department

Board Action Requested:

Approval

C O N S E N T

**District Board of Trustees
May 21, 2013**

Agenda Item: 3.5

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

Agreement with University of Florida - Veterans Affairs Counseling Services

408.2054, 12-13

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, 2013, through June 30, 2014.

Board Action Requested:

Approval

CONSENT

District Board of Trustees
May 21, 2013

Agenda Item: 3.6

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

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

408.2055, 12-13

This agreement between the University of Florida Department of Applied Physiology and Kinesiology, College of Health and Human Performance and the SF Athletics Department provides an opportunity for a UF graduate student to serve as an athletic trainer at Santa Fe for the 2013-2014 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 \$19,076.82. The terms and conditions are essentially the same as last year's agreement. The cost is a 6% increase from last year and represents an increase in tuition and fringe costs. The contract runs from August 15, 2013, through May 31, 2014.

Board Action Requested:

Approval

CONSENT

**District Board of Trustees
May 21, 2013**

Agenda Item: 3.7

Memorandum of Understanding for Treatment of Certain Crimes with the
State Attorney of the Eighth Judicial Circuit

408.2056, 12-13

This memorandum of understanding continues the successful program with the State Attorney's Office that commenced in 2001, and is essentially the same as the one currently in effect. It provides for alternative disposition and referral of minor crimes committed by Santa Fe students by handling them through the college's student judicial process instead of formal charges being sent to the State Attorney for prosecution. The term has been changed to on-going, commencing upon the last party to sign.

Board Action Requested:

Approval

CONSENT

District Board of Trustees
May 21, 2013

Agenda Item: 3.8

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

Facilities Use and Training Personnel Agreement with Sheriff of Alachua County 408.2057, 12-13

The agreement with the Sheriff Sadie Darnell of Alachua County for the Alachua Sheriff's Office (ASO) provides for support to and from ASO to the college's criminal justice programs at the Institute of Public Safety, and is essentially the same as the one currently in effect. Specifically, ASO 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, its Law Enforcement Advisory Committee, and to coordinate and instruct in basic recruit, advanced, or specialized training from time to time. ASO will also provide the use of vehicles for training purposes and the donation of surplus tires. Florida law permits the intergovernmental interchange of public employees. The term of the agreement is July 1, 2013, through June 30, 2014.

Board Action Requested:

Approval

CONSENT

District Board of Trustees
May 21, 2013

Agenda Item: 3.9

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

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

408.2058, 12-13

The agreement with the City of Gainesville for the Gainesville Police Department (GPD) provides for support to and from GPD to the college's criminal justice programs at the Institute of Public Safety, and is essentially the same as the one currently in effect. 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. The term of the agreement is July 1, 2013, through June 30, 2014.

Board Action Requested:

Approval

C O N S E N T

**District Board of Trustees
May 21, 2013**

Agenda Item: 3.10

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

Voluntary Cooperation Mutual Aid Agreement with Bradford County Sheriff's
Office

408.2059, 12-13

This agreement gives both the Santa Fe College Police Department and the Bradford County Sheriff's Office the 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. The agreement will be effective July 1, 2013, and will continue from year to year until cancelled by either party.

Board Action Requested:

Approval

C O N S E N T

**District Board of Trustees
May 21, 2013**

Agenda Item: 3.11

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

Adventist Health System/Sunbelt, Inc. d/b/a/ Florida Hospital, Orlando -
Cardiovascular Technology

408.2060, 12-13

This agreement allows students to continue to rotate through the hospital's invasive and non-invasive cardiology department, where they are provided a learning experience as part of the clinical phase of the Cardiovascular Technology program. In addition, this clinical experience provides the possibility of employment upon graduation for SF students. The term of the agreement is May 1, 2013, through April 30, 2015.

Board Action Requested:

Approval

C O N S E N T

**District Board of Trustees
May 21, 2013**

Agenda Item: 3.12

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

Modified Standard Health Sciences Clinical Facilities Agreement with
LifeSouth Community Blood Centers, Inc. - Medical Laboratory Technology

408.2061, 12-13

Permission is requested to enter into a clinical agreement with LifeSouth Community Blood Centers. This agreement, which is based on the standard health sciences clinical affiliation agreement, will support students enrolled in the Clinical Laboratory Science program by providing essential clinical placements in hematology and immunohematology at the LifeSouth bloodbanking facility in Gainesville.

Board Action Requested:

Approval

CONSENT

District Board of Trustees
May 21, 2013

Agenda Item: 3.13

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

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

409.1939, 12-13

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 820 students will be served by this project. This is year three of a three-year funding cycle.

The amount of funds requested from the State of Florida, Department of Education, Division of Career and Adult Education, is \$254,208, with no matching funds from Santa Fe College.

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

CONSENT

District Board of Trustees
May 21, 2013

Agenda Item: 3.14

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

Adult Education and Family Literacy, *English Literacy/Civics Education* -- Grant 409.1941, 12-13

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 195 students. This is year three of a three-year funding cycle.

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, 2013, through June 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.

CONSENT

District Board of Trustees
May 21, 2013

Agenda Item: 3.15

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

Carl D. Perkins Career and Technical Education (CTE) Postsecondary Programs, 409.1942, 12-13
Section 132 Grant

The purpose of this project is to develop more fully the academic and career and technical skills of postsecondary education students at Santa Fe College and the Bradford-Union Technical Center who elect to enroll in career and technical education 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 be served.

The amount of funds requested from the State of Florida, Department of Education, Division of Career and Adult Education, is \$751,053, with no matching funds from Santa Fe College.

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

CONSENT

District Board of Trustees
May 21, 2013

Agenda Item: 3.16

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

Carl D. Perkins Postsecondary Rural and Sparsely Populated Grant

409.1942, 12-13

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, STEM (Science, Technology, Engineering and Math) career clusters, and student industry certification. 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 Technical Center in Bradford County. Dues and fees will be reimbursed to career and technical education postsecondary students taking industry examinations. 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 \$18,311, with no matching funds from Santa Fe College.

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

CONSENT

District Board of Trustees
May 21, 2013

Agenda Item: 3.17

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

Community College Administrator Program with Indonesia -- Grant

409.1943, 12-13

The purpose of this project is to implement a six-week study program in the United States for 16 Indonesian officials with higher education planning responsibilities and administrators from postsecondary vocational and technical institutions in Indonesia. The program will consist of an initial one-week program focused on approaches of the U.S. community college sector and educational development issues, followed by a structured five-week program including topics such as: administration, governance, finance, student affairs and student services, program assessment, leadership technology, workforce development, community engagement, private sector partnership, and distance learning.

This project is a partnership between the University of Florida as fiscal agent and Santa Fe College as a subcontractor.

The amount of funds requested from the Department of State through the Bureau of Educational and Cultural Affairs is \$73,857, with matching funds of \$27,661 from Santa Fe College.

Duration of this project is July 1, 2013, through June 30, 2014.

Operating budget impact: Funds 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
May 21, 2013

Agenda Item: 3.18

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

Mid-Florida Consortium - College Reach-Out Consortium (CROP) -- Grant

409.1944, 12-13

The purpose of this project is to strengthen the educational motivation and preparation of economically and educationally disadvantaged students in grades 6-12. The project will provide a four-week summer college experience for eligible 6th, 7th, and 8th graders. Additionally, the 9th graders will participate in a one-week residential component at the University of Florida. The project will also provide parent information sessions, after school homework club, orientation programs, career counseling, cultural field trips, student mentoring, and guest speakers. SF will be in a consortium with the University of Florida as the fiscal agent. Santa Fe College will serve a minimum of 145 students.

The amount of funds requested from the Florida Department of Education, Curriculum, Instruction and Student Services, is \$65,689, with a cash match of \$36,395 and an in-kind match of \$36,018 from Santa Fe College and various community partners.

Duration of this project is September 1, 2013, through August 31, 2014.

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.

CONSENT

District Board of Trustees
May 21, 2013

Agenda Item: 3.19

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

The Wells Fargo Employment Assistance Program -
Displaced Homemaker Program -- Grant

409.1945, 12-13

The purpose of this project is to provide training funds for three women who meet the qualifications for the Displaced Homemaker Program (DHP) (35 years of age, work in the home, are not adequately employed, having difficulty finding employment, and have been dependent on income from another person which is no longer available, or are dependent on federal assistance and cannot receive federal financial aid). Upon completion of the DHP 60-hour program, they will be encouraged to continue with job training to enhance their skills so that they are more employable. This leads to economic self-sufficiency for themselves and their families. Often the short-term certificate programs are not eligible for Federal financial aid; hence, this grant would be used to assist these women by paying for Certified Nursing Assistant training, plus the required testing certification fees to make them job ready.

The amount of funds requested from the Wells Fargo Foundation is \$2,000, with no matching funds from Santa Fe College.

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

C O N S E N T

District Board of Trustees
May 21, 2013

Agenda Item: 3.20

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

Report of Purchases for April 2013

202.599, 12-13

Below are the total amounts and a summary of purchases for the month of April 2013.

Purchasing	\$1,534,297.78
Risk Management Consortium	<u>988,172.00</u>
Total	<u>\$2,522,469.78</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y47123 (Fund 6)	\$ 796,474.00	Contract	Gallagher-Bassett Services	Claims Administration Risk Management Consortium
Y47166 (Fund 7)	\$ 82,898.00	Bid	LGL Animal Care Products, Inc.	Caging/Alley Materials Gibbons Exhibit
Y47172 (Fund 1)	\$ 42,096.00	Exempt	Apple Computer, Inc.	iMac Computers (16) Information Technology
Y47181 (Fund 6)	\$ 45,000.00	Contract	Gallagher-Bassett	Loss Control Services Risk Management Consortium
Y47182 (Fund 6)	\$ 128,050.00	Exempt	Fire Prevention Specialists, Inc.	College SREF Inspections Risk Management Consortium
Y47268 (Fund 7)	\$ 61,449.49	Contract	OEC Business Interiors	Building P First Floor Furniture Space Reallocation
Y47275 (Fund 7)	\$ 162,496.99	Contract	OEC Business Interiors	Building P Second Floor Furniture Space Reallocation
Y47289 (Fund 7)	\$ 106,317.50	Contract	Scherer Construction	Building U Fuel Tank Replacement Campus Safety/Operations
Y47302 (Fund 1)	\$ 48,100.00	Contract	Blackboard, Inc.	Host Angel Archive Information Technology
Y47322 (Fund 7)	\$ 187,521.00	Contract	Charles Perry Partners	Building P First Floor Renovation Space Reallocation

Agenda Item 3.20

May 21, 2013

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<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y47323 (Fund 7)	\$ 204,565.00	Contract	Charles Perry Partners	Building P Second Floor South Renovation Space Reallocation
Y47442 (Fund 1)	\$ 125,939.97	Contract	Dell Marketing	Microsoft Campus Agreement Information Technology
	<hr/>			
	\$1,990,907.95			

Purchase orders for previously awarded contracts: 2
(All Temp Force) Amount: \$ 50,000.00

Purchase orders \$0-\$35,000: 359 Amount: \$481,561.83

Board Action Requested:

Approval of report

C O N S E N T

District Board of Trustees
May 21, 2013

Agenda Item: 3.21

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

Colonel Harry M. Hatcher, Jr., Property Survey 13-06

200.826, 12-13

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

The Property Survey Committee met via email on April 23, 2013, 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	4	\$32,799.00	\$32,799.00	\$0.00
TOTAL	4	\$32,799.00	\$32,799.00	\$0.00

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

Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for April 2013

201.746, 12-13

Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for April 2013. 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, 2013.

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	62,137,800	85.34	63,108,107	85.26
Expenditures	51,715,548	62.01	50,061,049	70.89

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, 2013

201.747, 12-13

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	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.

Participant yield at March 31, 2013	0.23%
Interest earnings, quarter	\$7,026
Interest earnings, fiscal year to date	\$22,889

Investments remaining in the Local Government Surplus Trust Funds Investment Pool, Fund B, administered by the State Board of Administration, are recorded at estimated fair value each month.

Fair value factor at March 31, 2013	104.6%
Interest earnings, quarter	\$20,747
Interest earnings, fiscal year to date	\$78,422

Short-term investments are invested in the Florida Division of Treasury Special Purpose Investment Account (SPIA). Investments in the SPIA are recorded at cost each month.

Annualized effective rate, net, at March 31, 2013	1.10%
Interest earnings, quarter	\$130,405
Interest earnings, fiscal year to date	\$536,446

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.

Effective duration	1.77 years
Yield-to-maturity at cost	0.86%
Earnings, quarter	\$8,467
Earnings, fiscal year to date	\$30,365

Interest Earnings Comparison:

Total interest earnings fiscal year to date 2012/2013	\$668,122
Total interest earnings fiscal year to date 2011/2012	\$777,647

Board Action Requested:

Approval of report

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

Recommendation for Award of Request for Proposals #13-13:
International Insurance

200.827, 12-13

A request for proposal (RFP) for insurance coverage for international students, professors, and the spouses and dependents of each was posted on March 1, 2013. The term of the agreement is for three years, with an option to renew for two additional three-year periods. There is no cost to the college for these services. All costs are paid by the insured individuals.

Four vendors submitted proposals: AIG, Collegiate Risk Management, Inc., Insurance for Students, Inc, and Insurance for College Students, LLC.

The RFP evaluation committee met on April 29, 2013, to consider the proposals. The committee reviewed the responses, and found Insurance for Students, Inc. to have the best proposal. Each proposal was graded on five criteria: Rates to Provide Required Services (100 possible points), Ease of Registration (25 points), Service and References (25 points), Quality of Proposal (10 points), and Bonus Points (10 points). A summary of the rankings appears below:

<u>Proposer</u>	<u>Cost / Rates</u>	<u>Ease of Registration</u>	<u>Service and References</u>	<u>Quality of Proposal</u>	<u>Bonus Points</u>	<u>Total</u>
Insurance for Students, Inc.	100	25	25	8	2	160.0
AIG	87.9	18	25	5	1	136.9
Insurance for College Students, LLC	71.1	25	25	8	4	133.1
Collegiate Risk Management, Inc.						*

*Collegiate Risk Management, Inc. was found not responsive and could not be evaluated due to the following:

- a tiered pricing model (their score would vary based on the age of the insured individual)
- the proposal did not meet the minimum requirements for mental illness coverage, and
- the proposal did not provide the required references.

Board Action Requested:

Approval for board chair to execute any necessary agreement(s) with Insurance for Students, Inc. following review by college legal counsel without further action by the board

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

Amendment #5 to Sponsorship Agreement with Coca-Cola Refreshments, Inc.

209.195, 12-13

Coca-Cola ("Bottler") has been the exclusive on-campus provider of beverage vending since July 1, 2006. The current agreement extension ends June 30, 2013. Per the agreement, the college and Bottler have the option to renew the agreement through June 30, 2016, if mutually desired.

Since the agreement was renewed in 2011, Bottler has provided the following:

- 25 large recycling bins and will provide more as desired by the college
- Marketing/promotional assistance for the Zoo
- Sampling events to promote current products and introduce new products
- Several new machines and card readers to assure that the entire vending machine inventory remains updated

In consideration of the services provided since 2011, the marketplace, and information from an industry consultant, college staff recommended extension of the agreement.

The proposed amendment extends the agreement through June 30, 2016, which is the final renewal option available in the current agreement. A solicitation for these services will occur during the 2015-2016 fiscal year.

Board Action Requested:

Approval of amendment

Statewide Standardization of A.S. and A.A.S. Degree Programs

301.89, 12-13

Since 2002, the college has offered parallel A.S. and A.A.S. degree programs in several Career and Technical programs. In virtually all cases, the only difference between the degree programs was the presence of transferable general education courses in math and English within the A.S. programs, and the presence of more work-oriented math and writing courses in A.A.S. programs. In order to strengthen and clarify the eligibility of most A.S. programs for transfer to the upper division (and thus to a baccalaureate program), the state has undertaken and completed a rigorous process for distinguishing between transferable A.S. and non-transferable A.A.S. programs. Currently, in order to conform to this statewide change, and to strengthen the general education components of many of Santa Fe's A.S. programs, the college recommends an orderly phase-out of most A.A.S. programs. The college "teach-out" plan for A.A.S. students allows them to continue working toward completion under their current A.A.S. requirements or to switch to the A.S. program. However, because conforming these programs under the A.S. degree entails closing the parallel A.A.S. programs, board approval and a notice to SACS is required.

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 2013-2014

301.118, 12-13

The attached credit and postsecondary adult vocational lab fee schedule is to be effective for the 2013-2014 academic year, beginning fall term 2013.

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.

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
- 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 and Performing Arts	Library
Respiratory Care	Dental Programs	Construction and Technical Programs
Student Development		EPI
Emerging Technologies		Education/Child Development

Fee requests or changes are initiated by the department's chair or director, and submitted 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 Board of Trustees at the June meeting for approval. All new and changed fees become effective with the fall term.

Board Action Requested:

Approval

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

Congress-Bundestag Youth Exchange for Young Professionals Program

100.25, 12-13

The college has accepted the opportunity to host a German student through the Congress-Bundestag Youth Exchange for Young Professionals program for one year. This program has been in existence for 30 years and will complement Santa Fe's internationalization efforts. The program selected the student, who will enroll as a non-degree seeking student at SF for six credit hours and some combination of continuing education or community education courses for the fall semester. She will work full-time in a local business during the spring semester and will be hosted by a local family. No expenses will be incurred by the college.

Board Action Requested:

Approval

District Board of Trustees
May 21, 2013

Agenda Item: 6.1

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

Letter of Extension of Affiliation Agreement with Orlando Health - Biomedical Technology, Cardiovascular Technology, Health Information Technology Management 408.2062, 12-13

The attached letter with Orlando Health extends the term of the affiliation agreement for an additional 60 days, from May 20, 2013, to July 20, 2013. This agreement provides for Santa Fe students in the Biomedical Technology, Cardiovascular Technology, and Health Information Technology Management programs to gain clinical experience.

Board Action Requested:
Approval

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

Cooperation Agreement with Universidade Estadual Paulista (UNESP)
“Julio de me Squita Filho”, Brazil

408.2063, 12-13

The proposed agreement will formalize and sustain a collaborative relationship with the *Universidade Estadual Paulista Júlio de Mesquita Filho* (UNESP), a multi-campus university located in the state of Sao Paulo, Brazil. Santa Fe College has been honored to host an UNESP faculty member and Fulbright Scholar-in-Residence, Dr. Regiani Santos Zacarias, during the 2012-2013 academic year as well as an agricultural scientist from UNESP, Dr. Alcides Leao, in late March of 2013. The attached document is a standard agreement that UNESP uses to initiate formal relationships with partner universities throughout the world. The agreement states that the two institutions will promote academic and cultural exchanges, develop joint projects and explore other areas of cooperation for an initial five-year period. Approval of this agreement will enable Santa Fe College to begin advertising its programs and recruiting Brazilian students on the UNESP campus. Specific details about future areas of collaboration, including study abroad programs, faculty exchanges and joint research projects, will be presented to the Board of Trustees as appendices to this cooperative agreement.

Board Action Requested:

Approval