



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of April 15, 2014, at 4 p.m.
Andrews Cultural Center, Starke, Florida**

Agenda

Adoption of Agenda

Agenda Item: 1.1

418.520, 13-14

1. General Functions
 - Pledge of Allegiance
 - 1.1 Adoption of Agenda for Board Meeting of April 15, 2014
 - 1.2 Approval of Board Meeting Minutes of February 18, 2014

2. Information Items
 - 2.1 President's Report
 - 2.2 Strategic Planning
 - 2.3 Standard Health Sciences Clinical Facilities Agreement with:
Tift Regional Medical Center, Tifton, Georgia - Cardiovascular Technology
 - 2.4 Community Education "EnRich!" Brochure for Summer 2014 and Continuing Workforce Education "Enhance" Brochure for Summer 2014
 - 2.5 Amended Rule 5.4: Cash

3. Citizens' Requests

4. Consent Items
 - Personnel
 - 4.1 Contract Staff (Faculty)
 - 4.2 Contract Staff (Administrative and Professional)
 - 4.3 Community and Continuing Workforce Education Contract Staff
 - 4.4 Career Service Staff

 - Agreements, Grants
 - 4.5 College Level Examination Program (CLEP) Agreement Renewal
 - 4.6 Cybersecurity Program Development at Santa Fe College (FL) - National Science Foundation - Grant
 - 4.7 Grooveshark - Quick Response Training Grant

 - Finance Items
 - 4.8 Report of Purchases for February and March 2014
 - 4.9 Colonel Harry M. Hatcher, Jr., Property Survey 14-06
 - 4.10 Acceptance of Donations, 14-03

5. Facilities Items
 - 5.1 Administration Road Signage and Roadway Construction - Roadway Only - Approval of Phase III Construction Documents and Guaranteed Maximum Price
 - 5.2 Project Report and Action Request - Renewable Energy Program - Revised Budget

6. Finance Items
 - 6.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for March 2014
7. General Institutional Items
 - 7.1 Non-Student International Travel
 - 7.2 Approval of Expenditures from the Dr. Philip Benjamin Matching Grant Program from the Automotive Equipment Fund
 - 7.3 Approval of Expenditures from the Dr. Philip Benjamin Matching Grant Program from the Dental Equipment Fund
 - 7.4 Approval of Expenditures from the Dr. Philip Benjamin Matching Grant Program from the Fine Arts Enhancement Fund
 - 7.5 Approval of Expenditures from the Dr. Philip Benjamin Matching Grant Program from the Nursing Equipment Fund
 - 7.6 Approval of Expenditures from the Dr. Philip Benjamin Matching Grant Program from the Nursing Equipment Fund for Other Health Related Programs
8. Agreements/Grants
 - 8.1 Commission on Dental Accreditation Business Associate Agreement
 - 8.2 Professional Services Agreement with Nelnet Business Solutions - Guaranteed Tuition Installment Plan
 - 8.3 Ratification of Emergency Signature Authority for Approval of Agreements for Construction Management Services with:
 - Charles Perry Partners, Inc.
 - Scherer Construction of North Florida, LLC
 - D.E. Scorpio Corporation
 - Blakeland, LLC
9. Santa Fe College Foundation Liaison Update and Board Members' Remarks
10. Adjournment

Board Action Requested:

Approval

Approval of Board Meeting Minutes of February 18, 2014

401.510, 13-14

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held February 18, 2014, are presented for approval.

Board Action Requested:

Approval

President's Report

Information Item

The president will discuss a variety of information topics.

Today's first presentation will be given by Mr. Bill Reese, Associate Vice President of Facilities Services. Mr. Reese will present the details of the next renewable energy project, the REAL Lab (Renewable Energy Accessible Laboratory). This solar learning lab has the potential to be a community-wide learning destination on the Northwest Campus in keeping with destinations such as the zoo and the planetarium.

Today's second presentation will be given by administrators from Bradford-Union Technical Center located in Starke, Florida. The Bradford-Union Technical Center provides academic, technical, and career skills for high school and adult students.

Calendar

May 2, 2014

Commencement Ceremonies

SF Gymnasium

3 p.m.

Health Related

7 p.m.

All Other Programs

May 20, 2014

Regular Board Meeting

4 p.m.

Wattenbarger Student Services Building
S-332

June 16, 2014

Board Budget Workshop and Dinner

5-7 p.m.

Wattenbarger Student Services Building
S-329

June 17, 2014

Regular Board Meeting

4 p.m.

Wattenbarger Student Services Building
S-332

Strategic Planning

419.18, 13-14

The Strategic Planning Steering Committee's draft of the Strategic Plan will be presented.

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

Standard Health Sciences Clinical Facilities Agreement with:	Information Item
• Tift Regional Medical Center, Tifton, Georgia – Cardiovascular Technology	408.2098, 13-14

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 the facility listed above for students enrolled in the Santa Fe Cardiovascular Technology program.

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

Community Education "EnRich!" Brochure for Summer 2014 and Continuing
Workforce Education "Enhance" Brochure for Summer 2014

Information Item
415.153, 13-14

In accordance with Rule 7.11, the president is authorized to approve course fees for Community Education (CE) on a course-by-course basis. Total fees collected must fully support the expenditure of the CE program within the fiscal year. A draft of the CE brochure entitled "EnRich!" was reviewed and approved by the president and is provided for reporting to the board.

In accordance with Rule 7.11, the president is authorized to approve course fees for Continuing Workforce Education (CWE) on a course-by-course basis. Total fees collected must fully support the expenditure of the CWE program within the fiscal year. A draft of the CWE brochure entitled "Enhance" was reviewed and approved by the president and is provided for reporting to the board.

Amended Rule 5.4: Cash

Information Item
410.484, 13-14

This rule has been amended to allow the board to prescribe direction and guidelines for control of funds. The title of the rule has been changed to "Control of Funds." The funds control system shall be compatible with the requirements of the *Accounting Manual for Florida's College System*, in compliance with the Statutes of the State of Florida, relevant rules of the State Board of Education, and good business practice.

Citizens' Requests

423.26, 13-14

Subject to exceptions set forth in Florida law, members of the public shall be permitted to be heard on a proposition pending before the board during this agenda item prior to the board taking action on the proposition. An individual wishing to be heard shall complete the Citizen's Request form maintained by the board secretary (College President) at least 15 minutes in advance of the meeting and shall be allotted up to three minutes to address any issues, whether the issue is on the board agenda or not; the board chair may allow limited extended time at the chair's discretion. If a group consisting of more than five individuals wishes to be heard on a subject, the group must designate a representative to speak on its behalf.

C O N S E N T

**District Board of Trustees
April 15, 2014**

Agenda Item: 4.1

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

Contract Staff (Faculty)

402.767, 13-14

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

Appointment

Part Time

Name

Benjamin Atkinson
Bonnie Breitbeil
Sandra Comstock
Thomas Fitzsimmons
Abra Gibson
Karen Kearney
Wylie Lovelady
Cyprien Lokko
Tristan Vellinga
Charlyne Walker

Board Action Requested:

Approval

CONSENT

District Board of Trustees
April 15, 2014

Agenda Item: 4.2

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

Contract Staff (Administrative and Professional)

411.374, 13-14

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

Executive/Managerial Promotion

<u>Name</u>	<u>Position</u>
William Dorman <i>M.B.A., University of Florida</i>	Interim Director, GTEC

Technical/Professional Appointment Full Time

Laurence Andrews <i>M.B.A., Babson College</i>	Interim, Business Manager, CIED
*Rachel Evans <i>M.S., University of Denver</i>	Interim, Advising Specialist, Upward Bound Program
SaDonna Smith <i>M.ED., Western Carolina University</i>	Advising Specialist
Sarah White <i>M.F.A., Florida State University</i>	Stage Manager, Fine Arts Department

Part Time

Michelle Adibe	Specialist, Science for Health Programs
Kandra Albury	Specialist, Admissions
Francisco Cubero	Specialist, Financial Aid
Christine Dabbs	Specialist, Admissions
Rachael Jukarainen	Specialist, Office of Diversity
Kevin Terry	Specialist, Fine Arts
*Jay Weininger	Specialist, CROP

*Grant funded

Board Action Requested:

Approval

C O N S E N T

**District Board of Trustees
April 15, 2014**

Agenda Item: 4.3

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

Community and Continuing Workforce Education Contract Staff

404.423, 13-14

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

Appointment

Part Time

Community Education

Name

James Bevon

Tina Gennaro

Robert Oehl

Program/Class

College for Kids Spring Break Camp

College for Kids Spring Break Camp

Aviation Ground School

Continuing Workforce Development

Name

Kimberly Cianciolo

Shanonda Sumesar-Rai

Position

Continuing Education Instructor

Continuing Education Instructor

Board Action Requested:

Approval

C O N S E N T

**District Board of Trustees
April 15, 2014**

Agenda Item: 4.4

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

Career Service Staff

403.512, 13-14

The individuals listed below are being recommended for appointment.

Full Time

Name

Position

Miriam Black

Preschool Teacher, Little School

Sarah Eiland

Office Assistant 2, CIED

Gretchen Moore

Student Financial Services Accountant, Office for Finance

Patricia Moore

Library Support Specialist 2

Stephanie Norman

Preschool Teacher, Little School

Kimberly Sowards

Administrative Assistant 1, Facilities Services Department

Part Time

Aremi Soto Taboada

Unclassified Part Time, Little School

Board Action Requested:

Approval

C O N S E N T

**District Board of Trustees
April 15, 2014**

Agenda Item: 4.5

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

College Level Examination Program (CLEP) Agreement Renewal

408.2099, 13-14

This agreement between Educational Testing Services (ETS) and Santa Fe College will allow the College to continue operating as an administrative site for the CLEP exam at no direct cost to the College. The CLEP exam tests mastery of college-level material and is widely used by students entering coursework after extended time away from an academic environment, military service members returning to college, and traditional college students attempting to place themselves in appropriate level courses. This exam is accepted by 2,900 colleges and universities nationwide.

Board Action Requested:

Approval

C O N S E N T

District Board of Trustees
April 15, 2014

Agenda Item: 4.6

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

Cybersecurity Program Development at Santa Fe College (FL) -
National Science Foundation -- Grant

409.1983, 13-14

The purpose of this project is to better respond to the needs of both private sector employers and the U.S. government for highly skilled and effective Cybersecurity technicians. This will be accomplished by expanding the Cybersecurity curriculum and improving the recruitment and retention of students in these programs. This project will concentrate on developing collaborative agreements with local secondary and rural vocational schools to offer industry-standard information systems curriculum, implementing strategies to recruit and mentor a diverse body of students (focusing on female students) and provide professional development for both college faculty and collaborating secondary school teachers. The four main objectives of this project are: 1) to increase the number and capacity of qualified information assurance professionals in the local workforce; 2) increase the diversity of the Networking Services Technology (NST) program student population; 3) develop and strengthen career pathways from local secondary schools and rural vocational schools to Santa Fe College's Information Technology Education (ITE) college credit programs; and 4) increase the faculty knowledge and skills for the classroom and provide industry recognized credentials. This is year two of a two-year project.

The amount of funds requested from the National Science Foundation for the second year is \$91,633 with no matching funds from Santa Fe College. Total funding for the two-year project will be \$200,000.

Duration of this project is June 1, 2014 through May 31, 2015.

Operating budget impact: None

Board Action Requested:

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

CONSENT

District Board of Trustees
April 15, 2014

Agenda Item: 4.7

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

Grooveshark - Quick Response Training Grant

409.1984, 13-14

The Quick Response Training Program is designed to meet the workforce skill needs of existing, new, and expanding industries. The purpose of this project is to provide specialized and on-the-job training, including proprietary processes, for approximately 28 new positions over a 24-month period. These are highly-skilled, high-wage jobs with excellent benefits. Santa Fe College will serve as the fiscal agent for Workforce Florida, Inc., and will provide no training. The Council for Economic Outreach facilitated development of this project with Santa Fe College. This is year two of a two-year project.

The amount of funds requested from the Workforce Florida is \$26,359, with no matching funds from Santa Fe College.

Duration of this project is April 15, 2014, through April 14, 2015.

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
April 15, 2014**

Agenda Item: 4.8

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

Report of Purchases for February and March 2014

202.607, 13-14

Below are the total amounts and a summary of purchases for the months of February and March 2014.

Purchasing	\$1,333,323.60
Risk Management Consortium	<u>11,002.06</u>
Total	<u>\$1,344,325.66</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y50915 (Fund 1)	\$ 37,129.40	Contract	Dell Marketing	Computers (30) Information Technology
Y50928 (Fund 7)	\$ 99,969.60	Sole Source	Automated Controls	Building Automation System Upgrade Energy Rebate
Y51093 (Fund 7)	\$ 54,770.00	Contract	Affiliated Engineers	Administration Road Sign Project Engineer Services Campus Signage
Y51232 (Fund 1)	\$ 35,850.00	Exempt	Kaplan Higher Education	Testing Materials Nursing
Y51415 (Fund 1)	\$ 109,234.90	Exempt	Morse Communications	Network Hardware Refresh Information Technology
Y51453 (Fund 1)	\$ 45,072.00	Exempt	Smarthinking, Inc.	Tutoring Services Academic Affairs
	\$ 382,025.90			

Purchase orders for previously awarded bids/contracts: 3
(All Temp Force)

Amount: \$20,610.00

Purchase orders \$0 - \$35,000.00: 540

Amount: \$941,689.76

Board Action Requested:

Approval of report

C O N S E N T

District Board of Trustees
April 15, 2014

Agenda Item: 4.9

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

Colonel Harry M. Hatcher, Jr., Property Survey 14-06

200.841, 13-14

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 March 18, 2014 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	7	\$149,220.24	\$149,220.24	\$0.00
TOTAL	<u>7</u>	<u>\$149,220.24</u>	<u>\$149,220.24</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

C O N S E N T

District Board of Trustees
April 15, 2014

Agenda Item: 4.10

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

Acceptance of Donations, 14-03

200.842, 13-14

UF Health has donated the item listed below to the Biotechnology Laboratory Program.

<u>Quantity</u>	<u>Description</u>	<u>Cost</u>
1	Tissue Tek 5 Embedding Station	<u>\$3,538.69</u>
	Total	<u>\$3,538.69</u>

Alachua County has donated the item listed below to the Santa Fe College Police Department.

<u>Quantity</u>	<u>Description</u>	<u>Cost</u>
1	Smart Traffic System (computer and accessories, software, labor, and materials)	<u>\$12,512.82</u>
	Total	<u>\$12,512.82</u>

Board Action Requested:

Approval

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

Administration Road Signage and Roadway Construction - Roadway Only - 412.1121, 13-14
Approval of Phase III Construction Documents and Guaranteed Maximum
Price

Project Description:

This project is part of a multi-year effort to upgrade the primary entrance signs to the Northwest campus and design them in such a way as to create a feeling of destination. This specific portion of work also includes a complete rework of the college's main entrance, from NW 83rd street at Administration Road, to conform to the concept in our master plan. This will also include the reconfiguration of parking lot #2.

Architect/engineer:	Affiliated Engineers SE
Contractor/construction manager:	Scherer Construction
Uniform building inspector:	In-house
Estimated project budget:	\$972,165.00
Source of funds:	Capital Improvement Fee (CIF)

Project Status:

In keeping with the intent of the college's facilities master plan to improve the primary entrance to the college, staff recommends that the roadway portion of this project proceed in order to accomplish the work during the summer term. Therefore, college staff is requesting approval of the Phase III construction documents for the roadway portion of this project. College staff is also requesting the Board approve the guaranteed maximum price in the amount of \$494,050.00 for the roadway portion of the work.

Board Action Requested:

- A. Approval of Phase III Construction Documents for the entrance roadwork and associated parking lot reconfiguration of this project.**
- B. Approval of Guaranteed Maximum Price in the amount of \$494,050.00 for the entrance roadwork and associated parking lot reconfiguration of this project.**

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

Project Report and Action Request - Renewable Energy Program
- Revised Budget

412.1122, 13-14

Project History:

The college has an unmatched history of energy conservation in that it has reduced electrical energy on the northwest campus each year since 2003-04 totaling more than 3.6 million kWh, all while adding new facilities. 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.

If there is a downside to our existing solar systems it is in the fact that they are only accessible to our staff and students through our energy dashboard <http://sfenergy.sfcollege.edu/> or a live link in the lobby of the library. We therefore re-focused our efforts in order to make this project more of a hands-on or accessible learning experience. Hence the new name: (REAL) lab for Renewable Energy Accessible Lab.

Architect/engineer:	Affiliated Engineer, Inc.
Contractor/construction manager:	TBD
Uniform building inspector:	In-house
Original estimated project budget:	\$615,000.00
Revised estimated project budget:	\$892,027.00
Source of funds:	Capital Improvement Fee

Project Status:

Because the emphasis has historically been focused on education and not payback, during the design development phase of this project the idea of a solar pavilion that would contain an interactive educational component took shape and has made this project extremely unique. It has also made this project more costly therefore we are asking the Board to approve a revised budget in the amount of \$ 892,027.00.

Board Action Requested:

A: Approval of a revised budget in the amount of \$892,027.00

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 March 2014 201.764, 13-14

The attached Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report reflects the status of the college in relation to the percentage of unrealized and unencumbered funds as of March 31, 2014.

The following summary provides a comparison of actual revenues and expenditures for 2013-2014 vs. 2012-2013.

	2013-2014		2012-2013	
	<u>Dollar Amount</u>	<u>Percent of Budget</u>	<u>Dollar Amount</u>	<u>Percent of Actual</u>
Revenue	\$56,358,363	76.70	\$55,881,977	77.83
Expenditures	\$48,533,074	57.12	\$46,343,993	66.24

Board Action Requested:

Acceptance of report

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

Non-Student International Travel

101.96, 13-14

The College is committed to international and intercultural education and globalization efforts. International education is an integral component of the College's mission, and the College seeks to create an environment where teaching and learning is augmented and enhanced by international study for faculty and by student-centered educational opportunities that prepare students for successful participation in the global community. International travel is just one of the ways in which the College's mission for international education is accomplished.

All international travel is subject to the rules and requirements stated in the existing rules, regulations, and guidelines. As the College is now increasing its international travel it has been determined that it would be a best practice for the board to have final approval of all recommended international travel, regardless of funding source or destination.

The College is seeking permission to allow the following individuals to participate in international travel opportunities in the coming months:

Professor Jay O'Leary travel to China, May 4-18, 2014

Professor O'Leary, a full-time professor in the English Program, will visit and lecture in Beijing Union University (BUU) as part of a faculty exchange program with that institution. Professor O'Leary will be the seventh Santa Fe faculty member to participate in this program. All transportation in China will take place via bus or train. This international travel will be funded with matching funds from the BUU and the International Education Office.

Professor Rebecca McKey travel to China, May 15-29, 2014

Professor McKey, a full-time professor in the Humanities and Foreign Languages Department, will accompany Santa Fe's Study Abroad Program to Beijing and Xi'an in order to learn more about this student travel and prepare to lead it in the near future. Transportation between these two Chinese cities will occur via train. No travel alert or warning has been issued for China. This travel will be funded by the Title VI grant, "Opening Doors to Asia."

Lieutenant Ryan Woods travel to Montreal, QC, Canada, June 19-24, 2014

Lieutenant Woods will attend the International Association of Campus Law Enforcement Administrators annual conference as a voting delegate and as a member of two standing committees (2-year Institution and Special Topics).

Board Action Requested:

Approval

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

Approval of Expenditures from the Dr. Philip Benjamin Matching Grant Program 400.594, 13-14
from the Automotive Equipment Fund

The Santa Fe College Foundation requests permission to expend up to \$15,000 from the C. L. Blount Automotive Equipment Fund. The purchase of the following equipment will be used to train approximately 70 students in the fields of vehicle operation, diagnosis, and repair. These skills are necessary for students to gain employment in the automotive repair field.

2 - 80043- DrFuelCell™ Science Kits	\$1,518
3 - Specialized Electronic Trainers (S.E.T.)	5,845
1 - EM-1100 Planetary Gear Set	595
1 - EM-200-28 Driveshaft Working Angle Trainer	2,995
1 - EC-430 Cutaway Open Rear Differential	1,495
1 - EC-425 Cutaway Clutch Type Differential	1,495
1 - EC-2100 Cutaway Expansion Valve	195
Consulab Shipping	<u>700</u>
Total purchase amount	<u>\$14,838</u>

Board Approval Requested:

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

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

Approval of Expenditures from the Dr. Philip Benjamin Matching Grant Program 400.595, 13-14
from the Dental Equipment Fund

The Santa Fe College Foundation requests permission to expend up to \$1,500 from the Dental Instructional Equipment Fund. The purchase of the equipment listed below will benefit approximately 59 students in the Dental Programs at Santa Fe College.

The Santa Fe College Dental Programs requested two curing lights at a cost of approximately \$1,500. The curing lights are used for the polymerization of light cure resins used in dentistry such as tooth colored restorations and sealants. The curing lights will be used by current and future dental hygiene and dental assisting students, as well as instructors for restorative procedures and in the instruction and placement of sealants.

2 - Patterson Dental Radii Plus Curing Lights	\$1,500
Total purchase amount	<u>\$1,500</u>

Board Approval Requested:

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

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

Approval of Expenditures from the Dr. Philip Benjamin Matching Grant Program 400.596, 13-14
from the Fine Arts Enhancement Fund Fund

The Santa Fe College Foundation requests permission to expend up to \$15,000 from the Fine Arts Enhancement Fund for the benefit of various Fine Arts Programs at Santa Fe. The equipment listed below will assist faculty in training more than 400 students and will allow students to be active learners in their individual Fine Arts program.

Music Department	
15 Wireless headphones and receivers	\$5,314
Theatre Department	
Viking sewing machine for costume shop	599
Fine Arts Program – Master Classes	
3 classes per year in Music, Dance, and Theatre	7,500
Dance Department	
Aerial training from On the Fly Productions	<u>1,500</u>
Total purchase amount	<u>\$14,913</u>

Board Approval Requested:

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

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

Approval of Expenditures from the Dr. Philip Benjamin Matching Grant Program 400.597, 13-14
from the Nursing Equipment Fund

The Santa Fe College Foundation requests permission to expend up to \$16,000 from the SF Nursing Equipment Fund for the benefit of the Nursing Programs at Santa Fe. The equipment will provide clinical simulation and clinical skill practice equipment for over 300 students as they prepare for nursing professions. The Nursing Department has requested the equipment listed below in order to maintain the clinical lab learning experience and provide firsthand experience to students before entering the clinical areas of local hospitals.

3 - CareFusion Alaris IV Infusion Pumps and Guardrails Software	\$10,635
2 - Gumbo Medical Hill-Rom Advanced Hospital Bed and IV pole	4,019
2 - Moore Medical Lower Torso Home Care Training Simulator	<u>1,300</u>
Total purchase amount	<u>\$15,954</u>

Board Approval Requested:

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

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

Approval of Expenditures from the Dr. Philip Benjamin Matching Grant Program 400.598, 13-14
from the Nursing Equipment Fund for Other Health Related Programs

The Santa Fe College Foundation requests permission to expend up to \$4,000 from the SF Nursing Equipment Fund for the benefit of Other Health Related Programs at Santa Fe. The equipment listed below will assist faculty in training more than 200 students prior to being placed in the workforce. The equipment allows the students to be active learners in their program.

InterMed Biomedical Refurbished Philips Respironics BiPap Vision System	\$2,015
Shop Anatomical 7-part brain model	551
Shop Anatomical artery and vein model	256
Shop Anatomical dual-sex torso	797
Sun Surgical blood pressure cuffs – 5 regular size and 1 large size	<u>92</u>
Total purchase amount	<u>\$3,711</u>

Board Approval Requested:

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

District Board of Trustees
April 15, 2014

Agenda Item: 8.1

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

Commission on Dental Accreditation Business Associate Agreement

408.2100, 13-14

The Commission on Dental Accreditation accredits dental and dental-related education programs and operates under the auspices of the American Dental Association. Santa Fe College desires our dental programs to be evaluated, and subsequently accredited, by the Commission. The agreement is effective until either party terminates.

Board Action Requested:

Approval

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

Professional Services Agreement with Nelnet Business Solutions - Guaranteed Tuition Installment Plan 408.2101, 13-14

In March of 2010, the college entered into a tuition payment plan (or installment plan) agreement with Nelnet Business Solutions, Inc. (NBS). Currently, over half of the 28 state colleges in Florida are under contract with NBS to provide third party tuition payment plans to their students. Because of current statutory restrictions in Florida (i.e. the inability to extend credit), NBS still remains the only company offering guaranteed tuition installment plans to Florida colleges.

Tuition installment plans are a benefit to the students and the college because they allow students an option to schedule payments spread over a term to increase affordability and reduce uncollected tuition; students pay a nominal, fixed fee to participate rather than paying interest on a loan; and the college experiences reduced staff time involved in the drop/add process for late or non-payments.

NBS is a business leader in higher education and college staff recommends the continuation of this professional services agreement. In addition, with this agreement the college will expand fee payment options to include Visa.

Board Action Requested:

- 1) Approval of:
 - a. Professional Services Agreement Guaranteed Tuition Installment Plan
 - b. Master Agreement for American Express Card Acceptance Third Party Service Provider
 - c. Exhibit B-2 Addendum to Master Agreement
 - d. Merchant Transaction Processing Agreement – Merchant Application
- 2) Upon legal review and approval, the Vice President for Administrative Affairs/CFO, is authorized to execute any related documents, such as the Merchant Application, related to the agreement.

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

Ratification of Emergency Signature Authority for Approval of Agreements for Construction Management Services with: 408.2102, 13-14
Charles Perry Partners, Inc.
Scherer Construction of North Florida, LLC
D.E. Scorpio Corporation
Blakeland, LLC

Agreements with the above listed parties were signed by the board chair prior to the April meeting in order to allow work to proceed in a timely manner. As required by Board Rule 1.1, the president indicated in writing the reason that the document should be executed prior to the board meeting, and his memorandum to the board chair is attached hereto. Pursuant to Board Rule 1.1, 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.

The college has utilized a continuing contract process for many years, and College staff has clarified the process and updated some of the contract provisions to include the following:

- Increase the project amount from \$500,000 to \$2,000,000 as authorized in Florida statute.
- Current references to Florida Statutes and the Florida Administrative Code.
- Uniform Building Code Inspector now referred to as Florida Building Code Inspector.
- Reference to current version of State Requirement for Educational Facilities (SREF).
- Technical requirements of SREF are now contained in Section 423 of the Florida Building Code.
- Insurance limits changed to reflect the current college requirements.

Final contracts for each of the top four firms have been presented to the board chair for signature prior to the April board meeting to allow work to proceed in a timely manner. The contracts are presented here for ratification.

Board Action Requested:

Ratification and approval