

**The District Board of Trustees
Santa Fe Community College, Florida
Agenda for Board Meeting of May 16, 2006, at 4 p.m.
Kirkpatrick Criminal Justice Center, Gainesville, Florida**

Adoption of Agenda

Agenda Item: 1.1
418.447, 05-06

1. General Functions
 - 1.1 Adoption of Agenda for Meeting of May 16, 2006
 - 1.2 Approval of Board Meeting Minutes of April 18, 2006

2. Information Items
 - 2.1 President's Report
 - 2.2 Schedule of Board of Trustees Meetings for 2006-2007
 - 2.3 Amendment to Rule 7.11: Fees
 - 2.4 Tech Prep Agreements with School Board of Alachua County and School Board of Bradford County
 - 2.5 Standardized Biotechnology Laboratory Technology Agreement with Banyan Biomarkers Inc., Alachua, Florida

3. Consent Items
 - Personnel
 - 3.1 Contract Staff (Faculty)
 - 3.2 Contract Staff (Administrative and Professional)
 - 3.3 Career Service Staff
 - 3.4 Leaves of Absence

 - Contracts, Grants
 - 3.5 Renewal of Veterans' Affairs Counseling Services Agreement with the University of Florida
 - 3.6 Renewal of Agreement with the University of Florida for Athletic Trainer

- 4.A Facilities
 - 4.A1 Project Report and Action Request – Cafeteria Renovation, Approval of Guaranteed Maximum Price

4. Finance/Business Affairs Items
 - 4.1 Report of Purchases for April 2006
 - 4.2 Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of April 30, 2006
 - 4.3 Warrants Issued for April 2006
 - 4.4 Colonel Harry M. Hatcher, Jr., Property Survey 06-08

- 4.5 Report of Investments, Quarter Ending March 31, 2006
- 4.6 Fee Waiver Report for Spring Term 2006
- 4.7 Agreement with Cornerstone Systems, Inc. for Purchase of IBM Mainframe
- 4.8 Second Addendum to Agreement with Barnes & Nobles Bookstores, Inc.

5. General Institutional Items
 - 5.1 Continuing and Community Education EnRich! Brochure - Summer 2006
 - 5.2 Appointment of a Member of the Santa Fe Community College Board of Trustees to Serve as Liaison to the Santa Fe Community College Endowment Corporation

6. Rules
 - 6.1 Amendment to Rule 7.14: Board of Trustees Scholarships

7. Contracts/Grants
 - 7.1 Second Amendment to Interinstitutional Articulation Agreement with School Board of Alachua County
 - 7.2 Internship Program Memorandum of Understanding Template and Delegation of Signature Authority
 - 7.3 Great American Trolley Quick Response Training Grant
 - 7.4 State Touring Program Grant - Kuniko Yamamoto
 - 7.5 State Touring Program Grant - Tammerlin
 - 7.6 State Touring Program Grant - Kevin Sharpe
 - 7.7 Santa Fe Community College Zoo Project - Enhancing Nature Tourism Grant

8. Endowment Corporation Liaison Update

9. Board Members' Remarks

10. Citizen's Requests

11. Adjournment

Board Action(s) Requested:

Approval

Action: Motion to approve: McRae
Second: Brashear
Vote: Brashear - yes, Davis - yes, Jackson - Yes, Mallini - yes, McRae - yes, Weingart - yes, Womack - yes.

Approval of Board Meeting Minutes of April 18, 2006

401.439, 05-06

The minutes of the regular meeting of the District Board of Trustees of Santa Fe Community College held April 18, 2006, are presented for approval.

Board Action(s) Requested:

Approval

Action: Motion to approve: Jackson

Second: Weingart

Vote: Brashear - yes, Davis - yes, Jackson - Yes, Mallini - yes, McRae - yes, Weingart - yes,
Womack - yes.

President's Report

Information Item

Dr. Sasser thanked Chief Daryl Johnston and his staff for hosting today's meeting. He reminded the board that immediately following the meeting there will be a tour of the facility.

President Sasser recognized Mr. Mike Hutley, President of FACC, and Ms. Carole Marquis, College Senate President. Mr. Matt Barker, Student Government President, and Ms. Anederia Williams, Career Service Chair, were unable to attend.

President Sasser introduced special guest Dr. Gerardo E. de los Santos, President/CEO of the League for Innovation. Dr. de los Santos noted it was a pleasure to be on our beautiful campus. He noted that the League for Innovation is a national leader within the community college movement and Santa Fe Community College stands out as a beacon among the 19 board league colleges. The League has many partnerships with corporations and federal and state governments. These partnerships help ensure the best practices for our colleges and students. Dr. de los Santos announced that Santa Fe's 2006 Innovator of the Year award recipient is the Educator Preparation Institute. He then presented Dr. Sasser with a plaque and individual Innovators of the Year certificates to: Dr. Kris Williams, Ms. Joan Suchorski, Ms. Lisa Gagne, and Ms. Robin Edwards.

Mr. Guy York, Vice President for Administrative Affairs, introduced Ms. Anastasia Albanese-O'Neill, Director of Marketing. Ms. Albanese-O'Neill gave a brief overview on how the Marketing Department works with the media to tell "the Santa Fe story". She said the marketing staff works with media outlets resulting in frequent coverage of the college.

Dr. Sasser mentioned the annual ice cream social will be held June 8 from 2-3 p.m. in S-29/30. Also, the college will host a dinner for the evening staff on June 7 from 5-6:30 p.m. in the Robertson Administration building lobby area.

The president noted that the board budget/equity workshop is scheduled for June 12 from 5-7 p.m. in the board room at the Northwest Campus. He also reminded the board that the June board meeting was moved from June 20 to June 21. President Sasser announced the annual ACCT conference is scheduled for October 11-14 in Orlando. He asked if anyone was planning on attending, to please let Ms. Crosby know soon for hotel reservations.

Dr. Sasser also mentioned endowment board member Mr. Reeves Byrd's wife passed away and the memorial service is scheduled for 2 p.m. on Saturday at Trinity United Methodist Church. Also, he added that endowment board member Mr. Ralph Cellon's mother passed away.

Trustees received the *Vitality Magazine*, driving directions to Cedarside, and the ACCT convention program.

Schedule of Board of Trustees Meetings for 2006-2007

Information Item
416.96, 05-06

Below is the proposed schedule of the Board of Trustees meetings for 2006-2007. All meetings begin at 4 p.m. and are scheduled for the third Tuesday of the month, except as noted. This schedule will be brought back to the board for a vote at the June meeting.

Proposed

No August Meeting

February 20, 2007
Blount Downtown Center

September 19, 2006
Wattenbarger Student Services Building

March 20, 2007
Wattenbarger Student Services Building

October 17, 2006
SFCC Geological Field Station (Bat Cave)

April 17, 2007
Andrews Center Cultural Building, Starke

November 14, 2006 *
Andrews Center Cultural Building, Starke

May 15, 2007
Wattenbarger Student Services Building

No December Meeting

January 23, 2007 * *
Wattenbarger Student Services Building

June 19, 2007
Wattenbarger Student Services Building

July 17, 2007
Wattenbarger Student Services Building

* Second Tuesday of the month

** Fourth Tuesday of the month

Discussion: On item 2.2 Trustee McRae asked if a board meeting could be scheduled at the Watson Center. Dr. Sasser responded that we would make a change so that the May, June, or July meeting would be held at the Watson Center. The calendar will be brought back next month for approval.

District Board of Trustees
May 16, 2006

Agenda Item: 2.3

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

Amendment to Rule 7.11: Fees

Information Item
410.388, 05-06

Currently the Florida Legislature has included a tuition rate increase of 2.5% for all college courses. Pending final approval by the governor, the new fees will be represented by a proposed change to college Rule 7.11 in its entirety at the June Board of Trustee meeting. The rate increase is to be effective with the beginning of fall term registration.

If the change is adopted, the estimated total annual increase for full-time student taking 36 semester hours per year will be \$46 for credit courses.

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

Tech Prep Agreements with School Board of Alachua County and School Board of Bradford County

Information
408.1559, 05-06

The A.S. transfer degree programs, along with A.A.S. and certificate programs listed below, have been identified as accelerated paths by which students will have the opportunity to receive college credit as described in the articulation agreements with the School Board of Alachua County and the School Board of Bradford County.

School Board of Alachua County

Academy of Finance

Renewal

Business Administration A.S.
Business Administration A.A.S.
Business Management Certificate
Accounting Applications Certificate

New

Business Management-Human Resources Certificate
Business Management-Real Estate Certificate
Business Management-Retail Management Certificate
Business Operations-Human Resources Certificate
Business Operations-Management Certificate
Business Management-Entrepreneurship and Small Business Management Certificate
Business Operations-Entrepreneurship and Small Business Management Certificate
Business Specialist (Finance Specialist Certificate)
Office Administration A.S.
Office Administration A.A.S.

Academy of Entrepreneurship

Renewal

Business Administration A.S.
Business Administration A.A.S.
Business Management Certificate

New

Business Specialist Certificate
Business Management-Retail Management Certificate
Business Management-Real Estate Certificate
Business Management-Marketing Certificate
Business Management-Human Resources Certificate
Business Operations-Human Resources Certificate
Business Operations-Management Certificate

New

Business Management-Entrepreneurship and Small Business Management Certificate
Business Operations-Entrepreneurship and Small Business Management Certificate
Office Administration A.S.
Office Administration A.A.S.

Marketing

Renewal

Business Administration A.S.
Business Administration A.A.S.
Business Management Certificate

New

Business Specialist Certificate
Business Management-Retail Management Certificate
Business Management-Real Estate Certificate
Business Management-Marketing Certificate
Business Management-Human Resources Certificate
Business Operations-Human Resources Certificate
Business Operations-Management Certificate
Business Management-Entrepreneurship and Small Business Management Certificate
Business Operations-Entrepreneurship and Small Business Management Certificate
Office Administration A.S.
Office Administration A.A.S.

Early Childhood Education

Renewal

Early Childhood A.S.
Early Childhood A.A.S.
Early Intervention Certificate

School Board of Bradford County

Business Technology Education

Renewal

A.A. Transfer Degree

Computer Education

New

A.A. Transfer Degree

District Board of Trustees
May 16, 2006

Agenda Item: 2.5

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

Standardized Biotechnology Laboratory Technology Agreement with Banyan Biomarkers Inc.,
Alachua, Florida

Information Item
408.1563, 05-06

The board has authorized the Vice President for Academic Affairs to execute on behalf of the board standardized form agreements for the Biotechnology Laboratory Technology program without further action by the board. Such an agreement has been executed with Banyan Biomarkers Inc. for students enrolled in the SFCC Biotechnology Laboratory Technology program.

CONSENT

District Board of Trustees
May 16, 2006

Agenda Item: 3.1

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

Contract Staff (Faculty)

402.678, 05-06

The individuals listed below are being recommended for appointment for 2005-2006, or a portion of the year, as stated in the individual employee's contract.

Part Time

Patrick Carmichael
Courtney Roberts
James Troiano

Board Action(s) Requested:

Approval

Action: Motion to approve consent items 3.1 through 3.6: Brashear
Second: Jackson
Vote: Brashear - yes, Davis - yes, Jackson - Yes, Mallini - yes, McRae - yes, Weingart - yes,
Womack - yes.

CONSENT

District Board of Trustees
May 16, 2006

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)

411.278, 05-06

The individuals listed below are being recommended for appointment for 2005-2006, or a portion of the year, as stated in the individual employee's contract.

Name

Position

Technical/Professional

Full Time

- | | |
|--|--|
| * Maria Gavidia
<i>B.A., The George Washington University</i> | Health Careers Opportunities Program Coordinator |
| Deborah Kennedy
<i>B.A., St. Leo University</i> | Open Campus Specialist |

Part Time

- | | |
|-----------------|------------------------------------|
| Peche Chapman | Software Specialist |
| Taylor Drew | Life Model Specialist |
| Laurel Severino | Test Proctoring Specialist |
| * Max Gessner | Educator Prep Institute Specialist |
| * Grant funded | |

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1 (402.678).

CONSENT

District Board of Trustees
May 16, 2006

Agenda Item: 3.3

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

Career Service Staff

403.446, 05-06

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

Name

Position

Appointment

Jean-Marie Garrison	Staff Assistant, Career Resource Center
Andrea Godman	Program Support Specialist 1, Financial Aid Office
Ramona Mount	Payroll Support Specialist, Office for Finance
Eugene Phillips	Program Support Specialist, Information Technology Education

Promotion

Christina Sollenberger	Administrative Assistant 1, Financial Aid Office
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Board Action(s) Requested:

Approval

Action: Approved. See item 3.1 (402.678).

CONSENT

District Board of Trustees
May 16, 2006

Agenda Item: 3.4

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

Leaves of Absence

420.141, 05-06

Harry Hooper, full-time tenured faculty member in the Business Programs, has requested a leave of absence from August 22, 2006, through May 11, 2007. This request is supported by the Director and the Interim Vice President of Academic Affairs.

LaVette Burnette, full-time 10-month faculty member in the Humanities and Foreign Languages Department, has request a leave of absence from August 23, 2006, through August 16, 2007. This request is supported by the Chair and the Interim Vice President of Academic Affairs.

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1 (402.678).

CONSENT

District Board of Trustees
May 16, 2006

Agenda Item: 3.5

College Goal: Student Affairs - Provide research-based learner-centered program of services that supports access and student engagement from matriculation to goal attainment.

Renewal of Veterans' Affairs Counseling Services Agreement with the University of Florida
408.1562, 05-06

This agreement contains the same terms and conditions as last year's. It authorizes Santa Fe to provide services to University of Florida veterans and other eligible programs recipients. The SFCC veterans' affairs coordinator works 12 hours per week at the University of Florida for this purpose and maintains a staff of UF veteran 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 agreement, the university will pay Santa Fe \$17,521.92 for the one-year agreement, which runs from July 1, 2006, through June 30, 2007.

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1 (402.678).

CONSENT

District Board of Trustees
May 16, 2006

Agenda Item: 3.6

College Goal: Student Affairs - Provide research-based learner-centered program of services that supports access and student engagement from matriculation to goal attainment.

Renewal of Agreement with the University of Florida for Athletic Trainer

408.1560, 05-06

This agreement provides an athletic trainer for the 2006-2007 school year. The term of the agreement is July 1, 2006, through June 30, 2007. The trainer will provide health-related and sport trainer duties for all SFCC intercollegiate athletic programs. The terms and conditions are substantially the same as last year's agreement.

Board Action(s) Requested:

Approval

Action: Approved. See item 3.1 (402.678).

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

Project Report and Action Request – Cafeteria Renovation, Approval of Guaranteed Maximum Price

412.996, 05-06

Project Description:

The cafeteria at Santa Fe is basically the same size and configuration as it was when constructed in the early 1980’s, yet it is serving a significantly larger student population. Currently campus food service operations are moving towards the food court arrangement in order to provide more diverse offerings and enhance potential auxiliary revenues as well.

This project involves the renovation of the food preparation and servicing areas within the current cafeteria as well as some renovation of the open seating areas. Construction is planned for the summer of 2006.

Architect/engineer	Affiliated Engineers, Inc
Construction manager/contractor	PPI Construction Management
Uniform building code inspector	In-house
Project budget (Estimate)	\$1,000,000
Source of funds	Local and CIF

Project Status:

As negotiations for individual vendor layouts have taken longer than anticipated, the college has encroached on its optimum window for the construction phase of this project. In order to expedite the process, the college has asked for and received a guaranteed maximum price for the demolition portion of the project in the amount of \$165,471. Since the college must follow immediately with the remodeling of the space, we are also asking the board to grant permission to negotiate and approve the guaranteed maximum price for the remainder of the construction when received with the understanding that it will not exceed the approved budget.

Board Action(s) Requested:

- A. Approval of guaranteed maximum price for demolition in the amount of \$165,471**
- B. Approval to negotiate and accept the guaranteed maximum price for the remodeling portion, within the approved budget.**

Discussion: Trustee McRae asked if the job would be completed on time and if weather would be a factor for delays. Mr. Reese replied that they expect to be completed within the time frame and that weather would not be a factor because all the work is interior. Trustee Mallini asked how long the demolition of the interior will take. Mr. Reese replied three weeks.

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May 16, 2006
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Trustee Weingart abstained from voting on item 4.A1 citing his affiliation with the firm of PPI Construction Management. He filed the conflict of interest form, 8B, as appropriate.

Action: Motion to approve: McRae
Second: Davis
Vote: Brashear - yes, Davis - yes, Jackson - Yes, Mallini - yes, McRae - yes,
Weingart - abstained, Womack - yes.

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

Report of Purchases for April 2006

202.536, 05-06

Below are the total amounts and a summary of purchases for the month of April 2006.

Purchasing	\$816,270.33
Risk Management Consortium	<u>310,806.00</u>
Total	<u>\$1,127,076.33</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y11580 (Fund 7)	\$ 35,024.00	Bid	Crescent Products	Floor and Wall Mats for IPS Training Rooms Educational Center Upgrades
Y11725 (Fund 1)	\$ 52,933.24	Contract	Dell Marketing	Microsoft Software – Campus Agreement Information Technology
Y11860 (Fund 1)	\$ 62,013.50	Contract	Dell Marketing	Computers (50) Information Technology
Y11885 (Fund 2)	\$ 41,986.80	Sole Source	Hill-Rom Company	Beds for Nursing Program Workforce Development
Y11948 (Fund 2)	\$ 87,390.00	Bid	M Space Holdings, LLC	Portable EMT Building Jobs for Florida Future Grant

Risk Management Consortium

Y11522 (Fund 6)	\$283,356.00	Contract	Arthur J. Gallagher and Company	Claims Administration Services Risk Management Consortium
Y11599 (Fund 6)	\$ 27,450.00	Contract	Arthur J. Gallagher and Company	Administrative Services Risk Management Consortium
	<u>\$590,153.54</u>			

Purchases \$0 - \$25,000.00

Number of purchase orders: 523

Amount: \$520,090.79

Number of contracts awarded by the Board of Trustees: 1

Amount: \$ 16,832.00

Board Action(s) Requested:

Approval of report

Discussion: Ms. Rochelle Prince, Chief Financial Officer and Associate Vice President for Finance, reviewed items 4.1-4.8. Under item 4.6, Dr. Sasser mentioned the governor extended for one year the disaster relief plan that allows students who fled Hurricane Katrina and are currently enrolled to continue to pay in-state tuition. Under item 4.8, Chair Mallini asked how long the contract is. Ms. Prince replied that it is a 10-year contract with the option after five years to renewal for an additional five years. She added that a full RFP had been completed and Barnes and Noble presented the best deal for our students. Trustee McRae replied that he would like to have additional knowledge on the process of how faculty selects their text books and the cost involved. President Sasser replied that we could provide this information in a presentation or a workshop.

Action: Motion to approve items 4.1 through 4.8: Weingart
Second: Davis
Vote: Brashear - yes, Davis - yes, Jackson - Yes, Mallini - yes, McRae - yes, Weingart - yes, Womack - yes.

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

Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of April 30, 2006

201.602, 05-06

The attached Fund 1 (Current Unrestricted) Revenue and Expenditure Report reflects the status of the college in relation to the percentage of unrealized and unencumbered funds as of April 30, 2006.

The following summary provides a comparison of actual revenues and expenditures for 2005-2006 vs. 2004-2005.

	2005-2006		2004-2005	
	<u>Dollar Amount</u>	<u>Percent of Budget</u>	<u>Dollar Amount</u>	<u>Percent of Total Year</u>
Revenue	52,941,295	86.92	50,577,730	87.54
Expenditures	45,278,161	72.16	43,445,555	74.88

Board Action(s) Requested:

Approval of report

Action: Approved. See item 4.1 (202.536).

District Board of Trustees
May 16, 2006

Agenda Item: 4.3

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

Warrants Issued for April 2006

208.431, 05-06

A listing of all checks issued from April 1 through April 30, 2006, is available at this meeting for the board's information. The amount disbursed for the month was \$8,838,831.79.

Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	455352 - 457125
Payroll	610348 - 610752

Electronic Transfers

37049 - 39962

Board Action(s) Requested:

Approval

Action: Approved. See item 4.1 (202.536).

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

Colonel Harry M. Hatcher, Jr., Property Survey 06-08

200.704, 05-06

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 for approval.

The Property Survey Committee met April 17, 2006, to consider departmental requests to be relieved from inventory accountability. The committee members sent their approvals that the following requests be accepted and recommend board approval 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	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/or Financial Records
Stolen Property	1	\$ 3,536.55	0	\$ 0.00	\$ 0.00	\$0.00
Worn-Out Equipment with Salvageable Parts	1	\$ 3,561.00	0	\$ 0.00	\$ 0.00	\$0.00
Worn-Out Equipment with No Salvageable Parts	11	\$ 21,746.00	0	\$ 0.00	\$ 0.00	\$0.00
Surplus Property	4	\$ 9,121.90	1	\$10,538.76	\$10,538.76	\$0.00
Lab Replacement	126	\$168,402.00	0	\$ 0.00	\$ 0.00	\$0.00
Transfers	31	\$ 45,128.00	0	\$ 0.00	\$ 0.00	\$0.00
TOTAL	<u>174</u>	<u>\$251,495.45</u>	<u>1</u>	<u>\$10,538.76</u>	<u>\$10,538.76</u>	<u>\$0.00</u>

Notes

Stolen Property are items that have been reported to the SFCC Police Department as stolen.

Worn-Out Equipment with Salvageable Parts are items from which parts will be taken before the items are discarded.

Worn-Out Equipment with No Salvageable Parts are items that are no longer in usable condition and are not cost-effective to repair.

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.

Lab Replacements are lab computers replaced through the PC replacement plan that are to be transferred to Alachua and Bradford counties schools, sold, or scrapped

Transfers are those items being transferred to the institution shown. These institutions are always non-profit entities.

Acquisition Value represents the college's acquisition cost, NOT the current value of the items. The college depreciates and capitalizes items costing \$5,000 or greater. Items that cost greater than \$1,000 but less than \$5,000 are not depreciated or capitalized. Instead they are tracked for inventory purposes ONLY. The present value of most of the items less than \$5,000 listed here is substantially lower than the amount indicated.

Board Action(s) Requested:

Approval of survey

Action: Approved. See item 4.1 (202.536).

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

Report of Investments, Quarter Ending March 31, 2006

201.603, 05-06

Demand deposits are maintained in the board's operating funds account with Compass Bank. Daily collected balances earn interest at the average monthly federal funds rate less 70 basis points.

Average adjusted rate, month of March 2006	3.89%
Interest earnings, quarter	\$ 1,726
Interest earnings, fiscal year to date	\$ 32,897

Demand deposits are maintained in the board's operating funds account with SunTrust Bank. Daily collected balances earn interest at the weekly average federal funds effective rate plus 20 basis points.

Average weekly rate, week ending March 31, 2006	4.90%
Interest earnings, quarter	\$ 18,982
Interest earnings, fiscal year to date	\$138,558

Short-term investments are maintained in the Florida State Board of Administration Local Government Surplus Trust Fund Investment Pool. These funds are available for transfer to the demand deposit account upon request.

Interest rate at March 31, 2006	4.65%
Interest earnings, quarter	\$ 40,819
Interest earnings, fiscal year to date	\$152,754

Short-term investments are also maintained in the Florida Division of Treasury Special Purpose Investment Pool. These funds are available for transfer to the demand deposit account upon request.

Interest rate at March 31, 2006	3.46%
Interest earnings, quarter	\$ 92,542
Interest earnings, fiscal year to date	\$188,751

Long-term investments are managed through the investment advisory agreement with Wachovia Bank National Association. 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.

Current Holdings: US Treasury notes and bonds, federal agency bonds and mortgages, money markets, and corporate bonds

Average life	1.75 years
Yield-to-maturity @cost	4.19%
Earnings, quarter	\$ 32,213
Earnings, current year to date	\$117,823

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Interest Earnings Comparison:

Total interest earnings fiscal year to date 2005/2006	\$630,783
Total interest earnings fiscal year to date 2004/2005	\$409,185

Board Action(s) Requested:

Approval of report

Action: Approved. See item 4.1 (202.536).

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

Fee Waiver Report for Spring Term 2006

200.705, 05-06

Pursuant to Rule 7.13, the college grants fee waivers for course fees (excluding lab fees), as well as application fees for senior citizens. Below are the waivers granted by the college for the spring term. This report shows the number of students granted waivers, along with the dollar amount waived in each category.

	<u>Number of Waivers</u>	<u>Amount</u>
	<u>Spring - Full</u>	
<u>Applications</u>	4	\$ 120.00
 <u>Course Fee - Credit</u>		
College Employee	43	\$ 9,502.50
Senior Citizen	21	5,652.95
Disaster Relief – Katrina	12	23,517.45
PSAV	5	1,779.96
State of Florida Employee	50	15,077.30
Employee Dependent	76	25,756.97
Dependent of Deceased Law Officer	<u>1</u>	<u>595.15</u>
Total	208	\$81,882.28
 <u>Spring A</u>		
<u>Course Fee - Credit</u>		
College Employee	4	\$ 696.85
Senior Citizen	1	190.05
PSAV	1	293.40
State of Florida Employee	3	570.15
Employee Dependent	<u>4</u>	<u>619.27</u>
Total	13	\$ 2,369.72
 <u>Spring B</u>		
<u>Course Fee - Credit</u>		
Employee	4	\$ 1,129.22
Senior Citizen	1	190.05
Disaster Relief – Katrina	2	2,399.60
PSAV	1	489.00
State of Florida Employee	4	886.90
Employee Dependent	8	2,501.53
Dependent of Deceased Law Officer	<u>1</u>	<u>190.05</u>
Total	21	\$ 7,786.35

	<u>Number of Waivers</u>	<u>Amount</u>
	<u>Spring</u>	
<u>Course Fee - Community Education</u>		
Senior Citizen	85	\$ 4,571.00
Total	85	\$ 4,571.00
	<u>Term Totals</u>	
Applications	4	\$ 120.00
Credit	242	92,038.35
Community Education	85	4,571.00

Board Action(s) Requested:

Approval

Action: Approved. See item 4.1 (202.536).

District Board of Trustees
May 16, 2006

Agenda Item: 4.7

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

Agreement with Cornerstone Systems, Inc. for Purchase of IBM Mainframe

209.125, 05-06

This contract with Cornerstone Systems, Inc., an IBM business partner for sales and installation, is for the replacement of an IBM mainframe computer and storage system. The contract for maintenance and software on the existing mainframe expires June 30, 2006. The purchase price for hardware, maintenance, software, and installation is \$635,410.

The purchase of this system will help to contain maintenance costs and to provide for the continued growth in online web services.

Board Action(s) Requested:

Approval

Action: Approved. See item 4.1 (202.536).

District Board of Trustees
May 16, 2006

Agenda Item: 4.8

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

Second Addendum to Agreement with Barnes & Nobles Bookstores, Inc.

209.126, 05-06

It is recommended that the Bookstore Management Services Agreement between the Board of Trustees and Barnes & Noble College Bookstores Inc. be amended to reflect verbal negotiation of two items. First, Barnes & Noble will provide \$5,000 per year to the Santa Fe Community College Endowment Corporation for the purpose of funding scholarships. Note: this requirement will be retroactive to November 1, 2003, so the initial amount remitted will be \$15,000.00. Second, the college agrees to delete the bid requirement for Barnes & Noble to provide the \$500,000 payment and performance bond.

Board Action(s) Requested:

Approval

Action: Approved. See item 4.1 (202.536).

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

Continuing and Community Education EnRich! Brochure - Summer 2006

415.111, 05-06

As required by State Board of Education regulations, the schedule of Community Education and the Center for Business EnRich! courses for summer 2006 is presented for board information and approval. Term dates are June 10 through July 21, 2006, with registration beginning May 27 and continuing throughout the term. The schedule is subject to further changes as certain classes may be added to or deleted from the schedule. Generally, additions would be made only for online classes from contract vendors as such classes become available. Deletions may be made based on instructor and space availability. Changes, additions, and deletions will occur in the online schedule.

Board Action(s) Requested:

Approval

Action: Motion to approve items 5.1 and 5.2: McRae

Second: Weingart

Vote: Brashear - yes, Davis - yes, Jackson - Yes, Mallini - yes, McRae - yes, Weingart - yes,
Womack - yes.

District Board of Trustees
May 16, 2006

Agenda Item: 5.2

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

Appointment of a Member of the Santa Fe Community College Board of Trustees to Serve as Liaison to the Santa Fe Community College Endowment Corporation 400.785, 05-06

Over the years, the board of Trustees has appointed one of its members to serve as liaison to the Endowment Corporation. The Endowment Corporation respectfully requests that Mr. Winston J. Bradley remain as the appointed liaison to the Endowment Corporation throughout the term of this appointment to the Board of Trustees (through May 31, 2010).

Board Action(s) Requested:

Approval

Action: Approved. See Item 5.1 (415.111).

College Goal: Student Affairs - Provide research-based learner-centered program of services that supports access and student engagement from matriculation to goal attainment.

Amendment to Rule 7.14: Board of Trustees Scholarships

410.389, 05-06

The proposed changes to Rule 7.14 are to update administrative titles, standardize scholarship terminology, and expand the authority of the Vice President of Student Affairs to grant exceptions to the rule when warranted. The revision would also bring attendance requirements for the College Achievement Scholarship in line with other scholarships by requiring these students to attend Santa Fe at least half time during the summer term instead of full time. It also places Student Government Officers Scholarships under Activities and Athletics Scholarships.

Board Action(s) Requested:

Approval

Action: Motion to approve: McRae

Second: Jackson

Vote: Brashear - yes, Davis - yes, Jackson - Yes, Mallini - yes, McRae - yes, Weingart - yes, Womack - yes.

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

Second Amendment to Interinstitutional Articulation Agreement with School Board of Alachua County

This amendment adds part-time Technology and Applied Sciences Dual Enrollment to the existing interinstitutional articulation agreement with the School Board of Alachua County. Part-time dual enrollment will primarily concentrate on introducing students to the building construction industry. The amendment includes a definition of part-time dual enrollment in Technology and Applied Sciences, criteria for eligibility and participation, and the responsibilities of each institution. The amendment commences May 17, 2006.

Board Action(s) Requested:

Approval

Action: Motion to approve: Weingart

Second: Davis

Vote: Brashear - yes, Davis - yes, Jackson - Yes, Mallini - yes, McRae - yes, Weingart - yes, Womack - yes.

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

Internship Program Memorandum of Understanding Template and Delegation of Signature Authority
408.1561, 05-06

Members of the Santa Fe Community College Student Development staff, in conjunction with instructors from other departments at the college, wish to expand and transform internship opportunities for all degree-seeking students at our school. Local employers will be asked if they would be willing to host an intern from Santa Fe. Workshops on campus will inform students about internship possibilities and educate them on appropriate behaviors and protocols for such situations. The internships may involve unpaid, voluntary work or paid employment for the students.

Benefits to the student would include:

- Exposure to a professional job situation
- Experience in taking on and carrying out professional responsibilities
- Significant information to add to the student's résumé
- Possible academic credit (this is still to be determined)

Benefits to employers would include:

- Filling short-term staffing needs for ongoing work or projects
- Recruiting and training qualified employees
- Providing management development opportunities for current employees who would supervise interns

Board Action(s) Requested:

Approval of the Memorandum of Understanding as a standard form, and authorization for the Vice President for Student Affairs to execute these memoranda of understanding on behalf of the college without further review by the board.

Action: Motion to approve items 7.2 through 7.7: McRae

Second: Brashear

Vote: Brashear - yes, Davis - yes, Jackson - Yes, Mallini - yes, McRae - yes, Weingart - yes, Womack - yes.

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

Great American Trolley Quick Response Training Grant

409.1588, 05-06

The Quick-Response Training program is created to meet the workforce-skill needs of existing, new, and expanding industries. The purpose of this project is to provide on-the-job training for twelve new and incumbent workers for the Great American Trolley Company in Starke, Bradford County. Workers will be trained in the following jobs: welder, sheet metal mechanic, electric wood workers, assembler-welder, and painter. Grant funds will be used for instructional costs. At this time, Santa Fe Community College will serve as the fiscal agent for Workforce Florida, Inc. and will provide no training. Twelve employees will directly benefit from this project. This is year one of a two-year project.

The amount of funds requested from Workforce Florida Inc. is \$36,094, with no matching funds from Santa Fe Community College.

Duration of this project is March 13, 2006, through March 12, 2008.

Operating budget impact: None

Board Action(s) Requested:

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

Action: Approved. See item 7.2 (408.1561).

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

State Touring Program Grant - Kuniko Yamamoto

409.1589, 05-06

The purpose of this project is to present entry into Japanese culture at the 21st annual Starke Fall Festival in Starke's historic district scheduled for October 14-15, 2006. Kuniko Yamamoto provides a magical introduction of Japanese culture through music and storytelling portraying the culture and moral perspective of Japan. Social ideals are illustrated through commentary and description of Japanese tradition. The festival is sponsored by the SFCC Andrews Center, the SFCC Endowment Corporation, and the Bradford County Tourist Development Council in conjunction with the Shriners' parade. The festival will host approximately 9,000 visitors.

The amount of funds requested from the State of Florida, Division of Cultural Affairs, is \$1,200, with no matching funds from Santa Fe Community College.

Duration of this project is July 1, 2006, through June 30, 2007.

Operating budget impact: None

Board Action(s) Requested:

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

Action: Approved. See item 7.2 (408.1561).

District Board of Trustees
May 16, 2006

Agenda Item: 7.5

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

State Touring Program Grant - Tammerlin

409.1590, 05-06

The purpose of this project is to provide traditional Appalachian and European folk songs through folklore and humor at the 21st annual Starke Fall Festival in Starke's historic district scheduled for October 14-15, 2006. "Old Roads, New Turns" is a musical journey led by Lee Hunter and Arvid Smith. With their finely crafted songs and inspired arrangements of traditional tunes, their music is a joyous collision of down-home, back-porch simplicity and world beat vibes. The festival is sponsored by the SFCC Andrews Center, the SFCC Endowment Corporation, and the Bradford County Tourist Development Council in conjunction with the Shriners' parade. The festival will host approximately 9,000 visitors.

The amount of funds requested from the State of Florida, Division of Cultural Affairs, is \$1,200, with no matching funds from Santa Fe Community College.

Duration of this project is July 1, 2006, through June 30, 2007.

Operating budget impact: None

Board Action(s) Requested:

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

Action: Approved. See item 7.2 (408.1561).

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

State Touring Program Grant - Kevin Sharpe

409.1591, 05-06

The purpose of this project is to provide a musical concert for the Santa Fe Community College Spring Arts House Patrons from Bradford County. Kevin Sharpe has won wide acclaim for his informal recitals and performances. He has performed at the Kennedy Center, Pan-American Union, and Weill Recital Hall in Carnegie Hall. The SFCC Spring Arts House Patron Program is the support organization of the SFCC Spring Arts House. Membership fees directly fund the Spring Arts House and the community cultural enrichment programs that Santa Fe Spring Arts has been producing for more than 35 years.

The amount of funds requested from the State of Florida, Division of Cultural Affairs, is \$1,200, with no matching funds from Santa Fe Community College.

Duration of this project is July 1, 2006, through June 30, 2007.

Operating budget impact: None

Board Action(s) Requested:

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

Action: Approved. See item 7.2 (408.1561).

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

Santa Fe Community College Zoo Project - Enhancing Nature Tourism Grant

409.1592, 05-06

The purpose of this project is to construct new capital projects at the Santa Fe Community College Teaching Zoo and the Kanapaha Botanical Gardens in order to promote tourism in Alachua County. Through the development of both facilities, joint advertising campaigns that market the combined offerings will target overnight lodgers. Potential funds from the Alachua County Bed Tax will pay for a conservatory at Kanapaha Botanical Gardens and several phases of development at the SFCC Teaching Zoo, including additional safety barriers, a new entryway for the zoo, a gift shop, additional bathroom space, a new animal exhibit, professional signage, and an educational building. Approximately 30,000 visitors tour the zoo on an annual basis. It is estimated that this number will increase to 100,000 by the year 2010.

The amount of funds requested from the Alachua County Board of County Commissioners is \$5,636,000. Santa Fe Community College's portion of the total is \$4,659,000, with no matching funds from the college.

Duration of this project is January 1, 2007, through July 31, 2008.

Operating budget impact: None

Board Action(s) Requested:

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

Action: Approved. See item 7.2 (408.1561).

Endowment Corporation Liaison Update

In Trustee Bradley's absence, Dr. Sasser noted that the president's dinner was a success.

Board Members' Remarks

President Sasser asked Dr. Gerardo E. de los Santos to present a very special award. Dr. de los Santos presented a plaque to Dr. Pat Grunder for her twelve years of service to the League as a representative. He acknowledged the exceptional work Dr. Grunder did in this role and also noted she will be greatly missed.

Trustee McRae mentioned that he was invited to speak to the Alachua County Correctional Institute on Thursday on the "Smart Bomb." Dr. Sasser added that Trustee McRae will be representing the college for the veteran's memorial flag pole dedication on June 14 at 7:30 p.m.

Trustee Brashear asked if driving arrangements had been made for the board retreat. After a brief discussion, it was agreed that the board members meet in front of the Robertson Administration building at 10:30 a.m.