

**The District Board of Trustees
Santa Fe Community College, Florida
Agenda for Board Meeting of May 15, 2007, at 4 p.m.
Wattenbarger Student Services Building Board Room**

Adoption of Agenda

Agenda Item: 1.1
418.456, 06-07

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Meeting of May 15, 2007
- 1.2 Approval of Board Meeting Minutes of April 17, 2007

2. Information Items

- 2.1 President's Report
- 2.2 Board of Trustees Meeting Schedule for 2007-2008
- 2.3 Revised Rule 7.11: Fees
- 2.4 Standardized Clinical Facilities Use Agreements with:
 - Safwat B. Attia, BDS - Dental
 - Nguyen Beaufait, DMD - Dental
 - Indian River Memorial Hospital, Inc., dba Indian River Medical Center - Cardiovascular
- 2.5 Tech Prep Agreements with:
 - School Board of Bradford County
 - School Board of Citrus County
 - School Board of Marion County

3. Consent Items

Personnel

- 3.1 Contract Staff (Administrative and Professional)
- 3.2 Career Service Staff
- 3.3 Leave of Absence

Contracts, Grants

- 3.4 Renewal of Agreement with University of Florida for Veterans' Affairs Counseling Services
- 3.5 Renewal of Agreement with University of Florida for Athletic Trainer
- 3.6 State Touring Program Grant 2007-08 - Dance Alive! Inc. -- Grant
- 3.7 State Touring Program Grant 2007-08 - Kevin Sharpe -- Grant
- 3.8 State Touring Program Grant 2007-08 - Kuniko Yamamoto -- Grant
- 3.9 Upward Bound Summer Food Program -- Grant
- 3.10 Mid-Florida College Reach Out Program (CROP) -- Grant

Finance/Business Affairs Items

- 3.11 Warrants Issued for April 2007
- 3.12 Report of Purchases for April 2007

4. Finance/Business Affairs Items

- 4.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of April 30, 2007
- 4.2 Report of Investments, Quarter Ending March 31, 2007
- 4.3 Fee Waiver Report for Spring Term 2007
- 4.4 Extension of Addendum to Agreement for Bookstore Management Services with Barnes & Noble College Bookstores, Inc. for Operation of Coffee 101

5. General Institutional Items

- 5.1 Continuing and Community Education EnRich! Brochure - Summer 2007
- 5.2 Certification of Endowment Corporation Activity
- 5.3 Certification of IRS Form 990 as Required by Direct Support Organizations
- 5.4 Acceptance of the Santa Fe Community College Endowment Corporation, Inc. Financial Report

6. Contracts/Grants

- 6.1 Amendment to Internship Memo of Understanding
- 6.2 Articulation Agreement with The Art Institute of Fort Lauderdale - Graphic Design

7. Endowment Corporation Liaison Update

8. Board Members' Remarks

9. Citizen's Requests

10. Adjournment

Board Action Requested:

Approval

Action: Motion to approve: Jackson

Second: Womack

Vote: Bradley - yes, Brashear - yes, Davis - yes, Jackson - yes, Solze - yes, Womack - yes.

Approval of Board Meeting Minutes of April 17, 2007

401.448, 06-07

The minutes of the regular meeting of the District Board of Trustees of Santa Fe Community College held April 17, 2007, are presented for approval.

Board Action Requested:

Approval

Action: Motion to approve: Womack

Second: Jackson

Vote: Bradley - yes, Brashear - yes, Davis - yes, Jackson - yes, Solze - yes, Womack - yes.

President's Report

Information Item

President Sasser recognized Mr. Mike Hutley, President of FACC; Ms. Barbara Hirschfelder, College Senate President; Ms. Anedria Williams, Career Service President; and Mr. Kenny Etienne, Student Government President.

President Sasser introduced Mr. Chuck Clemons, the new Vice President for Development.

President Sasser recognized Ms. Patsy Frenchmen, who will be retiring June 30, and thanked her for her 34 years of service to the college.

Dr. Sasser noted that the Watson Center closed at noon on Wednesday, May 9, due to the fires burning in Bradford County, and reopened on Friday, May 11.

The president added that there will be another forum entitled "Comparing Beijing and Bradford - Rural Students' Access to Higher Education" in Starke tomorrow at 4 p.m. He encouraged the Bradford County board members to attend.

Dr. Sasser commented that the annual ice cream social is scheduled for June 5 from 2-3 p.m. in R-01. Also, a social for the evening employees will be from 5-6 p.m. that evening in R-01.

The president reminded the board that the board budget workshop and dinner will be held June 11 from 5-7 p.m. in the dining room (next door to the board room).

The following quarterly employee award winners were recognized and received a plaque of appreciation and service pin: Ms. Sandra Bradley, part-time career service, and Ms. Colleen Scott-Hall, full-time administrative and professional.

President Sasser recognized Mr. Jim McMullen, Ms. Linda Lanza-Kaduce, Mr. Kelly Tate, and Mr. Tony Pavai for receiving the League for Innovation - Innovation of the Year award 2006-07 for the School of Construction.

Trustees received the *Vitality Magazine* and international education brochure.

Board of Trustees Meeting Schedule for 2007-2008

Information Item
416.100, 06-07

Below is the proposed schedule of the Board of Trustees meetings for the 2007-2008 year. All meetings begin at 4 p.m. and are scheduled for the third Tuesday of the month, except as noted.

Proposed

July 17, 2007
Watson Center, Keystone Heights

August - No Meeting

September 18, 2007
Blount Downtown Center

October 16, 2007
NW Campus

November 13, 2007 * (Second Tuesday)
Andrews Center, Starke

December - No Meeting

January 22, 2008 * (Fourth Tuesday)
NW Campus

February 19, 2008
NW Campus

March - No Meeting

April 15, 2008
Andrews Center, Starke

May 20, 2008
SFCC Zoo - NW Campus

June 24, 2008 * (Fourth Tuesday)
NW Campus

July 15, 2008
Watson Center, Keystone Heights

District Board of Trustees
May 15, 2007

Agenda Item: 2.3

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

Revised Rule 7.11: Fees

Information Item
410.400, 06-07

Currently the Florida Legislature has included a tuition rate increase of 5% for all college courses. Pending final approval by the governor, the new fees will be presented by a proposed change to college Rule 7.11 in its entirety at the June board meeting. The rate increase is to be effective with the beginning of the fall term registration.

If the change is adopted, the estimated total annual increase for a full-time student taking 36 semester hours per year would be \$135 for credit courses.

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District Board of Trustees
May 15, 2007

Agenda Item: 2.4

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

Standardized Clinical Facilities Use Agreements with:	Information Item
Safwat B. Attia, BDS - Dental	408.1633, 06-07
Nguyen Beaufait, DMD - Dental	408.1634, 06-07
Indian River Memorial Hospital, Inc., dba	408.1635, 06-07
Indian River Medical Center - Cardiovascular	

The board has authorized the Vice President for Academic Affairs to execute on behalf of the board standardized form clinical facilities agreements without further action by the board. Such agreements have been executed the above listed facilities for students enrolled in the SFCC Dental and Cardiovascular programs.

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

Tech Prep Agreements with:	Information Item
School Board of Bradford County	408.1636, 06-07
School Board of Citrus County	408.1642, 06-07
School Board of Marion County	408.1643, 06-07

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 boards of Bradford, Citrus, and Marion counties. The board has authorized the Vice President for Academic Affairs to sign these agreements.

Bradford County

Renewal

Automotive Service Technology Certificate	Heavy Duty Truck and Bus Mechanic
Applied Welding Technology Certificate	Applied Welding Technology
Internet Services Technology A.S. Information Technology Support Certificate Information Technology Analysis Certificate Cisco Networking Academy Certificate	Computer Electronics Technology Program: A+ Curriculum Model
Network Services Technology A.S. Information Technology Management Certificate Information Technology Technician Certificate	Computer Electronics Technology Program: A+ Curriculum Model
Network Services Technology A.S. Cisco Networking Academy Certificate	Computer Electronics Technology Program: Cisco Curriculum

Citrus County

New

Internet Services Technology A.S.	Web Design
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Marion County

New

Internet Services Technology A.S.	Web Design
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CONSENT

District Board of Trustees
May 15, 2007

Agenda Item: 3.1

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

Contract Staff (Administrative and Professional)

411.291, 06-07

The individuals listed below are being recommended for appointment for 2006-2007 or 2007-2008 year, or a portion of the year, as stated in the individual employee's contract.

Administrative

Full Time

<u>Name</u>	<u>Position</u>
Charles Clemons, Sr. <i>B.S., University of Florida</i>	Assistant to the President for Special Projects May 16, 2007 - June 30, 2007 Vice President for Development Effective July 1, 2007

Technical/Professional

Full Time

Patricia Dunn-White <i>B.S., University of Florida</i>	Admissions Specialist, Advisement
* Jeremy Hopkins <i>A.S., Santa Fe Community College</i>	Application Developer, Information Technology Services
Harriet Larsen <i>A.A., Santa Fe Community College</i>	Business Manager, Facilities Services
Francisco Lopez <i>M.A., Interamerican University of Puerto Rico</i>	Coordinator, Property and Plant Fund Accounting
Jennifer Mullis <i>B.A., University of Florida</i>	Continuing Education Specialist

Part Time

* Stephen Akridge	TECH Program Specialist
* Cynthia Kachik	TECH Program Specialist
* Kimbley Standifer	TECH Program Specialist
^ Kenneth Traylor	Intramurals Specialist
* Lakeidra Young	Upward Bound Specialist

* Grant funded

^ Student Leadership and Activities funded

Board Action Requested:

Approval

Action: Motion to approve consent items 3.1 through 3.12: Womack

Second: Solze

Vote: Bradley - yes, Brashear - yes, Davis - yes, Jackson - yes, Solze - yes, Womack - yes.

CONSENT

**District Board of Trustees
May 15, 2007**

Agenda Item: 3.2

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

Career Service Staff

403.454, 06-07

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

<u>Name</u>	<u>Position</u>
<u>Appointment</u>	
Elizabeth Bainbridge	Preschool Aide, Little School
Jeffrey Jewett	Audio/Visual Technician
<u>Promotion</u>	
Cheryl Farrell	Administrative Assistant II

Board Action Requested:

Approval

Action: Approved. See item 3.1 (411.291).

CONSENT

**District Board of Trustees
May 15, 2007**

Agenda Item: 3.3

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

Leave of Absence

420.145, 06-07

Julie Warmke-Robitaille, full-time tenured faculty member in the Academic Foundations department, has requested a leave of absence from August 22, 2007, through August 15, 2008. This request is supported by the Chair and Interim Vice President of Academic Affairs.

Board Action Requested:

Approval

Action: Approved. See item 3.1 (411.291).

CONSENT

District Board of Trustees
May 15, 2007

Agenda Item: 3.4

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

Renewal of Agreement with University of Florida for Veterans' Affairs Counseling Services
408.1637, 06-07

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. The contract increases the hourly compensation by \$5 per hour, with the new hourly rate of \$25.80. This is the first increase in five years. Under the terms of the agreement, the university will pay Santa Fe \$21,733.92 for the one-year agreement, which runs from July 1, 2007, through June 30, 2008.

Board Action Requested:

Approval

Action: Approved. See item 3.1 (411.291).

CONSENT

District Board of Trustees
May 15, 2007

Agenda Item: 3.5

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

Renewal of Agreement with University of Florida for Athletic Trainer

408.1638, 06-07

This agreement provides an athletic trainer for the 2007-2008 school year. The term of the agreement is July 1, 2007, through June 30, 2008. The trainer will provide health-related and sport trainer duties for all SFCC intercollegiate athletic programs. With the exception of very small increases in costs, the terms and conditions are the same as last year's agreement

Board Action Requested:

Approval

Action: Approved. See item 3.1 (411.291).

CONSENT

District Board of Trustees
May 15, 2007

Agenda Item: 3.6

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

State Touring Program Grant 2007-08 - Dance Alive! Inc. -- Grant

409.1650, 06-07

The purpose of this project is to provide a ballet concert for the Santa Fe Community College Spring Arts House patrons from Bradford County. Dance Alive! is a professional ballet company presenting programs that include contemporary and neoclassical ballet, traditional classical ballet, and contemporary theatrical dance. 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, 2007, through June 30, 2008.

Operating budget impact: None

Board Action 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 3.1 (411.291).

CONSENT

District Board of Trustees
May 15, 2007

Agenda Item: 3.7

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

State Touring Program Grant 2007-08 - Kevin Sharpe -- Grant

409.1651, 06-07

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, 2007, through June 30, 2008.

Operating budget impact: None

Board Action 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 3.1 (411.291).

CONSENT

District Board of Trustees
May 15, 2007

Agenda Item: 3.8

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

State Touring Program Grant 2007-08 - Kuniko Yamamoto -- Grant

409.1652, 06-07

The purpose of this project is to present entry into Japanese culture at the 22st annual Starke Fall Festival in Starke's historic district scheduled for October 20-21, 2007. Kuniko Yamamoto provides a magical entry into 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, 2007, through June 30, 2008.

Operating budget impact: None

Board Action 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 3.1 (411.291).

CONSENT

District Board of Trustees
May 15, 2007

Agenda Item: 3.9

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

Upward Bound Summer Food Program -- Grant

409.1653, 06-07

The purpose of this project is to provide nutritious meals to students enrolled in the six-week, nonresidential summer enrichment component of the Upward Bound program. The purpose of the Upward Bound program is to enhance participants' academic skills and personal motivation necessary to complete a program of postsecondary education. The project will serve at least 40 students from Newberry (Alachua County) and Bradford (Bradford County) high schools.

The amount of funds requested from the U.S. Department of Agriculture, Food and Nutrition Science, is \$6,332, with no matching funds from Santa Fe Community College.

Duration of this project is June 11, 2007, through July 20, 2007.

Operating budget impact: None

Board Action 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 3.1 (411.291).

CONSENT

District Board of Trustees
May 15, 2007

Agenda Item: 3.10

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

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

409.1654, 06-07

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 sixth, seventh, and eighth graders. Additionally, ninth 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-tutoring club, orientation programs, career counseling, cultural field trips, student mentoring, and guest speakers. Santa Fe Community College participates in the consortium with the University of Florida and Central Florida Community College. A minimum of 240 students will be served.

The amount of funds requested from the Florida Department of Education, Office of Equity and Access, is \$109,015, with an in-kind match of \$53,169 and a cash match of \$34,244 from Santa Fe Community College.

Duration of this project is September 1, 2007, through August 31, 2008.

Operating budget impact: Funds from existing college budget

Board Action 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 3.1 (411.291).

CONSENT

**District Board of Trustees
May 15, 2007**

Agenda Item: 3.11

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

Warrants Issued for April 2007

208.440, 06-07

A listing of all disbursements issued from April 1 through April 30, 2007, is available at this meeting for the board's information. The amount disbursed was \$6,373,222.12.

Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	500402 - 502830
Payroll	614296 - 614583

Electronic Transfers

68815 - 71620

Board Action Requested:

Approval

Action: Approved. See item 3.1 (411.291).

CONSENT

**District Board of Trustees
May 15, 2007**

Agenda Item: 3.12

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

Report of Purchases for April 2007

202.545, 06-07

Below are the total amounts and a summary of purchases for the month of April 2007.

Purchasing	\$1,370,503.83
Risk Management Consortium	<u>48,295.17</u>
Total	<u>\$1,418,799.00</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y17396 (Fund 1)	\$257,041.16	Contract	Dell Marketing	Computers (192) Information Technology
Y17498 (Fund 1)	\$ 53,000.00	Exempt	U.S. Postal Service	First Class Metered Mail Mail
Y17670 (Fund 7)	\$ 51,594.00	Contract	Affiliated Engineers	Parking Lot Construction Engineer, Building W
Y17700 (Fund 7)	\$335,925.00	Contract	Flad & Associates	Building W Renovation/Remodel Architectural Services, Building W
Y17733 (Fund 1)	\$ 25,755.25	Exempt	Morse Communications	Network Switch Replacement for Buildings C, F, and G Information Technology
Y17735 (Fund 1)	\$ 27,650.00	Exempt	Interact Communications Promotion	Website Redesign
Y17831 (Fund 1)	\$ 57,264.35	Exempt	CDW Government, Inc. Information Technology	Router and UPS Replacement
	<u>\$808,229.76</u>			

Purchases \$0 - \$25,000.00

Purchase orders for previously awarded contracts: 8

Amount: \$ 27,517.63

Number of purchase orders: 516

Amount: \$583,051.61

Board Action Requested:

Approval

Action: Approved. See item 3.1 (411.291).

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, 2007

201.623, 06-07

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, 2007. The following summary provides a comparison of actual revenues and expenditures for 2006-2007 vs. 2005-2006.

	2006-2007		2005-2006	
	<u>Dollar Amount</u>	<u>Percent of Budget</u>	<u>Dollar Amount</u>	<u>Percent of Total Year</u>
Revenue	54,812,872	86.18	52,941,295	87.89
Expenditures	44,970,498	68.36	45,278,161	75.21

Board Action Requested:

Approval of report

Discussion: Ms. Ginger Gibson, Interim Chief Financial Officer and Associate Vice President, Finance, reviewed items 4.1 through 4.4 individually.

Action: Motion to approve items 4.1 through 4.4: Bradley

Second: Jackson

Vote: Bradley - yes, Brashear - yes, Davis - yes, Jackson - yes, Solze - yes, Womack - yes.

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

Report of Investments, Quarter Ending March 31, 2007

201.624, 06-07

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 2007	4.56%
Interest earnings, quarter (account closed)	\$ -
Interest earnings, fiscal year to date	\$ 1,124

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, 2007	5.46%
Interest earnings, quarter	\$278,997
Interest earnings, fiscal year to date	\$584,761

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, 2007	5.39%
Interest earnings, quarter	\$ 18,917
Interest earnings, fiscal year to date	\$ 56,802

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, 2007	5.86%
Interest earnings, quarter	\$179,126
Interest earnings, fiscal year to date	\$182,313

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	1.83 years
Yield-to-maturity at cost	4.60%
Earnings, quarter	\$ 93,595
Earnings, current year to date	\$298,724

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Interest Earnings Comparison

Total interest earnings fiscal year to date 2006/2007	\$1,123,724
Total interest earnings fiscal year to date 2005/2006	\$ 551,232

Board Action Requested:

Approval of report

Action: Approved. See item 4.1 (201.623).

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

Fee Waiver Report for Spring Term 2007

200.721, 06-07

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 spring term 2007. 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 Parent</u>		
<u>Applications</u>	5	\$ 150.00
<u>Course Fee - Credit</u>		
College Employee	49	\$12,116.45
Senior Citizen	19	5,169.75
Disaster Relief – Katrina	3	6,685.20
PSAV	4	1,523.04
State of Florida Employee	33	10,094.35
Purple Heart Recipient	6	4,664.02
Employee Dependent	67	25,663.37
Dependent of Deceased Law Officer	3	3,155.25
Total	<u>184</u>	<u>\$69,071.43</u>
<u>Spring A</u>		
<u>Course Fee - Credit</u>		
College Employee	4	\$ 1,002.75
State of Florida Employee	3	601.65
Employee Dependent	2	224.18
Total	<u>9</u>	<u>\$ 1,828.58</u>
<u>Spring B</u>		
<u>Course Fee - Credit</u>		
College Employee	3	\$ 802.20
Senior Citizen	1	200.55
State of Florida Employee	10	2,406.60
Employee Dependent	4	1,002.75
Dependent of Deceased Law Officer	2	422.10
Total	<u>20</u>	<u>\$ 4,834.20</u>
<u>Winter</u>		
<u>Course Fee - Community Education</u>		
Senior Citizen	93	\$ 4,260.00
Total	<u>93</u>	<u>\$ 4,260.00</u>

Term Totals

Applications	5	\$ 150.00
Credit	213	75,734.21
Community Education	<u>93</u>	<u>4,260.00</u>
TOTAL	<u>311</u>	<u>\$80,144.21</u>

Board Action Requested:

Approval

Action: Approved. See item 4.1 (201.623).

District Board of Trustees
May 15, 2007

Agenda Item: 4.4

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

Extension of Addendum to Agreement for Bookstore Management Services with Barnes & Noble
College Bookstores, Inc. for Operation of Coffee 101 209.143, 06-07

By this third Amendment, the management services and operation of Coffee 101 (formerly called "Cyber Café") in the Lawrence W. Tyree Library on the college's Northwest Campus will be extended from August 1, 2007, through October 31, 2008. Subject to the mutual agreement of both parties, the agreement may be extended for one additional five-year period commencing on or about November 1, 2008. The purpose of these changes is to coincide with the master contract for the bookstore management based on the satisfactory performance of Barnes & Noble to date.

Board Action Requested:

Approval

Action: Approved. See item 4.1 (201.623).

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

Continuing and Community Education EnRich! Brochure - Summer 2007

415.116, 06-07

As required by State Board of Education regulations, the schedule of Community Education and the Center for Business EnRich! courses for summer 2007 is presented for board information and approval. Term dates are June 9 through July 20, 2007, with registration beginning May 26 and continuing throughout the term. The schedule is subject to further changes without further review by the board 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 Requested:

Approval

Action: Motion to approve: Womack

Second: Solze

Vote: Bradley - yes, Brashear - yes, Davis - yes, Jackson - yes, Solze - yes, Womack - yes.

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

Certification of Endowment Corporation Activity

400.495, 06-07

In compliance with Florida Statute 1004.70, on July 1 of each year the board is asked to certify to the State Board of Community Colleges that the Santa Fe Community College Endowment Corporation is operating in a manner consistent with the goals of the College. Certification of Compliance is requested.

Board Action Requested:

Certification that the Santa Fe Community College Endowment Corporation has operated in compliance with Florida Statute 1004.70 and within the goals of the college

Discussion: Ms. Joan Suchorski, Associate Vice President, Development, Grants and Projects, reviewed items 5.2 through 5.4 individually. She noted under items 5.2 and 5.3, the Endowment Office is asked to certify to the State Board of Community Colleges that they are in compliance with Florida Statute 1004.70. Under item 5.4 she said the Endowment Office had a very successful year. Chair Davis asked that the minutes reflect the date was for the year ending December 31, 2006, not 2007.

Action: Motion to approve items 5.2 through 5.4: Womack

Second: Solze

Vote: Bradley - yes, Brashear - yes, Davis - yes, Jackson - yes, Solze - yes, Womack - yes.

District Board of Trustees
May 15, 2007

Agenda Item: 5.3

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

Certification of IRS Form 990 as Required by Direct Support Organizations

400.496, 06-07

In compliance with Florida Statute 1004.70, on July 1 of each year the board is asked to certify to the State Board of Community Colleges that the Santa Fe Community College Endowment Corporation has completed the appropriate IRS forms. The form submitted for certification is the federal IRS Return of Organization Exempt from Income Tax form (Form 990). Board certification is requested.

Board Action Requested:

Approval

Action: Approved. See item 5.2 (400.495).

District Board of Trustees
May 15, 2007

Agenda Item: 5.4

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

Acceptance of the Santa Fe Community College Endowment Corporation, Inc. Financial Report
400.497, 06-07

Attached is the Santa Fe Community College Endowment Corporation, Inc. Financial Report for the year ended December 31, 2006. Board acceptance is requested.

Board Action Requested:

Acceptance

Action: Approved. See item 5.2 (400.495).

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

Amendment to Internship Memorandum of Understanding

408.1641, 06-07

Members of the Santa Fe Community College Student Development staff, in conjunction with instructors from other departments at the college, wished to expand and transform internship opportunities for all degree-seeking students at Santa Fe. Last May the Internship Memorandum of Understanding was approved by the board as a standard form, and the board authorized the Vice President for Student Affairs to execute these memoranda on behalf of the college without further review by the board. Local employers are asked if they would be willing to host an intern from Santa Fe. Workshops on campus 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 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 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

Currently, Santa Fe has approximately 80 signed MOUs with agencies in Alachua and Bradford counties and beyond.

Change requested: The Memorandum of Understanding currently states that student assignments are restricted to daylight hours. In order to broaden the time which volunteer work may be performed, the seventh bullet in Section 1 has been changed to read: "Undertake reasonable measures to ensure the safety of the working environment for volunteers, including, but not limited to, restricting student volunteer work assignments to well-lit locations."

Board Action Requested:

Approval

Action: Motion to approve items 6.1 and 6.2: Jackson

Second: Brashear

Vote: Bradley - yes, Brashear - yes, Davis - yes, Jackson - yes, Solze - yes, Womack - yes.

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

Articulation Agreement with The Art Institute of Fort Lauderdale - Graphic Design

408.1640, 06-07

The purpose of this agreement is to facilitate the transfer of students graduating from Santa Fe with an AS degree in Graphic Design Technology to The Art Institute of Fort Lauderdale (AiFL) to complete a bachelors degree in the same field by transferring all credits earned at Santa Fe to satisfy part of the requirements of the bachelors degree at AiFL. Having established equivalencies between the core courses in the Graphic Design AS degree course of study, Santa Fe students will receive credit for the equivalent course at AiFL.

The effective date at this agreement is May 1, 2007, and will remain in effect for a period of five calendar years from the date of signing, and will automatically renew unless substantive changes are made in curriculum design, instructional methodology, or personnel, which affect the basis for provisions set forth in this agreement.

Board Action Requested:

Approval

Action: Approved. See item 6.1 (408.1642).

District Board of Trustees
May 15, 2007

Agenda Item: 7

Endowment Corporation Liaison Update

No comments.

Board Members' Remarks

Chair Davis thanked Vice Chair Bradley for assisting with the commencement ceremony last week. He added that he did get to attend Dr. Anne Kress' graduation at the University of Florida.