

**The District Board of Trustees  
Santa Fe Community College, Florida  
Amended Agenda for Board Meeting of February 19, 2008, at 4 p.m.  
Wattenbarger Student Services Center**

**Adoption of Agenda**

**Agenda Item: 1.1**  
418.464, 07-08

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Meeting of February 19, 2008
- 1.2 Approval of Board Meeting Minutes of January 22, 2008

2. Information Items

- 2.1 President's Report
- 2.2 Memorandum of Understanding with Community Colleges for International Development, Inc. - Troika Study Abroad
- 2.3 Standard Tech Prep Agreements with School Board of Alachua County and School Board of Bradford County for Criminal Justice Technology

3. Consent Items

Personnel

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

Contracts, Grants

- 3.5 Modified Renewal Agreement with Sadie Darnell, Sheriff, Alachua County - Training Personnel
- 3.6 Revised Agreement with Saint Leo University

Finance/Business Affairs Items

- 3.7 Warrants Issued for January 2008
- 3.8 Report of Purchases for January 2008

4. Personnel

- 4.1 Continuing Contracts for 2008-2009

5. Facilities Items

- 5.1 ~~Andrews Center Restoration Project – Approval of Budget (DELETED)~~
- 5.2 Performing Arts Theater - Revision of Scope and Budget

6. Finance/Business Affairs Items

- 6.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of January 31, 2008
- 6.2 Report of Investments, Quarter Ending December 31, 2007
- 6.3 Colonel Harry M. Hatcher, Jr., Property Survey 08-05
- 6.4 Addendum to Florida Community Colleges Risk Management Consortium Agreement for Professional/Technical Services to Designate Reserves
- 6.5 Amendment #1 to Sponsorship Agreement with Coca-Cola Enterprises, Inc., d.b.a. Florida Coca-Cola Bottling Company

7. General Institutional Items

- 7.1 Emergency Contract Authority
- 7.2 Community Education Brochure for Spring Term 2008
- 7.3 Community College Facility Enhancement Challenge Grant Program
- 7.4 Study Abroad to:
  - Ecuador ~~and the Galapagos Islands~~ (Quito, Otavalo, the Esmeraldas Province) - Anthropology Program
  - Italy (Rome, Venice, Vicenza, Milan, and Padua)
- 7.5 Additions to the Criminal Justice Technology Advisory Committee

8. Contracts/Grants

- 8.1 Education Affiliation Agreement with Florida State University - Nurse Educator Student
- 8.2 Agreement with The Arc of Alachua County - Collection of Recyclables
- 8.3 Employ Florida Banner Center for Biotechnology -- Grant
- 8.4 Title III Eligibility -- Grant
- 8.5 Scholarships for Disadvantaged Nursing Students -- Grant
- 8.6 Women's Giving Circle -- Grant
- 8.7 Culture Builds Florida -- Grant

9. Endowment Corporation Liaison Update and Board Members' Remarks

10. Citizen's Requests

11. Adjournment

**Board Action Requested:**

**Approval**

Discussion: Motion was made to amend the agenda for good cause, deleting item 5.1.

Action: Motion to approve: Mallini

Second: Brashear

Vote: Bradley - yes, Brashear - yes, Davis - yes, Jackson - yes, Mallini - yes, Solze - absent at time of vote.

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Approval of Board Meeting Minutes of January 22, 2008

401.455, 07-08

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The minutes of the regular meeting of the District Board of Trustees of Santa Fe Community College held January 22, 2008, are presented for approval.

**Board Action Requested:**

**Approval**

Action: Motion to approve: Mallini

Second: Brashear

Vote: Bradley - yes, Brashear - yes, Davis - yes, Jackson - yes, Mallini - yes, Solze - absent at time of vote.

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President's Report

Information Item

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President Sasser recognized Ms. Lee Johnson, President of FACC. Ms. Barbara Hirschfelder, College Senate President; Mr. Kenny Etienne, Student Government President; and Ms. Anedria Williams, Career Service Council Vice Chair, were unable to attend.

President Sasser reminded board members that the Women of Distinction luncheon is scheduled for March 20 at the UF Hilton. He invited all the board members to be his guest for this wonderful event.

Dr. Sasser noted the college will be closed for spring break the week of March 10-14.

Dr. Sasser introduced Mr. Jim McMullen, Director, Construction and Technical Programs, who gave a presentation about the Banner Center for Construction. Mr. McMullen stated that in 2006, Workforce Florida, Inc. and the Agency for Workforce Innovation established the Banner Center for Construction through a grant. The Banner Center provides training, certification, and support for ongoing innovation in the expansion of Florida's educational opportunities in construction. Mr. McMullen introduced Mr. Kurt Morauer, coordinator for the program. Mr. Morauer noted this was a unique program and a national model for the construction industry. The Banner Institute focuses on the educational needs of three sectors of workers: the emergent workforce currently in high school or community college, the relocating workforce currently considering a move to the state, and the incumbent workforce in need of skills upgrading. The Banner Center will offer a comprehensive array of educational services such as training skilled workers, curriculum development, and many others. Also, to assist with the leading edge programs, the center has a mobile training center to provide hands-on training. At the conclusion of the meeting, everyone was invited to tour the mobile training center parked outside the building.

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

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Memorandum of Understanding with Community Colleges for International Development, Inc. - Troika Study Abroad

Information Item  
408.1682, 07-08

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This memo of understanding outlines the arrangement between Santa Fe, Eastern Iowa Community College District, Iowa, and Tompkins Cortland Community College, Dryden, New York, and Community Colleges for International Development, Inc. (CCID) for providing a study abroad program in the Ukraine. Each college agrees to sponsor faculty and student participation in the program and provide scholarships. The colleges are committed to a three-year period, during which time each college will provide a lead faculty once during the three-year cycle. CCID will handle the logistics, such as setting program fees to cover airfare, transfers, host family and/or lodging accommodations, meals, and other necessities.

Discussion: Dr. Anne Kress, Provost and Vice President, Academic Affairs, explained that the Troika Study Abroad project is with two other community colleges to enhance international development and form a study abroad program in the Ukraine. The colleges are committed to a three-year period, during which time each college will provide a lead faculty member for one year. Also, each participating college agrees to sponsor faculty and student participation in the program and provide scholarships. She added that Santa Fe is committed to sending at least four students to participate in this program and Professor Charles Stephenson is the lead coordinator for Santa Fe. Chair Bradley asked how the students are selected. Dr. Kress replied the decision is based on their area of study and academic qualifications. Also, Chair Bradley inquired if \$750 was the extent of the college's financial investment for each student participating in the program. He was told that it was.

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

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Standard Tech Prep Articulation Agreements with School Board of Alachua County and School Board of Bradford County for Criminal Justice Technology      Information Item 408.1681, 07-08

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The agreements with the school boards of Alachua and Bradford counties for Criminal Justice Technology will facilitate articulation, accelerated credit, and make efficient use of faculty, equipment, and facilities, while providing an opportunity for students to earn a degree. These agreements have been signed by the Vice President for Academic Affairs, as approved by the board.

School Board of Alachua County - Renewal

Criminal Justice Technology A.S.  
Criminal Justice Technology A.S.S.

Criminal Justice Operations

School Board of Bradford County - Renewal

Criminal Justice Technology A.S.  
Criminal Justice Technology A.S.S.

Criminal Justice Operations

## C O N S E N T

District Board of Trustees  
February 19, 2008

Agenda Item: 3.1

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

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Contract Staff (Faculty)

402.696, 07-08

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

### **Appointment**

#### **Part Time**

|                  |                     |                      |
|------------------|---------------------|----------------------|
| Kay Abbitt       | Jo Gallagher        | Carl Nixon           |
| Bonne Alexander  | Isabel Garcia-Rose  | Michael O'Malley     |
| Yvonne Amundson  | Gwendolyn Glanville | Joe Paden            |
| Douglas Bagby    | Jenny Gutwein       | Michael Rowley       |
| Carol Barber     | Amy Hartman         | Daniel Russo         |
| Robert Bretnall  | Stephen Hess        | Kathleen Sarra       |
| Mary Birkner     | Vicki Jasmin        | Axel Scholz          |
| Gayle Brown      | Alan Jenkins        | Nancy Schenewerk     |
| Natalie Broadnax | Christie Jordan     | Katie Shubert        |
| Clayton Clark    | Grace Kang          | Holly Sprinkle       |
| Kathleen Combass | Cari Keebaugh       | Elizabeth Strickland |
| Robert Craig     | Kevin Kless         | Domenico Tirado      |
| Lucica Curta     | Sonja Lebo          | Rita Torto           |
| Dylan Daniels    | Angela Long         | Amy Tosenberger      |
| Tania Darlington | Tori Lundock        | Clovis Watson        |
| Emory Davis      | Tom Maida           | Roger Whitson        |
| Caroline Dennis  | Paul Martin         | William Winkler      |
| Joseph Doyle     | Amanda Mascarenhas  | Helen Wofford        |
| Don Duer         | Lee McDowell        | David Yonutas        |
| Jocelyn Ferguson | Gary Moody          |                      |

### **Board Action Requested:**

#### **Approval**

Action: Motion to approve items 3.1 and 3.3 through 3.8: Mallini

Second: Davis

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



## C O N S E N T

District Board of Trustees  
February 19, 2008

Agenda Item: 3.2

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

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Contract Staff (Administrative and Professional)

411.301, 07-08

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

| <u>Name</u>  | <u>Position</u>   |
|--|---|
| <b>Executive/Managerial</b>                              |   |
| <b>Full Time</b>   |   |
| <u>Promotion</u>   |   |
| Erik Anderson  | Director, Facilities Operations   |
| <b>Technical/Professional</b>                            |   |
| <b>Full Time</b>   |   |
| <u>Appointment</u>                                       |   |
| Robert Pralle<br>25 years of Health Insurance Experience | Coordinator, Senior Health/Life Programs,<br>Florida Community Colleges Risk Management<br>Consortium |
| <u>Promotion</u>   |   |
| Deanne Caldwell  | Developer, Crystal Reports, Information Technology<br>Services  |
| Chris Simoneaux  | Developer, ETL, Information Technology Services   |
| <u>Transfer</u>  |   |
| Stacey Ledvina   | Admissions Specialist, Welcome Center   |
| <b>Part Time</b>   |   |
| * Marjorie Alexander                                     | Work Exploration Center Specialist  |
| Sandra Bradley   | Customer Service Specialist   |
| Susan Chikagwa-Malunga                                   | Office of Diversity Specialist  |
| * Sandra Cosgrave  | Critical Thinking Lab Specialist  |
| David Goldblatt  | Staff Accompanist Specialist  |
| Jonathan Hill  | Math Lab Specialist   |
| Patricia Karl  | Test Proctoring Specialist  |
| Joanna Neville   | Writing Lab Specialist  |
| Kerry Ann Rawls  | Test Proctoring Specialist  |
| Lori Sandholdt   | Academic Foundations Specialist   |
| * Grant funded   |   |

**Board Action Requested:**

**Approval**  
Agenda Item 3.2

February 19, 2008

Page 2

Discussion: Trustee Bradley abstained from voting on item 3.2 citing his affiliation with college employee Ms. Sandra Bradley. He filed the conflict of interest form, 8B, as appropriate.

Action: Motion to approve: Mallini

Second: Davis

Vote: Bradley - abstained, Brashear - yes, Davis - yes, Jackson - yes, Mallini - yes, Solze - yes.

**C O N S E N T**

**District Board of Trustees  
February 19, 2008**

**Agenda Item: 3.3**

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

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Career Service Staff

403.461, 07-08

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The individual listed below is being recommended for appointment.

| <u>Name</u>    | <u>Position</u>                             |
|----------------|---|
| Catherine Hyde | Program Assistant, Office for Financial Aid |

**Board Action Requested:**

**Approval**

Action: Approved. See item 402.696.

**C O N S E N T**

**District Board of Trustees  
February 19, 2008**

**Agenda Item: 3.4**

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

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Leave of Absence

420.149, 07-08

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Mr. James Murphey, Associate Director, Institute of Public Safety, has requested a leave of absence from February 20, 2008, to November 30, 2008. This request is supported by the Director, Institute of Public Safety, and the Provost and Vice President for Academic Affairs.

**Board Action Requested:**

**Approval**

Action: Approved. See item 402.696.

**C O N S E N T**

**District Board of Trustees  
February 19, 2008**

**Agenda Item: 3.5**

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

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Modified Renewal Agreement with Sadie Darnell, Sheriff, Alachua County -  
Training Personnel

408.1677, 07-08

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The agreement with Sadie Darnell, Sheriff of Alachua County, has been slightly modified to reflect current practices. It continues the practice of providing workforce training to Sheriff's Office personnel at the Institute of Public Safety.

Funding remains the same as in the previous agreement. The term is February 20, 2008, through November 30, 2008, and will renew automatically thereafter for successive one-year terms.

**Board Action Requested:**

**Approval**

Action: Approved. See item 402.696.

## C O N S E N T

District Board of Trustees  
February 19, 2008

Agenda Item: 3.6

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

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Revised Agreement with Saint Leo University

408.1680, 07-08

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The revised articulation agreement with Saint Leo University, a longtime transfer partner, contains several changes.

- It clarifies and codifies the nature of the 2+2 agreement between the two institutions.
- It brings the agreement in line with SFCC practices in background checking instructional personnel.
- It removes the cap on tuition waivers for SFCC employees attending SLU, replacing it with an across-the-board 20% tuition discount.
- It includes new language on indemnification in line with current college practice.

The updated articulation agreement has been extensively vetted by appropriate Santa Fe and Saint Leo stakeholders.

**Board Action Requested:**

**Approval**

Action: Approved. See item 402.696.

**C O N S E N T**

**District Board of Trustees  
February 19, 2008**

**Agenda Item: 3.7**

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

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Warrants Issued for January 2008

208.447, 07-08

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A listing of all checks issued from January 1 through January 31, 2008, is available at this meeting for the board's information. The amount disbursed was \$13,926,214.58.

Warrant Numbers

|                 |                 |
|-----------------|-----------------|
| Manual Payroll  | None            |
| Manual Payables | None            |
| Payables        | 543526 - 554173 |
| Payroll         | 619886 - 620127 |

Electronic Transfers

92680-95048

**Board Action Requested:**

**Approval**

Action: Approved. See item 402.696.

**C O N S E N T**

**District Board of Trustees  
February 19, 2008**

**Agenda Item: 3.8**

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

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Report of Purchases for January 2008

202.552, 07-08

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Below are the total amounts and a summary of purchases for the month of January 2008.

|                            |                     |
|----------------------------|---------------------|
| Purchasing                 | \$478,064.01        |
| Risk Management Consortium | <u>802.00</u>       |
| Total                      | <u>\$478,866.01</u> |

| <u>P.O. No.</u>    | <u>Amount</u>      | <u>Procurement</u> | <u>Vendor</u>                            | <u>Class of Item-Department</u>                    |
|--------------------|--------------------|--------------------|--|--|
| Y21711<br>(Fund 1) | \$30,718.30        | Exempt             | IBM Corporation                          | IBM Software Maintenance<br>Information Technology |
| Y21787<br>(Fund 1) | 35,458.00          | Contract           | Gaber Buick, Pontiac,<br>GMC Truck, Inc. | Police Vehicle<br>Police Department                |
|                    | <u>\$66,176.30</u> |                    |  |  |

Purchase orders for previously awarded contracts: 3  
Number of purchase orders \$0-\$25,000: 432

Amount: \$ 15,185.75  
Amount: \$397,503.96

**Board Action Requested:**

**Approval of report**

Action: Approved. See item 402.696.



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

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Continuing Contracts for 2008-2009

402.697, 07-08

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The following faculty members have been voted on by their peers and approved by their supervisors to receive continuing contracts beginning in the 2008-2009 contract year.

2008-2009 Continuing Contract

Kathleen Arnold (Mathematics)  
Valerie Aslakson-Jennings (Visual and Performing Arts - Art)  
Michael Barber (Social and Behavioral Sciences - Psychology)  
Alan Beck (Social and Behavioral Sciences - Political Science)  
Leah Carlson (Respiratory Care)  
Kerry Chancey (Sciences for Health Programs)  
Sylvia Jones (Radiology)  
Leslie Lambert (Visual and Performing Arts - Art)  
William Little (Humanities and Foreign Languages - Spanish and French)  
Jenna Miller (Library Sciences)  
Eileen Monck (Natural Sciences - Biotechnology)  
David O’Gorman (Business Programs - Economics)  
Abrena Sandefur (Visual and Performing Arts - Music)  
William Stephenson (English)  
Christine Sulander (Academic Foundations - Adult Education)  
Nacira Tache (Natural Sciences - Physics)

**Board Action Requested:**

**Approval**

Discussion: Dr. Sasser noted this was a lengthy and thorough process and thanked all who were involved.

Action: Motion to approve: Jackson

Second: Brashear

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

Deleted

District Board of Trustees  
February 19, 2008

Agenda Item: 5.1

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

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Andrews Center Restoration Project - Approval of Budget

412.1026, 07-08

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Project Description

The project consists of the replacement of the Andrews Center roof as well as the restoration of copper guttering, decorative wood fascia, and exterior brick. It also includes brick cleaning and sealing, all with respect to a historical building and in response to recurring water intrusion that threatens the building.

|                                 |                       |
|---------------------------------|-----------------------|
| Architect/engineer              | Ponikvar & Associates |
| Contractor/construction manager | Burns Brothers, Inc   |
| Uniform building inspector      | In-House              |
| Estimated project budget        | \$475,868             |
| Source of funds                 | PECO                  |

Project Status

College staff initiated this project estimating the total construction cost to be below the threshold requiring board approval. During the investigative process of developing design documents, a significant amount of latent damage was uncovered which in turn elevated the original estimate. Therefore, college staff is requesting the board approve the project budget of \$475,868.

**Board Action Requested:**

**Approval of project budget in the amount of \$475,868**

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

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Performing Arts Theater - Revision of Scope and Budget

412.1027, 07-08

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Project Description

The scope of this project has changed several times as driven by the available funding. The current scope entails the construction of a new performance theater and related spaces on the Northwest Campus.

|                                 |                                   |
|---------------------------------|-----------------------------------|
| Architect/engineer              | Zeidler Partnerships, Inc.        |
| Contractor/construction manager | To be determined                  |
| Uniform building inspector      | In-House                          |
| Estimated project budget        | \$17,173,755                      |
| Source of funds                 | Bonded CIF, Private, and Matching |

Project Status

Based on board approval and a subsequent selection process, Zeidler Partnerships, Inc. has been selected as the architectural firm for the design of this facility. Program charrettes were held with each department, the architect, and the theater consultant on January 30, 2008, in order to clarify scope and budget implications. Therefore, college staff is requesting board approval of the revised project budget in the amount of \$17,173,755.

**Board Action Requested:**

**Approval of revised project budget in the amount of \$17,173,755**

Discussion: Mr. Bill Reese, Associate Vice President for Facilities Services, reviewed item 5.2.

Action: Motion to approve item 5.2: Jackson

Second: Solze

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

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

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Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of January 31, 2008

201.643, 07-08

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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 January 31, 2008. The following summary provides a comparison of actual revenues and expenditures for 2007-2008 vs. 2006-2007.

|              | 2007-2008            |                          | 2006-2007            |                              |
|--------------|----------------------|--------------------------|----------------------|------------------------------|
|              | <u>Dollar Amount</u> | <u>Percent of Budget</u> | <u>Dollar Amount</u> | <u>Percent of Total Year</u> |
| Revenue      | 44,510,237           | 68.12                    | 42,331,022           | 65.91                        |
| Expenditures | 30,090,834           | 44.43                    | 30,651,872           | 50.74                        |

**Board Action Requested:**

**Approval of report**

Discussion: Ms. Ginger Gibson, Interim Chief Financial Officer and Associate Vice President for Finance, reviewed items 6.1 through 6.5 individually. In regards to Chair Bradley's question under item 6.5, Ms. Gibson responded that this amendment did not affect the products sold from the vending machines. This was for non-vending purchases such as, cups, lids, and carbon dioxide.

Action: Motion to approve items 6.1, 6.2, 6.4, and 6.5: Jackson

Second: Davis

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

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

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Report of Investments, Quarter Ending December 31, 2007

201.644, 07-08

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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 50 basis points.

|   |                 |
|---|-----------------|
| Average adjusted rate, month of December 2007 | 3.74%           |
| Interest earnings, quarter                    | \$32,623        |
| Interest earnings, fiscal year to date        | <b>\$32,654</b> |

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 less 15 basis points.

|  |                  |
|--|------------------|
| Average weekly rate, week ending December 31, 2007 | 4.09%            |
| Interest earnings, quarter                         | \$ 9,141         |
| Interest earnings, fiscal year to date             | <b>\$115,714</b> |

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 December 31, 2007     | 4.81%            |
| Interest earnings, quarter             | \$159,399        |
| Interest earnings, fiscal year to date | <b>\$332,481</b> |

Capital Improvement Fee Bond proceeds are maintained in the Florida Division of Treasury Special Purpose Investment Pool. These funds are available for transfer to the demand deposit account when needed to cover vendor payments related to projects.

|  |                  |
|--|------------------|
| Interest rate at December 31, 2007     | 7.03%            |
| Interest earnings, quarter             | \$249,887        |
| Interest earnings, fiscal year to date | <b>\$464,279</b> |

Long-term investments are managed through the investment advisory agreement with U.S. 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.

|                                |                  |
|--------------------------------|------------------|
| Average life                   | 1.8 years        |
| Yield-to-maturity at cost      | 4.52%            |
| Earnings, quarter              | \$152,569        |
| Earnings, current year to date | <b>\$312,367</b> |

Interest Earnings Comparison

|   |                    |
|---|--------------------|
| Total interest earnings fiscal year to date 2007/2008 | <b>\$1,257,495</b> |
| Total interest earnings fiscal year to date 2006/2007 | <b>\$ 553,089</b>  |

**Board Action Requested:**

**Approval of report**

Action: Approved. See item 201.643.

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

Colonel Harry M. Hatcher, Jr., Property Survey 08-05

200.731, 07-08

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 on January 15, 2008, and by e-mail on February 7, 2008, 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 |
|--|-------------------|---|-----------------|---|---------------------------------|--|
| Worn-Out Equipment with Salvageable Parts    | 6                 | \$ 13,487.14  | 1               | \$6,596.70  | \$6,596.70                      | \$0.00   |
| Worn-Out Equipment with No Salvageable Parts | 1                 | 1,649.00  | 0               | 0.00  | 0.00                            | 0.00   |
| Surplus Property                             | 3                 | 7,318.23  | 3               | 23,349.82   | 23,349.82                       | 0.00   |
| Transfers                                    | 121               | 167,657.80  | 0               | 0.0   | 0.00                            | 0.00   |
| <b>TOTAL</b>                                 | <b><u>131</u></b> | <b><u>\$190,112.17</u></b>  | <b><u>4</u></b> | <b><u>\$29,946.52</u></b>   | <b><u>\$29,946.52</u></b>       | <b><u>\$0.00</u></b>   |

**Notes**

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.

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

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 Requested:**

**Approval of survey**

Discussion: Trustee Bradley abstained from voting on item 6.3 citing his affiliation with the East Gainesville Initiative and his church receiving computers. He filed the conflict of interest form, 8B, as appropriate.

Action: Motion to approve: Davis

Second: Mallini

Vote: Bradley - abstained, Brashear - yes, Davis - yes, Jackson - yes, Mallini - yes, Solze - yes.



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

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Addendum to Florida Community Colleges Risk Management Consortium  
Agreement for Professional/Technical Services to Designate Reserves

209.156, 07-08

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The college's existing fiscal agency agreement with the Florida Community College Risk Management Consortium contains language specifying a reserve of consortium funds required by an insurance carrier. The carrier requires that the reserve amount be adjusted as needed pursuant to the consortium's Casualty Insurance Program Agreement with the insurance carrier by a formal addendum to the agreement between the college and the consortium. Consortium funds are more than adequate to cover the required reserve. No college funds are involved.

The consortium board met on January 31, 2008, and recommended approval of the proposed Casualty Insurance Program Agreement. Final approval of the March 1, 2008, through February 28, 2009, Casualty Insurance Program resides with the Council of Presidents at the end of February.

**Board Action Requested:**

**Permission for board chair to execute the addendum after final approval is received from the Council of Presidents**

Action: Approved. See item 201.643.

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

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Amendment #1 to Sponsorship Agreement with Coca-Cola Enterprises, Inc.,  
d.b.a. Florida Coca-Cola Bottling Company

209.157, 07-08

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This amendment to the sponsorship agreement with Florida Coca-Cola Bottling Company changes the price increase structure for non-vending purchases (cups, lids, and carbon dioxide). The original contract language allowed prices for these items to be automatically increased each agreement year by no more than 3% over the previous year's agreement prices. Immediately prior to the beginning of the second contract year (July 1, 2007), the contractor requested an increase of 7%, which exceeded the allowed amount and would require agreement of the college. College staff was able to negotiate with the contractor an increase of 3% as originally agreed upon for year two. In addition the college requested that the contractor recommend an automatic increase that would be in effect for the remainder of the contract term. The contractor has agreed and recommended no more than 7% over the previous year's agreement prices, starting with agreement year three. The average amount expended from college and non-college revenue sources for these types of purchases has been approximately \$7,500. Therefore, an increase of 7% in year three would amount to an increase of approximately \$525.

In addition, the original agreement required the contractor to provide the college with 30 days' advance notice prior to any non-vending price increases. This language remains unchanged; however, the college has requested 90 days advance notice to be provided for price increases for non-vending purchases that would exceed 7%.

Per the contract, as new products become available, the college's Director of Purchasing/Auxiliary in conjunction with the Food Service Advisory Committee reviews the products, prices, and commission rates. The committee met on November 14, 2007, and agreed to the addition of several new products. The second change to the contract that is incorporated in the amendment is the addition of the new products to the charts provided in the original agreement.

**Board Action(s) Requested:**

**Approval of amendment**

Action: Approved. See item 201.643.

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Emergency Contract Authority

408.1678, 07-08

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The board is requested to authorize the chair, or vice chair in the chair's absence, to execute the documents, contracts, and change orders requiring board approval during the period between the February meeting and the April meeting, which actions if delayed until the April meeting would create operational or financial difficulties for the college. The president shall indicate in writing the reason that the document should be executed prior to the April board meeting. The president will provide this information to the full board for ratification at the next regularly scheduled board meeting, at which time the board may take any action that would not adversely affect any third party's rights.

**Board Action Requested:**

**Approval**

Discussion: Mr. Chuck Clemons, Vice President for Development, stated that the 2008-2009 budget request from the Community College Facility Enhancement Challenge Grant Program is being submitted. SFCC Endowment Corporation received \$1,031,000 in private contributions. The total amount of matching funds requested from the State Board of Community Colleges is \$1,031,000. Under item 7.4, Trustee Brashear asked if students were still visiting the Galapagos Islands. She noted the board title listed the Galapagos, but the individual board item did not include it. Dr. Sasser said he would clarify and let them know in his Friday Messages.

Action: Motion to approve items 7.1 through 7.5: Mallini

Second: Jackson

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

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

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Community Education Brochure for Spring Term 2008

415.119, 07-08

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As required by State Board of Education regulations, the schedule of community education and the Center for Business EnRich! courses for spring 2008 is presented for board information and approval. Term dates are April 12 through May 23, 2008, with registration beginning March 19 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 based on instructor and space availability. Changes, additions, and deletions will occur in the online schedule.

**Board Action Requested:**

**Approval**

Action: Approved. See item 408.1678.

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

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Community College Facility Enhancement Challenge Grant Program

400.506, 07-08

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Santa Fe Community College Endowment Corporation is submitting an application for matching funds from the Community College Facility Enhancement Challenge Grant Program for the 2008-2009 budget request term.

Santa Fe Community College Endowment Corporation certifies receipt of private contributions in the amount of \$1,031,000 for the Community College Facility Enhancement Grant Program. The total amount of matching funds requested from the State Board of Community Colleges is \$1,031,000.

The Community College Capital Facilities Matching Program provides funds to match private contributions for the development of high-priority instructional and community-related capital facilities, including common areas connecting such facilities, within the community colleges.

**Board Action Requested:**

**Approval. 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.**

Action: Approved. See item 408.1678.

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

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Study Abroad to:

|  |               |
|--|---------------|
| Ecuador and the Galapagos Islands (Quito, Otavalo, the Esmeraldas Province) - Anthropology Program | 101.60, 07-08 |
| Italy (Rome, Venice, Vicenza, Milan, and Padua)  | 101.61, 07-08 |

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In accordance with State Board of Education Rule 6H-1.017, FAC, the college requests approval to conduct out-of-district instruction for the courses shown below. Upon approval of the Board of Trustees, these requests will be submitted to the State Board of Education.

Field School in Ethnography Anthropology, Ecuador (ANT 1920.053 - 3 credits) March 6 - March 16, 2008

This group study is part of a semester-long course. This group study experience will offer students the opportunity to immerse themselves in a world outside their own. By focusing on the techniques used by anthropologists to conduct cross-cultural analysis, students will discover meaningful differences and similarities between themselves and the host culture. During their study, students will travel in Quito, Otavalo, and the Esmeraldas Province. The course will include appropriate orientations, direct instructions, and field experiences, plus a debriefing session and evaluation.

Group Study in Italy - Special Topics in the Humanities (HUM 2930 - 1 or 3 credits), Introduction to Business (GEB 1011 - 3 credits), and Special Topics: International Business (IDS 2930 - 1 credit) July 28 - August 6, 2008

By building a learning community of humanities and business students, the study group will more fully understand how world cultures and world humanities build the basis of today's global business world. During their group study, students will travel to Rome, Venice, Vicenza, Milan, and Padua. The course will include appropriate orientations, direct instructions, and field experiences, plus a debriefing session and evaluation.

**Board Action Requested:**

**Approval**

Action: Approved. See item 408.1678.

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

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Additions to the Criminal Justice Technology Advisory Committee

417.79, 07-08

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The following individuals are being added to the Criminal Justice Technology Advisory Committee:

Interim Chief Gordon Fulwood, High Springs Police Department, is filling the vacancy that was created by the death of former Chief Ray Kaminskas.

Mr. Robert Woody, Director of Alachua County Sheriff's Office Department of the Jail, is filling the position currently held by Major Charles Lee, who was acting Interim Director until the permanent appointment of a jail director. Major Lee, who is now Deputy Director of Alachua County Sheriff's Office Department of the Jail, will remain on the advisory committee.

**Board Action Requested:**

**Approval**

Action: Approved. See item 408.1678.

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

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Education Affiliation Agreement with Florida State University -  
Nurse Educator Student

408.1679, 07-08

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This education affiliation agreement will allow Florida State University nursing graduate students to complete practicum requirements with the Santa Fe Nursing programs. The agreement will remain in effect for three years, and will not be affected if FSU does not send students to the college for a particular semester.

Partnering such as this helps address current and future nursing faculty shortages.

**Board Action Requested:**

**Approval**

Action: Motion to approve items 8.1 through 8.7: Jackson

Second: Mallini

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



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

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Agreement with The Arc of Alachua County - Collection of Recyclables

408.1683, 07-08

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As part of the Sustainable Santa Fe program, this agreement sets forth the arrangement for The Arc to provide recycling collection service to the SFCC Northwest Campus. The term of the agreement is for one year from the date signed by the last party. Either party may terminate the agreement with 30 days' written notice to the other.

**Board Action Requested:**

**Approval**

Action: Approved. See item 408.1680.

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

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Employ Florida Banner Center for Biotechnology -- Grant

409.1688, 07-08

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The purpose of this project is to continue the development of the Employ Florida BANNER Center for Biotechnology. This project is a partnership between the University of Florida, Santa Fe Community College (SFCC), Florida Community College at Jacksonville, Indian River Community College, Embry-Riddle Aeronautical University, and the International Society for Pharmaceutical Engineering. The center's proposed training programs are needed by Florida's biotech businesses to improve the quality and quantity of trained workers, both incumbent and new hires. This proposed training will provide essential certified training and/or industry-recognized training for workers in the biotechnology industry. SFCC's role in the development center includes providing subject matter experts to validate and evaluate curricular materials, working with the partners to modify existing curriculum to meet industry needs, assisting with providing training of new and incumbent workers, and, along with the other founding members of this partnership, being part of the managing committee of the center. Approximately 400 students will benefit from this project. This is year two of a two-year project.

The amount of funds requested from Workforce Florida, Inc., through the University of Florida as fiscal agent, is \$35,600, with an in-kind match of \$5,000 from Santa Fe Community College.

Duration of this project is October 1, 2007, through January 15, 2009.

Operating budget impact: In-kind match from existing college budget

**Board Action Requested:**

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

Action: Approved. See item 408.1680.

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

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Title III Eligibility -- Grant

409.1689, 07-08

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Santa Fe Community College is requesting permission to apply for designation as a Title III eligible institution, which is required in order to participate in the 2008 fiscal year grant funding competition. A major benefit of obtaining the Title III eligibility designation is that it will permit the college to waive certain non-federal share requirements of the College Work-Study and Federal Supplemental Education Opportunity Grant programs authorized by Title IV of the Higher Education Act.

Operating budget impact: The college will have to allocate and budget approximately \$184,276 in matching funds for Title IV **IF** eligibility or a waiver is not obtained. Currently, the college does not spend this money nor budget these funds because it has been consistently successful in obtaining eligibility or a waiver from the Department of Education.

**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.**

Action: Approved. See item 408.1680.

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

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Scholarships for Disadvantaged Nursing Students -- Grant

409.1690, 07-08

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The purpose of this project is to provide scholarship funds for minority or disadvantaged students in the Nursing program. Program participants will be nursing students who have demonstrated a commitment to pursuing a career in the health professions field. Grant funds may be used for tuition, books, supplies, and related expenses for an estimated 15 to 18 students.

The amount of funds requested from the U.S. Department of Health and Human Services, Bureau of Health Professions, is \$30,000, with no matching funds from Santa Fe Community College. The final total funding amount will be determined by a formula.

Duration of this project is July 1, 2008, through June 30, 2009.

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.**

Action: Approved. See item 408.1680.

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

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Women's Giving Circle -- Grant

409.1691, 07-08

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The purpose of this project is to provide tuition, books, lab and technology fees, and transportation to individuals in Santa Fe Community College's Displaced Homemaker Program. The current program provides, without charge, services to eligible individuals over 35 years of age who have lost financial support and have been unable to secure adequate employment in Alachua and surrounding counties. Services will be provided through classes and workshops on the topics of job counseling designed for a person entering the job market after a number of years as a homemaker; job training and placement including employability skills and basic computer skills; financial management; outreach and information; and educational exploration. This comprehensive program is designed to assist the individual toward independence and economic security. Approximately 15 full-time students or 30 part-time students will benefit from this project.

The amount of funds requested from The Gainesville Community Foundation is \$25,000, with no matching funds from Santa Fe Community College.

Duration of this project is July 1, 2008, through June 30, 2009.

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.**

Action: Approved. See item 408.1680.

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

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Culture Builds Florida -- Grant

409.1692, 07-08

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The purpose of this project is to provide additional seed money to present an eight-week visual and performing arts events series designed to bring culture and entertainment to the underserved Bradford County area. The series includes a plein air outdoor artist's event, two evening "Meet the Artists" events, Art Days in the Schools for schools without any art education, and an exhibit of student art work, in conjunction with a performance concert, including performances by local elementary, middle school, and high school bands and choral groups. It will also include performances by Santa Fe Community College students in dance, vocal performance, and theatre. Storytelling and poetry reading will be part of the series showcasing Bradford County's new library and its literacy programs. The Gainesville Chamber Orchestra will present a concert. This series allows residents who do not have access to quality events, an opportunity to experience the arts. Approximately 12,000 individuals will benefit from this project.

The amount of funds requested from State of Florida, Division of Cultural Affairs, is \$25,000, with an in-kind match of \$11,868 and a cash match of \$26,012 from Santa Fe Community College.

Duration of this project is July 1, 2008, through June 30, 2009.

Operating budget impact: In-kind and cash match from existing college budget

**Board Action requested:**

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

Action: Approved. See item 408.1680.

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Endowment Corporation Liaison Update and Board Members' Remarks

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In Trustee Womack's absence, Mr. Chuck Clemons gave the report for the Endowment Corporation. Mr. Clemons informed the board of the passing of Mr. Larry Noegel, who served as an endowment board member for 22 years. He noted the Chandler Spring Arts House patrons attended an event at the SFCC Planetarium on January 31, and the Board of Directors dinner was a success on February 5. He added that "Dance of My Heart" was selected for special showing as one of five films honoring important Cuban artists of the 20<sup>th</sup> century by the Havana International Film Festival. Also, the Miami International Ballet Festival selected "Dance of My Heart" as one of the films to be honored as part of the film series during the festival.