

**The District Board of Trustees
Santa Fe Community College, Florida
Amended Agenda for Board Meeting of May 20, 2008, at 4 p.m.
SFCC Teaching Zoo**

Adoption of Agenda

Agenda Item: 1.1
418.466, 04-05

1. General Functions
 - 1.1 Adoption of Agenda for Board Meeting of May 20, 2008
 - 1.2 Approval of Board Meeting Minutes of April 15, 2008

2. Information Items
 - 2.1 President's Report
 - 2.2 Board of Trustees Meeting Schedule for 2008-2009
 - 2.3 Amended Rule 7.11: Fees
 - 2.4 Amended Rule 6.14: Facilities Construction Contracts
 - 2.5 Amended Rule 7.23: Student Conduct Code
 - 2.6 Tech Prep Agreements with:
 - School Boards of Alachua, Baker, Columbia, Dixie, Suwannee, Taylor - Automotive Technology
 - Citrus and Levy Counties - Graphic Design
 - 2.7 Standardized Clinical Facilities Use Agreements
 - Martin Memorial Health Systems, Inc. - Cardiovascular Technology (**Deleted**)
 - 2.8 Naming of the Retirees Patio (**Added**)

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

 - Contracts, Grants
 - 3.4 Renewal Agreement with University of Florida - Veterans' Affairs Counseling Services
 - 3.5 Renewal Agreement with University of Florida - Athletic Trainer
 - 3.6 Addendum #1 to Clinical Education Agreement with Shands at Lake Shore:
 - Radiography Technology
 - Respiratory Care
 - Surgical Technology
 - 3.7 Displaced Homemakers Program: Focus on the Future -- Grant
 - 3.8 Mid-Florida College Reach-Out Consortium -- Grant

- 3.9 Santa Fe Community College Spring Arts Festival -- Grant
- 3.10 State Touring Grant - Dance Alive! National Ballet -- Grant
- 3.11 State Touring Grant - St. Johns River City Band -- Grant
Finance/Business Affairs
- 3.12 Warrants Issued for April 2008
- 3.13 Report of Purchases for April 2008

- 4. Facilities Items
 - 4.1 Building Construction Facility - Approval of Revised Budget and Phase III Drawings
 - 4.2 Building B Re-Roof - Approval of Phase III Documents
 - 4.3 Building W ADA Upgrades - Approval of Budget and Phase III Documents
 - 4.4 Annual Safety Inspection Report

- 5. Finance/Business Affairs Items
 - 5.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of April 30, 2008
 - 5.2 Colonel Harry M. Hatcher, Jr., Property Survey 08-07
 - 5.3 Report of Investments, Quarter Ending March 31, 2008
 - 5.4 Fee Waiver Report for Spring Term 2008

- 6. General Institutional Items
 - 6.1 High School Dual Enrollment Building Construction Program - Projects Fee Schedule
 - 6.2 Baccalaureate Degree Programs

- 7. Rules
 - 7.1 New Rule 2.11: Student Loan Practices Code of Conduct (**Deleted**)

- 8. Contracts/Grants
 - 8.1 Lease Agreement with Santa Fe Community College Endowment Corporation for the Charles R. and Nancy V. Perry Alachua Corporate Training Center, Alachua, Florida
 - 8.2 Memorandum of Understanding - Law Enforcement Information Exchange (LInX) - Information Sharing Initiative

- 9. Endowment Corporation Liaison Update and Board Members' Remarks

- 10. Citizen's Requests

- 11. Adjournment

Board Action Requested: Approval

Discussion: The agenda was amended by the board chair for good cause.

Action: Motion to approve: Womack

Second: Mallini

Vote: Bradley - yes, Brashear - yes, Mallini - yes, Solze - yes, Womack - yes.

Approval of Board Meeting Minutes of April 15, 2008

401.457, 04-05

The minutes of the regular meeting of the District Board of Trustees of Santa Fe Community College held April 15, 2008, are presented for approval.

Board Action Requested:

Approval

Action: Motion to approve: Mallini

Second: Brashear

Vote: Bradley - yes, Brashear - yes, Mallini - yes, Solze - yes, Womack - yes.

President's Report

Information Item

President Sasser thanked Mr. Jack Brown and his staff for hosting today's board meeting.

President Sasser recognized Ms. Barbara Hirschfelder, College Senate President; Ms. Anedria Williams, Career Service Council Chair; Mr. Cesar Fernandez, Student Government President; and Ms. Lee Johnson, President of FACC.

President Sasser noted the board budget workshop is scheduled for June 23 from 5 to 7 p.m. in building S-329.

The following quarterly employee award winners were recognized and received a plaque of appreciation and service pin: Mr. Grant Burns, full-time career service, and Ms. Lea King, part-time non-instructional.

Coach Chris Ahern and the SFCC second place national champion softball team entered the meeting to surprise the board. President Sasser welcomed them and congratulated the players and coaches for an outstanding season. Head Coach Ahern took the opportunity to thank Dr. Sasser and the board for all their support of the team. She introduced her assistant coaches Norma Diaz and Jenilee Garner and athletic trainer Tiffany Walker. Coach Ahern recognized her graduating sophomores Amanda Bessent, Jessica Bohn, Kathelyn Murphee, and Hayley O'Mara. Board members expressed how proud they were of the team not only on the field, but academically.

Dr. Sasser presented certificates for Innovation of the Year 2007-2008 from the League for Innovation to Mr. Jack Brown, Mr. Buz Bireline, and Ms. Tarah Jacobs for the Rotary Reading Safari at the Zoo program.

Trustees received the 2008 SFCC Business Partnership brochure.

Board of Trustees Meeting Schedule for 2008-2009

Information Item
416.104, 07-08

Below is the proposed schedule of the Board of Trustees meetings for the 2008-2009 year. All meetings begin at 4 p.m. and are scheduled for the third Tuesday of the month

Proposed

July 15, 2008
Watson Center

August – No Meeting

September 16, 2008
Blount Downtown Center

October 21, 2008
NW Campus

November 18, 2008
Andrews Center

December – No Meeting

January 20, 2009
NW Campus

February 17, 2009
NW Campus

March – No Meeting

April 21, 2009
Andrews Center

May 19, 2009
Watson Center

June 16, 2009
NW Campus

July 21, 2009
NW Campus

Discussion: President Sasser reviewed information items 2.2 through 2.8.

District Board of Trustees
May 20, 2008

Agenda Item: 2.3

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

Amended Rule 7.11: Fees

Information Item
410.410, 07-08

Currently the Florida legislature has included a tuition rate increase of 6% 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 of Trustees meeting. The rate increase is to be effective with the beginning of fall term registration.

If the change is adopted, the estimated total annual increase for a full-time student taking 36 semester hours per year would be \$151.20 for credit courses.

District Board of Trustees
May 20, 2008

Agenda Item: 2.4

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

Amended Rule 6.14: Facilities Construction Contracts

Information Item
410.413, 07-08

Rule 6.14 has been modified to designate the college president to execute change orders in the name of the board when an item or related group of items adds less than \$50,000 to the contracted cost of construction or when an item results in a deductive change or savings. The board shall approve and execute all other change orders. All change orders shall be reported to the board no later than the time of project close-out. In addition, the rule authorizes the college to establish procedures for prequalification of contractors, which is a statutory mandate.

District Board of Trustees
May 20, 2008

Agenda Item: 2.5

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

Amended Rule 7.23: Student Conduct Code

Information Item
410.412, 07-08

Article III of the Student Conduct Code entitled "Prohibited Conduct" lists a number of activities that are subject to disciplinary sanction, including possession of firearms, explosives, destructive devices, other weapons, or dangerous chemicals on college premises. In an effort to further enhance the safety of the college community, this amendment adds a new violation to the Student Conduct Code, to wit: the failure to promptly report possession of these weapons on the college premises. This should increase accountability and educate all students, faculty, and staff that we must all work together to maintain the safety of our campus environment. The remainder of the rule remains unchanged with the exception of the effective date, which is June 25, 2008.

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

Tech Prep Agreements with: Information Item
School Boards of Alachua, Baker, Columbia, Dixie, Suwannee, 408.1692, 07-08
Taylor - Automotive Technology
Citrus and Levy Counties - Graphic Design

The A.S. and A.A.S. degrees 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 Alachua, Baker, Columbia, Dixie, Suwannee, Taylor, Citrus, and Levy counties.

School Board of Alachua County
Renewal

Automotive Service Technology Certificate	Automotive Service Technology
Automotive Service Management Technology A.A.S.	Automotive Service Technology

School Board of Baker County
Renewal

Automotive Service Technology Certificate	Automotive Service Technology
---	-------------------------------

School Board of Columbia County
Renewal

Automotive Service Technology Certificate	Automotive Service Technology
---	-------------------------------

School Board of Dixie County
Renewal

Automotive Service Technology Certificate	Automotive Service Technology
---	-------------------------------

School Board of Suwannee County
Renewal

Automotive Service Technology Certificate	Automotive Service Technology
Automotive Service Technology Certificate	Automotive Service Technology - Postsecondary
Automotive Service Management Technology A.A.S.	Automotive Service Technology
Automotive Service Management Technology A.A.S.	Automotive Service Technology - Postsecondary

School Board of Taylor County
Renewal

Automotive Service Technology Certificate	Automotive Service Technology
Automotive Service Technology Certificate	Automotive Service Technology - Postsecondary
Automotive Service Management Technology A.A.S.	Automotive Service Technology
Automotive Service Management Technology A.A.S.	Automotive Service Technology - Postsecondary

School Board of Citrus County

New

Graphic Design Technology A.S.
Graphic Design Technology A.S.

Digital Design
New Media

Renewal

Graphic Design Technology A.S.
Graphic Design Technology A.S.

Communications Technology
Web Design

School Board of Levy County

New

Graphic Design Technology A.S.
Graphic Design Technology A.S.

Digital Design
New Media

DELETED

**District Board of Trustees
May 20, 2008**

Agenda Item: 2.7

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

Standardized Clinical Facilities Use Agreement Martin Memorial Health Systems, Inc. - Cardiovascular Technology	Information Item 408.1699, 07-08
--	-------------------------------------

The board has authorized its chair to execute on behalf of the board standardized form clinical facilities agreements without further action by the board. Such agreements have been executed with the above-listed facilities for students enrolled in the SFCC Cardiovascular Technology program.

A D D E D

**District Board of Trustees
May 20, 2008**

Agenda Item: 2.8

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

Naming of the Retirees Patio

Information Item
400.509, 07-08

To recognize college retirees, Santa Fe Community College established the retirees patio in front of the library and intends to name the patio in honor of Jack Motta, retired professor in Academic Foundations who was instrumental in bringing this idea forward. Mr. Motta was involved in the College Senate, FACC, and was named FACC Teacher of the Year.

C O N S E N T

**District Board of Trustees
May 20, 2008**

Agenda Item: 3.1

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

Contract Staff (Faculty)

402.699, 07-08

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

Name

Kimberly Calvin
Paul Hinson
Michelle Lorette

Board Action Requested:

Approval

Action: Motion to approve consent items 3.1 through 3.13: Mallini
Second: Brashear
Vote: Bradley - yes, Brashear - yes, Mallini - yes, Solze - yes, Womack - yes.

C O N S E N T

**District Board of Trustees
May 20, 2008**

Agenda Item: 3.2

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

Contract Staff (Administrative and Professional)

411.303, 07-08

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>
Technical/Professional Part Time	
* Lane Devereaux	Specialist, Adult Education English
^ Angela Martin	Specialist for Student Life
* Deatra Spratling	Specialist, Center for Excellence
* Valinda Taylor	Specialist, Center for Excellence
* Reba Williams	Specialist, Center for Excellence
* Grant funded	
^ Funded by student activity and service fees	

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.699).

C O N S E N T

**District Board of Trustees
May 20, 2008**

Agenda Item: 3.3

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

Career Service Staff

403.463, 07-08

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

<u>Name</u>	<u>Position</u>
<u>Appointment</u> Eddie Daniels	Senior Custodian, Facilities Services
<u>Promotion</u> William Wise	Senior Custodian, Facilities Services

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.699).

C O N S E N T

District Board of Trustees
May 20, 2008

Agenda Item: 3.4

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

Renewal Agreement with University of Florida - Veterans' Affairs
Counseling Services

408.1695, 07-08

This agreement contains essentially the same terms and conditions as last year's, with the exception of the addition of providing a parking space at the University of Florida. It authorizes Santa Fe to provide services to University of Florida veterans and other eligible programs recipients. The SFCC veterans' affairs coordinator works 12 hours per week at the University of Florida for this purpose and maintains a staff of UF veteran work-study students who staff the office during the rest of the week. This arrangement has worked well over the past years, and our coordinator is willing to continue in this position for another year. Under the terms of the agreement, the university will pay Santa Fe \$21,733.92 for the one-year agreement, which runs from July 1, 2008, through June 30, 2009.

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.699).

C O N S E N T

**District Board of Trustees
May 20, 2008**

Agenda Item: 3.5

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

Renewal Agreement with University of Florida - Athletic Trainer

408.1701, 07-08

By this agreement, the University of Florida provides an opportunity for a graduate student to serve as an athletic trainer at Santa Fe for the 2008-2009 school year. The term of the agreement is July 1, 2008, through June 30, 2009. The trainer will provide health-related and sport trainer duties for all SFCC intercollegiate athletic programs. The terms and conditions are the same as in last year's agreement

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.699).

C O N S E N T

**District Board of Trustees
May 20, 2008**

Agenda Item: 3.6

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

Addendum #1 to Clinical Education Agreement with Shands at Lake Shore: 408.1696, 07-08
Radiography Technology
Respiratory Care
Surgical Technology

This addendum covers three additional Health Sciences programs that are being added to the Shands at Lake Shore affiliation agreement: Radiography, Respiratory Care, and Surgical Technology. The clinical education agreement was initially presented to Shands for review in September 2007, and was returned to Santa Fe for board action just recently. Once in place, the agreement will allow students in the three programs access to another high quality clinical training site as Santa Fe continues to grow its Health Sciences programs in service to the community.

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.699).

C O N S E N T

District Board of Trustees
May 20, 2008

Agenda Item: 3.7

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

Displaced Homemakers Program: Focus on the Future -- Grant

409.1697, 07-08

The purpose of this project is to provide assistance, without charge, to eligible displaced homemakers over 35 years of age who have lost financial support and have been unable to secure adequate employment in Alachua and surrounding counties in the North Central Florida area. 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. This is a performance-based contract with funding based on enrollment, program completion, and job placement. This is year three of a three-year project.

The amount of funds requested from the State of Florida, Florida Agency for Workforce Innovation, is \$160,000, with an in-kind match of \$21,416 and a cash match of \$22,441 from Santa Fe Community College.

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

Operating budget impact: Funds from existing college budget

Board Action Requested:

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

Action: Approved. See item 3.1 (402.699).

C O N S E N T

**District Board of Trustees
May 20, 2008**

Agenda Item: 3.8

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

Mid-Florida College Reach-Out Consortium -- Grant

409.1698, 07-08

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, an 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 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 \$73,430, with an in-kind match of \$900 and a cash match of \$38,909 from Santa Fe Community College.

Duration of this project is September 1, 2008, through August 31, 2009.

Operating budget impact: Funds from existing college budget

Board Action(s) 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 3.1 (402.699).

C O N S E N T

**District Board of Trustees
May 20, 2008**

Agenda Item: 3.9

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

Santa Fe Community Spring Arts Festival -- Grant

409.1699, 07-08

The purpose of this project is to request in-kind services from the City of Gainesville for the 2009 Santa Fe Community College Spring Arts Festival. The services requested include police security, maintenance and clean-up, traffic engineering, code enforcement, dumpsters, and the use of the city-owned Thomas Center. Approximately 130,000 area residents attend this festival annually. This is year one of a two-year project.

The amount of funds requested from the City of Gainesville is \$16,024, 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(s) 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 3.1 (402.699).

C O N S E N T

**District Board of Trustees
May 20, 2008**

Agenda Item: 3.10

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

State Touring Grant - Dance Alive! National Ballet -- Grant

409.1700, 07-08

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 \$2,000, with a cash match of \$1,000 from Santa Fe Community College.

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

Operating budget impact: Funds from existing college budget

Board Action(s) 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 3.1 (402.699).

C O N S E N T

District Board of Trustees
May 20, 2008

Agenda Item: 3.11

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

State Touring Grant - St. Johns River City Band -- Grant

409.1701, 07-08

The purpose of this project is to provide a musical concert for the Santa Fe Community College Spring Arts House Patrons from Bradford County. Known as the "Official Band of the City of Jacksonville," this popular group of highly skilled musicians is a "Big Band, a Brass Band, a Swing Band, a Jazz Band, a Dixieland Band, a Quartet, a Trio, a Duo, or a Solo" and performs concerts for thousands of children and adults each year. The band has performed all over Florida, as well as Carnegie Hall. Part of the band's mission is to share their knowledge and talent through educational opportunities for all ages. 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 \$2,400, with a cash match of \$1,200 from Santa Fe Community College.

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

Operating budget impact: Funds from existing college budget

Board Action(s) 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 3.1 (402.699).

C O N S E N T

**District Board of Trustees
May 20, 2008**

Agenda Item: 3.12

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

Warrants Issued for April 2008

208,449, 07-08

A listing of all disbursements issued from April 1 through April 30, 2008, is available at this meeting for the board's information. The amount disbursed was \$7,828,470.57.

Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	558750 - 560164
Payroll	620869 - 621194

Electronic Transfers

00881 - 03826

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.699).

C O N S E N T

**District Board of Trustees
May 20, 2008**

Agenda Item: 3.13

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

Report of Purchases for April 2008

202.554, 07-08

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

Purchasing	\$7,487,582.22
Risk Management Consortium	<u>20,813.49</u>
Total	<u>\$7,508,395.71</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y22618 (Fund 7)	\$ 47,825.00	Contract	PPI Construction Management	Pre-Construction Services Building W Renovation
Y22725 (Fund 2)	\$ 40,000.00	Exempt	Intermed X-Ray Inc.	Archive and Communication System Software Succeed Allied Health Grant
Y22826 (Fund 1)	\$ 158,705.76	Contract	Dell Marketing	Computers (144) Information Technology
Y22839 (Fund 7)	\$4,880,218.00	Contract	PPI Construction Management	Renovation/Remodel Building W
Y22875 (Fund 7)	\$ 56,607.20	Contract	PPI Construction Management	Pre-Construction Services Construction Trades Building
Y23046 (Fund 7)	\$1,510,000.00	Contract	Zeidler Partnership, Inc.	Architectural Services Fine Arts Building
Y23089 (Fund 7)	\$ 244,574.00	Contract	PPI Construction Management	Zoo Amphitheater Renovation General Renovation/Remodel
	<u>\$6,937,929.96</u>			

Purchase orders for previously awarded contracts: 4
Number of purchase orders \$0-\$25,000: 501

Amount: \$ 10,549.64
Amount: \$559,916.11

Board Action Requested:

Approval of report

Action: Approved. See item 3.1 (402.699).

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

Building Construction Facility - Approval of Revised Budget and Phase III Drawings

412.1031, 07-08

Project Description

This project consists of the construction of 23,437 gross square feet of vocational labs and classrooms in satisfaction of recommendations contained in the college's educational plant survey. It will be the first LEED Certified building designed and constructed by the college.

Architect/engineer	Ponikvar & Associates
Contractor/construction manager	PPI Construction Management
Uniform building code inspector	In-house
Original budget	\$5,134,874
Revised budget	\$6,464,496
Funding	PECO, Other Local and Matching

Project Status

The college anticipates receiving an additional appropriation this year in the amount of \$1,329,622 for this project, and staff is requesting the board approve a revised budget in the amount of \$6,464,496. College staff has received and approved phase III construction documents and is requesting board approval, as well.

Board Action(s) Requested:

- A. Approval of a revised budget in the amount of \$6,464,496**
- B. Approval of phase III construction drawings**

Discussion: Mr. Bill Reese, Associate Vice President Facilities Services, reviewed items 4.1 through 4.4. Under item 4.1, Chair Bradley asked about the significance of the LEED designation for the building construction facility. Mr. Reese replied the Leadership in Energy and Environmental Design certification signifies that the building is environmentally sustainable. He added that this building will receive a silver or gold rating by LEED for its energy conserving technology and sustainable design. In response to Trustee Mallini's query as to where the building will be built, Mr. Reese replied that it will be on the northwest side of North Road just across from the zoo. President Sasser congratulated Mr. Reese and his staff for an outstanding annual safety inspection report.

Action: Motion to approve items 4.1 through 4.4: Mallini
Second: Solze
Vote: Bradley - yes, Brashear - yes, Mallini - yes, Solze - yes, Womack - yes.

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

Building B Re-Roof - Approval of Phase III Documents

412.1032, 07-08

Project Description

The scope of this project involves the design, tear off, and replacement roof for building B, western section including concourse, which is approximately 17,182 square feet.

Architect/engineer	Craig Salley and Associates
Contractor/construction manager	To be determined
Uniform building inspector	In-house
Estimated project budget	\$336,184.00
Source of funds	PECO

Project Status

College staff has received and reviewed the phase III construction documents for this project and is requesting board approval.

Board Action Requested:

Approval of the phase III construction documents

Action: Approved. See item 4.1 (412.1031).

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

Building W ADA Upgrades - Approval of Budget and Phase III Documents

412.1033, 07-08

Project Description

This project consists of a complete ADA renovation to W building. It includes the upgrade of four sets of restrooms, the upgrade of all door hardware, the upgrade of all handrails, and the upgrade of all building signage.

Architect/engineer	Flad & Associates
Contractor/construction manager	PPI Construction Management
Uniform building code inspector	In-house
Budget	\$582,123.00
Funding	PECO

Project Status

College staff has received and reviewed phase III construction documents for this project and is requesting approval of same and approval of project budget in the amount of \$582,123.00.

Board Action(s) Requested:

- A. Approval of project budget**
- B. Approval of phase III construction documents**

Action: Approved. See item 4.1 (412.1031).

District Board of Trustees
May 20, 2008

Agenda Item: 4.4

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

Annual Safety Inspection Report

412.1034, 07-08

Florida Statutes and Florida Department of Education rules require that each community college board of trustees provide for periodic inspection of its physical plant at least once a year to determine compliance with sanitation, casualty, and fire safety standards. This inspection report was conducted in February and March of 2008 and prepared by Mr. Piper Walton with the Florida Community Colleges Risk Management Consortium in conjunction with college staff. All of the items cited as needing attention have been corrected.

Board Action Requested:

Approval

Action: Approved. See item 4.1 (412.1031).

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, 2008

201.647, 07-08

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, 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 Actual</u>
Revenue	57,926,991	89.62	54,812,872	85.35
Expenditures	44,941,041	66.36	44,970,498	74.44

Board Action Requested:

Approval of report

Discussion: Ms. Ginger Gibson, Vice President for Finance and ITS, reviewed items 5.1 through 5.4 individually. On item 5.1, Chair Bradley inquired about the projected overage in the part-time salary budget line. Ms. Gibson responded that this was due to the fact that a large portion of part-time adjunct budget is actually budgeted within full-time faculty as overloads, and the unused overload funds are used for part-time faculty. She also explained that the college tracks its total part-time budget including overloads both in academic affairs and the finance office to assure that the anticipated budget is in line with planned expenditures.

Action: Motion to approve items 5.1 through 5.4: Brashear

Second: Solze

Vote: Bradley - yes, Brashear - yes, Mallini - yes, Solze - yes, Womack - yes.

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

Colonel Harry M. Hatcher, Jr., Property Survey 08-07

200.733, 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 April 22, 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	11	\$ 16,417.51	0	\$ 0.00	\$ 0.00	\$0.00
Worn-Out Equipment with No Salvageable Parts	3	\$ 13,432.41	0	0.00	0.00	0.00
Surplus Property	6	\$ 17,866.61	0	0.00	0.00	0.00
Transfers	65	\$107,954.18	1	5,967.00	\$5,967.00	0.00
TOTAL	85	\$155,670.71	1	\$5,967.00	\$5,967.00	\$0.00

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

Action: Approved. See item 5.1 (201.647).

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

Report of Investments, Quarter Ending March 31, 2008

201.648, 07-08

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 March 2008	2.11%
Interest earnings, quarter	\$ 78,693
Interest earnings, fiscal year to date	\$111,347

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 March 28, 2008	2.03%
Interest earnings, quarter	\$ 1,572
Interest earnings, fiscal year to date	\$117,286

Short-term investments are maintained in the Florida State Board of Administration Local Government Surplus Trust Fund Investment pool.

Interest rate, Pool A, at March 31, 2008	3.07%
Interest earnings, quarter	\$112,569
Interest earnings, fiscal year to date	\$445,050

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, gross, at March 31, 2008	5.02%
Interest earnings, quarter	\$234,837
Interest earnings, fiscal year to date	\$699,116

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	1.81 Years
Yield-to-maturity at cost	4.27%
Earnings, quarter	\$197,389
Earnings, current year to date	\$509,756

Interest Earnings Comparison:

Total interest earnings fiscal year to date 2007/2008:	\$1,882,556
Total interest earnings fiscal year to date 2006/2007:	\$1,123,723

Board Action Requested:

Approval

Action: Approved. See item 5.1 (201.647).

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

Fee Waiver Report for Spring Term 2008

200.734, 07-08

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

	<u>Number of Waivers</u>	<u>Amount</u>
	<u>Spring - Full</u>	
<u>Course Fee - Credit</u>		
College Employees	36	\$ 9,813.40
Senior Citizens	12	3,178.00
PSAV	3	1,524.84
State of Florida Employees	49	16,093.63
Purple Heart Recipient	4	3,581.95
Employee Dependents	59	26,627.20
Dependent of Deceased Law Officer	2	1,827.00
Total	<u>165</u>	<u>\$62,646.02</u>
	<u>Spring - A</u>	
<u>Course Fee - Credit</u>		
College Employees	4	\$ 776.60
Senior Citizens	3	494.20
State of Florida Employees	5	1,129.60
Employee Dependents	2	461.12
Total	<u>14</u>	<u>\$2,861.52</u>
	<u>Spring - B</u>	
<u>Course Fee - Credit</u>		
College Employees	4	\$ 776.60
Senior Citizens	3	635.40
State of Florida Employees	4	988.40
Employee Dependent	5	1,653.60
Total	<u>16</u>	<u>\$4,054.00</u>

	<u>Number of Waiters</u>	<u>Amount</u>
	<u>Winter</u>	
<u>Course Fee - Community Education</u>		
College Employee	15	\$ 100.00
Senior Citizens	68	3,012.00
PrimeTime	<u>9</u>	<u>75.00</u>
Total	<u>92</u>	<u>\$3,187.00</u>
	<u>Term Totals</u>	
Credit	195	\$69,561.54
Community Education	<u>92</u>	<u>3,187.00</u>
Total	<u>287</u>	<u>\$72,748.54</u>

Board Action Requested:

Approval

Action: Approved. See item 5.1 (201.647).

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

High School Dual Enrollment Building Construction Program - Projects Fees 200.735, 07-08
Schedule

The students in the High School Building Construction program design and build storage buildings to reinforce classroom instruction and enhance their skills in preparation for entering the workforce. The authentic work experiences prepare students for the workplace, providing them with an understanding of the physical demands of the occupation and the safety measures required in the trades.

The storage buildings created during this process are to be sold to the public; this sale will generate revenue to recover the cost of production and move the buildings off campus, thereby creating space for the work of the next class. Funds generated through the sale are to be reinvested in the program to benefit students and enhance their educational experience. The High School Building Construction program is requesting approval from the Board of Trustees for the sale of the storage buildings according to the attached fee schedule.

The pricing is designed to recover a significant amount of the materials costs involved in building these structures. This is not intended to be a money making venture, but rather a reinvestment into program enhancements.

Board Action Requested:

Approval

Discussion: Chair Bradley asked where the storage buildings were located. President Sasser responded that they are in H building, just behind the Wattenbarger Student Services building. Mr. Bradley also inquired on how the college was marketing the sale of the student-produced buildings. Trustees Bradley and Mallini questioned whether the buildings could be marketed at competitive rates rather than below market cost. President Sasser said the college would determine if the cost of the buildings could be increased and report back to the board.

Action: Motion to approve: Solze

Second: Mallini

Vote: Bradley - yes, Brashear - yes, Mallini - yes, Solze - yes, Womack - yes.

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

Baccalaureate Degree Programs

101.62, 07-08

In order to maximize open access for students, respond to community needs for postsecondary academic education and career degree education, and provide associate and baccalaureate degrees that will best meet the state's employment needs, the legislature is establishing a system of governance for the Florida College System. In accordance with the intent of the legislature, the college recommends that the board authorize and approve the change of the college name to Santa Fe College. Furthermore, the board is requested to authorize and approve the attached letter announcing its intention to offer two baccalaureate degree programs beginning with the 2009-2010 academic year:

Bachelor of Science in Health Services Administration

The degree program is designed for those desiring to gain entrance into health services administration field. It provides an opportunity for clinical practitioners to advance into the business, administrative, or managerial aspects of health care. Typically, these professionals are registered nurses, respiratory therapists, EMT's, radiographers, medical laboratory technologists, dental hygienists, and others holding Associate of Science degrees and licensure in their fields. Students without a background in the healthcare industry can also be accommodated to build a foundation in health services administration to enter the industry.

Bachelor of Science in Clinical Laboratory Science

The degree program is designed to give students a thorough background in the physical and biological sciences; develop the understanding, skills, and abilities essential to assume leadership roles in management and education; develop a high level of proficiency in the clinical laboratory; and recognize the importance of continuing education needed for professional growth. Clinical Laboratory Scientists (sometimes also known as Medical Technologists) are responsible for the development, performance, and evaluation of laboratory testing that is needed in patient medical care and clinical research. The program will require accreditation through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) and approval as a training program by the State of Florida Board of Clinical Laboratory Personnel.

The Department of Education requires submission by June 1, 2008, of a letter of intent from the college president with approval from the Board of Trustees. The final program proposals are due to the department by September 1, 2008.

Board Action Requested:

Approval

Discussion: President Sasser noted that offering the baccalaureate degree programs would be a significant change for the college, including changing the name of the college. He added in accordance with the intent of the legislature, the recommendation is for the board to authorize and approve the change of the college name to Santa Fe College. He re-emphasized that offering the baccalaureate degree programs would not change the college's mission to provide open access, academic foundations, and meet the targeted needs of the students. He asked Dr. Dave Yonutas, Interim Associate Vice President Academic Affairs, to discuss which bachelor's degree programs the college plans to implement. Dr. Yonutas explained that the college, to meet community needs that are unmet by the University of Florida, would begin by offering two programs. The first program would be a Bachelor of Science in Health Services Administration. This program is designed for those desiring to gain entrance into the health services administration field. Those holding an Associate of Science degree and licensure, such as registered nurses, respiratory therapists, EMTs, dental hygienists, etc., could avail themselves of the program. The second program would be a Bachelor of Science in Clinical Laboratory Science. This degree will give students a thorough background in the physical and biological sciences and the understanding, skills, and abilities essential to assume leadership roles in management and education. After questions and discussion, it was agreed to approve the name change of the college and approve the intention to offer two baccalaureate degree programs beginning with the 2009-2010 academic year.

Action: Motion to approve: Womack

Second: Mallini

Vote: Bradley - yes, Brashear - yes, Mallini - yes, Solze - yes, Womack - yes.

DELETED

**District Board of Trustees
May 20, 2008**

Agenda Item: 7.1

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

New Rule 2.11: Student Loan Practices Code of Conduct

410.411, 07-08

There has been nationwide attention over the past year on the conflicts between higher education institutions and student loan companies. A number of institutions have paid significant fines and entered into settlement agreements through which they agree to prohibit the institution and its employees from taking gifts in exchange for providing advantages to lenders.

As requested by Florida's Attorney General (AG) and the Chancellor for the Florida Department of Education (DOE), the college proposes the adoption of the attached Student Loan Practices Code of Conduct prepared by DOE and approved by the AG. The rule has been examined carefully by various college constituencies, including the Financial Aid Office.

Board Action Requested:

Approval

Discussion: Dr. Sasser explained that Rule 2.11: Student Loan Practices Code of Conduct is a new rule requested by the Florida Attorney General and the Chancellor for the Florida Department of Education. The intent of the rule is to prohibit institutions and their employees (financial aid) from accepting gifts or otherwise benefiting by providing advantages to lenders. Chair Bradley expressed concerns on several sections of the rule. After further discussion, the board decided to pull the item for further review by legal counsel.

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

Lease Agreement with Santa Fe Community College Endowment Corporation 408.1697, 07-08
for the Charles R. and Nancy V. Perry Alachua Corporate Training Center, Alachua, Florida

Attached is a 40-year rolling lease agreement with the Santa Fe Community College Endowment Corporation for the Charles R. and Nancy V. Perry Alachua Corporate Training Center in Alachua, Florida, commencing June 1, 2008. The college will lease the land from the Endowment Corporation for \$1 per year. Unless terminated, the lease shall automatically renew for one-year increments on each commencement anniversary.

Board Action Requested:

Approval

Discussion: Dr. Sasser congratulated Mr. Chuck Clemons and his staff for a great groundbreaking ceremony of the Perry Center in Alachua on Saturday.

Action: Motion to approve items 8.1 and 8.2: Womack

Second: Brashear

Vote: Bradley - yes, Brashear - yes, Mallini - yes, Solze - yes, Womack - yes.

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

Memorandum of Understanding - Law Enforcement Information Exchange (LInX) - 408.1698, 07-08
Information Sharing Initiative

The purpose of this memorandum of understanding (MOU) is to allow the college to participate in an information sharing initiative known as the Law Enforcement Information Exchange (LInX) for the operation of a regional warehouse of databases. The MOU outlines the policy and procedures for use of the LInX by participating parties. LInX enables rapid sharing of local, state, and federal law enforcement data, thus a single query from participating jurisdictions can generate law enforcement data from multiple jurisdictions. This memo will allow the college to join a large group of Florida and Georgia law enforcement agencies, along with the U.S. Naval Criminal Investigative Service. There is no cost to the college. The MOU will remain in place indefinitely, and may be terminated with written notice of not less than 30 days.

Board Action Requested:

Approval

Action: Approved. See item 8.2 (408.1697).

Endowment Corporation Liaison Update and Board Members' Remarks

Trustee Womack also congratulated Mr. Chuck Clemons and his staff on the groundbreaking ceremony and noted that approximately 100 people attended the event. She also said that the President's Dinner, held on May 6, was very well attended with 30% more participation over last year's dinner.