

**The District Board of Trustees
Santa Fe College, Florida
Agenda for Board Meeting of January 20, 2009, at 4 p.m.
Wattenbarger Student Services Building, Gainesville, Florida**

Adoption of Agenda

Agenda Item: 1.1
418.472, 08-09

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Board Meeting of January 20, 2009
- 1.2 Approval of Board Meeting Minutes of November 18, 2008

2. Information Items

- 2.1 President's Report
- 2.2 Amended Rule 4.3: Degree and Certificate Requirements: Associate in Arts, Associate in Science, Associate in Applied Science, Technical Certificate, Applied Technology Diploma, and Vocational Certificate
- 2.3 Amended Rule 7.11: Fees
- 2.4 Continuing Contracts for 2009-2010

3. Consent Items

Personnel

- 3.1 Contract Staff (Faculty)
- 3.2 Contract Staff (Administrative and Professional)
- 3.3 Community and Continuing Workforce Education Contract Staff
- 3.4 Career Service Staff

Contracts, Grants

- 3.5 Ratification of Emergency Contracts with:
 - Saint Leo University - Graduate Intern in Athletic Department
 - Template for Center for Innovation and Economic Development (CIED) License Agreement for Associates
 - Lead Removal Technologies, LLC - Institute for Public Safety
- 3.6 Renewal of Tech Prep Articulation Agreements with School Boards of Alachua, Citrus, Columbia, and Gilchrist Counties
- 3.7 Articulation Agreement with School for Integrated Academics and Technologies - High School Dual Enrollment
- 3.8 Renewal of Agreement with International Association of Administrative Professionals
- 3.9 Renewal of Voluntary Cooperation Agreement with Alachua County Sheriff
- 3.10 Math Opens the Doors Scholarship - National Science Foundation -- Grant

Finance/Business Affairs Items

- 3.11 Warrants Issued for November and December 2008
- 3.12 Report of Purchases for November and December 2008

4. Facilities Items
 - 4.1 Building F Concourse and Building B East Reroof - Budget
 - 4.2 Building B Phase III Document
5. Finance/Business Affairs Items
 - 5.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of December 31, 2008
 - 5.2 Colonel Harry M. Hatcher, Jr., Property Survey 09-04
 - 5.3 Budget Amendment #2, 2008-2009 Operating Budget
 - 5.4 Fee Waiver Report for Fall Term 2008
6. General Institutional Items
 - 6.1 Dr. Philip Benjamin Matching Grant Program for Community Colleges
7. Contracts/Grants
 - 7.1 Voluntary Membership Agreement with Community College Consortium for Open Educational Resources - Foothill-De Anza Community College District
 - 7.2 Memorandum of Understanding with North Central Florida YMCA - Donation of Computers
 - 7.3 Agreement with Florida Department of Education for Funds to be Used for the Computer Placement Test
 - 7.4 Agreement with National Student Clearinghouse - Student Electronic Access Agreement for Educational Institutions (Student Self-Service)
 - 7.5 Knowledge Diffusion: Contextual Research Topics: Project ENGAGE - National Science Foundation -- Grant
 - 7.6 21st Century Medical Diagnostic Initiative in the Heart of Florida - US Department of Labor -- Grant
 - 7.7 Tourist Product Development - Bradford County -- Grant
8. Santa Fe Foundation Liaison Update and Board Members' Remarks
9. Citizen's Requests
10. Adjournment

Board Action Requested:

Approval

Action: Motion to approve: Mallini

Second: Davis

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

Approval of Board Meeting Minutes of November 18, 2008

401.463, 08-09

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held November 18, 2008, are presented for approval.

Board Action Requested:

Approval

Action: Motion to approve: Jackson

Second: Brashear

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

President's Report

Information Item

President Sasser recognized Ms. Barbara Hirschfelder, College Senate President; Ms. Lynn Speer, Career Service Council Chair; and Ms. Lee Johnson, President of FACC. Mr. Cesar Fernandez, Student Government President, was unable to attend.

The president commented that today's inauguration event in the college gymnasium was a great success. He thanked everyone for all their hard work in making this a special day for the college and students and staff who attended to view the inauguration of our 44th president. He added that Dr. Portia Taylor was in Washington, D.C., for this historic event and felt confident that she would have much to share upon her return.

Dr. Sasser reminded the board that the Career Service Spring Tribute is scheduled for February 3 and that Vice Chair Womack will be bringing the welcome on behalf of the board.

President Sasser noted that the Bradford County Chamber banquet is Saturday, January 24, and that he is looking forward to sharing the evening with Trustees Davis, Solze, and Womack. He added that the Women of Distinction luncheon is scheduled for March 3 at the UF Hilton. If any trustee would like to attend, please let Ms. Tina Crosby or Ms. Bennye Alligood know.

Dr. Sasser introduced Bonnie and Ralph Cameron to make a presentation. Mr. Cameron thanked the board, Dr. Sasser, and the college for their support by allowing them to use the SFC parking lot to assemble for Bikers on Parade. He also gave special thanks to Mr. Chuck Clemons for helping found this great fund-raising event. The event started in 2001 and is a benefit to raise funds to support our Veterans and first responders. Mr. Cameron also thanked two of their corporate sponsors, Charles Perry Construction, represented by Board Chair Breck Weingart, and M & S Bank, represented by Trustee Tom Mallini. He added that \$15,000 was raised the first year of the event and last year the amount had increased to \$414,000. The Camerons presented a plaque to Chair Weingart and Dr. Sasser for the college's continued support and partnership.

The following quarterly employee award winners were recognized and received a plaque of appreciation and service pin: Ms. Tabrisha Baker, full-time administrative and professional, and Ms. Lucy Wilson, part-time non-instructional.

Trustees received an invitation to attend the Graphic Design program's showcase on February 3 at the Blount Downtown Center.

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

Amended Rule 4.3: Degree and Certificate Requirements: Associate in Arts, Associate in Science, Associate in Applied Science, Technical Certificate, Applied Technology Diploma, and Vocational Certificate

Information Item
410.419, 08-09

In an effort to remove barriers from students' graduation, eliminate needless paperwork from academic advisors, and reduce excess hours, it is recommended that the 15-hour residency graduation requirement be changed to read, "Complete a minimum of 25% of the semester hours for the degree at Santa Fe College." Santa Fe currently requires that the last or final 15 hours be completed in residency. The SACS accreditation requirement states that "at least 25% percent of the credit hours required for the degree are earned through instruction offered by the institution awarding the degree." It does not require that it be the final 25% of the degree. A recent community college survey shows that over 50% of the community colleges do not require that the 25% degree completion be the final 15 hours in residency.

This change supports the mobility of Santa Fe out-of-district students, allowing them to take a final course requirement at another institution and transfer back in order to graduate from Santa Fe. This may result in increased completion rates for Santa Fe. Students can and do petition to waive this antiquated residency rule. As long as students have met the actual 25% completion requirement, the petition is approved. This results in a 100% approval rate of petitions, and creates time-consuming and needless paperwork for academic advisors, robbing valuable advising time from students. It further causes delays in the graduation application process for students. Students who do not petition this requirement may be taking needless credit hours that Financial Aid has to pay for and further results in excess hours. Facilitation of this graduation process can ultimately lead to an auto-graduation prototype should the college decide to proceed in that direction at some point.

The rule change shall be effective beginning with all fall 2009 *graduations* for AA, AS, and AAS degrees.

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

Amended Rule 7.11: Fees

Information Item
410.420, 08-09

Santa Fe College Rule 7.11 allows the college to charge students a *one-time* \$30 fee if they have to retake any parts of the College Level Academic Skills Test (CLAST).

The 2008-2009 Test Administration Plan for the CLAST published by the Florida Department of Education allows institutions flexibility on the matter of fees: "An advance payment may be required for each administration." In keeping with state policy, Academic Affairs recommends changing the college policy to charge a \$30 retake fee for each administration of the CLAST.

Doing so will yield very little additional revenue to the college. In 2008, the Assessment Center administered 65 retakes, yielding \$1,950. Some of those students had multiple retakes, so the additional revenue would amount to only a few hundred dollars. However, the change in fee policy will provide students an incentive to prepare in advance of the exam. Making the fee applicable to each testing will "raise the bar" on students who see the CLAST as a nuisance rather than a state-mandated examination of academic skills. The fee change will also encourage students to prepare more diligently in advance of their initial CLAST exam, and consequently, our first-time passing rate will likely increase.

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

Continuing Contracts for 2009-2010

Information Item
402.705, 08-09

Candidates for continuing contract are listed below. Files for these individuals are available for board members to review in the office of the Provost and Vice President of Academic Affairs. Recommendations for board action regarding continuing contract personnel will be presented at the February 20, 2009, board meeting.

It should be noted that the presentation of this list does not imply a recommendation for continuing contract.

2009-2010 Continuing Contract Candidates

Shalanda Asante
Cynthia Boucher
Sharon Chapman
Brian Goring
Sandra Kamhoot
Heather Long
Beverly Turner

C O N S E N T

**District Board of Trustees
January 20, 2009**

Agenda Item: 3.1

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

Contract Staff (Faculty)

402.706, 08-09

The individuals listed below are being recommended for appointment for 2008-2009, or a portion of the 2008-2009 year, as stated in the individual employee's contract.

Appointment

Full-time

<u>Name</u>	<u>Position</u>
Angela McDonough <i>M.F.A., University of Florida</i>	Interim Assistant Professor, Fine Arts (Dance)
Chris Sharp <i>M.M.U.S., University of Miami</i>	Assistant Professor, Fine Arts (Music)

Part-time

Joslyn Ahlgren	Victor Jordan
Christopher Avery	Deborah Kennedy
John Axe	Karla Kennedy
Stephanie Bell	Gerald Murphy
Kathyleen Bice	Kathleen McKeithen
Chad Bradt	Edward Nolan
Peter Carolin	Elizabeth Palmer
Stuart Estes	Jose Pichardo
Mary Scott Garcia	Nancy Quinn
Jeanne Gindoff	Donna Stevenson
Margaret Hardee	Emma White
Constance Hreha	Lianying Zhang
Joann Ihas	

Board Action Requested:

Action: Motion to approve consent items 3.1 through 3.12: Womack
Second: Davis
Vote: Bradley - absent at time of vote, Brashear - yes, Davis - yes, Jackson - yes, Mallini - yes, Weingart - yes, Womack - yes.

C O N S E N T

**District Board of Trustees
January 20, 2009**

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)

411.311, 08-09

The individuals listed below are being recommended for appointment for 2008-2009, or a portion of the 2008-2009 year, as stated in the individual employee's contract.

<u>Name</u>	<u>Position</u>
Appointment	
<u>Executive/Managerial</u>	
Part Time	
Marilyn Tubb <i>M.A., University of Florida</i>	Associate Vice President, Community Relations
<u>Technical/Professional</u>	
Full Time	
Lara Zwilling <i>M.S., University of Florida</i>	Counseling Specialist, Counseling Center
* Rodney Gammons <i>B.A., University of Florida</i>	Advising Specialist, Upward Bound
* Byron Dyce <i>Ph.D., University of Florida</i>	Director, Title III
Nancy Nipper <i>23 Years Experience</i> <i>SFC Institute of Public Safety</i>	Coordinator, Criminal Justice Continuing Workforce Education
Part Time	
Cheryl Canova	Specialist, Test Proctor
Monique Ellsworth	Specialist, Life Model
Shirley Ferguson	Specialist, Financial Aid
Kristin Fiaccato	Specialist, Planetarium
* Rodney Gammons	Advising Specialist, Upward Bound
Patricia Karl	Specialist, Test Proctor
Karen Lake	Specialist, Test Proctor
Charles Lesch	Specialist, Dental Tech Equipment
Holly Norman	Specialist, Andrews Center
Kerry-Ann Rawls	Specialist, Test Proctor
Melody Record	Specialist, Accompanist
Lori Sandholdt	Specialist, Writing Lab
Colleen Scott-Hall	Specialist, Test Proctor
Robert Wolfson	Specialist, Test Proctor
* Grant funded	

Board Action Requested: Approval

Action: Approved. See item 3.1 (402.706).

C O N S E N T

**District Board of Trustees
January 20, 2009**

Agenda Item: 3.3

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

Community and Continuing Workforce Education Contract Staff

404.378, 08-09

The individuals listed below are being recommended for appointment for 2008-2009, or a portion of the 2008-2009 year, as stated in the individual employee's contract.

Name

Position

Community Education

Phil Hajal	Introduction to Skateboarding
Lance Hastings	German for Beginners
Angela Hoppe	Oil Painting
Ruth Mansfield	Home Decorating
Rosemary Maxfield	Quilting 101
Giovannella Moscovici	Italian I-III
Sean Smith	Fencing I
Mack Tyner	Citrus in the North Florida Backyard
Vanessa Vargas	Beginning Quilting – Pot Holders
Brandy Williams-DeBottis	Simple Scrapbooking

Continuing Workforce Development

Melissa Brady	Continuing Education Specialist
Eunice Coughlin	Continuing Education Specialist
Eva Del Rio	Continuing Education Specialist
Heather Doles	Continuing Education Specialist
Robin Harpe	Continuing Education Specialist
Andrea Lybrand	Continuing Education Specialist
Robert Benjamin Pridgeon	Continuing Education Specialist
Carrie Pridgeon	Continuing Education Specialist

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.706).

C O N S E N T

District Board of Trustees
January 20, 2009

Agenda Item: 3.4

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

Career Service Staff

403.469, 08-09

The individuals listed below are being recommended for full-time appointment.

<u>Name</u>	<u>Position</u>
<u>Appointment</u>	
^ Scott Jamison	Program Assistant, Athletics Administration
^ Krista Froiseth	Office Assistant II, Student Life
^ Student Leadership and Activities funded	

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.706).

C O N S E N T

District Board of Trustees
January 20, 2009

Agenda Item: 3.5

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

Ratification of Emergency Contracts with:

- | | |
|---|-----------------|
| • Saint Leo University - Graduate Intern in Athletic Department | 408.1748, 08-09 |
| • Template for Center for Innovation and Economic Development (CIED) License Agreement for Associates | 408.1749, 08-09 |
| • Lead Removal Technologies, LLC - Institute for Public Safety | 408.1756, 08-09 |
-

The board has authorized the chair, or vice chair in the chair's absence, to execute documents, contracts, and change orders requiring board approval during the period between the November and January meetings, which actions if delayed until the January meeting would create difficulties. The chair has signed agreements with Saint Leo University and Lead Removal Technologies, LLC, and approved the template for the Center for Innovation and Economic Development License Agreement for Associates. The justification for the college to have the above-listed agreements executed and the template approved prior to this meeting is set forth in the attached memoranda.

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.706).

C O N S E N T

**District Board of Trustees
January 20, 2009**

Agenda Item: 3.6

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

Renewal of Tech Prep Articulation Agreements with School Boards of Alachua, Citrus, Columbia, and Gilchrist Counties

408.1750, 08-09

The A.S./A.A.S. degree 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, Citrus, Columbia, and Gilchrist counties.

School Board of Alachua County

Dental Hygiene A.S./A.A.S.
Dental Assisting Certificate

Dental Aide

Networking Services Technology A.S.
Internet Services Technology A.S.
Information Technology Management Certificate
Information Technology Technician Certificate
Information Technology Analysis Certificate
Information Technology Support Certificate
Crime Scene Technician Certificate

PC Support Services

School Board of Citrus County

Dental Hygiene A.S./A.A.S.

Dental Aide

School Board of Columbia County

Dental Hygiene A.S./A.A.S.
Dental Assisting Certificate

Dental Aide

School Board of Gilchrist County

Dental Hygiene A.S./A.A.S.
Dental Assisting Certificate

Dental Laboratory Assisting

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.706).

C O N S E N T

**District Board of Trustees
January 20, 2009**

Agenda Item: 3.7

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

Articulation Agreement with School for Integrated Academics and Technologies - 408.1757, 08-09
High School Dual Enrollment

This agreement allows eligible students from the School for Integrated Academics and Technologies to enroll in Academic, Fine Arts, Technology and Applied Science Dual Enrollment, and Early Admission. Students will take college courses that are creditable toward a high school diploma and an associate degree. The agreement will renew automatically for an additional one-year period unless either party provides the other with written notice of termination no later than 60 days prior to the expiration of the academic year.

The facility is located at 5301 Waldo Road, Gainesville, on the Job Corps campus

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.706).

C O N S E N T

District Board of Trustees
January 20, 2009

Agenda Item: 3.8

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

Renewal of Agreement with International Association of Administrative Professionals

408.1751, 08-09

This renewal agreement reflects extensive curriculum changes, including courses and course numbering and changes in office technology that have occurred since the original agreement was executed. Based on proficiency demonstrated by passing the Certified Professional Secretary (CPS) examination and earning the CPS designation or the Certified Administrative Professional (CAP) examination and earning the CAP designation, Santa Fe agrees to extend college credit for the Office Specialist Certificate consisting of 18 semester hours of college credit (within two years of the exam). There is no money involved in this agreement. The agreement will be reviewed annually and shall remain in effect until either party identifies a need for revision or terminates the agreement with thirty days' written notice.

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.706).

CONSENT

District Board of Trustees
January 20, 2009

Agenda Item: 3.9

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

Renewal of Voluntary Cooperation Agreement with Alachua County Sheriff

408.1758, 08-09

This renewal agreement allows the Santa Fe College Police Department and the Sherriff of Alachua County to receive and extend mutual aid in the form of law enforcement services and resources to adequately respond to continuing, multi-jurisdictional criminal activity, so as to protect the public peace and safety, and preserve the lives and property of the citizens. An especially helpful benefit of this agreement has been to allow Santa Fe College police officers to respond to emergency calls for service in the apartment complexes contiguous to the Northwest Campus at the request of the Alachua County Sheriff when the Sheriff's Office call load would cause a delayed response. Santa Fe officers only respond to these calls when staffing allows and only to ensure the safety of all until the Sheriff's Office personnel arrive and take control of the scene. This will allow us to continue to assist in protecting the safety of many of our students, who are the primary tenants of the complexes.

The agreement will remain in full force and effect until January 15, 2013.

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.706).

CONSENT

District Board of Trustees
January 20, 2009

Agenda Item: 3.10

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

Math Opens the Doors Scholarship - National Science Foundation --
Grant

409.1730, 08-09

The purpose of this project is to improve the recruitment and retention of 30 financially needy, academically talented students, specifically women and under-represented minorities within the math discipline. The project will improve student support programs by creating a mathematics faculty monitoring and mentoring program, creating a mathematics and engineering WebCT component, and by expanding the role of the Santa Fe Math Club. This is year five of a five-year project. Grant funds are primarily used to provide scholarships for students each semester.

The amount of funds available through a no-cost extension from the National Science Foundation is \$108,552, with no matching funds from Santa Fe College.

Duration of this project is January 1, 2009, through December 31, 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 (402.706).

C O N S E N T

**District Board of Trustees
January 20, 2009**

Agenda Item: 3.11

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

Warrants Issued for November and December 2008

208.455, 08-09

A listing of all disbursements issued from November 1 through December 31, 2008, is available at this meeting for the board's information.

For November 2008 the amount disbursed was \$8,818,130.32.

Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	584620 - 586182
Payroll	622807 - 623131

Electronic Transfers

19069 - 22021

For December 2008 the amount disbursed was \$7,979,919.84.

Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	586183 - 587354
Payroll	623132 - 623430

Electronic Transfers

22022 - 24957

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.706).

C O N S E N T

District Board of Trustees
January 20, 2009

Agenda Item: 3.12

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

Report of Purchases for November and December 2008

202.560, 08-09

Below are the total amounts and a summary of purchases for the months of November and December 2008.

Purchasing	\$1,471,908.45
Risk Management Consortium	<u>1,851.00</u>
Total	<u>\$1,473,759.45</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y26401 Fund 2	\$ 27,179.50	Contract	Dell Marketing	Computers (25) Healthcare Alliance
Y26552 (Fund 2)	\$ 47,807.12	Bid	B&M Equipment Rental and Sales	Terex/Genie Forklift Banner Construction Institute
Y26640 (Fund 1)	\$ 76,454.55	Exempt	WT Cox Subscriptions	Periodicals and Subscriptions Library
Y26665 (Fund 7)	\$ 46,480.00	Contract	Tom Barrow Company	Direct Purchase - HVAC Package General HVAC Renovation/ Remodel
Y26668 (Fund 7)	\$ 159,781.65	Contract	Shaw Strategic Solutions	W Building Flooring General Renovation/Remodel
Y26679 (Fund 1)	\$ 26,000.00	Sole Source	Laerdal Medical Corp.	Patient Simulator Emergency Medical Degree
Y26683 (Fund 1)	\$ 67,999.96	Exempt	Apple Computer, Inc.	Graphics Lab Computers (19) Information Technology
Y26765 (Fund 7)	\$ 244,418.00	Contract	Scherer Construction & Engineering	Solar and Water Heater Installation General HVAC Renovation/ Remodel
	<u>\$696,120.78</u>			

Purchase orders for previously awarded contracts: 8
Number of purchase orders \$0-\$25,000: 621

Amount: \$43,223.32

Board Action Requested: Approval of report

Action: Approved. See item 3.1 (402.706).

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

Building F Concourse and Building B East Reroof - Budget

412.1042, 08-09

Project Description:

This project involves the design, tear off, and replacement of the concourse roof connecting F building with B and G buildings. It also includes the remaining eastern half of B building, which is a combined 15,563 square feet.

Architect/engineer	To be determined
Contractor/construction manager	To be determined
Uniform building inspector	In-house
Estimated project budget	\$362,244
Source of funds	PECO

Project Status:

Based on the architect's estimate the college is asking for approval of a budget in the amount of \$362,244 for this project.

Board Action Requested:

Approval of the project budget in the amount of \$362,244

Discussion: Mr. Bill Reese, Associate Vice President Facilities Services, reviewed items 4.1 through 4.2. Trustee Bradley joined the meeting during the discussion of item 4.1. Regarding Chair Weingart's question under item 4.1, Mr. Reese replied that the college would conduct one to two re-roofing projects a year in order to prevent much more costly repairs in the future.

Action: Motion to approve items 4.1 and 4.2: Brashear

Second: Jackson

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

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

Building B Phase III Documents

412.1043, 08-09

Project Description:

This project follows the replacement of the major campus chilled and heating hot water loops and consists of the replacement of the major air handlers in building B. Building B is 34 years old and the mechanical equipment is past its useful life. Mechanical codes in place in 1974 are no longer applicable; therefore, equipment selection and installation must adhere to current codes.

Architect/engineer	Affiliated Engineers, SE
Contractor/construction manager	Scherer Construction & Engineering
Uniform building inspector	In-house
Project budget	\$1,097,425
Source of funds	PECO

Project Status:

Scheduling a major classroom building, that also houses faculty units, out of service for a semester has been at least part of the reason for the long delay in starting this project. The college is now in receipt of phase III design documents and a maximum guaranteed price of \$930,682 and is asking the board for approval of both.

Board Actions Requested:

- A. Approval of phase III construction documents**
- B. Approval of guaranteed maximum price in the amount of \$930,682 -**

Action: Approved. See item 4.1 (412.1042).

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 December, 31, 2008
201.662, 08-09

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 December 31, 2008. The following summary provides a comparison of actual revenues and expenditures for 2008-2009 vs. 2007-2008.

	2008-2009		2007-2008	
	<u>Dollar Amount</u>	<u>Percent of Budget</u>	<u>Dollar Amount</u>	<u>Percent of Total Year</u>
Revenue	37,181,704	56.86	38,508,232	58.15
Expenditures	26,694,796	38.28	25,577,839	41.84

Board Action Requested:

Approval of report

Discussion: Ms. Ginger Gibson, Vice President for Finance and ITS, reviewed items 5.1 through 5.4 individually. In regards to Trustee Bradley's question, Ms. Gibson clarified that Fund 3 is the auxiliary department and Fund 7 is the construction projects department.

Action: Motion to approve: Mallini

Second: Brashear

Vote: Bradley - yes, Brashear - yes, Davis - yes, Jackson - yes, Mallini - yes, Weingart - 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 09-04

200.747, 08-09

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 December 9, 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	5	\$ 8,594.42	0	\$ 0.00	\$ 0.00	\$ 0.00
Worn-Out Equipment with No Salvageable Parts	6	10,885.66	3	17,360.00	16,525.43	834.57
Surplus Property		15,937.91	1	8,095.00	8,095.00	0.00
Transfers	19	28,803.16	0	0.00	0.00	0.00
TOTAL	35	\$64,221.15	4	\$25,455.00	\$24,620.43	\$834.57

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

Action: Approved. See item 5.1 (201.662).

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

Budget Amendment #2, 2008-2009 Operating Budget

201.663, 08-09

The second amendment to the Fund 1 (Current Unrestricted) Operating Budget is submitted for approval. Approval is requested in order to transfer in funds from Auxiliary to cover public relations position and transfer non-recurring technology project funding already budgeted and not expended to Fund 7.

Board Action Requested:

Approval of budget amendment

Action: Approved. See item 5.1 (201.662).

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

Fee Waiver Report for Fall Term 2008

200.748, 08-09

Pursuant to Rule 7.13, the college grants fee waivers for course fees (excluding lab and access fees). Below are the waivers granted by the college for the fall term 2008. 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>Credit - Fall</u>	
College Employees	45	\$ 16,682.51
Senior Citizens	15	4,059.55
PSAV	4	1,999.72
State of Florida Employees	70	25,015.75
Purple Heart	3	2,468.40
Employee Dependents	<u>93</u>	<u>66,595.26</u>
Total	<u>230</u>	<u>\$116,821.19</u>
	<u>Community Education - Fall</u>	
College Employees	10	\$ 50.00
Senior Citizens	57	3,132.00
Primetime	<u>15</u>	<u>374.00</u>
Total	<u>82</u>	<u>\$ 3,556.00</u>
	<u>Totals</u>	
Credit	230	\$116,821.19
Community Education	<u>82</u>	<u>3,556.00</u>
Total	<u>312</u>	<u>\$120,377.19</u>

Board Action Requested:

Approval

Action: Approved. See item 5.1 (201.662).

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

Dr. Philip Benjamin Matching Grant Program for Community Colleges

400.519, 08-09

Santa Fe College Foundation is submitting an application for matching funds from the Dr. Philip Benjamin Matching Program for the 2009-2010 budget request.

The Santa Fe College Foundation certifies receipt of private contributions in the amount of \$1,125,716 for the Dr. Philip Benjamin Matching Grant Program for Community Colleges. The total amount of matching funds requested from the State Board of Community Colleges is \$1,027,121. Of this amount, \$829,931 will be used for scholarships and \$197,190 will be used for program enhancement.

The matching ratio for donations that are specifically designated to support scholarships, student loans, or need-based grants will be funded with \$1 of state matching funds to \$1 of local, private funds. The matching funds requested by the Santa Fe College Foundation will be used for scholarships in various Associate of Science and Associate of Art degree programs and Certificate of Training programs at Santa Fe College, as previously approved. The foundation certifies that it has on deposit \$829,931 in private contributions for scholarship programs. These funds represent \$381,734 in carry forward contributions (received as of February 1, 2008) and \$448,197 in new eligible contributions as of January 6, 2009. Some of these funds will be added to permanently endowed scholarships.

A total of approximately 75 new and additional students will benefit annually in perpetuity from the scholarship programs affected by these contributions and matching funds.

Funds designated for uses other than scholarships, such as equipment fund programs and professional development programs, will be funded with \$4 in state matching funds for every \$6 received in private contributions. These matching funds will be used for professional development and equipment fund programs at Santa Fe College, as previously approved by the Board of Trustees. The foundation certifies that it has on deposit \$295,785 in private contributions for equipment enhancement which will generate \$197,190 in state matching funds. Included in the private contributions is \$141,613 in carry forward dollars (from February 1, 2008) and \$154,172 in new eligible contributions received as of January 6, 2009. Some of these funds will benefit approximately 2,500 students in a typical year from the endowed equipment fund programs.

Upon approval, additional eligible contributions received between January 6 and February 1, 2009, will be certified and added to the request to the State of Florida for matching funds from the Dr. Philip Benjamin Matching Program for Community Colleges.

Board Action Requested:

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.

Agenda Item 6.1
January 20, 2009
Page 2

Discussion: President Sasser noted that the college foundation is submitting an application for matching funds from the Dr. Philip Benjamin Matching Program for the 2009-2010 year.

Action: Motion to approve: Womack

Second: Mallini

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

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

Voluntary Membership Agreement with Community College Consortium for
Open Educational Resources - Foothill-De Anza Community College District

408.1752, 08-09

The proposed membership agreement with the Community College Consortium for Open Educational Resources (CCCOER) allows Santa Fe College to benefit from and contribute to this significant community college project. The CCCOER seeks to identify, create, and/or repurpose existing Open Education Resources (OER) as Open Textbooks and make them available for use by community college students and faculty. The Open Educational Resources movement encourages the creation of free, high-quality content for community college courses to replace commonly used textbooks, thereby reducing the cost of textbooks. By promoting OER, community colleges can create sustainable academic resources for students and provide professional development opportunities for faculty. A wealth of public domain and fair use learning materials are currently available via the internet that faculty can repurpose for use in their classes to replace some of the books required for purchase by students. The CCCOER was established in July 2007 by the Foothill-De Anza Community College District, a sister League for Innovation in the Community College institution.

Board Action Requested:

Approval

Action: Motion to approve items 7.1 through 7.7: Jackson

Second: Mallini

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

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

Memorandum of Understanding with North Central Florida YMCA - Donation
of Computers

408.1753, 08-09

This memorandum of understanding between the college and North Central Florida YMCA spells out the responsibilities of each party concerning the donation of eight Dell computers to the YMCA. The computers are being provided to the YMCA to promote further education and access to information. The YMCA and the college will work together on various education and leadership activities, including the East Gainesville Initiative, Community Education programming, and child care/afterschool programs at the Davis Center. These computers are surplus property of the college, and the college assumes no responsibility for the use of the machines by the YMCA or its patrons.

Board Action Requested:

Approval

Action: Approved. See item 7.1 (408.1752).

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

Agreement with Florida Department of Education for Funds to be
Used for the Computer Placement Test

408.1754, 08-09

In response to s. 1008.30, F. S., Santa Fe College is partnering with the school boards of Alachua and Bradford counties to provide the Computer Placement Test (CPT) to qualified high school juniors. Students must earn the following FCAT scores to qualify for testing: Reading/3 and Math/3-4. The CPT provides an indicator of college readiness, and this early testing offers students the opportunity to remediate and build their skills in advance of their college application. In recognition of the costs associated with this testing, the Florida Department of Education is providing the college with a payment, not to exceed \$7,772.58. The college can apply for reimbursement for expenses associated with direct and indirect costs. This new initiative offers Santa Fe College the opportunity to strengthen its relationship with the local school districts and to continue important conversations regarding college readiness and remediation reduction.

Board Action Requested:

Approval

Action: Approved. See item 7.1 (408.1752).

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

Agreement with National Student Clearinghouse - Student Electronic
Access Agreement for Educational Institutions (Student Self-Service)

408.1755, 08-09

This agreement complements the college's current agreement with National Student Clearinghouse by providing a nationwide, central repository of information on postsecondary student enrollment and educational achievements. It allows employers, employment agencies, background checking firms, and others that require confirmation of degree status to contact the Clearinghouse to verify information about an individual's degrees and other educational achievements, as well as their dates of enrollment. Requests are made through the Clearinghouse website and the response is immediate. Further, this agreement provides the terms and conditions set forth in this Student Electronic Access Agreement. The Clearinghouse provides Student Self-Service ("SSS"), a web-based application that enables the institution to provide its students with a wide range of Clearinghouse services, including, but not limited to, enrollment and student loan-related services.

The Clearinghouse will not charge the college for services provided under this agreement. The Clearinghouse will abide by all FERPA guidelines and will only release directory information, as defined by the college, unless the requestor certifies that the student has provided a signed and dated written consent to release the specified information. Information will not be released if the student has blocked the release of his/her educational record by completing a directory exclusion form at the college.

This agreement will remain in effect until terminated by either party by providing 60-day written notice to the other party.

The substantive change to this agreement includes and increases information security as it relates to the Student Self-Service ("SSS") web-based application. Both parties (Clearinghouse and SFC's Information Technology Department) have agreed to a standard set of controls to increase and maintain security measures in the electronic, web-based environment in which we operate today. This Student Electronic Access Agreement for Educational Institutions (Student Self-Service) does not change or amend the Core Service Agreement for Postsecondary Educational Institutions.

Board Action Requested:

Approval

Action: Approved. See item 7.1 (408.1752).

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

Knowledge Diffusion: Contextual Research Topics: Project ENGAGE -
National Science Foundation -- Grant

409.1731, 08-09

The purpose of this project is to improve the cognitive continuity of science and engineering courses from high school to college undergraduate, to college graduate, and to employment. Santa Fe College is participating as a subcontractor in Project ENGAGE in collaboration with the University of Florida. Santa Fe's scope of work will include course location and review of five high school physics courses and five undergraduate physics courses; course material review; scenario-based learning content selection; lesson architecture; lesson authoring; assessment support; and dissemination of findings and products resulting from ENGAGE tasks. This is year one of a two-year project.

The amount of funds requested from the National Science Foundation through the University of Florida is \$ 32,500, with no matching funds from Santa Fe College.

Duration of this project is August 2, 2009, through July 31, 2010.

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 7.1 (408.1752).

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

21st Century Medical Diagnostic Initiative in the Heart of Florida - US Department of Labor -- Grant 409.1732, 08-09

The purpose of this project is to increase the capacity of the Santa Fe College Health Sciences and Biotechnology programs and to increase the number of qualified, trained workers for the medical diagnostic healthcare industry, which is a high-growth, high-demand targeted industry. This project will implement capacity building and training strategies to support workforce development. Grant funds will provide for state-of-the art classrooms and laboratories to allow expansion of the Radiography program for the Andrews Center in Starke, and for the Biotechnology and new Clinical Laboratory Sciences program to the new Charles R. and Nancy V. Perry Center in Alachua. The project will also provide for the design and delivery of three new certificate programs (Histotechnology, Pediatric Echocardiography, and Polysomnography) to provide an essential new medical diagnostic workforce necessary for the healthcare and biotechnology industry.

The project includes key strategies to expand enrollment for these medical diagnostic programs and increase public awareness of these careers and training opportunities. Training strategies include providing medical diagnostics technical and laboratory skills and experiences for high school teachers in career academics, college preparation, and healthcare foundation courses for entry level incumbent workers, and providing a new, best practices model for the development of a 2 + 2 + 2 pipeline for the medical diagnostic profession. Approximately 400 students in four healthcare programs will benefit from this project. In addition, approximately 3,000 middle and high school students, 75 high school teachers, and 75 incumbent workers will benefit. This is year one of a three-year project.

The amount of funds requested from the US Department of Labor is \$1,089,366 for year one. Total funds requested for the three-year project is \$1,616,723. A total of \$7.8 million in construction costs for the Alachua Center is included as leveraged resources.

Duration of this project is April 1, 2009, through March 31, 2010.

Operating budget impact: 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 7.1 (408.1752).

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

Tourist Product Development - Bradford County -- Grant

409.1733, 08-09

The purpose of this project is to provide a season of entertainment, civic, and cultural events to be held in Bradford County from November to February. The highlight of these events will be the Boots-N-BBQ weekend to be held February 20 and 21, 2009. Boots-N-BBQ will provide a venue to highlight great food and provide a fun event for tourists and residents. The event will be sanctioned by the Florida Barbeque Association. Professional teams are being invited from Florida, Georgia, and Alabama. The teams will compete for prizes and points toward end-of-year championship events. Bradford Fest is in the process of soliciting sponsorship from local and national sponsors. Santa Fe College is providing funding and staff for the event. Proceeds from the event will be used to endow scholarships for Bradford County students.

The amount of funds requested from the Tourist Development Council is \$4,200, with a cash match of \$3,000 from Santa Fe College.

Duration of this project is February 20-21, 2009.

Operating budget impact: 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 7.1 (408.1752).

Santa Fe Foundation Liaison Update and Board Members' Remarks

Reporting for the SFC Foundation Corporation, Trustee Womack reminded everyone to attend the Bradford Fest on February 20-21. She encouraged everyone to consider entering the backyard BBQ cook-off or just come and enjoy all the festivities. This great fund-raising event will provide more scholarship opportunities for Santa Fe students. The film "Dance of My Heart" was presented at the International Festival of the New Latin American Cinema in Havana, Cuba, on December 6 and 7. Five SFC representatives were able to attend this event, and she added it was a special time for all in attendance; she was pleased to be a part of such a wonderful tribute to Alberto Alonso. Also, she noted that the 2009-2010 scholarship handbooks were available for students, and to date, the foundation office has received 100 applications.

Trustee Bradley thanked everyone for their expressions of condolences regarding the passing of his mother. Trustee Mallini updated the board on the condition of his grand niece Isabelle. She continues to gain strength, and they are hopeful that she would be taken off the ventilator tomorrow.