



**Santa Fe College**  
***District Board of Trustees***

**Minutes of Board Meeting April 18, 2009**  
**Andrews Cultural Center, Starke, Florida**

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Members present: Glenna F. Brashear, James A. Davis, Jr., Bessie G. Jackson,  
G. Thomas Mallini, Richard C. Solze, Jr., Evelyn T. Womack

Members absent: Winston J. Bradley

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Chair Evelyn T. Womack called the regular meeting of the District Board of Trustees of Santa Fe College to order at 4 p.m. in the Andrews Cultural Center in Starke, Florida, followed by the Pledge of Allegiance to the Flag.

Action was taken on the agenda items as indicated on the attached summary sheets. Upon unanimous consent of the board and for good cause found by the board chair, the agenda for today's meeting was amended as follows:

DELETED: Item 7.2 - American Council on Education/Wal-Mart Success for Veterans --  
Grant

President Sasser introduced and congratulated Ms. Beth Moore, Superintendent of Schools for Bradford County. Ms. Moore expressed that she was looking forward to the working relationship with the college. She noted that Santa Fe was the best partner in Bradford County and was excited about meeting the educational needs of students. She indicated that she was a 1978 graduate of SFCC and her children also attended Santa Fe.

Dr. Sasser asked Dr. Paul Hutchins, Dean Educational Centers and Economic Development, to provide an overview of the 50+ Initiative grant program. Dr. Hutchins explained that the Plus 50 Initiative program is coordinated by the American Association of Community Colleges (AACC) to benchmark and showcase the most current and innovative programs to serve older populations at community colleges. Santa Fe was selected as one of 10 colleges to participate in this three-year initiative. The objectives are to expand existing enrichment programs for plus-50 adults, provide marketing for the Educator Preparation Institute and Nursing Education Preparation Institute, and provide information workshops on SFC Career and Technical Education programs. The program will also engage the 50+ population in learning, training/re-training programs, and volunteer/civic service activities. He added that AACC partnered Santa Fe with Cape Cod Community College, and that Cape Cod would provide guidance and support throughout the grant. Ms. Betsy Albury, Coordinator for Community Education, shared that the next steps were to expand the program to the Watson Center to target the Keystone and Melrose areas, which have large retirement communities. They will be using the Community Education Enrich! brochure to advertise. Also, they are expanding partnerships with other agencies such as Shands, The Village, and Oak Hammock. She was excited to report that Santa Fe was the first college in the program to produce its 50+ web site.

The meeting adjourned at 5:00 p.m.

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Evelyn T. Womack  
Chair

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Jackson N. Sasser  
Secretary to the Board



**The District Board of Trustees  
Santa Fe College, Florida  
Agenda for Board Meeting of April 21, 2009, at 4 p.m.  
Andrews Center Cultural Building, Starke, Florida**

**Adoption of Agenda**

**Agenda Item: 1.1**  
418.474, 08-09

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Board Meeting of April 21, 2009
- 1.2 Ratification of Board Chair and Election of Vice Chair
- 1.3 Approval of Board Meeting Minutes of February 17, 2009

2. Information Items

- 2.1 President's Report
- 2.2 Standard Tech Prep Agreements with:
  - School Board of Bradford County - Academy of Building Construction, Building Construction, Computer Systems Technology
  - School Board of Union County - Construction Academy
- 2.3 Standardized Clinical Facilities Use Agreement with Jonesville Family Dentistry, P.A. - Dental Hygiene/Assisting

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 Renewal Agreement with University of Florida Warrington College of Business Administration - Testing for Online Business Program
- 3.6 Carl D. Perkins, Career and Technical Education Postsecondary Programs Section 132, 2008-2009 Roll Forward Funds

Finance/Business Affairs Items

- 3.7 Warrants Issued for February and March 2009
- 3.8 Report of Purchases for February and March 2009

4. Facilities Items

- 4.1 Andrews Center Restoration - Accept as Complete
- 4.2 Building B Re-Roof - Accept as Complete

5. Finance/Business Affairs Items

- 5.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of March 31, 2009
- 5.2 Colonel Harry M. Hatcher, Jr., Property Survey 09-06
- 5.3 Acceptance of Donations 09-03
- 5.4 Addendum #6 to Manual Food Service and Lease Agreement - Juniors Restaurant
- 5.5 Amendment #2 to Sponsorship Agreement with Coca-Cola Enterprises Inc. d/b/a Florida Coca-Cola Bottling Company

6. General Institutional Items

- 6.1 Request to Name the Title III Math Studio After Professor Glenn T. Smith
- 6.2 Red Flags Identity Theft Program
- 6.3 Summer Flex Hours Proposal
- 6.4 Approval of Expenditure of Dental Instructional Equipment Enhancement Funds
- 6.5 Community and Continuing Education EnRich! Brochure for Summer 2009
- 6.6 Study Abroad Programs to Egypt, Ukraine, China, and Paris, Florence, and Rome
- 6.7 Alcoholic Beverages on College Premises

7. Contracts/Grants

- 7.1 Enterprise Rent A Car DBA EAN Services, Damage Recovery Unit - Quick Response Training -- Grant
- 7.2 American Council on Education/Wal-Mart Success for Veterans -- Grant
- 7.3 Emergency Communication and Alert Equipment -- Grant
- 7.4 Agreement with United States Army - Senior Reserve Officers Training Corps

8. Santa Fe Foundation Liaison Update and Board Members' Remarks

9. Citizen's Requests

10. Adjournment

**Board Action Requested: Approval**

Discussion: Upon unanimous consent of the board and for good cause found by the board chair, the board agenda was amended to delete item 7.2.

Action: Motion to approve the agenda as amended: Brashear

Second: Davis

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

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Ratification of Board Chair and Election of Vice Chair

416.108, 08-09

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Due to the resignation of Mr. Breck Weingart, former chair of the board, at the February board meeting, and in accordance with college Rule 1.3, the board is being asked to ratify Trustee Evelyn Womack as chair of the board and to elect a vice chair.

**Board Action Requested:**

**Approval**

Discussion: Dr. Sasser chaired the meeting for the first part of this item. He asked for a vote to ratify Ms. Evelyn Womack as chair of the board.

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

After the vote, Dr. Sasser turned the meeting over to Ms. Womack. Chair Womack requested nominations for vice chair. Trustee Brashear nominated Dr. Bessie Jackson.

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

Trustee Womack then asked the board if there were any concerns with her remaining as the Santa Fe Foundation liaison. After a brief discussion, it was agreed that Chair Womack would continue to serve as the foundation liaison to the Board of Trustees.

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Approval of Board Meeting Minutes of February 17, 2009

401.465, 08-09

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The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held February 17, 2009, are presented for approval.

**Board Action Requested:**

**Approval**

Action: Motion to approve: Mallini

Second: Davis

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

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President's Report

Information Item

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President Sasser recognized Ms. Barbara Hirschfelder, College Senate President; Ms. Lynn Speer, Career Service Council Chair; Ms. Lee Johnson, President of FACC; and Mr. Cesar Fernandez, Student Government President. Dr. Sasser asked everyone to thank Mr. Fernandez by their applause for serving as president. Mr. Fernandez thanked everyone and noted that it has been an incredible and amazing experience to serve as Student Government President. He then introduced Mr. Randy Myricks, the new Student Government President. Mr. Myricks commented he had big shoes to fill and commended Mr. Fernandez on the good work he accomplished and stated he was looking forward to serving the students.

Dr. Sasser commented that there will be a brief workshop at 3 p.m. prior to the May 19 board meeting to discuss the Equity Report and to review the budget.

The president mentioned that the two Santa Fe Foundation-owned houses located across the street from the Blount Downtown Center were demolished and the site cleared.

Dr. Sasser commented that W building had been closed on Friday, April 10, at 1 p.m. through the Monday, April 13, workday, because it was thought that asbestos had been used in the glue used to attach floor tile in three rooms. Although asbestos was in the glue, two tests conducted by an independent consultant found no asbestos in the air and dust in the building. Dr. Sasser added that the cost to the college was about \$13,000, which was justified because the first concern was for the safety of the students, employees, and visitors to W building.

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

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Standard Tech Prep Agreements with: Information Item  
School Board of Bradford County - Academy of Building Construction, 408.1771, 08-09  
Building Construction, Computer Systems Technology  
School Board of Union County - Construction Academy

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The A.A.S., A.S., and certificate programs listed below have been identified as accelerated paths by which students will have the opportunity to receive college credit as described in the articulation agreements with the school boards of Bradford and Union counties.

School Board of Bradford County

New - Secondary  
Building Construction Technology A.A.S. Academy of Building Construction

New - Postsecondary  
Building Construction Technology A.A.S. Building Construction

New - Secondary  
Networking Services Technology A.S. Computer Systems Technology  
Internet Service Technology A.S.  
Information Technology Management Certificate  
Information Technology Technician Certificate  
Information Technology Analysis Certificate  
Information Technology Support Certificate  
Crime Scene Technician Certificate

School Board of Union County

New - Secondary  
Building Construction Technology A.A.S. Construction Academy

District Board of Trustees  
April 21, 2009

Agenda Item: 2.3

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

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Standardized Clinical Facilities Use Agreement with Jonesville Family  
Dentistry, P.A. - Dental Hygiene/Assisting

Information Item  
408.1773, 08-09

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The board has authorized the Provost and Vice President for Academic Affairs to execute on behalf of the board standardized form clinical facilities agreements without further action by the board. Such an agreement has been executed with Jonesville Family Dentistry for students enrolled in the SFC Dental Hygiene/Assisting programs.



**C O N S E N T**

**District Board of Trustees  
April 21, 2009**

**Agenda Item: 3.1**

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

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Contract Staff (Faculty)

402.709, 08-09

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

**Appointment**

**Part Time**

Name

Brian Bredenhoeft  
David A. McKinney  
Kristin O'Neal  
Amber Pena  
Vanessa Wilson

**Board Action Requested:**

**Approval**

Action: Motion to approve consent items 3.1 through 3.8: Davis  
Second: Brashear  
Vote: Brashear - yes, Davis - yes, Jackson - yes, Mallini - yes, Solze - yes,  
Womack - yes.

**C O N S E N T**

**District Board of Trustees  
April 21, 2009**

**Agenda Item: 3.2**

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

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Contract Staff (Administrative and Professional)

411.313, 08-09

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

<u>Name</u>	<u>Position</u>
<b>Technical/Professional Appointment Full Time</b>	
Kezia Awadzi <i>Ph.D., University of Florida</i>	Interim, Curriculum Senior Specialist
Ronald Bennett <i>20 years, Industry Related Experience</i>	Coordinator, Apprenticeship Programs
James McMullen <i>B.S., Florida State University</i>	Coordinator, Archer Center
Dennis O'Hearn <i>B.S., University of New Hampshire</i>	Accounting Supervisor, Office for Finance
Jane Parkin <i>M.Ed., Rivier College</i>	Director, Construction and Technical Programs
Debbie VanSlooten <i>M.P.A., Valdosta State University</i>	Business Manager, Institute of Public Safety
<b>Part Time</b>	
Gila Dikel	Specialist for Office of Diversity
Anne Brown	Specialist for Fine Arts/Life Model

**Board Action Requested:**

**Approval**

Action: Approved. See item 3.1 (402.709).

**C O N S E N T**

**District Board of Trustees  
April 21, 2009**

**Agenda Item: 3.3**

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

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Community and Continuing Workforce Education Contract Staff

404.380, 08-09

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

<u>Name</u>	<u>Program</u>
<u>Community Education</u>	
Adenike Akinyode	College for Kids Coordinator
Selena Carter	Macintosh Computers I
Danielle DeCosmo	Singing Your Best
Dietrich Dohrmann	Jewelry Construction
Alison LeBaron	Oil Painting
Ruth Mansell	Design with Pizzazz
Andrew Nichols	Paranormal Investigation
 <u>Continuing Workforce Development</u>	
Alison Erlenbach	Continuing Education Specialist
Ron Tinckham	Continuing Education Specialist

**Board Action Requested:**

**Approval**

Action: Approved. See item 3.1 (402.709).

**C O N S E N T**

District Board of Trustees  
April 21, 2009

Agenda Item: 3.4

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

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Career Service Staff

403.470, 08-09

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

Name

Position

Appointment

Kathryn Methvin  
Andre Williams

Police Dispatcher  
Custodian

Promotion

Hannah Fischer

Administrative Assistant 2

**Board Action Requested:**

**Approval**

Action: Approved. See item 3.1 (402.709).

## C O N S E N T

District Board of Trustees  
April 21, 2009

Agenda Item: 3.5

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

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Renewal Agreement with University of Florida Warrington College of Business Administration - Testing for Online Business Program 408.1772, 08-09

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This renewal agreement allows Santa Fe College Assessment Center to continue to provide testing administration services to the University of Florida online undergraduate business program. There are no substantial changes to the agreement, with the exception of an increase of \$25 per test administered from \$75 to \$100. The term of the agreement is summer term 2009 through spring term 2010.

**Board Action Requested:**

**Approval**

Action: Approved. See item 3.1 (402.709).

## CONSENT

District Board of Trustees  
April 21, 2009

Agenda Item: 3.6

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

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Carl D. Perkins, Career and Technical Education Postsecondary Programs  
Section 132, 2008-2009 Roll Forward Funds

409.1738, 08-09

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The purpose of this project is to enhance the original project serving career and technical students in Alachua and Bradford counties. Increasing the personnel budget will provide for the development of science, technology, engineering, mathematics, and art projects for emerging careers. Increasing the current expense budget will provide for purchase of additional educational software, educational and instructional materials, printing services for postsecondary career and technical education programs, and consultant service for emerging careers. Increasing the current capital outlay funding will provide equipment for programmatic and instructional purposes for career and technical programs. Approximately 4,000 students will be served.

The amount of funds requested from the State of Florida, Department of Education, Division of Community College and Workforce Education, is \$63,437, with no matching funds from Santa Fe College.

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

Operating budget impact: None

**Board Action Requested:**

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

Action: Approved. See item 3.1 (402.709).

**C O N S E N T**

**District Board of Trustees  
April 21, 2009**

**Agenda Item: 3.7**

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

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Warrants Issued for February and March 2009

208.457, 08-09

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A listing of all disbursements issued from February 1 through March 31, 2009, is available at this meeting for the board's information.

For February 2009, the amount disbursed was \$15,072,024.77.

Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	598679 - 601879
Payroll	623628 - 623963

Electronic Transfers

27294 - 30218

For March 2009, the amount disbursed was \$9,454,175.80.

Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	601880 - 603924
Payroll	623964 - 624288

Electronic Transfers

30219 - 33136

**Board Action Requested:**

**Approval**

Action: Approved. See item 3.1 (402.709).

**C O N S E N T**

**District Board of Trustees  
April 21, 2009**

**Agenda Item: 3.8**

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

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Report of Purchases for February and March 2009

202.562, 08-09

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Below are the total amounts and a summary of purchases for the months of February and March 2009.

Purchasing	\$1,889,126.42
Risk Management Consortium	<u>18,712.35</u>
<b>Total</b>	<b><u>\$1,907,838.77</u></b>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y27147 (Fund 1)	\$ 31,402.71	Exempt	State of Florida	Internet Services - Gainesville and Starke Communication Services
Y27242 (Fund 7)	\$ 39,080.00	Contract	Tuttnauer USA Co. Ltd.	Direct Purchase - Autoclave Center for Emerging Technology
Y27243 (Fund 7)	\$ 205,741.85	Contract	Tampco Group Inc.	Direct Purchase - Lab Casework Center for Emerging Technology
Y27245 (Fund 7)	\$ 48,472.81	Contract	Taylor, Cotton, & Ridley	Direct Purchase - Doors, Door Frames, Hardware Center for Emerging Technology
Y27374 (Fund 7)	\$ 70,968.00	Contract	Kawneer Co, Inc.	Direct Purchase - Storefront Package Center for Emerging Technology
Y27375 (Fund 7)	\$ 39,544.80	Contract	Infra-Metals Company	Direct Purchase - Structural Steel Center for Emerging Technology
Y27376 (Fund 7)	\$ 82,116.70	Contract	Siplast, Inc.	Direct Purchase - Roofing Materials Package Center for Emerging Technology
Y27377 (Fund 7)	\$ 75,320.00	Contract	HD Supply Electrical, Ltd.	Direct Purchase - Lighting Fixtures Center for Emerging Technology



Y27380 (Fund 7)	\$ 68,600.00	Contract	Graybar Electrical Co., Inc.	Direct Purchase - Switchgear Package Center for Emerging Technology
Y27389 (Fund 7)	\$ 175,069.00	Contract	York International	Direct Purchase - Chiller Center for Emerging Technology
Y27509 (Fund 1)	\$ 36,553.50	Contract	Dell Marketing	Computers (50) Information Technology
Y27537 (Fund 1)	\$ 29,418.75	Exempt	Advanced Marketplace	Help Desk Software Renewal Information Technology
Y27557 (Fund 1)	\$ 146,214.00	Contract	Dell Marketing	Computers (200) Information Technology
Y27669 (Fund 1)	\$ 81,500.00	Bid	Point 2 Point Communications	Optical Fiber Installation Technology Infrastructure
Y27709 (Fund 1)	\$ 32,707.40	Exempt	IBM Corporation	Passport Software Maintenance Information Technology
	<u>\$1,162,709.52</u>			

Purchase orders for previously awarded contracts: 4  
Number of purchase orders \$0-\$25,000: 630

Amount: \$ 28,152.72  
Amount: \$716,976.53

**Board Action Requested:**

**Approval of report**

Action: Approved. See item 3.1 (402.709).

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

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Andrews Center Restoration - Accept as Complete

412.1045, 08-09

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Project Description:

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

Architect/engineer	Ponikvar & Associates	
Contractor/construction manager	Burns Brothers, Inc	
Uniform building inspector	In-House	
Original project budget		\$475,868
Design services	\$ 25,000	
Actual construction cost (GMP)	<u>341,356</u>	
Total	\$366,356	<u>- 366,356</u>
Project Savings		\$109,512
Source of Funds	PECO	

Project Status:

Although the exterior restoration work was completed late in 2008, the college has been working with the contractor and Andrews Center staff to detail interior repair work in order to use the additional savings within the guaranteed maximum price. That work is now complete, and the college requests the board to accept this project as complete.

**Board Action Requested:**

**Accept project as complete**

Discussion: Mr. Bill Reese, Associate Vice President Facilities Services, reviewed items 4.1 and 4.2. President Sasser asked Mr. Reese to clarify what happens to the unused funds. Mr. Reese explained that they are returned to the PECO general renovation and remodeling account and those funds will be used for other roofing projects.

Action: Motion to approve items 4.1 and 4.2: Jackson

Second: Davis

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

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

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Building B Re-Roof - Accept as Complete

412.1046, 08-09

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Project Description:

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

Architect/engineer	Craig Salley and Associates	
Contractor/construction manager	Perry Roofing	
Uniform building inspector	In-house	
Original project budget		\$336,184.00
Design services	\$ 22,680.00	
Advertisement for bid	897.35	
Cost of construction	287,000.00	
Total additive change orders	8,787.71	
Total deductive change orders	<u>-1,481.00</u>	
Total actual project cost	\$317,884.06	- 317,884.06
Project savings		<u>\$ 18,299.94</u>
Source of funds	PECO	

Project Status:

This project is complete, and the college is asking the board to accept the project as complete.

**Board Action Requested:**

**Accept project as complete**

Action: Approved. See item 4.1 (412.1045).

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

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Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of  
March 31, 2009

201.667, 08-09

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The attached Fund 1 (Current Unrestricted) Revenue and Expenditure Report reflects the status of the college in relation to the percentage of unrealized and unencumbered funds as of March 31, 2009.

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	50,654,321	79.55	51,467,320	77.72
Expenditures	41,297,440	59.18	40,001,734	65.44

**Board Action Requested:**

**Approval of report**

Discussion: Ms. Ginger Gibson, Vice President for Finance and ITS, reviewed items 5.1 through 5.5 individually. Ms. Gibson mentioned that she will be part of an Alachua County stimulus committee, which will work with other organizations to coordinate receipt of those federal funds. She distributed a handout that was given to the board at the March workshop that showed the best way the federal stimulus funds could be used at Santa Fe. She mentioned that federal funds would arrive with many preconditions, but felt the college has great opportunities to access these funds to provide training opportunities through the state Workforce Board.

Action: Motion to approve items 5.1 through 5.5: Mallini

Second: Davis

Vote: Brashear - yes, Davis - yes, Jackson - 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 09-06

200.750, 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 March 24, 2009, to consider departmental requests to be relieved from inventory accountability. The committee members sent their approvals that the following requests be accepted and recommend board approval to remove the items listed below from the active property control inventory records. A detailed list of all items from each category is attached.

Category	Number of Items	Original Cost or Value Items < \$5,000 to be Removed from Inventory	Number of Items	Original Cost or Value Items > \$5,000 to be Removed from Inventory and Financial Records	Depreciation of Items > \$5,000	Total Book Value Items to be Removed from Inventory and/or Financial Records
Stolen Property	2	\$ 3,504.67	0	\$ 0.00	\$ 0.00	\$0.00
Worn-Out Equipment with Salvageable Parts	1	2,622.00	0	0.00	0.00	0.00
Worn-Out Equipment with No Salvageable Parts	17	42,866.34	0	0.00	0.00	0.00
Surplus Property	25	52,439.48	3	22,979.25	22,979.25	0.00
Trade-In	1	2,441.68	0	0.00	0.00	0.00
Transfers	150	183,460.03	0	0.00	0.00	0.00
<b>TOTAL</b>	<b><u>196</u></b>	<b><u>\$287,334.20</u></b>	<b><u>3</u></b>	<b><u>\$22,979.25</u></b>	<b><u>\$22,979.25</u></b>	<b><u>\$0.00</u></b>

**Notes**

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

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

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

Surplus Property is generally offered to Alachua and Bradford counties schools first. If the counties are not interested in these items, they will be offered to other non-profit organizations that have requested them. Items that are not requested will then be sold at a surplus auction.

Trade-Ins are items that have been traded in on new equipment.

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 (201.667).

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

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Acceptance of Donations 09-03

200.751, 08-09

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Elizabeth S. Wing has donated the items listed below to the college's Fine Arts program.

<u>Items</u>	<u>Unit Value</u>	<u>Total Value</u>
Belsaw Planer Model 9103 Age: 25 years; Condition: Good	\$ 600.00	\$600.00
CM Sanding Center Age: 26 years; Condition: Good	600.00	600.00
2 Lathe 36" Condition: Fair. One will be used for parts.	222.00	444.00
Scroll Saw Condition: Fair	219.00	219.00
Miscellaneous Hand Tools Condition: Fair	0.00	300.00
Band Saw Will be used for parts	0.00	0.00
Total	<u>\$2,163.00</u>	

SFC Endowment has donated the following new item listed below to the college's Automotive degree program. The trainer was purchased on April 1, 2008.

<u>Items</u>	<u>Unit Value</u>	<u>Total Value</u>
Consulab Engine Trainer	\$14,000.00	\$14,000.00
Total	<u>\$14,000.00</u>	

**Board Action Requested:**

**Approval**

Action: Approved. See item 5.1 (201.667).

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

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Addendum #6 to Manual Food Service and Lease Agreement - Juniors Restaurant 209.168, 08-09

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This addendum #6 sets forth the mutually agreed upon provisions for termination of the agreement.

The college issued a Request for Proposal in fall 2005 for the middle food service bay in the food court, accepted a bid response from Juniors Restaurant, and entered into an agreement, April 26, 2006, with said contractor. College staff has worked closely with the contractor regarding all aspects of the agreement. Most recently, the focus has been on the financial arrangement and service provision to our high school students. At this time college staff, with mutual agreement by contractor, recommends concluding the agreement.

The college will re-evaluate the food service needs based on the offerings of the two remaining vendors and determine the feasibility of another bid process and possible interested providers for this space.

**Board Action Requested:**

**Approval**

Action: Approved. See item 5.1 (201.667).



District Board of Trustees  
April 21, 2009

Agenda Item: 5.5

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

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Amendment #2 to Sponsorship Agreement with Coca-Cola Enterprises Inc.  
d/b/a Florida Coca-Cola Bottling Company

209.169, 08-09

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This second amendment modifies the definition of "Campus" to include the Andrews Center in Starke and reflects the name change of the college.

**Board Action Requested:**

**Approval**

Action: Approved. See item 5.1 (201.667).

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Request to Name the Title III Math Studio after Professor Glenn T. Smith

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400.522, 08-09

Professor Glenn T. Smith II came to Santa Fe in 1974 straight out of the Ohio State University. He was in the processes of completing his 30th year at the college when he unexpectedly passed away on campus. He brought with him a brilliant mathematical mind and a commitment to being and doing the best for Santa Fe and its students. He had a passion for seeking out and adopting the most effective ways of teaching mathematics and an attitude of openness towards change when it meant improved or enhanced learning and instruction.

For years he worked with the college's math club, and helped to develop the first Santa Fe Math Competition. He chaired the American Math Association-Two Year College National Student Math Competition for six years, giving SFC a strong national presence in this area.

In 1992, Glenn was selected chairman of the mathematics department, and served in that capacity through 2001. During that time, he led the evolution of the department from traditional thinking about mathematics teaching and learning into 21st century pedagogies. He strongly encouraged faculty to seek out and investigate ways of teaching that would improve student learning. He was particularly drawn to looking at how technology could be effectively incorporated into the classroom to enhance student learning and understanding. His vision for the department, his energy, and his organizational skills brought us to the forefront of educational reform, leading to national recognition. In 1994, the League for Innovation recognized the Santa Fe Mathematics Department with the Innovation of the Year Award for its work in reform mathematics education.

It is with that same spirit and attitude that the Mathematics Department has approached the Title III Grant project, and the creation of the Mathematics Studio is very much in keeping with the movement spearheaded by Glenn Smith back in the 1990's. For this reason, the department is requesting to name the facility the Professor Glenn T. Smith Mathematics Studio.

**Board Action Requested:**

**Approval**

Action: Motion to approve items 6.1 through 6.6: Mallini

Second: Solze

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

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Red Flags Identity Theft Program

400.523, 08-09

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The college has developed this program pursuant to the Federal Trade Commission's Red Flags and Address Discrepancies rules. The purpose of this policy is to establish an identity theft prevention program implementing reasonable policies and procedures designed to detect, prevent, and mitigate identity theft in connection with the opening of a covered account or an existing covered account, to provide for a response to notices of address discrepancies from consumer reporting agencies, and to provide for continued administration of the program. Santa Fe's Vice President for Finance and Information Technology Services will serve as the program administrator and will report to the President's Cabinet.

**Board Action Requested:**

**Approval**

Action: Approved. See item 6.1 (400.522).

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Summer Flex Hours Proposal

400.524, 08-09

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A proposal for optional flex scheduling from May 11 through August 14, 2009, is recommended. The weeks of May 25 through May 29 and June 29 through July 3 are excluded from the summer flex schedule due to the Memorial Day and July 4<sup>th</sup> holidays. The proposal has been reviewed and endorsed by the president's expanded Cabinet, pending board approval, with the following caveats:

- A. Applies only to 12-month employees
- B. Based on four ten-hour work days

Suggested work plan options:

- Monday - Friday 7:30 am to 6:00 pm  
With any day (Monday, Tuesday, Wednesday, Thursday or Friday) off per week
  - Monday - Friday 7:00 am to 5:30 pm  
With any day (Monday, Tuesday, Wednesday, Thursday or Friday) off per week
- C. Any combination of days and time that equal 40 hours, as approved by the appropriate department head and Human Resources.
  - D. Supervisors may require employees to return to the regular workweek if option is not serving students and the college in a favorable manner.

**Board Action Requested:**

**Approval**

Action: Approved. See item 6.1 (400.522).

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

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Approval of Expenditure of Dental Instructional Equipment Enhancement Funds 400.525, 08-09

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The Santa Fe College Foundation requests permission to expend a total of \$2,180 from the Dr. Philip Benjamin Matching Grant Program for the benefit of the Dental programs.

The Dental Clinic provides clinical educational opportunities for SFC students in the Dental programs, with a current combined annual enrollment of 75-80 students. The Dental Clinic must reflect current health care technology to assure that students become skilled in these required technologies for job placements. The upgraded equipment purchased through this grant will allow instructors to incorporate the use of digital dental radiographs as part of student clinical experiences.

Equipment: Eaglesoft Office Management System version 12-15 with software support for one year.

**Board Approval 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**

Action: Approved. See item 6.1 (400.522).

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

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Community and Continuing Education EnRich! Brochure for Summer 2009

415.125, 08-09

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As required by the State Board of Education regulations, the schedule of Community and Continuing Education EnRich! courses for summer 2009 is presented for board information and approval. Term dates are June 6 through July 17, 2009, with registrations beginning May 13 and continuing throughout the term. The schedule is subject to further changes as certain classes may be added to or deleted from the schedule. Generally, additions would be made only for online classes from contract vendors as such classes become available. Deletions may be based on instructor and space availability. Changes, additions, and deletions will occur in the online schedule.

**Board Action Requested:**

**Approval**

Action: Approved. See item 6.1 (400.522).

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

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Study Abroad Programs to Egypt, Ukraine, China, and Paris, Florence, and Rome 101.66, 08-09

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

Egypt: Past and Present (Group Study in Archeology and Ethnography - ANT2930), May 16 - 25, 2009

This goal of this program is to introduce students to the study of a non-Western culture through the example of Egypt. Students will examine the relation of modern Egyptian life to its ancient and historical roots in order to study examples of social and cultural continuity and change. The itinerary includes many of the ancient sites most frequently studied in SFC archeology, history, humanities, and art history courses.

Business in the Ukraine (Introduction to Business - GEB1011), May 18 - 29, 2009.

In accordance with the three-year Memorandum of Understanding established between Santa Fe and Community Colleges for International Development (CCID), Santa Fe continues to participate in a three-college "troika" partnership allowing students to study business practices in Ukraine. Participating students will examine manufacturing, agriculture, and trade within an international setting, as well as within the context of a developing market economy.

China: Myth and Reality (Group Study in Asian Humanities - HUM2930), May 14 - 28, 2009.

To capitalize on the Memorandum of Understanding recently established with Beijing Union University (BUU), Santa Fe will pilot a new study-abroad program in Beijing and Xi'an that will be carried out in partnership with BUU. In an interdisciplinary course of study, students will gain exposure to Chinese language, arts, history, religion, social trends, education, business, and the natural environment. Instruction will be provided jointly by staff from SFC and BUU.

Art Appreciation in Paris, Florence, and Rome (Art Appreciation - ARH1000), May 16 - 26, 2009.

This program will allow SFC students to experience the birthplace of Western art firsthand. The sites chosen for instruction include some of the world's greatest collections of antiquities, painting, sculpture, and decorative arts (e.g., the Louvre, Uffizi, and Vatican museums), as well as hallmarks of architecture. Students will study genres, styles, subjects, and media of the visual arts from the classical through the modern periods.

**Board Action Requested:**

**Approval**

Action: Approved. See item 6.1 (400.522).

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Alcoholic Beverages on College Premises

410.423, 08-09

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Rule 6.4: Use of College Facilities and its accompanying procedure are undergoing a comprehensive review, and the college expects this process to result in many modifications to the rule and procedure. Meanwhile, with the imminent completion of new facilities at the Northwest Campus and the development of the Center for Innovation and Economic Development downtown, the college has identified certain areas of the rule that require immediate attention and modification.

Currently, Rule 6.4 states in relevant part: "College facilities will not be made available to persons from within or outside of the College for programs or activities: . . . 2) where alcoholic beverages are consumed." In an effort to utilize campus buildings for fund-raising and other activities, the college requests that the board approve a limited expansion of the restriction regarding serving alcohol on college property as follows:

Alcoholic Beverages on College Premises

The sale and/or service of alcohol on SFC property shall be permitted only under the conditions set forth herein and in accordance with all applicable laws, rules, and regulations.

- A. The sale and/or service of alcohol on SFC property is prohibited unless approved by the College President in writing prior to an event. Approval shall be granted only in furtherance of College programs.
- B. No alcohol is permitted outside of a room or area scheduled for an event.
- C. SFC must receive notice at least three (3) weeks prior to the event that alcohol is planned to be served.
- D. A sponsoring organization must arrange for and provide written documentation of special insurance coverage providing adequate coverage to serve alcohol.
- E. If alcohol is to be sold, it is the sponsoring organization's responsibility to obtain the required license and additional insurance coverage. SFC reserves the right to require additional security and/or off-duty law enforcement officers to provide security at the sponsoring organization's cost.
- F. Permission shall not be granted for the sale, service, consumption, or possession of alcoholic beverages at meetings, receptions, and other events held during normal business hours, 8 a.m. to 4:30 p.m., Monday through Friday.



- G. The person or group(s) holding the function shall establish precautionary measures at the function to ensure that alcoholic beverages are not served to persons under the legal drinking age, to persons who appear intoxicated, or to persons known to be addicted to intoxicants.
- H. At the function, a person (or persons) over the legal drinking age must be designated as the server(s). The server(s) shall not consume alcoholic beverages. All alcoholic beverages to be served at the function must be located so that access to them can be had only through the designated server(s).

**Board Action Requested**

**Approval, effective immediately**

Discussion: President Sasser stated this item regarding the serving of alcoholic beverages at college events had been discussed many times at previous workshops. He felt it was appropriate to revise the college rule on this subject to accommodate special events, such as the President's Dinner and the League of Innovation board meeting next spring. He stated that General Counsel Patti Locascio conducted extensive research of the University of Florida and other community college polices in drafting the SFC rule.

Action: Motion to approve: Mallini

Second: Brashear

Vote: Brashear - yes, Davis - no, Jackson - yes, Mallini - yes, Solze - yes,  
Womack - yes.

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

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Enterprise Rent A Car DBA EAN Services, Damage Recovery Unit -  
Quick Response Training -- Grant

409.1739, 08-09

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The Quick Response Training Program is created to meet the workforce skill needs of existing, new, and expanding industries. The purpose of this project is to provide specialized and on-the-job training for approximately 160 new employees at the new Gainesville, Florida, claims processing center for Enterprise Rent A Car DBA EAN Damage Recovery Unit. Workers will be trained in specialized skills associated with loss control and claims processing services for Enterprise, the largest car rental company in North America. This facility will service the eastern seaboard of the United States. The new facility will reduce costs, increase productivity, and improve customer service by centralizing the claims processing function. Grant funds will be used for instructional costs and educational materials. Santa Fe College will serve as the fiscal agent for Workforce Florida, Inc. and will provide no training. The Council for Economic Outreach (CEO) facilitated development of this project with Santa Fe College.

The amount of funds requested from Workforce Florida, Inc. is \$329,053, with no matching funds from Santa Fe College.

Duration of this project is May 1, 2009, through April 30, 2010.

Operating budget impact: None

**Board Action Requested:**

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

Action: Motion to approve items 7.1, 7.3, and 7.4: Mallini

Second: Solze

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

DELETED

District Board of Trustees  
April 21, 2009

Agenda Item: 7.2

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

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American Council on Education/Wal-Mart Success for Veterans -- Grant

409.1740, 08-09

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The purpose of the SFC Success for Veterans project is to build upon the already existing SFC model veterans program to increase access, enrollment, and success in postsecondary education for the rising number of returning veterans and their families. Major project goals include the development of a virtual one-stop shop for veterans services; a new veterans learning community cohort designed to help veterans complete preparatory coursework, develop academic and life skills, and remain enrolled in and graduate from college; a customized, accredited college success course for veterans to increase retention and completion; and veteran family events. Grant funding will be used to hire a new full-time veterans advisor and to expand the services needed for the increasing numbers of student veterans. Approximately 800 students will be served by this project in the first year. This is year one of a two-year project.

The amount of funds requested from the American Council on Education is \$50,000, with an in-kind match of \$68,046 from Santa Fe College. Total funds requested for the two-year project is \$100,000.

Duration of this project is June 1, 2009, through May 31, 2010.

Operating budget impact: None

**Board Action Requested:**

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

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

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Emergency Communication and Alert Equipment -- Grant

409.1741, 08-09

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The purpose of this project is to support college goals for an emergency notification system to rapidly alert the SFC campus community and communicate critical information in the event of an "urgent" emergency situation, such as an active shooter, hazardous material spill, or tornado. The planned equipment, when added to existing capabilities, can broadcast alert tones and critical information to all or targeted buildings, classrooms, laboratories, and offices within minutes.

Funding from this grant proposal, with matching funds and services from the college to supplement those provided by this proposal, will allow SFC to install the paging system in four general classroom buildings and in concourse areas between the buildings.

The amount of funds requested from the US Department of Homeland Security, through Florida Department of Education, is \$50,000, with a cash match of \$29,060 and an in-kind match of \$4,888 from Santa Fe College.

Duration of this project is May 1, 2009, through April 30, 2010.

Operating budget impact: 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 7.1 (409.1739).

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

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Agreement with United States Army - Senior Reserve Officers Training Corps 408.1774, 08-09

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This Memorandum of Agreement with the United States Army will allow Santa Fe students to take Army SROTC classes at the college. Previously, students interested in the program had to travel to the University of Florida, creating a potential hardship and possible disincentive to enrollment in SROTC. As part of this new agreement, Santa Fe students may now compete for Army SROTC scholarships. Santa Fe students will be considered members of the University of Florida Corps of Cadets, may participate in any military function, and are eligible for participation in host battalion extracurricular activities.

**Board Action Requested:**

**Approval**

Action: Approved. See item 7.1 (409.1739).

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Santa Fe Foundation Liaison Update and Board Members' Remarks

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Reporting for the SFC Foundation, Trustee Womack noted that the 40<sup>th</sup> annual SFC Spring Arts Festival was a great success, with 250 vendors and 100,000 visitors for the two-day event, and the festival was recognized as one of the top 20 such events by the Southeast Tourism Society. The scholarship committee evaluated 560 applications, a 56% increase over last year, and awarded 336 scholarships (224 new and 112 renewal awards) valued at \$562,800. She reminded everyone about the President's Dinner on Friday, May 29, which will be held at the Perry Construction Institute. She also noted that the foundation board approved expending \$2,180 from the Dr. Philip Benjamin Matching Grant Program for equipment to benefit approximately 75-80 students in the Dental programs.

Trustee Brashear asked if the newly designed scholarship booklets made it easier for students to apply. Mr. Clemons responded yes, that the information was convenient for students.