



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

**Minutes of Board Meeting May 26, 2009**  
**Watson Center, Keystone Heights, Florida**

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Members present: James A. Davis, Jr., Thomas Mallini, Richard C. Solze, Jr.,  
Evelyn T. Womack

Member absent: Winston J. Bradley, Glenna F. Brashear, Bessie G. Jackson

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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 2:35 p.m. at the Watson Center in Keystone Heights, Florida. Chair Womack asked for a moment of silence in remembrance of Mr. Al Watson, followed by the Pledge of Allegiance to the Flag.

Action was taken on the agenda items as indicated on the attached summary sheets.

It was noted by Chair Womack that the May 19, 2009, meeting was postponed because of unexpected circumstances from several board members, leaving us short of the required quorum needed to proceed with the meeting.

Dr. Sasser asked Mr. Bob Wolfson, Director of the Watson Center, to give a brief presentation on the activities at the Watson Center. Mr. Wolfson welcomed everyone to the Watson Center and noted that in December during the Watson Center Advisory Board meeting, the student veterans club performed a flag dedication ceremony. What made this even more special was that two local residents, Major Charles Van Zant, Jr. (Clay County School Board Member) and his father, Representative Charles Van Zant, Sr., attended. Major Van Zant retired the flag and presented the center with a replacement flag that had flown over Iraq while he was deployed there. It was noted that it was a moving ceremony. He mentioned that the town of Melrose is building a senior center and the Watson Center will be a partner by offering community education classes. The Super Science Camp will start in a few weeks; this is the Watson Center's version of College for Kids. It's a wonderful opportunity for the young students in the area. He added that this year three high school dual enrollment students from Keystone High School graduated from Santa Fe College. President Sasser asked Mr. Wolfson to comment on efforts to build a relationship with the citizens of Speedville. Mr. Wolfson responded that Speedville is an African American community located behind the Watson Center. He added that he, Mr. Mike Hutley, Ms. Angie Carter, and My Brother's Keeper participants have begun regular meetings with community leaders to identify opportunities for their residents. He said that relationships have been built and the foundation is in place to develop programs with the community.

The meeting adjourned at 3:32 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 May 19, 2009, at 4 p.m. \*\*  
Watson Center, Keystone Heights, Florida**

**Adoption of Agenda**

**Agenda Item: 1.1  
418.475, 07-08**

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Board Meeting of May 19, 2009
- 1.2 Approval of Board Meeting Minutes of April 21, 2009

2. Information Items

- 2.1 President's Report
- 2.2 Board of Trustees Meeting Schedule for 2009-2010
- 2.3 Amended Rule 7.11: Fees
- 2.4 Amended Rule 5.2: Purchasing
- 2.5 Amended Rule 5.7: Personal Property Control
- 2.6 Deletion of Rule 5.14: Contract Authority: Personal Professional Services

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 Revised Standard Health Sciences Clinical Facilities Agreement
- 3.6 Renewal of Agreement with Wuesthoff Health Systems, Inc., Rockledge and Melbourne

Cardiovascular Technology

- 3.7 Renewal of Agreement with Tallahassee Memorial HealthCare, Inc. - Cardiovascular Technology
- 3.8 Renewal of Agreement with the State Attorney's Office
- 3.9 Amendments to Interinstitutional Articulation Agreements - Testing
  - Third Amendment - Alachua County
  - Third Amendment - Bradford County
  - Second Amendment - P.K. Yonge Developmental Research School
- 3.10 American Association of Community Colleges Plus 50 Initiative -- Grant
- 3.11 Carl D. Perkins Rural and Sparsely Populated Areas Career and Technical Education Programs -- Grant

**\*\* The May 19, 2009, meeting was postponed to May 26, 2009. All agenda items dated May 19, 2009, shall be deemed to be part of the May 26, 2009, agenda.**

- 3.12 Carl D. Perkins Postsecondary Career and Technical Education, Section 132 Grant
- 3.13 Displaced Homemaker Thomas H. Maren Foundation -- Grant
- 3.14 Santa Fe College Spring Arts Festival -- Grant
- 3.15 State Touring Grant – Dance Alive! National Ballet -- Grant

Finance/Business Affairs Items

- 3.16 Warrants Issued for April 2009
- 3.17 Report of Purchases for April 2009

4. Facilities Items

- 4.1 Building M Mechanical Upgrade - Phase III Construction Documents
- 4.2 Building F Concourse and B East Re-roof - Phase III Construction Documents

5. Finance/Business Affairs Items

- 5.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of April 30, 2009
- 5.2 Colonel Harry M. Hatcher, Jr., Property Survey 09-07
- 5.3 Report of Investments, Quarter Ending March 31, 2009
- 5.4 Fee Waiver Report for Spring Term 2009

6. General Institutional Items

- 6.1 Educational Equity Act Report for 2008-2009
- 6.2 Ratification of Honorary Bachelors Degree for Mr. Alfred B. Watson, Sr.

7. Contracts/Grants

- 7.1 Employ Florida Banner Center for Construction -- Grant

8. SFC Foundation Liaison Update and Board Members' Remarks

9. Citizen's Requests

10. Adjournment

**Board Action Requested:**

**Approval**

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

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Approval of Board Meeting Minutes of April 21, 2009

401.466, 08-09

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The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held April 21, 2009, are presented for approval.

**Board Action Requested:**

**Approval**

Action: Motion to approve: Davis

Second: Mallini

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

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President's Report

Information Item

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Dr. Sasser thanked Mr. Wolfson and his staff for hosting today's board meeting.

President Sasser recognized Ms. Barbara Hirschfelder, College Senate President; Ms. Lynn Speer, Career Service Council Chair; Ms. Lee Johnson, President of FACC; and Mr. Randy Myricks, Student Government President.

The president asked Mr. Chuck Clemons to give an update on the President's Dinner event. Mr. Clemons responded that the annual event will be held at the new Charles Perry Construction Institute with the proceeds going directly to the scholarship fund. It was noted that this would be the largest attendance for this event.

Dr. Sasser reminded everyone of the reception tomorrow at 2:30 p.m. to honor of Dr. Anne Kress as she leaves for Monroe Community College where she has been selected as president.

President Sasser mentioned that the Saint's baseball team is performing well in the JUCO World Series in Grand Junction, Colorado. They have won two games and their next game is this evening. If they continue, the championship game will be Saturday evening.

The college's annual ice cream social is June 11 from 2-3 p.m. in building S, room 29. Dr. Sasser encouraged everyone to attend this special event.

President Sasser conducted a special presentation for Mrs. Nelle Mullis. He called upon several staff members to make comments about the life and legacy of Dr. Tal Mullis. Ms. Benny Alligood, Dr. Portia Taylor, and retired administrator Mr. Chester Leathers shared special memories and events that described Tal's love for Santa Fe and the students he served. Dr. Sasser and Chair Womack then presented Mrs. Nelle Mullis and Dr. Mullis' daughter Jenny a plaque in memory of Tal's contributions to Santa Fe College.

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Board of Trustees Meeting Schedule for 2009-2010

Information Item  
416.109, 08-09

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Below is the proposed schedule of the Board of Trustees meetings for the 2009-2010 year. All meetings begin at 4 p.m. and are scheduled for the third Tuesday of the month with the exception of October 2009, which meets on the SECOND Tuesday of the month.

**2009-2010 Board Schedule**

July 21, 2009  
NW Campus

**August – No Meeting**

September 15, 2009  
NW Campus

October 13, 2009 - **Second Tuesday of the Month**  
Perry Center

November 17, 2009  
Andrews Center

**December – No Meeting**

January 19, 2010  
NW Campus

February 16, 2010  
Blount Center

**March – No Meeting**

April 20, 2010  
Andrews Center

May 18, 2010  
NW Campus

June 15, 2010  
NW Campus

July 20, 2010  
Watson Center

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

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Amended Rule 7.11: Fees

Information Item  
410.424, 08-09

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Currently the Florida Legislature has included a tuition rate increase of 8% that would include lower and upper division credit courses (Advanced and Professional, Post Secondary Vocational, College Preparatory, and Educator Preparatory), and non-credit courses (Postsecondary Adult Vocational, Adult Education, and Vocational Preparatory) offered by the college. Effective July 1, 2009, Florida Statutes authorize the college to charge up to 5% of tuition as a discretionary technology fee. In addition, current pending legislation authorizes the college to implement a transportation fee not to exceed \$6 per credit hour. Pending final approval by the governor, new fees will be presented by a proposed change to college Rule 7.11 in its entirety at the June Board of Trustees meeting. Fee increases are to be effective with the beginning of the fall term registration.

If the tuition rate and technology fee are adopted, the estimated total annual increase for a full-time student taking 30 semester hours per year would be approximately \$264.00 for lower division credit courses.

In addition to tuition and the discretionary fees associated with tuition rates, the college is discussing charging a \$3 per credit hour transportation fee to implement transit for Santa Fe students beginning fall term. If this fee is approved and assessed, lower and upper division credit hour students taking 30 semester hours would also have an additional annual increase of \$90.

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

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Amended Rule 5.2: Purchasing

Information Item  
410.425, 08-09

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The proposed changes to the college's purchasing rule have taken into consideration legal purchasing thresholds, college's commitment to sustainable goods and service purchases, services provided by purchasing staff, and delegation of authority for purchases. In addition, the proposed changes will allow the college to redirect staff responsibilities to accommodate positions proposed for elimination.

The significant changes of the proposed rule revision are as follows:

1. allow the college to set guidelines for sustainable goods and services purchases;
2. increase the quote threshold from \$1,000 to \$5,000;
3. allow the president to delegate authority for purchases under \$5,000; and
4. add a section entitled Contracts for Personal Professional Services and delete Rule 5.14 to provide clarity since these services relate directly to purchasing.



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

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Amended Rule 5.7: Personal Property Control

Information Item  
410.426, 08-09

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During 2008, the Department of Education notified all 28 community colleges that it had been determined that they were not among the public entities governed by Florida Statute Chapter 274 (Tangible Personal Property) and, therefore, not subject to the Department of Financial Services rules promulgated to implement Chapter 274. Colleges were also reminded that they needed to ensure that they had rules, procedures, or policies, as appropriate, relating to college property. In addition, with respect to the disposition of tangible personal property, the disposition procedures set out in Florida Statute 274.05 and 274.06 should be included in any procedure a college adopts. In order to continue to provide coordination and consistency among the community colleges and provide a reference point for local policies, a guideline for Managing Tangible Personal Property was recommended and approved by the Chancellor of Community Colleges.

Absent law that prescribes how tangible personal property shall be accounted for and physically inventoried, the proposed change in college rule identifies the college's threshold for recording in the college's financial system as property for inventory purposes, tangible personal property with a value or cost of \$5,000 or more, and requires that standards for marking, inventorying, and disposing of tangible property be set forth in a procedure to this rule. Both the inventory threshold and procedure to the rule recommended follow the Community College Guideline for Managing Tangible Personal Property.

District Board of Trustees  
May 19, 2009

Agenda Item: 2.6

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

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Deletion of Rule 5.14: Contract Authority: Personal Professional Services

Information Item  
410.427, 08-09

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It is recommended that Rule 5.14: Contract Authority: Personal Professional Services be deleted in its entirety and added to the revised revision of Rule 5.2: Purchasing and Contract Authority.

**C O N S E N T**

**District Board of Trustees  
May 19, 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)

402.710, 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

Anasuya Bulkan  
David Greene  
Melanie Holton  
Alice Reakes  
William Richard  
Darren Sanders

**Board Action Requested:**

**Approval**

Action: Motion to approve consent items 3.1 through 3.17: Davis  
Second: Mallini  
Vote: Davis - yes, Mallini - yes, Solze - yes, Womack - yes.

**C O N S E N T**

**District Board of Trustees  
May 19, 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)

411.314, 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>Position</u>
<b>Executive/Managerial</b>	
<b>Full Time</b>	
Edward Bonahue <i>Ph.D., University of North Carolina</i>	Interim Provost and Vice President Academic Affairs
~ Marilyn Tubb <i>M.A., University of Florida</i>	Associate Vice President for College Relations
<b>Technical/Professional</b>	
<b>Full Time</b>	
Dennis O'Hearn <i>B.S., University of New Hampshire</i>	Accounting Supervisor, Office for Finance
Debbie VanSlooten <i>M.A., Valdosta State University</i>	Business Manager, Institute of Public Safety
<b>Part Time</b>	
Larry Kondas	Specialist for EPI
Chris Sulander-Smith	Test Proctor Specialist 1
~ Reduced contract	

**Board Action Requested:**

**Approval**

Action: Approved. See item 3.1 (402.710).

**C O N S E N T**

**District Board of Trustees  
May 19, 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

404.381, 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.

Community Education

Patrick Thompson

Backpacking and Hiking

Continuing Workforce Development

Diane May

Continuing Education Specialist

Daniel Russo

Continuing Education Specialist

David Walters

Continuing Education Specialist

**Board Action Requested:**

**Approval**

Action: Approved. See item 3.1 (402.710).

**C O N S E N T**

**District Board of Trustees  
May 19, 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

403.471, 08-09

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

Name

Position

Appointment

Seth Florio

Electrician, Facilities Service

Promotion

Daniel Brainerd

Police Sergeant

Nancy Marzouk

Police Sergeant

**Board Action Requested:**

**Approval**

Action: Approved. See item 3.1 (402.710).

## C O N S E N T

District Board of Trustees  
May 19, 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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Revised Standard Health Sciences Clinical Facilities Agreement

408.1775, 08-09

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The primary changes to the agreement include an update of the insurance coverage, a statement that each party to the agreement assumes its own risks of personal injury and property damage, and a section stating that background checks are conducted on every student assigned to the facility. Additionally, HIPAA requirements are spelled out and a section was added stating that students must pass a medical examination and obtain immunizations as required by Florida law and the facility owner. Alternative language concerning the term of the agreement was also added.

**Board Action Requested:**

**Approval of the Health Sciences Clinical Facilities standard form agreement, and authorization for the Provost and Vice President for Academic Affairs to execute these standard agreements on behalf of the college without further review by the board. As they occur, the college will report to the board as information items the names of the entities entering into this standard agreement.**

Action: Approved. See item 3.1 (402.710).

**C O N S E N T**

**District Board of Trustees  
May 19, 2009**

**Agenda Item: 3.6**

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

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Renewal of Agreement with Wuesthoff Health Systems, Inc., Rockledge and Melbourne - Cardiovascular Technology 408.1776, 08-09

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This renewal agreement with Wuesthoff Health Systems, Inc. continues the arrangement that provides Santa Fe students in the Cardiovascular Technology program the opportunity to gain clinical experience with this organization. The term of the agreement is for one year (December 1, 2008, through November 30, 2009), and thereafter will be renewed by mutual written agreement of the parties.

**Board Action Requested:**

**Approval**

Action: Approved. See item 3.1 (402.710).



**C O N S E N T**

**District Board of Trustees  
May 19, 2009**

**Agenda Item: 3.7**

***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 Tallahassee Memorial Healthcare, Inc. -  
Cardiovascular Technology

408.1777, 08-09

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This agreement allows students in the Cardiovascular Technology program continued use of Tallahassee Memorial Healthcare to gain clinical experience. The term of the agreement is for one year, with two successive one-year automatic renewals.

**Board Action Requested:**

**Approval**

Action: Approved. See item 3.1 (402.710).

**C O N S E N T**

**District Board of Trustees  
May 19, 2009**

**Agenda Item: 3.8**

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Renewal of Agreement with the State Attorney's Office

408.1781, 08-09

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This agreement continues the successful program with the State Attorney's Office that commenced in 2001. This agreement adds third degree felony crimes to the list of crimes that can be handled through the student judicial process and requires that the Santa Fe College Police Department receive approval from the State Attorney's Office before submitting third degree felony cases to the student judicial process. The term of the agreement is two years commencing upon the last party to sign.

**Board Action Requested:**

**Approval**

Action: Approved. See item 3.1 (402.710).

**C O N S E N T**

**District Board of Trustees  
May 19, 2009**

**Agenda Item: 3.9**

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

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Amendments to Interinstitutional Articulation Agreements - Testing

Third Amendment - Alachua County

408.1778, 08-09

Third Amendment - Bradford County

408.1779, 08-09

Second Amendment - P.K. Yonge Developmental Research School

408.1780, 08-09

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These amendments relate to the administration of the Florida College Entry Level Placement Test to public high school students as specified in Senate Bill 1908. Since the agreements are essentially the same, only one agreement is attached.

**Board Action Requested:**

**Approval**

Action: Approved. See item 3.1 (402.710).

## C O N S E N T

District Board of Trustees  
May 19, 2009

Agenda Item: 3.10

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

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American Association of Community Colleges Plus 50 Initiative -- Grant

409.1742, 08-09

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The purpose of this project is to develop and expand the scope of enrichment and educational programs for our plus-50 adults, and provide orientation and enrollment assistance to training opportunities offered by the college. This project will also address the critical workforce shortages in the high-demand occupations of nursing and teaching through targeted recruitment for the existing Teacher Education Preparation Institute (EPI) and for the emerging Nursing Education Preparation Institute. The Teacher EPI will provide the opportunity for the plus-50 adults who hold a bachelors degree to become certified teachers in one year or less, and through partnerships with local healthcare providers, the SFC Nursing program will train retiring nurses to become adjunct nursing faculty.

This project designates SFC as a Demonstration College and allows the college to expand and enhance its programs and services provided to the plus-50 population through the existing successful Prime Time Institute. The focus of the Prime Time Institute is to provide services and learning opportunities for plus-50 adults through continuing education, employment assistance, wellness activities, travel, cultural enrichment, and social interaction.

The amount of funds requested from the Atlantic Philanthropies through the American Association of Community Colleges is \$10,000, with no matching funds from Santa Fe College. This is year two of a three-year project. Total funding for the three-year project is \$40,000.

Duration of this project is April 16, 2009, through April 15, 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: Approved. See item 3.1 (402.710).

## CONSENT

District Board of Trustees  
May 19, 2009

Agenda Item: 3.11

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

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Carl D. Perkins, Rural and Sparsely Populated Areas Career and Technical  
Education Programs -- Grant

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409.1743, 08-09

The purpose of this project is to fully develop the academic and career and technical skills of postsecondary rural students in Bradford County who elect to enroll in career and technical programs with special emphasis on information technology. The purchase of projectors, replacement lamps, and mounting equipment, along with white boards/dry erase boards will provide for interactive classroom experiences that will enhance student learning at the Santa Fe College Andrews Center. The Bradford Union Area Career Technical Center will also participate in professional development activities to expand their skills and learn about the latest trends in career and technical education. Printing and advertising funds will be used to recruit postsecondary students into career and technical programs in Bradford County. Educational materials will assist the centers in Bradford County with needed programmatic materials.

The amount of funds requested from the State of Florida, Department of Education, Division of Community Colleges and Workforce Education, is \$20,204, with no matching funds from Santa Fe College.

Duration of this project is July 1, 2009, through June 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: Approved. See item 3.1 (402.710).

## CONSENT

District Board of Trustees  
May 19, 2009

Agenda Item: 3.12

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

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Carl D. Perkins Postsecondary Career and Technical Education, Section 132 -- 409.1744, 08-09  
Grant

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The purpose of this project is to fully develop the academic and career and technical skills of postsecondary education students who elect to enroll in career and technical education programs. This project provides assistance for student attainment of challenging state-established technical skills proficiencies and attainment of an industry-recognized credential, postsecondary degree, or certificate.

Retention in or transfer to another two- or four-year postsecondary institution, along with placement in postsecondary education, employment, and/or military service, will be emphasized. Another focus involves enrollment in and completion of CTE programs that lead to employment in nontraditional fields. Other special populations will also be served. The use of technology and contextual, integrated curriculum will be expanded, as will be the connections between secondary and postsecondary education systems. Business and industry partnerships will be incorporated. Approximately 4,000 will benefit from this program.

The amount of funds requested from the State of Florida, Department of Education, Division of Community Colleges and Workforce Education, is \$536,903, with no matching funds from Santa Fe College.

Duration of this project is July 1, 2009, through June 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: Approved. See item 3.1 (402.710).

## C O N S E N T

District Board of Trustees  
May 19, 2009

Agenda Item: 3.13

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

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Displaced Homemaker Thomas H. Maren Foundation -- Grant

409.1745, 08-09

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The purpose of this project is to provide a portion of the instructor's salary for the Displaced Homemaker's Program. The Displaced Homemaker's Program is designed to assist homemakers 35 years and older who have been homemakers most of their adult life and dependent upon a family member whose support is no longer available to make the successful transition to the job market. Classes, which are provided free of charge, cover job counseling, training, and placement, including employability and basic computer skills, financial management, outreach and information, and educational exploration. This comprehensive program is designed to assist the individual toward independence and economic security. Approximately 130 displaced homemakers per year will benefit from this grant.

The amount of funds requested from the Thomas Maren Foundation is \$20,000, with no matching funds from Santa Fe College.

Duration of this project is July 1 2009, through June 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: Approved. See item 3.1 (402.710).

**C O N S E N T**

**District Board of Trustees  
May 19, 2009**

**Agenda Item: 3.14**

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

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Santa Fe College Spring Arts Festival -- Grant

409.1746, 08-09

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The purpose of this project is to request in-kind services from the City of Gainesville for the 2010 Santa Fe College Spring Arts Festival. The services requested include police security, maintenance, clean-up, traffic engineering, code enforcement, dumpsters, and the use of the city-owned Thomas Center. Approximately 130,000 area residents attend this festival annually. This is year two of a two-year project.

The amount of funds requested from the City of Gainesville is \$14,714, with no matching funds from Santa Fe College.

Duration of this project is July 1, 2009, through June 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: Approved. See item 3.1 (402.710).



## CONSENT

District Board of Trustees  
May 19, 2009

Agenda Item: 3.15

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

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

409.1747, 08-09

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The purpose of this project is to provide a ballet concert for the Santa Fe College Spring Arts House Patrons and community residents of Bradford County. Dance Alive! is a professional ballet company presenting programs that include contemporary and neoclassical ballet, traditional classical ballet, and contemporary theatrical dance. The SFC Spring Arts House Patron Program is the support organization of the SFC Spring Arts House. Membership fees directly fund the Spring Arts House and the community cultural enrichment programs that Santa Fe Spring Arts has been producing for more than 35 years.

The amount of funds requested from the State of Florida, Division of Cultural Affairs, is \$2,000, with a cash match of \$1,000 from Santa Fe College.

Duration of this project is July 1, 2009, through June 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: Approved. See item 3.1 (402.710).

**C O N S E N T**

**District Board of Trustees  
May 19, 2009**

**Agenda Item: 3.16**

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

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Warrants Issued for April 2009

208,458, 08-09

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A listing of all disbursements issued from April 1 through April 30, 2009, is available at this meeting for the board's information. The amount disbursed was \$7,314,975.41.

Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	603925 - 605275
Payroll	624289 - 624619

Electronic Transfers

33137 - 36103

**Board Action Requested:**

**Approval**

Action: Approved. See item 3.1 (402.710).

**C O N S E N T**

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

**Agenda Item: 3.17**

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

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Report of Purchases for April 2009

202.563, 08-09

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Below are the total amounts and a summary of purchases for the month of April 2009.

Purchasing	\$ 911,807.12
Risk Management Consortium	<u>455,183.51</u>
<b>Total</b>	<b><u>\$1,366,990.63</u></b>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y27788 (Fund 6)	\$ 439,641.00	Contract	Gallagher-Bassett Services	Claims Administration Fees Risk Management Consortium
Y27827 (Fund 7)	\$ 35,038.00	Contract	George A. Isreal Jr., Inc.	Direct Purchase – Solar Pump Roofing Projects
Y27851 (Fund 1)	\$ 59,321.28	Contract	Dell Marketing	Computers (48) Information Technology
Y28005 (Fund 7)	\$ 55,849.86	Exempt	Anixter Distribution	Emergency Notification System Technology Infrastructure
Y28073 (Fund 7)	\$ 36,289.00	Contract	Cain & Bultmon, Inc.	Direct Purchase – Flooring Center for Emerging Technology
Y28120 (Fund 7)	\$ 26,053.00	Contract	Craig Salley & Associates	Architectural Services – Building B East Reroof/F Concourse Roofing Projects
Y28150 (Fund 7)	\$ 52,000.00	Exempt	Point 2 Point Communications	Rewire Building I Technology Infrastructure
Y28162 (Fund 7)	\$ 31,334.58	Contract	Krueger International, Inc.	Building O Furniture/Furnishings Building Construction Institute
Y28234 (Fund 7)	\$ 103,518.88	Contract	OEC Business Interiors	Building O Furniture/Furnishings Building Construction Institute
	<u>\$839,045.60</u>			

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Purchase orders for previously awarded contracts: 2  
Number of purchase orders \$0-\$25,000: 455

Amount: \$ 16,250.00  
Amount: \$511,695.03

**Board Action Requested:**

**Approval of report**

Action: Approved. See item 3.1 (402.710).

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

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Building M Mechanical Upgrade - Phase III Construction Documents

412.1047, 08-09

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Project Description:

This project consists of the replacement of the air conditioning equipment and all associated ductwork in building M. Building M is 30 years old and the mechanical equipment is past its useful life. Mechanical codes in place in 1979 are no longer applicable; therefore, equipment selection and installation must adhere to current codes. Based on current instruction in many of the spaces, an additional emphasis will need to be placed on a higher level of filtration.

Architect/Engineer	Affiliated Engineers, SE. Inc.
Contractor/construction manager	To be determined
Uniform building inspector	In-house
Project budget	\$1,187,380
Source of funds	PECO

Project Status:

College staff has received and approved the phase III construction documents for this project and is asking the board for their approval as well.

**Board Action Requested:**

**Approval of phase III construction documents**

Discussion: Mr. Bill Reese, Associate Vice President Facilities Services, reviewed items 4.1 and 4.2.

Action: Motion to approve items 4.1 and 4.2: Davis  
Second: Mallini  
Vote: Davis - 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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Project Report and Action Request - Building F Concourse and  
B East Re-roof - Phase III Construction Documents

412.1048, 08-09

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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	Craig Salley & Associates Architect
Contractor/construction manager	Scherer Engineering & Construction
Uniform building inspector	In-house
Estimated project budget	\$362,244
Source of funds	PECO

Project Status:

College staff has received and approved phase III construction documents for this project and is asking the board for their approval as well.

**Board Action Requested:**

**Approval of the phase III construction documents**

Action: Approved. See item 4.1 (412.1047).

***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 April 30, 2009 201.668, 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 April 30, 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	56,365,663	88.52	57,926,991	87.48
Expenditures	46,238,530	66.26	44,941,041	73.52

**Board Action Requested:**

**Approval of report**

Discussion: Ms. Ginger Gibson, Vice President for Finance and ITS, reviewed items 5.1 through 5.4 individually. Regarding item 5.3, Trustee Mallini asked when the college will realize the loss on the short-term investments in the Florida State Board of Administration Local Government Surplus Trust Fund Investment Pool. Ms. Gibson replied within a year. Then he asked if the value is still deteriorating. She responded yes. Under item 5.4, Ms. Gibson added that the number of individuals taking fee waivers was up slightly from last year. She also noted that the fee waivers are a major benefit to college employees who take SFC classes at UF under a sharing agreement. The board will review the fee waiver rule later in the year. President Sasser then added that there have been no substantive changes regarding the budget since the March workshop. He said the college was in a better financial position after the legislative session than was first thought. Dr. Sasser explained that the college has reduced its complement of full-time employees primarily through attrition. Trustee Solze inquired about the attrition and Ms. Lela Elmore, Director of Human Resources, explained that it occurred primarily through a high rate of retirements. Ms. Gibson said part-time employees are assuming some of the workload of full-time employees who have left the college. Ms. Gibson added that non-recurring federal stimulus funds are helping the college's budget for one year.

Action: Motion to approve items 5.1 through 5.4: Mallini  
Second: Davis  
Vote: Davis - 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 09-07

200.752, 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 April 28, 2009, to consider departmental requests to be relieved from inventory accountability. The committee members send 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	8	\$14,977.40	0	\$ 0.00	\$ 0.00	\$0.00
Worn-Out Equipment with No Salvageable Parts	2	3,217.11	0	0.00	0.00	0.00
Surplus Property	5	13,684.67	2	19,678.04	19,678.04	0.00
Transfers	34	55,587.54	0	0.00	0.00	0.00
<b>TOTAL</b>	<b>49</b>	<b>\$87,466.72</b>	<b>2</b>	<b>\$19,678.04</b>	<b>\$19,678.04</b>	<b>\$0.00</b>

**Notes**

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

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



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

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

Acquisition Value represents the college's acquisition cost, NOT the current value of the items. The college depreciates and capitalizes items costing \$5,000 or greater. Items that cost greater than \$1,000 but less than \$5,000 are not depreciated or capitalized. Instead they are tracked for inventory purposes ONLY. The present value of most of the items less than \$5,000 listed here is substantially lower than the amount indicated.

**Board Action Requested:**

**Approval of survey**

Action: Approved. See item 5.1 (201.668).

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

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Report of Investments, Quarter Ending March 31, 2009

201.669, 08-09

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Demand deposits are maintained in the board's operating funds account with Compass Bank. Daily collected balances earn interest at the average monthly federal funds rate less 50 basis points.

Average adjusted rate, month of March 2009	(0.34%)
Interest earnings, quarter	\$ 0
Interest earnings, fiscal year to date	<b>\$66,521</b>

Demand deposits are maintained in the board's operating funds account with SunTrust Bank. Daily collected balances earn interest at the weekly average federal funds effective rate less 15 basis points.

Average weekly rate, week ending March 27, 2009	0.02%
Interest earnings, quarter	\$ 403
Interest earnings, fiscal year to date	<b>\$1,303</b>

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

Interest rate, Pool A, at March 31, 2009	0.85%
Interest earnings, quarter	\$(110,170)
Interest earnings, fiscal year to date	<b>\$( 31,854)</b>

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

Interest rate, gross, at March 31, 2009	2.59%
Interest earnings, quarter	\$143,017
Interest earnings, fiscal year to date	<b>\$362,859</b>

Long-term investments are managed through the investment advisory agreement with Wells Fargo & Company. Funds deposited in this account are those which the college finance staff has calculated can be invested for a longer term in that the investment policy is based on a maximum effective maturity of three years.

Average life	1.79 years
Yield-to-maturity at cost	3.19%
Earnings, quarter	\$ 27,531
Earnings, current year to date	<b>\$334,118</b>

**Interest Earnings Comparison**

Total interest earnings fiscal year to date 2008/2009	<b>\$ 732,948</b>
Total interest earnings fiscal year to date 2007/2008	<b>\$1,882,556</b>

**Board Action Requested:**

**Approval**

Action: Approved. See item 5.1 (201.668).

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

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Fee Waiver Report for Spring Term 2009

200.753, 08-09

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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 2009 spring term. This report shows the number of students granted waivers, along with the dollar amount waived in each category.

	<u>Number of Waivers</u>	<u>Amount</u>
<b>Credit - Spring</b>		
College Employees	46	\$12,116.20
Senior Citizens	13	3,588.40
PSAV	5	2,357.60
State of Florida Employees	70	25,432.00
Purple Heart	4	1,945.80
Employee Dependents	<u>90</u>	<u>38,564.60</u>
Total	228	\$84,004.60
<b>Community Education - Winter</b>		
College Employees	4	\$ 20.00
Senior Citizens	65	3,430.00
Primetime	<u>12</u>	<u>65.00</u>
Total	81	\$ 3,515.00
<b><u>Totals</u></b>		
<b>Credit</b>	<b>228</b>	<b>\$84,004.60</b>
<b>Community Education</b>	<b><u>81</u></b>	<b><u>3,515.00</u></b>
<b>Total</b>	<b><u>309</u></b>	<b><u>\$87,519.60</u></b>

**Board Action Requested:**

**Approval**

Action: Approved. See item 5.1 (201.668).

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

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Educational Equity Act Report for 2008-2009

400.526, 08-09

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The Educational Equity Act Report for 2008-2009 documents the college's progress in attaining equity in the following areas: analysis of A.A. degree program completion rates, student enrollments and completions, accountability in institutional employment, and diversity and gender equity in the college's athletic programs. If approved by the board, the 2008-2009 Equity Act Report will be posted on line.

**Board Action Requested:**

**Approval**

Discussion: Ms. Lela Elmore summarized the 2008-2009 Educational Equity Act Report. She noted that recruitment and retention of minority students showed positive increases in most categories for this academic year. She noted that programs such as My Brother's Keeper contributed greatly to the positive outcome. Completions in certificate programs mirror enrollment trends showing success in that category. AA and AS programs reflect opportunities for improvement through strategies that include proactive academic advisement that goes beyond just academic choices; a collaborative effort with all AS program advisors will help identify academic solutions to issues that are problematic across programs for specific minority groups. It was noted again the success of My Brother's Keeper and the expansion of the program in Bradford County to include female students called My Brother's and Sister's Keeper. Mathematics has been a primary focus of the college as it seeks ways to revamp courses through a Title III grant that was awarded in October 2008. The college's math faculty members have been actively involved in analyzing student success and failures in regards specifically to algebra in order to develop new methods and options to assist students more successfully. The outstanding success of the college's athletics programs was noted, and it was stated that parity in all equity categories had been achieved. Changes in college employment were limited due to the hiring freeze based on significant budget reductions. The college continues to be successful in the retention of female and Black minorities, but minority Executive Administrative Managerial and faculty retirement during this time of limited replacements impedes the college's progress toward increasing underrepresented minorities in these areas. Trustee Mallini congratulated the college on its success. Regarding item 6.2, Chair Womack observed that the bachelors degree is a fitting tribute to Mr. Watson.

Action: Motion to approve items 6.1 and 6.2: Mallini

Second: Solze

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

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Ratification of Honorary Bachelors Degree for Mr. Alfred B. Watson, Sr.

400.527, 08-09

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In recognition of his service, dedication, and generosity to Santa Fe College and the Keystone Heights community, the college has posthumously awarded Mr. Alfred B. Watson, Sr. an honorary bachelors degree. The board is requested to ratify this action.

**Board Action Requested:**

**Ratification**

Action: Approved. See item 6.1 (400.526).

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

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Employ Florida Banner Center for Construction -- Grant

409.1748, 08-09

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The purpose of this project is to expand the projects that began this year and to extend the Employ Florida Banner Center for Construction (EFBCC) initiatives throughout the state. The EFBCC will focus on the educational needs of three sectors of workers: the emergent workforce currently in high school or community college, the relocating workforce currently considering a move to the state, and the incumbent workforce in need of skills upgrading. When fully developed, the EFBCC will offer a comprehensive array of educational services and programming for the construction industry: 1) training of skilled workers - entry to advanced - with a special emphasis on continuing education and skills training, 2) curriculum development with a special emphasis on portable curriculum products and online delivery, 3) dissemination of formal and accepted skill set standards for construction trades, 4) research into innovative and best practices in education and training, 5) active partnerships with industry to assure currency of curriculum, 6) development and delivery of recruitment materials with a special focus on underrepresented populations (e.g., minorities and women). Santa Fe will continue to partner with Tallahassee Community College, Lake City Community College, and Central Florida Community College. The EFBCC will expand to include additional educational partners throughout the state in the coming year. All community college partners will be represented on the EFBCC Advisory Board. The number of trainees that will benefit from this project is 300.

The amount of funds requested from Workforce Florida, Inc. is \$300,000, with a cash match of revenues from industry partners of \$88,600 and \$352,000 of in-kind leveraged resources from Santa Fe College and community partners.

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

Operating budget impact: In-kind resources 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.**

Discussion: President Sasser called on Mr. Kurt Morauer, Director, Banner Construction program, to update the board on the Florida Banner Center for Construction Grant. Mr. Morauer stated the purpose of this project is to expand and extend the Employ Florida Banner Center for Construction (EFBCC) initiatives throughout the state. The EFBCC will focus on the educational needs of three

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sectors of workers: the workforce currently in high school or community college, relocating workforce currently considering a move to the state, and the workforce in need of skills upgrading. Mr. Morauer explained that the grant would be used to develop courses and services to help fulfill the purposes of the EFBC.

Action: Motion to approve: Mallini

Second: Solze

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



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SFC Foundation Liaison Update and Board Members' Remarks

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Reporting for the SFC Foundation, Trustee Womack noted that the annual President's Dinner is this Friday and everyone will be pleased with the entertainment. Also, the foundation is actively raising funds in Alachua and Bradford counties. The monetary goal is different in each area, but the overall goal is the same: raise money for additional scholarships. Trustee Solze asked if a date has been set for the next Boots-n-BBQ. Mr. Clemons responded the date has been set for February 10-11, 2010.