



Santa Fe College
District Board of Trustees

Minutes of Board Meeting Held September 15, 2009
Wattenbarger Student Services Building, Gainesville, Florida

Members present: Winston J. Bradley, Glenna F. Brashear, Robert C. Hudson, G. Thomas Mallini, Richard C. Solze, Jr., Arley W. McRae, Evelyn T. Womack

Members absent: Bessie G. Jackson

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 Wattenbarger Student Services building in Gainesville, 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 September 15, 2009 board agenda was amended as follows:

DELETED: Item 8.4 - Memorandum of Understanding with University Air Center

Today's board presentations were given by Ms. Lynn Speer, President of Career Service, and Chief Daryl Johnston, Santa Fe Police Department. Ms. Speer thanked Dr. Sasser and the board for allowing her to share a special initiative with them. Saints ShareWear opened in December 2008 with the simple concept of selling gently used clothes, shoes, and accessories for \$1.00, and is founded on the values of affordability and generosity. Since the opening, \$3,177.98 has been collected and placed in the Career Service Council account, which is divided into three career service subaccounts designated for general funds, education scholarships, and a family fund. She took the opportunity to thank and introduce the Saints ShareWear Committee: Ms. Carol Pugh, Ms. Carol Wilson, Ms. Lola Christian, Ms. Debi McElroy, and Ms. Tyffany Wishart. The store is located in D-166 and store hours are 11:30 a.m. to 1:30 p.m. on Wednesdays. President Sasser added that this idea came from Dr. Anne Kress and Ms. Debi McElroy. Ms. McElroy shared some of the success stories of customer satisfaction with Saints ShareWear.

Santa Fe Police Chief Daryl Johnston gave an update on college plans regarding H1N1 Swine Flu. Chief Johnston stated that the college has been proactive in preparing for a possible outbreak. Hand sanitizer dispensers have been installed around the campuses and signs have been placed in all the restrooms in addition to information on the Santa Fe web page. He further reported that Santa Fe probably will not experience the extent of outbreaks as UF because Santa Fe does have dorms. Chief Johnston is working with the college nurse in formulating a vaccination plan before the swine flu vaccine becomes available sometime in October. The regular flu shots will still be offered to students free of charge and to faculty and staff for approximately \$25. Also, he said that of all the flu cases reported county-wide, 99 percent were H1N1.

The meeting adjourned at 5:15 p.m.

Evelyn T. Womack
Board Chair

Jackson N. Sasser
Secretary to the Board



**The District Board of Trustees
Santa Fe College, Florida
Amended Agenda for Board Meeting of September 15, 2009, at 4 p.m.
Wattenbarger Student Services Building**

Adoption of Agenda

Agenda Item: 1.1
418.478, 09-10

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Board Meeting of September 15, 2009
- 1.2 Approval of Board Meeting Minutes of July 21, 2009

2. Information Items

- 2.1 President's Report
- 2.2 Standardized Clinical Facilities Use Agreement with Memorial Hospital - West Volusia, Inc., dba Florida Hospital Deland, Deland, Florida - Cardiovascular Technology
- 2.3 New Rule 3.38: Prohibition of Firearms and Other Weapons on College Premises

3. Consent Items

Personnel

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

Contracts, Grants

- 3.5 Ratification of Emergency Agreements and Amendment with:
Piedmont Healthcare, Inc., Atlanta, Georgia - Cardiovascular Technology
FloridaWorks Youth Employment Program and Worksite
Fourth Amendment to Bradford County Articulation Agreement - High School Dual Enrollment
- 3.6 Articulation Cooperative Agreements for Dual Enrollment, Tech Prep/Career Pathways, Remediation, and Teacher Preparation - School Board of Marion County
- 3.7 Suwannee River Area Health Education Center, Inc. and Santa Fe College Nursing Programs -- Grant
- 3.8 Suwannee River Area Health Education Center, Inc. and Santa Fe College High School Dental Aide Project -- Grant
- 3.9 Criminal Justice Training Trust Funds -- Grant
- 3.10 Little School Food Program 2009-2010 -- Grant
- 3.11 Institutional Application to Participate in Federal Student Financial Aid Programs for Fiscal Year 2010-2011
- 3.12 Alachua County Tourist Development Council Scholarship -- Grant
- 3.13 School Board of Alachua County - Early Childhood Education -- Grant

Finance/Business Affairs Items

- 3.14 Warrants Issued for July and August 2009
- 3.15 Report of Purchases for July and August 2009

4. Facilities Items

- 4.1 Building F Concourse and Building B East Reroof - Revised Budget and Guaranteed Maximum Price
- 4.2 Building M Mechanical Upgrade - Guaranteed Maximum Price

5. Finance/Business Affairs Items

- 5.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of August 31, 2009
- 5.2 Colonel Harry M. Hatcher, Jr., Property Survey 10-01
- 5.3 Annual Financial Report, Year Ended June 30, 2009
- 5.4 Report of Investments, Quarter Ending June 30, 2009
- 5.5 2009-2010 Annual Budget, Unexpended Plant Fund (Fund 7)
- 5.6 Fee Waiver Report for Summer Term 2009
- 5.7 Agreement with Compass Bank for Automatic Teller Machine

6. General Institutional Items

- 6.1 Amended Zoo Technology Advisory Committee
- 6.2 Community and Continuing Education EnRich! Brochure - Fall B 2009
- 6.3 College Calendar for 2010-2011
- 6.4 Certification of the IRS 990 Form as Required by Direct Support Organizations
- 6.5 Amendment to Salary Schedule for 2009-2010

7. Rules

- 7.1 Amended Rule 7.22: Petitions (Student Registration)
- 7.2 Deletion of Rule 7.33: Student Drivers License Revocation Policy

8. Contracts/Grants

- 8.1 Articulation Agreement with Dragon Rises College of Oriental Medicine
- 8.2 School Affiliation Agreement with Memorial Healthcare Group, Inc., d.b.a. Memorial Hospital, Jacksonville, Florida - Cardiovascular Technology
- 8.3 Affiliate License Agreement for Limited Use of CIED
- 8.4 Memorandum of Understanding with University Air Center (**DELETED**)

9. SFC Foundation Liaison Update and Board Members' Remarks

10. Citizen's Requests

11. Adjournment

Board Action Requested:

Approval

Discussion: Upon unanimous consent of the board and for good cause found by the board chair, the board meeting agenda was amended to delete item 8.4 from the agenda. President Sasser noted that he fully expected the item to be ready in time for the October board agenda.

Action: Motion to approve: Mallini

Second: Brashear

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

Approval of Board Meeting Minutes of July 21, 2009

401.469, 09-10

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

Board Action Requested:

Approval

Discussion: President Sasser noted that he recommended the approval of the July 21, 2009, board meeting minutes noting that the narrative was changed to reflect that Trustees McRae and Hudson “represent” rather than “serve” their respective counties.

Action: Motion to approve: Brashear

Second: Bradley

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

President's Report

Information Item

Dr. Sasser asked that we take a moment of silence to honor Ms. Reeda Fullington and Ms. Deborah Holmes-Howard. He then asked Dr. Ed Bonahue to share his thoughts on both of the professors. Dr. Bonahue said that both were bright lights of Santa Fe. He stated that Ms. Fullington started her employment in 1974 and developed the Cardiovascular Technology program into one of top CVT programs in the country. She was kind, a gifted leader and an outstanding mentor. He noted that Ms. Howard-Holmes was a mentor to him when he first came to Santa Fe, especially because both have backgrounds in interdisciplinary humanities. She was an effective instructor and cared deeply for her students. Both Ms. Fullington and Ms. Howard-Holmes were fighters to the end. Dr. Dave Yonutas, Associate Vice President for Academic Affairs, shared similar memories and thoughts about Ms. Fullington, with whom he worked for many years. Chair Womack thanked them both for their comments.

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.

Dr. Sasser informed the board about the resolution that they received in their board packets supporting President Obama's "American Graduation Initiative." Trustee Bradley requested that a change be made to the last line of the resolution from "all means possible" to "all appropriate means." With that change, the board was in agreement to have Dr. Sasser and Chair Womack sign the resolution in support of this initiative.

President Sasser mentioned that tonight's orientation for Trustees Hudson and McRae has been rescheduled to follow the October 13 board meeting because one of the college participants was ill.

The president noted that the grants and contracts booklet for 2008-2009 was at their places from the Office of Development. Mr. Joan Suchorski, Associate Vice President Development, Grants and Projects, commented that this booklet shows the wide variety of projects and services that the college offers.

President Sasser asked Ms. Patti Locascio, General Counsel, to review the relationship between the Board of Trustees and the Foundation. Ms. Locascio noted that this relationship is statutorily prescribed (FS 1004.70). The SFC Foundation as a Direct Support Organization (DSO) is required to have three requirements: a Florida not-for-profit corporation; organized and operated exclusively to receive, hold, invest, and administer property and to make expenditures to, or for the benefit of, a community college in this state; and the community college board of trustees, after review, must certify the DSO to be operating in a manner consistent with the goals of the college and in the best interest of the state. She noted that the law requires the college to work closely with the DSO, but to allow the DSO to have a certain amount of independence in its efforts to support the college. The Board of Trustees is authorized to permit the DSO to use property, facilities, and personnel at the college. Ms. Locascio also commented that a DSO that constructs facilities for the use by a community college or its students must comply with all requirements for competitive bidding; the Board of Trustees must authorize all debt incurred by a DSO; and the DSO shall submit to the

Board Item 2.1
September 15, 2009
Page 2

Board of Trustees its federal IRS Application and 990 form. A major difference between the Foundation and the Board of Trustees is that the College, but not the Foundation, has both sovereign immunity and rule-making authority.

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

Standardized Clinical Facilities Use Agreement with Memorial Hospital -
West Volusia, Inc., dba Florida Hospital Deland, Deland, Florida -
Cardiovascular Technology

Information Item
408.1803, 09-10

The board has authorized its chair to execute on behalf of the board standardized form clinical facilities agreements without further action by the board. Such an agreement has been executed with Florida Hospital Deland for students enrolled in the Santa Fe Cardiovascular Technology program.

Discussion: Under item 2.3, President Sasser asked Ms. Patti Locascio, General Counsel, to review proposed Rule 3.38: Prohibition of Firearms and Other Weapons on College Premises. Ms. Locascio stated that this is a new rule that reflects similar language in a long-standing section of the Student Conduct Code. She added state law prohibits guns or weapons on school campuses but might allow guns in vehicles on college property if the college does not clearly waive that exception. Via the Student Conduct Code, the college has waived that exception for many years, thus prohibiting students from having weapons in their vehicles. The proposed rule expands the prohibition by not allowing faculty, staff, contractors working on campus, and visitors to the college to keep a gun or weapon in their vehicles, regardless of whether or not they have a concealed weapons permit. Ms. Locascio noted that the University of Florida has a similar policy, but requires that all weapons brought to campus be checked in with the UF Police Department utilizing a very detailed procedure. Before the proposed rule comes back for a vote, the college may recommend a change to eliminate the president's involvement in granting exceptions and allowing the SFC Police Chief to handle such exceptions via a detailed procedure or case-by-case approach.

New Rule 3.38: Prohibition of Firearms and Other Weapons on College Premises Information Item
410.434, 09-10

The purpose of this new rule is to prohibit unauthorized possession of firearms and other weapons on college premises and require that all persons report to the proper authorities information about weapons on college premises. The college specifically waives the exception in Florida law that allows persons to carry firearms on campus in their vehicles. The rule spells out potential disciplinary actions if the rule is violated by students, employees, or visitors.

See item 2.2 (408.1803) for discussion.

CONSENT

District Board of Trustees
September 15, 2009

Agenda Item: 3.1

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

Contract Staff (Faculty)

402.713, 09-10

The individuals listed below are being recommended for appointment for 2009-2010, or a portion of 2008-2009, as stated in the individual employee's contract.

Appointment

Full Time

<u>Name</u>	<u>Position</u>
Sara Rebecca Baynard <i>M.S., College of Charleston</i>	Interim Assistant Professor, Mathematics
Rodney Brown <i>M.F.A., University of Michigan</i>	Assistant Professor, Fine Arts (Dance)
Danielle Cabral <i>M.S., University of Florida</i>	Interim Assistant Professor, Mathematics
Julia Carson <i>B.S., University of Florida</i>	Interim Assistant Professor, Dental Programs
Birgitta Kimura <i>Ph.D., University of Florida</i>	Assistant Professor, Biotechnology
Stephen Lyons <i>A.S., Santa Fe College</i>	Interim Assistant Professor, EMS
Nicole Zumpf <i>M.S.N., University of Florida</i>	Interim Assistant Professor, Nursing Programs

Part Time

Kathleen Aiken	*	Shellie Banfield	Gayle Brown
Kimberly Aiken		Janet Bargar	Paul Brown
Adenike Akinyode		Robert Bartley	Sherry Brumme
Panos Alexakos		Daniel Barnett	Richard Buckner
Bonne Alexander	*	Isabel Barten	Judy Burford
Pamela Alexander		Michael Becker	Sheri Butler
Matthew Allen		Edward Bennett	David Butscher
Aysun Altan		Karen Bennett	Luzceline Cabading
Andrew Anderson	*	Jody Berman	Cindy Cable
Scott Anderson		John Bird	Connie Caldwell
Thomas Anderson		Harvey Blalock	Kimberly Calvin
Linda Archer		Alexandra Braddy	Cheryl Canova
Annette Arp	*	Brenna Braley	Roger Carey
Betty Arnette		Joshua Braley	Patrick Carmichael
George Arnold		Jahan Bayat-Mokhtari	John Catron
Tiffany Ashley	*	Anne Bowman	David Cavalleri
Denise Attenberry		Austin Boyd	Lidia Cedeno
Don Aycock		Victor Brennan	Lawrence Certain
Peter Backhaus		Robert Bretnall	John Chamberlain
Douglas Bagby		Robert Brinson	Courtney Chambers
Tamara Blagojevic		Gretchen Brooks	Karen Chin
Rimjhim Banerjee		Eric Brown	Catherine Christian

Dwayne Clarke	Kim Feigenbaum	Jeffery Issacson
John Clarke	Anthony Ferrara	Vidyha Ithikkat
Robin Clayton	Daniel Figueroa	Michael Jackson
Florence Cline	Holly Fisher	Seth Jacobs
Richard Cohen	John Fitzgerald	Vicki Jasmin
Nolan Col	Richard Fobair	William Jawde
Meredith Collins	Brendan Foley	Melina Jimenez
Daniel Coons	Stephen Fooks	Brian Jimison
Patrick Cosby	Theresa Foster	Alan Jenkins
Sandra Cosgrave	Laure Frank	Russell Johnson
Robert Craig	Michelle Freas	Daryl Johnston
Joshua Crews	Christopher Furlow	* Constance Jones
Terry Crews	Clifford Gabbard	John Jones
June Crews-Sonntag	Mary Kay Garcia	Karen Jones
* Dianna Crosby	Hayden Garriques	Michelle Jones
Amanda Culp	Steven Garmon	Christie Jordan
Lucica Curta	Daniel Gerard	Michael Joseph
Doriann Curtis	Ericka Gherisi	Reni Joseph
Lorraine Curtner	Betty Gibson	Phillip Kabler
Elaine Dale	Rebecca Gilbertson	Monika Kaczmarek
Nancy Dale	* Cristina Gillis	Robert kalis
David Davis	John Glenn	Alyson Kee
Emory Davis	Lea Gramling	Willard Keeran
Garth Davis	Alan Gray	Donald Kelly
Kenneth Davis	^ Gary Green	Deborah Kennedy
Robert Dean	David Greene	Karla Kennedy
John Deese	Scott Greenhut	Wilford Keyes
Jennifer Denson	* Nicholas Grimaudo	Cindy Keys
Fatha Desue	Anedria Gunn	Amy Kinsey
Neal Devine	Katherine Guthrie	Glenn Kirkconnell
Travis Devinny	Jenny Gutwein	Deeb Kitchen
^ Norma Diaz	Catherine Hamilton	James Kocher
Gila Dikel	Valerie Hampton	Dorothy Kondas
David Dillard	Robin Hardee	Paula Koning
Cheona Dixon	Matthew Harrigan	Reju Korah
Angela Dobberfuhl	Stephen Hayes	Barbara Kramer
Joanne Docherty-	Sharla Head-Jones	Martin Krpan
Goldstein	Stephen Hess	Jaime Kurnick
Nicole Dorey	Paul Hinson	Paul Ladnier
Andrew Douglas	Samuel Himes	Fiona Lama
John Douglas	Gary Hoffman	Joel Lambert
Anna Dranishnikov	Hilary Hoffman	Kenneth Lampp
Michael Droll	Andrew Holt	^ Bruce Larkin
Agdas Duzgun	Melanie Holton	Patrick Larkin
Christina Edwards	Jennifer Hooks	Aaron Lay
Orisatalabi Efunbumi	Lisa Houston	Allison LeBaron
Tyson Elliot	Stephen Howell	Clifford LeBlanc
Jackie Erney	Kerri-Ann Hue	John Lee
Amanda Everhart	* Maria Huff	Laura Lenes
William Ezzell	William Hutchison	Beverly Leibach
Jeffrey Farrar	Deborah Ingram	Jayson Levy

Lee Libby	Mary O'Pray	Jason Rummier
Duke Lim	Frank Oquendo	Caronne Rush
* Mary Lock	German Osorio	Lori Sandholt
Steve Lodle	Amy Oxner	Darren Sanders
Angela Long	Bruce Pagel	Patricia Sassner
Michelle Lorrette	Bobra Palmer	Michael Schoeppner
Linda Lotz	Elizabeth Palmer	Lakisha Scott
Charles Love	Marilyn Palumbo	Gerrie Scully
James Lybarger	* Jowan Park	Anca Segal
Amira Mah	Kimberly Pate	Billy Senn
Tom Maida	Darin Patterson	Tscharna Senn
* Margaret Martin	Anil Patel	Robert Sepulveda Lopez
Thomas Mayfield	Everall Peele	Alexander Sharpe
Michael Mayne	Jody Peeling	Linda Sheffield
Ryan McCazzio	Karin Petiprin	Caleb Simmons
Kimberly McCollough	Alicia Pfahler	Ivana Simic
Paul McCoy	Toni Phillips	Becky Smith
Kirsten McKaig	Ronald Pinkston	Charles Smith
Sherry McClain	Lester Pinera	Diana Smith
Ryan McCleary	William Pokorny	Kim Smith
Jyreco McClendon	Sharon Pope	Larry Smith
Sarah McIntosh	Timothy Price	Phillip Spann
E. Scott Medley	Michael Privette	Henry Spurlin
Albert Mellen	Tania Querido	Barbara Stakely
Ana Mendez	Clare Quint	Eli Stav
Lindsey Mercer	Emil Paul Raab	Susan Strauss
Thelma Merrick	Linda Racioppi	Christopher Stetter
Maureen Meyerson	Luis Ramos	Zachary Stepp
Rebecca Micha	Voara Randrianasolo	Terence Stevens
Abraham Miliotis	Kathleen Ratican	Jahala Stirling
Bryan Miller	Christopher Raye	Greg Streukens
Kathleen Miller	Katherine Redman	Dorothy Stroman
Kelly Minor	^ Kyle Reed	Stephen Sussman
Anthony Moffett	Stuart Reeves	Marvin Swindell
Teba Mohammad	William Renkus	Mallory Szymanski
Joseph Moro	David Reznik	Ryan Taebel
Michael Morse	Darnell Rhea	Jeffrey Tennant
Robert Morton	Kharyssa Rhodes	Mary Thames
Charles Mott	William Richard	Patricia Thoburn
Angela Mulkin	Kathryn Richardson	Aaron Thomas
Nancy Murphree	Leslie Richardson	Jennifer Thomas
Antonios Mytidis	James Richeson	David Thomas
John Nabet	John Richman	Julie Thomas
Terry Neal	Leslie Rios	Dan Tilton
James Nelson	Melanie Roberti	David Tostenson
Jane Nelson	Courtney Roberts	Josiah Townsend
Lisa Neugebauer	Evelyn Rodriguez	Kevin Trahan
Joanna Neville	Sandra Roscow	Marc Trahan
Berkely Olvera	Jerry Rosenberg	James Troiano
Daniel O'Malley	Andrew Rubin	Charmaine Trudel-Whitman
Sheila Onzere	Yuli Rudyak	Donald Tyson

Wako Tuni
Julie VanKirk
Melanie Veige
Jeanie Vincent
Richard Wagner
Robert Wagner
Christopher Wagoner
Lucinda Waldron
Sonia Walker
Melanie Walls
Matthew Walters
Judy Ward
Kathy Watkins
Glenn Watson
Charles Ward
Marcia Wehr

Mitchal Welsh
Neil Weinstien
Donald West
* Pey-Shan Wen
Clark Wheeler
Wendy Whitman
Beverley White
* Katy Wilbekin
Stephen Wilder
Brandy Williams-DeBottis
Elizabeth Williams
* Amy Wilson
Vanessa Wilson
Helen Wofford
Ellen Wood
Debra Wright

Jeffrey Wright
* Shelton Wright
Angela Yau
Michael Yawn
Rachel Yon
Richard Yon
Linda Yonutas
David Young
Todd Yurchisin
Eugenio Zaldivar
Lavi Zamstein
Lianying Zhang
Maria Zelaya
Emory Zink
Chris Zurheide
Laura Zwilling

* Grant funded

^ Funded by student activity and service fees

Board Action Requested:

Approval

Action: Motion to approve consent items 3.1 through 3.15: McRae

Second: Mallini

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

CONSENT

District Board of Trustees
September 15, 2009

Agenda Item: 3.2

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

Contract Staff (Administrative and Professional)

411.317, 09-10

The individuals listed below are being recommended for appointment or promotion for 2009-2010, or a portion of 2008-2009, as stated in the individual employee's contract.

<u>Name</u>	<u>Position</u>
Technical/Professional Appointment	
Full Time	
* Patrick Carmichael <i>M.S., University of Florida</i>	Math Studio Coordinator, Title III Math Redesign Department
Allen Luck <i>A.S., Santa Fe College</i>	Interim, ITE Systems Support
Part Time	
Denise Atteberry	Specialist, Downtown Lab
* Shellie Banfield	Specialist, Adult General Education
* Isabel Barten	Specialist, Adult Education
* Jody Bermann	Specialist, Adult Education English Literacy
^ Shenna Benarte	Specialist, Yoga
Cornelius Boer	Specialist, Math Lab
* Anne Bowman	Specialist, Adult Education
* Brenna Braley	Specialist, Adult General Education
Erica Briggs	Specialist, Writing Lab
Eric Brown	Specialist, Counseling Center
Janice Bullard	Coordinator, Institutional Research
Connie Caldwell	Specialist, Adult Education Vocational Prep
Jamison Caloras	Specialist, Life Model
* Patrick Carmichael	Coordinator, Math Studio
Peche Chapman	Specialist, Counseling Center
* Diana Crosby	Specialist, Adult Education
Amanda Culp	Specialist, Downtown Lab
* David Dean	Specialist, Student Support
Karen Desjardin	Specialist, Math Studio Tutor
^ Jason Dodge	Specialist, Student Life
Orisatalabi Efunbumi	Specialist, Downtown Lab
Monique Ellsworth	Specialist, Life Model
Shahzad Farshi	Specialist, Math Studio Tutor
^ Gabrielle Fellenz	Coordinator, Student Life
Kristin Fiaccato	Specialist, Planetarium
* Cristina Gillis	Specialist, Adult General Education
David Goldblatt	Specialist, Fine Arts

<u>Name</u>	<u>Position</u>
Gary Green	Specialist, Call Center
Justine Haroon	Specialist, Health Sciences
* Maria Huff-Edwards	Specialist, Adult Education English Literature
* Constance Jones	Specialist, Adult General Education
Monika Kaczmarek	Specialist, ESL Lab
Heena Lalwani	Specialist, Counseling Center
Aaron Lay	Specialist, Writing Lab
* Mary Lock	Specialist, Adult Education
* Margaret Martin	Specialist, Adult General Education
Anne Mattison	Specialist, Adult General Education
Henry Mauney	Specialist, Financial Aid
Sean McKenna	Specialist, Math Lab
Brett Merritt	Specialist, Call Center
* Vito Montauk	Specialist, Adult General Education
Peggy Myers	Specialist, Financial Aid
Joanna Neville	Specialist, Writing Lab
* Jawon Park	Specialist, Adult Education English Literature
* Laura Predny	Specialist, Adult General Education
Carrie Rodesiler	Specialist, Writing Lab
Carla Rodriguez	Specialist, Multicultural Student Center
Patricia Schlenker	Specialist, Adult Education Lab
Kim Smith	Specialist, Adult Education Vocational Prep
Meghan Speicher-Harris	Specialist, for Health Sciences
* Dorothy Stroman	Specialist, Adult Education English Literature
Christine Vint	Specialist, Counseling Center
* Katie Wilbekin	Specialist, Adult General Education
* Amy Wilson	Specialist, Adult General Education
Wen-Yi Jiang	Specialist, Financial Aid
Chris Zurheide	Specialist, Writing Lab
* Grant funded	
^ Funded by student activity and service fees	

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.713).

CONSENT

District Board of Trustees
September 15, 2009

Agenda Item: 3.3

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

Community and Continuing Workforce Education Contract Staff

404.384, 09-10

The individuals listed below are being recommended for appointment for 2009-2010, or a portion of the 2008-2009 year, as stated in the individual employee's contract.

Name

Position

Community Education

Michael Allard	Drama, Writing
Richard Bell	Computers
Shenna Benarte	Moon Astrology
Gary Bone	Clay
Daniel Burney	Powerpoint
Paul Campbell	Tai Chi Chuan
Patrick Carmichael	Math
Deborah Caron	Spanish
Lawrence Christian	Wealth Accumulation
Rosemary Copeland	Quilting
Kelly Darby	Biotechnology
Maruja Duenas	Spanish
Delinia Gates	Science, Math, Sign Language
Lance Hastings	German
Sara Hinds	Glass Blowing
Elizabeth Hodges	Painting/Collage
Angela Hoppe	Painter
Agnes Jackman	Science
Joni Kilgour	Computer Graphics
Sara Klee	Zoo It
Leon Larsen	Hand Drumming
Terence Lehman	Selling Your Home
Stacy Long	Reading
Ellen Lord	Line Dance
Michel Maloiseau	Cooking
Ruth Mansell	Home Decorating
Tonya Martin	Babysitting
Christina Parks	Typing, Word, Excel
Terri Regotti	Drawing, Painting
Linda Richards	Organize and Declutter
Marguerite Romeis	Psychic Awareness

Community Education, cont.

<u>Name</u>	<u>Position</u>
Courtney Sheffield	Computer Keyboarding and Spanish
Hal Smith	Italian
Susan Thomas	Science/Biology
Cindy Tompkins	Biotechnology
Kristin Weller	Math

Continuing Workforce Development

Mike Beville	Continuing Education Specialist
Regina Bradley	Continuing Education Specialist
Megan Darby	Continuing Education Specialist
Robert Davidson	Continuing Education Specialist
Mike Ferguson	Continuing Education Specialist
Lee Kennedy	Continuing Education Specialist
Cristiane Kreitler	Continuing Education Specialist
Wesley Lindberg	Continuing Education Specialist
Ken McMurry	Continuing Education Specialist
Mike Montgomery	Continuing Education Specialist
Millard Pate	Continuing Education Specialist
Tina Prizament	Continuing Education Specialist
Patricia Rogers	Continuing Education Specialist
Teresa Spurling-Wood	Continuing Education Specialist

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.713).

C O N S E N T

**District Board of Trustees
September 15, 2009**

Agenda Item: 3.4

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

Career Service Staff

403.474, 09-10

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

<u>Name</u>	<u>Position</u>
Full Time	
<u>Appointment</u>	
Albert Harper	Custodian, Facilities Services
Gregory Lott	Custodian, Facilities Services
Joann Mahamery	Custodian, Facilities Services
Sarah Tyler	Police Dispatcher, Santa Fe College Police Department
Gordon Wood	Program Assistant, Financial Aid
 <u>Promotion</u>	
Emory Davis	Police Lieutenant, Santa Fe College Police Department
George Hastie	Carpenter, Facilities Services
David Jenkins	Police Lieutenant, Santa Fe College Police Department
Corbin Tucker	Groundskeeper 2, Facilities Services
Polly Werner	Administrative Assistant 2, Institutional Support, Blount Center
 Part Time	
Corey Turner	Unclassified Part-time, Assistant for Baseball Camp
Ryan Woods	Police Officer

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.713).

C O N S E N T

District Board of Trustees
September 15, 2009

Agenda Item: 3.5

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

Ratification of Emergency Agreements and Amendment with:	
Piedmont Healthcare, Inc., Atlanta, Georgia - Cardiovascular Technology	408.1804, 09-10
FloridaWorks Youth Employment Program and Worksite	408.1805, 09-10
Fourth Amendment to Bradford County Articulation Agreement - High School Dual Enrollment	408.1806, 09-10

The board has authorized the chair, or vice chair in the chair's absence, to execute documents, contracts, and change orders requiring board approval during the period between the July and September meetings, which actions if delayed until the September meeting would create difficulties. The vice chair has signed agreements with Piedmont Healthcare, Inc., and FloridaWorks. The chair has signed the fourth amendment to the Bradford County Articulation Agreement for High School Dual Enrollment.

The justifications for the college to have the above-listed agreements and amendment executed prior to this meeting are set forth in the attached memoranda.

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.713).

C O N S E N T

District Board of Trustees
September 15, 2009

Agenda Item: 3.6

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

Articulation Cooperative Agreements for Dual Enrollment, Tech Prep/Career Pathways, Remediation, and Teacher Preparation - School Board of Marion County 408.1807, 09-10

The cooperative articulation agreements with the School Board of Marion for Dual Enrollment, Tech Prep/Career Pathways, Remediation and Teacher Preparation, with attached appendices, provide accelerated paths by which students will have the opportunity to receive college credit. This agreement is essentially the same as last year's with the exception of the addition of appendices 7 and 8. The new appendices provide an opportunity for students in select Marion County high schools to participate in the Allied Health Assisting and Nursing Assisting programs.

Renewal

- | | |
|--|--|
| <ul style="list-style-type: none">• Graphic Design Technology A.S.• Graphic Design Technology A.S.• Graphic Design Technology A.S.• Biotechnology Laboratory Technician A.S.• Building Construction Technology A.A.S.• Biotechnology Laboratory Technician A.S. | <ul style="list-style-type: none">- Communications Technology- Web Design- Digital Design- Agricultural Biotechnology- Building Construction Technology- Industrial Biotechnology |
|--|--|

New

- | | |
|--|--|
| <ul style="list-style-type: none">• Cardiovascular Technology A.S./A.A.S.• Respiratory Care A.S./A.A.S.
• Cardiovascular Technology A.S./A.A.S.• Respiratory Care A.S./A.A.S. | <ul style="list-style-type: none">- Allied Health Assisting
- Nursing Assistant |
|--|--|

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.713).

CONSENT

District Board of Trustees
September 15, 2009

Agenda Item: 3.7

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

Suwannee River Area Health Education Center, Inc., and Santa Fe College
Nursing Programs -- Grant

409.1763, 09-10

The purpose of this project is to create an academic and community collaboration to influence health professions education and the future health professions workforce. The project helps provide information and support services to community health professions, addresses state health priorities, and delivers health promotion/disease prevention and primary care services to rural and medically underserved communities. These funds will benefit approximately 270 students in the Associate of Science in Nursing degree programs. This is a renewal of an existing project that was previously approved by the Board of Trustees.

The amount of funds requested from Suwannee River Area Health Education Center, Inc. is \$2,750, 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 (402.713).

CONSENT

District Board of Trustees
September 15, 2009

Agenda Item: 3.8

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

Suwannee River Area Health Education Center, Inc., and Santa Fe College
High School Dental Aide Project -- Grant

409.1764, 09-10

The purpose of this project is to support the Dental Aid program for the 2009-2010 academic year for health academy students from the Gainesville High School Academy of Health Professions and Lake City High School Academy of Health Related Professions. Approximately 6-12 high school students will participate in this project. This is a renewal of an existing project that was previously approved by the Board of Trustees.

The amount of funds requested from Suwannee River Area Health Education Center, Inc. is \$2,500, 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 (402.713).

C O N S E N T

**District Board of Trustees
September 15, 2009**

Agenda Item: 3.9

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

Criminal Justice Training Trust Funds -- Grant

409.1765, 09-10

The purpose of this project is to provide advanced and specialized training to approximately 1069 law enforcement, correctional, and probation and parole officers in the college's service district. Courses include: Breath Test Operator, Line Supervision, Firearms Instructor and Defensive Tactics Instructor courses, Emergency Preparedness for Correctional Officers, Instructors Techniques, Radar Operator, Injury and Death Investigations, Submachine Gun Operator, Field Training Officer, Advanced Report Writing, Human Diversity, and Domestic Violence/Juvenile Sexual Offender.

The amount of funds requested from the Florida Department of Law Enforcement is \$70,953, 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 (402.713).

CONSENT

District Board of Trustees
September 15, 2009

Agenda Item: 3.10

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

Little School Food Program 2009 - 2010 -- Grant

409.1766, 09-10

The purpose of this project is to provide funds for nutritionally balanced meals for children enrolled in the Little School. Using provisions from the U.S. Department of Agriculture, each day breakfast, lunch, and an afternoon snack will be provided to all children enrolled in the childcare program. The food is served family style, with emphasis on developing independence in eating, serving, and cleaning up. Serving nutritious meals encourages awareness of good nutrition, and adults initiate conversation about mealtime etiquette and nutrition. Approximately 85 children will be served on a daily basis.

The amount of funds requested from the Florida Department of Health through the U.S. Department of Agriculture is \$33,515, with no matching funds from Santa Fe College.

Duration of this project is October 1, 2009, through September 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 (402.713).

CONSENT

District Board of Trustees
September 15, 2009

Agenda Item: 3.11

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

Institutional Application to Participate in Federal Student
Financial Aid Programs for Fiscal Year 2010-2011

409.1767, 09-10

The purpose of this project is to apply for federal funding for the Federal Supplemental Educational Opportunity Grant (FSEOG) and the Federal Work Study Program (FWSP). FSEOG is need-based gift aid and is awarded to exceptionally needy students. The program was designed to provide assistance to qualified students who have financial need. The FWSP provides part-time employment for students who demonstrate financial need. Approximately 1,000 students will benefit from these programs.

The amount of funds requested from the U.S. Department of Department of Education, Office of Postsecondary Education, is \$1,430,000, with no matching funds from Santa Fe College.

Duration of this project is July 1, 2010, through June 30, 2011.

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 (402.713).

C O N S E N T

District Board of Trustees
September 15, 2009

Agenda Item: 3.12

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

Alachua County Tourist Development Council Scholarship -- Grant

409.1768, 09-10

The purpose of this project is to provide funding support for professional development travel for the coordinator of the Spring Arts Festival. Grant funds will be used to support attendance at the International Festival and Events Conference in Indianapolis, Indiana.

The amount of funds requested from Alachua County Tourist Development Council is \$1,133, with an equal amount of matching funds from Santa Fe College.

Duration of this project is September 22, 2009, through September 25, 2009.

Operating budget impact: \$1,133 from existing college budgets

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 (402.713).

C O N S E N T

District Board of Trustees
September 15, 2009

Agenda Item: 3.13

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

School Board of Alachua County - Early Childhood Education -- Grant

409.1769, 09-10

The purpose of this project is to support the development of a concept paper exploring the feasibility of a Bachelor of Science degree in Early Childhood Education at Santa Fe College. Grant funds will be used for staff time needed for the project.

The amount of funds requested from the School Board of Alachua County is \$1,500.

Duration of this project is September 1, 2009, through November 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 (402.713).

C O N S E N T

District Board of Trustees
September 15, 2009

Agenda Item: 3.14

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

Warrants Issued for July and August 2009

208.461, 09-10

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

For July 2009, the amount disbursed was \$8,375,029.78.

Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	612731 - 615258
Payroll	2311 - 2531

Electronic Transfers

41198 - 43594

For August 2009, the amount disbursed was \$9,497,258.67.

Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	615259 - 616032, 625401-628478
Payroll	2532 - 2729

Electronic Transfers

43595 - 45892

Additional Information:

Payable check numbers 616033 through 625400 have been skipped. The physical checks have been placed in the vault in the cashier's office. This check stock will be properly disposed of by the end of this calendar year. This was necessary to prevent payables check numbers and payroll numbers from duplicating.

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.713).

C O N S E N T

**District Board of Trustees
September 15, 2009**

Agenda Item: 3.15

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

Report of Purchases for July and August 2009

202.566, 09-10

Below are the total amounts and a summary of purchases for the months of July and August 2009.

	Purchasing				\$11,260,863.52
	Risk Management Consortium				182,981.90
	Total				<u>\$11,443,845.42</u>
<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>	
Y29233 (Fund 1)	\$ 61,500.00	Exempt	Angel Learning	Learning Management System Hosting and Maintenance Information Technology	
Y29234 (Fund 1)	\$ 147,751.00	Exempt	IBM Corporation	IBM Software Maintenance Information Technology	
Y29244 (Fund 1)	\$ 39,806.01	Exempt	IBM Corporation	Hardware Maintenance Information Technology	
Y29335 (Fund 1)	\$ 31,236.00	Exempt	Sprint/Embarq	Telephone Service - Starke Communication Services	
Y29336 (Fund 1)	\$ 143,000.00	Exempt	AT&T	Telephone, Ethernet, and Internet Services for Northwest and Blount Center Campuses Communication Services	
Y29378 (Fund 1)	\$ 50,171.61	Exempt	State of Florida Department of Management Services	State of Florida Long Distance, 800 number, and Internet Services for Centers Communication Services	
Y29380 (Fund 1)	\$ 59,921.04	Contract	Alachua County Sheriff	Training Officer Agreement Criminal Justice	
Y29403 (Fund 1)	\$ 42,071.04	Contract	City of Gainesville	Training Officer Agreement Criminal Justice	
Y29406 (Fund 1)	\$ 45,550.00	Contract	Copyfax of Gainesville	Copier/Printer Maintenance Units	
Y29410 (Fund 1)	\$ 30,000.00	Exempt	Amazon.com	Books for Collection Library	

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y29411 (Fund 1)	\$ 40,000.00	Exempt	Baker & Taylor, Inc.	Books for Collection Library
Y29504 (Fund 1)	\$ 40,000.00	Contract	LV Hiers Inc.	Fuel for Campus Vehicles and Equipment Automotive
Y29583 (Fund 1)	\$ 50,000.00	Exempt	U.S. Postal Service	First Class Mail Charges Mail
Y29633 (Fund 1)	\$ 38,041.40	Exempt	Mainline Information Systems	Mainframe Maintenance Information Technology
Y29683 (Fund 2)	\$ 30,676.25	Exempt	State of Florida	Fingerprinting of Criminal Justice and Health Science Applicants Criminal Justice Assessment
Y29867 (Fund 1)	\$ 68,220.00	Bid	Tribune Direct	Printing/Mailing of Brochures Continuing and Community Education Recreation and Leisure
Y29937 (Fund 6)	\$ 25,956.00	Exempt	Thompson, Sizemore, & Gonzalez, P.A.	Legal Fees 2009-2010 Risk Management Consortium
Y29938 (Fund 6)	\$ 60,000.00	Exempt	Florida Farm Bureau	Rent Risk Management Consortium
Y29951 (Fund 1)	\$ 63,700.00	Exempt	Angel Learning	Angel Management Software License Renewal Information Technology
Y29955 (Fund 1)	\$ 52,500.00	Exempt	Point 2 Point Communications	K-Building Rewire Information Technology
Y30062 (Fund 1)	\$ 45,000.00	Contract	Affiliated Engineers	Energy Management Study Facilities Administration and Operations
Y30154 (Fund 7)	\$ 367,753.00	Contract	PPI Construction Management	Fire Alarm Phase II Report Station Life/Safety
Y30162 (Fund 2)	\$ 118,500.00	Contract	University of Florida	Student Health Care Contract Student Health Care Center

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y30215 (Fund 1)	\$ 235,655.00	Contract	University of Florida	Evaluate/Coordinate Santa Fe Dental Program Dental Assistant
Y30231 (Fund 7)	\$1,664,361.00	Contract	Danis Building Construction Company	Site and Foundation Fine Arts Building
Y30285 (Fund 1)	\$ 39,800.00	Exempt	City of Starke	Andrews Center Utilities Utilities
Y30287 (Fund 1)	\$2,029,400.00	Exempt	Gainesville Regional Utilities	Electric, Water, Heating, and Stormwater Utilities
Y30306 (Fund 1)	\$ 36,537.00	Contract	Johnson Controls, Inc.	Chiller Plant Maintenance HARV
Y30333 (Fund 2)	\$ 133,769.00	Contract	EAN Services	Curriculum Development Reimbursement EAN Quick Response Training
Y30517 (Fund 7)	\$ 469,194.00	Contract	Scherer Construction and Engineering	Building Y Solar Photovoltaic System Renewable Energy Products
Y30532 (Fund 1)	\$ 67,264.44	Bid	Treasure Enterprise	Janitorial Services for Centers Custodial/Janitorial
Y30571 (Fund 2)	\$ 39,861.00	Exempt	School Board of Bradford County	Program Reimbursement to Bradford School Board Bradford-Union Vo-Tech
Y30572 (Fund 7)	\$ 54,447.00	Contract	Flad & Associates	Architectural Services for Alternate One Charles R. & Nancy V. Perry Center for Emerging Technology
Y30603 (Fund 1)	\$ 33,856.83	Contract	Simplex Grinnell	Annual Inspection and Certification Life Safety Equipment Building Maintenance

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y30674 (Fund 7)	\$1,331,783.00	Contract	PPI Construction Management	Alternate One Addition Charles R. & Nancy V. Perry Center for Emerging Technology
	<u>\$7,787,281.62</u>			

Purchase orders for previously awarded contracts: 107

Amount: \$1,438,027.56

Other Purchases \$0 - \$25,000.00

Number of purchase orders: 1,372

Amount: \$2,218,536.24

Board Action Requested:

Approval of report

Action: Approved. See item 3.1 (402.713).

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

Building F Concourse and Building B East Reroof - Revised Budget and
Guaranteed Maximum Price

412.1057, 09-10

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, Architect
Contractor/construction manager	Scherer Construction & Engineering
Uniform building inspector	In-house
Estimated project budget	\$362,244
Revised project budget	\$569,704
Source of funds	PECO

Project Status:

Based on actual bids received, the college had to revise the total budget for this project. It is request that the board approve a revised budget in the amount of \$569,704, as well as a guaranteed maximum price in the amount of \$501,191

Board Action Requested:

- A. Approval to revise budget to \$569,704**
- B. Approval of guaranteed maximum price of \$501,191**

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

Action: Motion to approve: Brashear

Second: Mallini

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

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

Building M Mechanical Upgrade - Guaranteed Maximum Price

412.1058, 09-10

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	PPI Construction Management
Uniform building inspector	In-house
Project budget	\$1,187,380
Source of funds	PECO

Project Status:

College staff has received and approved a guaranteed maximum price in the amount of \$1,020,927 and is asking the board to approve it, as well.

Board Action Requested:

Approval of guaranteed maximum price of \$1,020,927

Action: Approved. See item 4.1 (412.1057).

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

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

201.676, 09-10

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 August 31, 2009.

The following summary provides a comparison of actual revenues and expenditures for 2009-2010 vs. 2008-2009.

	2009-2010		2008-2009	
	<u>Dollar Amount</u>	<u>Percent of Budget</u>	<u>Dollar Amount</u>	<u>Percent of Total Year</u>
Revenue	18,919,885	28.23	15,882,833	24.64
Expenditures	6,238,282	8.93	6,576,187	10.42

Board Action Requested:

Approval of report

Discussion: Ms. Ginger Gibson, Vice President for Finance and ITS, reviewed items 5.1 through 5.7 individually. Regarding Trustee Hudson's question, Ms. Gibson replied that the Purple Heart is a full tuition fee waiver for those students. Trustee Bradley inquired about PrimeTime. Dr. Ed Bonahue, Interim Provost and Vice President Academic Affairs, replied that it fell within community education for older students and that it is no longer in existence. Regarding item 5.7, Trustee McRae asked Trustee Mallini if \$3.00 was the standard ATM charge for non-customers. Trustee Mallini responded yes.

Action: Motion to approve finance items 5.1 through 5.7: Bradley

Second: Mallini

Vote: Bradley - yes, Brashear - yes, Hudson - yes, Mallini - yes, McRae - 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 10-01

200.757, 09-10

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. The board is informed of the requests approved by the Property Survey Committee and the request of surplus that needs the approval of the board.

The Property Survey Committee met on August 13, 2009, to consider departmental requests to be relieved from inventory accountability. The committee members approved the following requests 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 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 No Salvageable Parts	7	\$41,735.65	\$41,735.65	\$0.00
TOTAL	7	\$41,735.65	\$41,735.65	\$0.00

Notes:

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

Board Action Requested:

Approval

Action: Approved. See item 5.1 (201.676).

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

Annual Financial Report, Year Ended June 30, 2009

201.677, 09-10

The Annual Financial Report for fiscal year 2008-2009 was completed and filed with the Division of Florida Colleges on August 14, 2009. Highlights of the report include:

Revenue Highlight:

➤ Operating Revenue

- Student tuition and fees increased \$2.0 million primarily due to the 6% increase in tuition rates and a slight student enrollment increase in credit courses.
- Other categories of operating revenue decreased by \$267,000, which was primarily due to decreases in various restricted funding sources from federal, state, and local grants and contracts.

➤ Non-operating and Other Revenues and Gains

- State appropriations decreased by \$3.8 million as a result of the decrease in appropriated program funds to the college.
- Gifts and grants revenue increased by \$2.8 million attributable to increased state and federal scholarship and grant support.
- Investment income decreased by \$1.7 million as a consequence of the fluctuating financial market.
- Capital appropriations and capital grants decreased by \$13.1 million. Appropriations from the state and grants awarded to the college to support capital projects are expected to vary from year to year.

Expense Highlights:

- The college gave a one-time, non-recurring salary supplement to all full-time personnel and increased hourly/credit hour rates for part-time employees. Employer covered health insurance premiums increased, but total salary and benefit expenditures increased only slightly over the prior year by \$450,000. This minor increase was planned by strategically not filling various vacated full-time positions in anticipation of recurring state appropriation shortfalls.
- Net scholarship expenses increased by \$1.5 million because of increased awards in state scholarship programs (Bright Futures and Florida Student Academic) and Federal Title IV financial aid.

- Utilities and communication expenses increased by \$70,000 primarily due to the addition of college facilities utilizing electricity and increased cost of fuel used by energy consumption.
- Contractual services increased by \$547,000 as a result of purposefully increasing the usage of part-time employees.
- Materials and supplies increased by \$143,000 on account of a slight increase in purchases over the prior year for non-capitalized tangible property and non-capitalized buildings and other structure repairs and maintenance.
- Depreciation expense increased by \$203,000 primarily due to the capitalization of several minor renovations to classroom buildings completed during this fiscal year.

General Fund (Fund 1) Highlights:

- Unallocated fund balance increased by \$1.3 million.
- Cash, cash equivalents, and investments at year-end were \$32.1 million.

Plant Fund (Fund 7) Highlights:

- Unallocated fund balance at year-end was \$16.7 million.
- Cash and cash equivalents at year-end were \$25.3 million.
- Construction contract commitments at June 30, 2009, total \$18.9 million for the following major projects:
 - Fine Arts building
 - Health Sciences (building W) renovation
 - Center for Emerging Technologies
 - Construction Institute
 - Various classroom and lab renovations and telecommunication, utility, and energy management projects

Student Receivables:

- At June 30 total net student receivables were \$2.6 million. These receivables are reported net of a \$215,397 allowance for uncollectible student accounts.

Board Action Requested:

Approval of report

Action: Approved. See item 5.1 (201.676).

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

Report of Investments, Quarter Ending June 30, 2009

201.678, 09-10

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 June 2009	(0.28%)
Interest earnings, quarter	\$ 0
Interest earnings, fiscal year to date	\$ 66,521

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 June 26, 2009	0.09%
Interest earnings, quarter	\$ 561
Interest earnings, fiscal year to date	\$ 1,864

Short-term investments maintained in the Florida State Board of Administration Local Government Surplus Trust Fund Investment pool (LGIP-Pool A).

Interest rate, Pool A, at June 30, 2009	0.60%
Interest earnings, quarter	\$ 12,593
Interest earnings, fiscal year to date	\$ 225,608

Short-term investments are maintained in the Florida State Board of Administration Local Government Surplus Trust Fund Investment pool (LGIP-Pool B). Funds recorded at estimated fair value each month.

Weighted-average life, at June 30, 2009	6.87 years
Fair value factor, at June 30, 2009	.52
Interest earnings, quarter	\$ (49,148)
Interest earnings, fiscal year to date	\$ (294,017)

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. Funds are recorded at cost each month.

Interest rate, gross, at June 30, 2009	2.82%
Interest earnings, quarter	\$ 210,196
Interest earnings, fiscal year to date	\$ 573,055

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	1.87 years
Yield-to-maturity at cost	3.05%
Earnings, quarter	\$ 68,923
Earnings, fiscal year to date	\$ 403,042

Interest Earnings Comparison:

Total interest earnings fiscal year to date 2008/2009	\$ 976,073
Total interest earnings fiscal year to date 2007/2008	\$2,054,645

Board Action(s) Requested:

Approval of report

Action: Approved. See item 5.1 (201.676).

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

2009-2010 Annual Budget, Unexpended Plant Fund (Fund 7)

201.679, 09-10

The Fund 7 (Unexpended Plant Fund) is used to account for resources that are available for the acquisition or construction of physical property to be used for institutional purposes and resources designated for the major repair and/or replacement of institutional property, as well as associated liabilities.

The fiscal year 2009-2010 budget details by project the allocated budgets by fund source.

PECO (Public Education Capital Outlay): The primary source of funding for construction, remodeling, renovation, and repair of college facilities and for site acquisition. This source of funds comes from state-issued bonds backed by utilities services taxes.

CO and DS (Capital Outlay and Debt Service): Another source of funding for construction or remodeling of college educational facilities. These funds are provided directly to the college from an allocation of license tag fees. The board may elect to expend the funds directly or participate in a state bond issue backed by these funds.

CIF (Capital Improvement Fee): These funds are collected from the board-approved discretionary student fee assessment to be used to maintain, improve, or enhance the educational facilities.

Facilities Enhancement Challenge Grant: These funds are generated from soliciting gifts from private sources and requesting and receiving matching funds from the state appropriations to build high priority instructional and community-related capital facilities.

Interest is earned by project on unexpended funds and is allocated monthly. Energy rebates are allocated to the energy conservation project budget as received.

Board Actions Requested:

Approval of the 2009-2010 annual Fund 7 budget

Approval to budget interest earnings and energy rebates to the related projects throughout the year as accumulated

Action: Approved. See item 5.1 (201.676).

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

Fee Waiver Report for Summer Term 2009

200.758, 09-10

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

	<u>2009</u>		<u>2008</u>	
	<u>Number of Waivers</u>	<u>Amount</u>	<u>Number of Waivers</u>	<u>Amount</u>
<u>Credit - Summer</u>				
College Employees	32	\$11,441.50	26	\$ 5,718.60
Senior Citizens	1	673.20	10	2,541.60
PSAV	2	1,484.32	1	288.70
State of Florida Employees	67	22,814.00	43	13,777.00
Purple Heart	3	1,720.40	0	0.00
Employee Dependents	70	32,534.16	64	19,729.40
Dependent of Deceased Law Officer	<u>0</u>	<u>0.00</u>	<u>1</u>	<u>689.40</u>
Total	<u>175</u>	<u>\$70,667.58</u>	<u>145</u>	<u>\$42,744.70</u>
<u>Community Education – Spring/Summer</u>				
College Employees	8	\$ 40.00	3	\$ 15.00
Senior Citizens	70	3,317.00	49	2,061.00
PrimeTime	<u>11</u>	<u>80.00</u>	<u>13</u>	<u>80.00</u>
Total	<u>89</u>	<u>\$ 3,437.00</u>	<u>65</u>	<u>\$ 2,156.00</u>
<u>Totals</u>				
Credit	175	\$70,667.58	145	\$42,744.70
Community Education	<u>89</u>	<u>3,437.00</u>	<u>65</u>	<u>2,156.00</u>
Total	<u>264</u>	<u>\$74,104.58</u>	<u>210</u>	<u>\$44,900.70</u>

Board Action Requested:

Approval

Action: Approved. See item 5.1 (201.676).

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

Agreement with Compass Bank for Automatic Teller Machine

209.173, 09-10

The college currently partners with Compass Bank for several services including, treasury management, merchant, and purchasing cards. In addition, Compass Bank has provided automated teller machine (ATM) services since August 2004. College staff recommends continuing this service with Compass Bank with terms consistent with the Treasury Management Services Agreement, September 1, 2009, through September 30, 2012, with an option to renew for a five-year period.

Compass Bank agrees to pay the College \$100 per month per ATM (currently only one) for the right to use licensed premises and \$.20 per transaction. In addition, Compass shall be allowed to charge non-Compass Bank users at maximum \$3.00 per transaction.

Board Action Requested:

Approval

Action: Approved. See item 5.1 (201.676).

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

Amended Zoo Technology Advisory Committee

417.85, 09-10

It is requested that the Zoo Animal Technology Advisory Committee be amended with the addition of Mr. Henry (Buz) Bireline. Mr. Bireline served as Assistant Director of the Santa Fe Zoo and was with the college for 13 years. Earlier this year he took a position as Director of Habitats and Nature Center, Marymont Foundation in Richmond, Virginia. He will be an excellent addition to the committee.

Board Action Requested:

Approval

Discussion: Trustee Solze asked for clarification about the date of Boo at the Zoo. Dr. Bonahue responded it would be on Saturday, October 31, and they expected record crowds as in the past.

Action: Motion to approve items 6.1 through 6.4: Hudson

Second: McRae

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

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

Community and Continuing Education EnRich! Brochure - Fall B 2009

415.127, 09-10

As required by State Board of Education regulations, the schedule of Community and Continuing Education EnRich! courses for fall B term 2009 is presented for board approval. Term dates are October 24 through December 4, 2009, with registration beginning September 30 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 (417.85).

College Calendar for 2010-2011

414.58, 09-10

The college calendar for 2010-2011 is presented for board approval. The College Senate and the Career Service Council have reviewed and endorsed the college calendar. The calendar also coincides with that of the University of Florida, which is important to students at both institutions who are often jointly enrolled. Upon approval of this calendar, a request will be made to the Florida College System to approve the college calendar.

Board Action Requested:

Approval

Action: Approved. See item 6.1 (417.85).

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

Certification of the IRS 990 Form as Required by Direct Support Organizations 400.533, 09-10

In compliance with Florida Statute 1004.70, the board is asked to certify to the Florida College System that the Santa Fe College Foundation has completed the appropriate IRS forms. The form submitted for certification is the federal IRS Return of Organization Exempt from Income Tax form (Form990) for 2008. Board certification is requested.

Board Action Requested:

Certification that the Santa Fe College Foundation has completed IRS Form 990 for 2008 in compliance with Florida Statute 1004.70

Action: Approved. See item 6.1 (417.85).

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

Amendment to Salary Schedule for 2009-2010

405.101, 09-10

It is recommended that the 2009-2010 Salary Schedule approved at the June 16, 2009, board meeting be amended to add the following sections as stated below. It is anticipated that if financial circumstances remain as projected, this option will be exercised.

Contract Personnel (Administrative and Professional)

Salary Increases for 2009-2010

Upon authorization by the president, full-time administrative and professional personnel who are employed as of November 1, 2009, may receive a one-time, non-recurring periodic salary supplement of \$1,000 to be paid upon completion of service for services performed from July 1, 2009, through October 31, 2009, or a prorated share based on the days of full-time employment for this period.

Contract Personnel (Faculty)

Salary Increases for 2009-2010

Upon authorization by the president, full-time faculty who are employed as of November 1, 2009, may receive a one-time, non-recurring periodic salary supplement of \$1,000 to be paid upon completion of service for services performed from the start of the 2009-2010 contract through October 31, 2009, or a prorated share based on the days of full-time employment for this period.

Career Service Personnel

Salary Increases for 2009-2010

Upon authorization by the president, full-time career service staff who are employed as of November 1, 2009, may receive a one-time, non-recurring periodic salary supplement of \$1,000 to be paid upon completion of service for services performed from July 1, 2009, through October 31, 2009, or a prorated share based on the days of full-time employment for this period.

Board Action Requested:

Approval of amendment to 2009-2010 Salary Schedule

Action: Motion to approve: Hudson

Second: McRae

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

Amended Rule 7.22: Petitions (Student Registration)

410.435, 09-10

The Petitions Committee rule is being revised to reflect several changes to both process and policy. The committee make-up is now outlined in the rule indicating broad college-wide representation to include both faculty and staff from across the campus. Instead of serving as a recommending body and requiring additional approval levels, this committee, through a representative process, will make the decision to approve, deny, or table any petition. Students may appeal a decision of the Petitions Committee to the college Registrar. Subsequent appeals will be directed to the appropriate college vice president. In reviewing the appeal, the Registrar shall also consult with the appropriate department chair or director. The appropriate college vice president shall render a final decision on the appeal if necessary.

Revisions also include the implementation of a statute of limitations for all petition submissions limiting the petition to one year from the semester in question or after graduation from college. The majority of community colleges in Florida have a statute of limitations. This revision will also mirror the existing grade change rule (4.2 Grading System) which also applies to one-year limitation of a grade or symbol change creating a necessary consistency among rules.

Advantages: The current rule allows students to submit petitions without limitations to number of past semesters or even years. In many cases, faculty may not even be here to provide feedback. The limitation legitimizes the process to an appropriate length of time to render a fair and more accurate decision. This may be a substantial cost savings for the college as well. Because all petition results are now sent via the college's new electronic notification system to the student's eSantaFe portal, students can now know the result of the petition in 24 to 48 hours. Such efficiencies provide valuable time to both staff and students.

Board Action Requested:

Approval

Action: Motion to approve items 7.1 and 7.2: McRae

Second: Hudson

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

Deletion of Rule 7.33: Student Drivers License Revocation Policy

410.436, 09-10

This rule, which was promulgated in 1990, has been identified as outdated and no longer applicable to institutions of higher education.

Board Action Requested:

Approval

Action: Approved. See item 7.1 (410.435).

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

Articulation Agreement with Dragon Rises College of Oriental Medicine

408.1808, 09-10

The articulation agreement with Dragon Rise College of Oriental Medicine has been identified as an accelerated path by which SFC students who earn an Associate of Art or Associate of Science degree in the areas of Biotechnology Laboratory Technician, Dental Hygiene, Nursing, Nuclear Medicine Technology, Radiography, Respiratory Care, and Cardiovascular Technology with a grade of B or higher in each course may enroll in the Bachelor of Health Sciences and Master of Acupuncture and Oriental Medicine degree at Dragon Rise College of Oriental Medicine.

Board Action Requested:

Approval

Action: Motion to approve items 8.1 through 8.3: Hudson

Second: Mallini

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

District Board of Trustees
September 15, 2009

Agenda Item: 8.2

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

School Affiliation Agreement with Memorial Healthcare Group, Inc., d.b.a.
Memorial Hospital, Jacksonville, Florida - Cardiovascular Technology

408.1809, 09-10

This agreement will allow students in the Santa Fe Cardiovascular Technology program to gain clinical education experience at Memorial Hospital in Jacksonville.

Board Action Requested:

Approval

Action: Approved. See item 8.1 (408.1808).

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

Affiliate License Agreement for Limited Use of CIED

408.1810, 09-10

This agreement continues the development of the entrepreneur incubator at the Center for Innovation and Economic Development by the licensee to be an "affiliate company" for \$250 per year for one year. This allows it to have a listing on the CIED's interior building directory, to network at expos and social functions at the CIED if designated by the college's AVP for Economic Development, to access a multi-function copier, printer, and fax machine when the CIED is open for business at licensee's cost, and to receive a discounted price to rent conference rooms or other meeting space together with audio-visual equipment (at the cost typically reserved for not-for-profit entities). College will not provide mailbox services, registered agent services, or the like.

Board Action Requested:

Approval of the Affiliate License Agreement as a standard form, and authorization for the Provost and Vice President for Academic Affairs to execute these license agreements behalf of the college without further review by the board.

Action: Approved. See item 8.1 (408.1808).

District Board of Trustees
September 15, 2009

Agenda Item: 8.4

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

Memorandum of Understanding with University Air Center

408.1811, 09-10

Recent changes in the GI Bill allow the Veterans Administration to cover the cost of flight training for student veterans within a degree-based aviation program. In response to requests from local veterans, Santa Fe seeks to re-establish and refine its existing Memorandum of Understanding with University Air Center. Under the new agreement, Santa Fe will continue to provide academic courses that lead to an Associate of Science degree in Aviation Science; University Air Center agrees to provide professional pilot training and other instructional services in accordance with FAA requirements.

The Agreement with University Air Center will be based in part on past agreements establishing responsibilities and accountabilities, and will set fees for students in the program. While the college will neither own aircraft nor offer flight training, the college will facilitate student participation by creating internal "flight training accounts," from which students may draw funds to pay for flight training.

Because some veterans currently enrolled in the Aviation Sciences program are eligible for only one year of benefits, approval is requested enabling president's staff to negotiate the final contract and implement it immediately. A draft will be available for review at the board meeting.

Board Action Requested:

Approval for the board chair to execute an agreement with University Air Center without further review by the board, following contract negotiations and approval by college staff.

SFC Foundation Liaison Update and Board Members' Remarks

Reporting for the SFC Foundation, Trustee Womack noted that the dedication of the Perry Center for Emerging Technologies is this Friday at 4 p.m. She was looking forward to seeing everyone attend. Also, the Perry Construction Institute dedication is Thursday, October 1, at 10 a.m., and the ground breaking for the Fine Arts Hall is Wednesday, October 28, at 10 a.m. She added that Bradford County is doing well in raising scholarship funds and noted that their fund raising dinner will be held Friday, November 20. Mr. Chuck Clemons, Vice President Development, distributed brochures on another fund raising campaign named "Take a Seat, Any Seat." He commented that donors could purchase seats in the Fine Arts Hall and have their names placed on them. College staff will have the first opportunity to purchase seats before they are presented to the community.

Citizen's Requests

423.20, 09-10

Mr. Jason Hyde, a student veteran at Santa Fe, asked to address the board regarding deleting agenda item 8.4, Memorandum of Understanding with University Air Center, from today's agenda. He stated that everyone at the college has been helpful, but he felt the board needed to know that there are several students, including himself, who cannot meet program requirements until the memorandum of understanding with University Air Center is approved. Chair Womack thanked him for his concerns and restated that college staff is still in the process of negotiations with University Air.