



Santa Fe College
District Board of Trustees

Minutes of Board Meeting Held October 13, 2009
Perry Center for Emerging Technologies, Alachua, Florida

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

Members absent: Robert C. Hudson,

Chair Evelyn T. Womack called the regular meeting of the District Board of Trustees of Santa Fe College to order at 4:05 p.m. at the Perry Center for Emerging Technologies in Alachua, Florida.

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 October 13, 2009, board agenda was amended as follows:

ADDED: Item 8.3: Memorandum of Understanding with Alachua County Health Department - Vaccinations for H1N1 Flu

A special presentation took place after the meeting was called to order. The Santa Fe Collegiate Veterans Society (CVS) posted the American and Florida flag in the board room followed by the Pledge of Allegiance to the Flag. President Sasser asked Mr. John Gebhardt, CVS Advisor, to introduce the members. Mr. Gebhardt thanked Dr. Sasser and the board and noted he has the best job on campus working with such talented men and women. He introduced his officers: Mr. Mair Costa, President; Mr. Neri Olea, President-elect; Ms. Lauren Cook, Officer; and Mr. Damaris Najera, Officer. He added that college veterans have grown from 350 to 850 students this term; this was due primarily to the new GI Bill that was recently passed. Colonel McRae asked how many student staff members they have. President Costa replied eight staff members.

Today's board presentation was given by Dr. Kelly Gridley, Dean of Emerging Technologies. Dr. Gridley reported that 97 students are taking courses at the Alachua Center this semester. The schedule includes several classes in Biomedical Engineering, Biotechnology, and Clinical Lab Science. They are also offering college prep courses. Phase II of the center is expected to be open by spring B semester, and it will add two classrooms and one large multi-purpose room. If a grant is secured from the U.S. Department of Commerce, Economic Development Administration, Phase III will be constructed and add 6,000 square feet for laboratories and classrooms. To kick-off the term, pizza was provided for the students, which they enjoyed. Dr. Gridley took the opportunity to thank everyone who worked on the grand opening that was held September 18. She also noted that the art in the building was on loan from local artist Mr. Scott Myers, and that Dr. Sasser will hold a coffee chat with students on October 29.

The meeting adjourned at 5:10 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 October 13, 2009, at 4 p.m.
Perry Center for Emerging Technologies, Alachua, Florida**

Adoption of Agenda

Agenda Item: 1.1
418.479, 08-09

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Board Meeting of October 13, 2009
- 1.2 Approval of Board Meeting Minutes of September 15, 2009

2. Information Items

- 2.1 President's Report
- 2.2 Contract Review Committee for the President's Contract
- 2.3 New Rule 2.12: Prohibition Against Fraudulent or Other Dishonest Acts
- 2.4 Standardized Clinical Facilities Use Agreement with Alachua County Organization for Rural Needs, Inc., dba ACORN Clinic - Health information Management

3. Consent Items

Personnel

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

Contracts, Grants

- 3.5 Renewal of Agreement with North Florida Regional Medical Center - Nursing, Health Information Management, Diagnostic Medical Sonography, Cardiovascular Technology, Radiography, Biotechnology, Respiratory Therapy, Nuclear Medicine Technology, Surgical Technology, Emergency Medical Services
- 3.6 Alachua County Public Schools Head Start Program -- Grant
- 3.7 Suwannee River Area Health Education Center, Inc. - Tobacco Training and Cessation (ATTAC) Program -- Grant

Finance/Business Affairs Items

- 3.8 Warrants Issued for September 2009
- 3.9 Report of Purchases for September 2009

4. Facilities Items

- 4.1 Energy Conservation Program (Heat Pump) - Budget
- 4.2 Fine Arts Hall - Ratification of Remaining Guaranteed Maximum Price

5. Finance/Business Affairs Items
 - 5.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of September 30, 2009
 - 5.2 Colonel Harry M. Hatcher, Jr., Property Survey 10-02
 - 5.3 Acceptance of Donations, 10-01
 - 5.4 Agreement for Manual Food Service - Middle Bay
Premises Use License Agreement - Santa Fe College Food Service Bay/Area
6. General Institutional Items
 - 6.1 Deletion of Courses Not Taught in the Last Five Years
 - 6.2 Addendum to Credit and Postsecondary Adult Vocational Lab Fee Schedule for 2009-2010
7. Rules
 - 7.1 New Rule 3.38: Prohibition of Firearms and Other Weapons on College Premises
8. Contracts/Grants
 - 8.1 Flight Training Services Agreement with University Air Center
 - 8.2 The Charles R. and Nancy V. Perry Center for Emerging Technologies Expansion
Project: Development Assistance Program -- Grant
 - 8.3 Memorandum of Understanding with Alachua County Health Department - Vaccinations
for H1N1 Flu **(ADDED)**
9. Santa Fe 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 agenda was amended to add item 8.3 to the agenda. This contract was received by the college early on the day of the board meeting and, according to Chief Daryl Johnston, there is a good chance that the vaccine will be available prior to the November board meeting, thus warranting the last-minute addition to the agenda.

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

Approval of Board Meeting Minutes of September 15, 2009

401.470, 08-09

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held September 15, 2009, are presented for approval.

Board Action Requested:

Approval

Action: Motion to approve: Mallini

Second: Brashear

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

President's Report

Information Item

Dr. Sasser thanked Dr. Kelly Gridley and her 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. Fred Parks, Student Government External Affairs Officer.

The president reminded the board of the workshop schedule for Monday, October 19, starting at noon. He thanked Trustee Mallini for his hospitality for hosting the meeting.

Dr. Sasser encouraged everyone to attend the groundbreaking for the Fine Arts Hall on Wednesday, October 28, at 10 a.m.

Another important event is Boo at the Zoo on October 31 from 3 to 7:30 p.m. The Zoo staff is predicting large crowds so candy donations are welcomed.

Contract Review Committee for the President's Contract

Information Item
416.113, 09-10

Chair Womack nominated Trustee Mallini to serve as the committee to review the president's contract and report back to the board at the November board meeting. Trustee Mallini agreed to serve in this capacity.

New Rule 2.12: Prohibition Against Fraudulent or Other Dishonest Acts

Information Item
410.437, 09-10

Like all organizations, Santa Fe faces risks from wrongdoing, misconduct, dishonesty, and fraud. Santa Fe must be prepared to manage these risks and their potential impact in a professional manner.

The impact of misconduct and dishonesty may include, but is not limited to:

- The actual financial loss incurred
- Damage to the reputation of Santa Fe and its employees
- Negative publicity
- The cost of investigation
- Loss of employees
- Loss of customers
- Loss of funding from individual donors and/or foundations
- Damaged relationships with our contractors and suppliers
- Litigation
- Damaged employee morale

The college's goal is to establish and maintain an environment of fairness, ethics, and honesty for our employees, our students, our donors, our suppliers, and anyone else with whom we have a relationship. To maintain such an environment requires the active assistance of every employee every day.

Santa Fe is committed to the deterrence, detection, and correction of misconduct and dishonesty. The discovery, reporting, and documentation of such acts provides a sound foundation for the protection of innocent parties, the taking of disciplinary action against offenders up to and including dismissal where appropriate, the referral to law enforcement agencies when warranted by the facts, and the recovery of assets.

The proposed rule will formalize college policy regarding the deterrence and investigation of suspected misconduct and dishonesty by employees and others, and provide specific instructions regarding appropriate action in case of suspected violations.

Discussion: Under item 2.3 Trustee Bradley asked for a clarification of "Independent Contractor" and whether it means more than one person. Ms. Patti Locascio, General Counsel, replied that the college enters into provider agreements with authorized representatives and that the companies are liable for the acts of their employees. Trustee Bradley asked if the college could look into holding the individual employees of a company responsible for fraudulent acts. Ms. Locascio said she would research the information. Regarding Trustee McRae's question as to why the college needs such a rule, Ms. Ginger Gibson, Vice President Finance and Information Technology Services, replied that it is good business practice and auditors suggest that this new rule applies to anyone with whom the college conducts business. She added that the rule defines several aspects of fraud. She also stated that all community colleges are required to have the new rule in effect.

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

Standardized Clinical Facilities Use Agreement with Alachua County Organization for Rural Needs, Inc., dba ACORN Clinic - Health information Management Information Item 408.1812, 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 ACORN Clinic for students enrolled in the SFC Health Information Management (HIM) program. Although the standard agreement states that ACORN “regularly employs health information management practitioners,” ACORN requested that this phrase be removed from the agreement because ACORN has not regularly employed HIM practitioners in the past.

CONSENT

District Board of Trustees
October 13, 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)

402.714, 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 Part Time

Phillip Achey	Stephen Doherty	Patricia Johnson
Sonia Alonso	Valerie Dortona	Teri Jones
Virginia Agnew	Kendra Doten	Mary Karamidas
Melissa Alling	Kyle Draney	Aaron Kashtan
Leonard Appling	Monet Ducksworth	Aaron Keebaugh
Elaine Badgerow	Dusti Durden Hersey	Cari Keebaugh
Anne Baird	Christopher Drum	Tiffany Kisker
Suzanne Barroso	Jon Duff	Kevin Krahn
Stephanie Bell	Stephen Everett	Leon Larson
Stephen Bingham	Dominique Fasion	Cecelia Lerner
Tamara Blagojevic	Rhonda Feldheim	Randall Liles
Marilyn Booher	Melissa Flanagan	Jamie Love
Cheri Booth	Shelia Forrester	Regina Martin
Paul Borsa	Katrina Fort	Jyrece McClendon
Stacey Breheny	Jared Freeland	Nancy McCurdy
Todd Brooks	Jonathan Frey	Harold McGee
Anasuya Bulkan	Andrea Gabrielli	William Meeker
Kathy Byrne	Susan Gildersleeve	Janis Mena
George Canova	David Goldblatt	Vanessa Merriex
Peter Carolin	Susan Greimel	Anthony Moffet
David Case	Glenda Guarino	Gary Moody
Katherine Casey-Sawicki	Michele Hammond	Sandi Moody
Jaime Castro	John Hart	Courtney Moore
Amy Coker	Stephen Harrison	Jack Moorhead
Matthew Coleman	Joseph Hillhouse	Katherine Murray
Kathleen Combass	Mark Hills	William Palow
Angela Conti	Shirley Hintze	Kristina Patten
Marsha Cooper	Brian Holder	Suzon Peterson
Jay Crockett	Renate Hooper	Joanne Platte
Tania Darlington	Mark Hostetler	Sandra Plympton
Carrie Davis	Jennifer Hotzman	Andrea Roscovich
Michelle Delk	Margaret Howell	Alice Reakes
Edwin Dice	Lisa Jerry	Elizabeth Reynolds

Carrie Rodesiler
Jorge Romero-Habeych
Ingrid Rosenshein
Emily Ross
Gregory Ruppert
Kathie Russell
Daniel Russo
Jacob Searcy
Katie Schubert
Richard Schwartz
T. W. Scott
Timothy Shay
Barbara Smith
Gerald Smith

Sara Smith
Scott Smolenski
Holly Sprinkle
Kimbly Standifer
Linda Stanley
Richard Stanojev
Kevin Strickland
Linda Stephens
Daniel Stepp
Megan Sweeting
Patricia Telesco
Christine Thompson
Margaret Tison
Rita Torto

Richard Tovar
Gregory Turner
Mary Ulseth
William Vickory
Jonathan Wadley
Amanda Watson-Boles
Judy Ward
Daniel Weber
Ted Weseman
Becky White
Daniel Wilkins
Albert Young

Board Action Requested:

Approval

Action: Motion to approve consent items 3.1 through 3.9: Brashear
Second: McRae
Vote: Bradley - yes, Brashear - yes, Jackson - yes, Mallini - yes, McRae - yes, Solze - yes,
Womack - yes.

C O N S E N T

District Board of Trustees
October 13, 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)

411.318, 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.

Technical/Professional

Name

Position

Appointment

Full Time

Justin Snell
A.A., Brevard Community College

Websmith

Promotion

David Houder
B.A., University of Central Florida

Coordinator, Webmaster, College Relations

Part Time

* Phillip Achey	Specialist, Student Support Services
* Gary Arthur	Specialist, Adult Education
Christopher Ballengee	Specialist, Fine Arts
John Douglas	Specialist, Downtown Lab
Dominique Faison	Specialist, Writing Lab
* Rhogeana Fleming	Specialist, Upward Bound
Stephen Fooks	Specialist, Math Lab
Jonathan Gil	Specialist, Fine Arts
Jonathan Hill	Specialist, Math Lab
Beverly Leibach	Specialist, ESL Lab
Lori Sandholdt	Specialist, Writing Lab

* Grant funded

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.713).

CONSENT

District Board of Trustees
October 13, 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

404.385, 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.

Community Education

<u>Name</u>	<u>Program</u>
Ashley Frasier	MacIntosh
Jessica Giles	Japanese
Laura Lambes	Coordinator
Reverend Luke Moonoak	Eco Spirituality
Marjorie Zander	History

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.713).

C O N S E N T

**District Board of Trustees
October 13, 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

403.475, 09-10

The individuals listed below are being recommended for appointment.

**Appointment
Full Time**

<u>Name</u>	<u>Position</u>
Benjamin Lowe	Senior Groundskeeper, Facilities Services
Elliott Barrington, III	Groundskeeper, Facilities Services

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.713).

C O N S E N T

District Board of Trustees
October 13, 2009

Agenda Item: 3.5

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

Renewal of Agreement with North Florida Regional Medical Center 408.1813, 09-10
Nursing, Health Information Management, Diagnostic Medical Sonography,
Cardiovascular Technology, Radiography, Biotechnology, Respiratory Therapy,
Nuclear Medicine Technology, Surgical Technology, Emergency Medical Services

This renewal agreement with North Florida Regional Medical Center provides clinical experience for students in the above listed programs. The agreement is the same as the one currently in effect, with the exception of extending the term for five years (January 1, 2010, through December 31, 2014).

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.713).

C O N S E N T

District Board of Trustees
October 13, 2009

Agenda Item: 3.6

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

Alachua County Public Schools Head Start Program -- Grant

409.1770, 09-10

The purpose of this project is to provide Associate in Science, Child Development Associate, and Child Care Worker Certification training for 45 to 50 trainees from the School Board of Alachua County Head Start program for staff and parents.

The amount of funds requested from the School Board of Alachua County is \$40,000, with no matching funds from Santa Fe College.

Duration of this project is September 1, 2009, through July 31, 2010.

Operating budget impact: None

Board Action Requested:

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

Action: Approved. See item 3.1 (402.713).

CONSENT

District Board of Trustees
October 13, 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. - Tobacco Training and Cessation (ATTAC) Program -- Grant

409.1771, 09-10

The purpose of this project is to implement a tobacco education and use prevention initiative for future health professionals at Santa Fe College. This project seeks to reduce tobacco use and per capita tobacco consumption among youth, adults, and special populations. This project will train Santa Fe College students enrolled in the Respiratory Care, Cardiovascular Technology, Dental Hygiene, and Dental Assisting programs. Instruction shall incorporate the CDC's *Best Practices for Comprehensive Tobacco Control Programs Prevention*, the U.S. Public Health Service's *Clinical Practice Guideline for the Treatment of Tobacco Use and Dependence*, and the cessation, support, and treatment services offered by the *Florida Quit-For-Life-Line*.

The amount of funds requested from the Suwannee River Area Health Education Center, Inc. is \$7,500, 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
October 13, 2009**

Agenda Item: 3.8

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

Warrants Issued for September 2009

208.462, 09-10

A listing of all disbursements issued from September 1 through September 30, 2009, is available at this meeting for the board's information. The amount disbursed was \$ 17,883,462.27.

Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	628479 - 640160
Payroll	2730 - 2999

Electronic Transfers

45893 - 48257

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.713).

C O N S E N T

**District Board of Trustees
October 13, 2009**

Agenda Item: 3.9

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

Report of Purchases for September 2009

202.567, 09-10

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

Purchasing	\$2,316,110.33
Risk Management Consortium	<u>0</u>
Total	<u>\$2,316,110.33</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y30792 (Fund 1)	\$ 29,928.00	Contract	Lawmen's & Shooter's Supply, Inc.	Ammunition Criminal Justice
Y30800 (Fund 7)	\$ 37,704.00	Contract	Johnson Controls, Inc.	Direct Purchase - Air Handler Units, Variable Air Volume Boxes Charles R. and Nancy V. Perry Center for Emerging Technology
Y30903 (Fund 1)	\$ 60,000.00	Exempt	City of Alachua	Electricity for Charles R. and Nancy V. Perry Center for Emerging Technology Utilities
Y30915 (Fund 1)	\$ 28,000.00	Contract	Automated Controls	Service Contract for Maintenance of HVAC Control System HARV
Y30943 (Fund 7)	\$1,016,427.00	Contract	PPI Construction	Building M Air Handler Replacement General Renovation/Remodel
Y30978 (Fund 7)	\$ 501,191.00	Contract	Scherer Construction & Engineering	Building F and B Re-roof General Renovation/Remodel
Y31059 (Fund 7)	\$ 108,367.58	Contract	Office Environment Center	Furniture for Alternate 1 Charles R. and Nancy V. Perry Center for Emerging Technology
	\$1,781,617.58			

Purchase orders for previously awarded contracts: 8
Number of purchase orders \$0-\$25,000.00: 365

Amount: \$ 77,203.21
Amount: \$457,289.54

Agenda Item 3.9
October 13, 2009
Page 2

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.

Energy Conservation Program (Heat Pump) - Budget

412.1059, 09-10

Project Description:

The college has an unmatched history of energy conservation in that it has continually used less electrical energy on the Northwest Campus each of the past five years. Santa Fe is one of the only institutions served by Gainesville Regional Utilities that was prepared to take part in the feed-in-tariff program introduced in early 2009. The college now has three solar installations on campus with a fourth coming on line in early 2010; two thermal and two photovoltaic which generate nearly 100,000 watts of power.

This project includes the installation of a water-to-water heat pump in the main chiller/boiler plant in order to take advantage of heat rejected from one medium being used as an energy source for another.

Architect/engineer	Affiliated Engineer, Inc.
Contractor/construction manager	To be determined
Uniform building inspector	In-house
Estimated project budget	\$750,000
Source of funds	Capital Improvement Fee

Project Status:

The college must constantly be looking for opportunities to conserve energy. If we stop and spend too much time basking in the success of past projects, the college will get behind. The primary chiller plant contains a total of 2,800 tons of cooling capacity while the boiler plant contains two 350 horse power boilers. In their simplest form of operation, the chiller plant rejects heat; the boiler plant produces heat. Early evaluations and modeling of this technology show a 5 to 7 year payback.

Board Action Requested:

Approval of an estimated project budget in the amount of \$750,000

Discussion: Mr. Bill Reese, Associate Vice President, Facilities Services, reviewed items 4.1 and 4.2. Under item 4.2, Trustee Bradley wanted to confirm that the project came in under budget. Mr. Reese replied that it did; it came in around \$15,000,000.

Action: Motion to approve items 4.1 and 4.2: Bradley
Second: Mallini
Vote: Bradley - yes, Brashear - yes, Jackson - 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.

Fine Arts Hall - Ratification of Remaining Guaranteed Maximum Price

412.1060, 09-10

Project Description:

The scope of this project has changed several times as driven by the available funding. The current scope entails the construction of a new performance theater and related spaces on the Northwest Campus.

Architect/engineer	Zeidler Partnerships, Inc.
Contractor/construction manager	Danis Building Construction Co.
Uniform building inspector	In-house
Estimated project budget	\$17,153,755
Source of funds	Bonded Capital Improvement Fee, Private and Matching

Project Status:

In order to expedite the construction start of the Fine Arts Hall, the architects were instructed to develop 100% sitework and foundation documents to coincide with the 50% construction document deliverable for the remaining architectural, mechanical, electrical, and plumbing divisions. The board approved the 100% sitework and foundation construction documents and subsequent sitework and foundation guaranteed maximum price at their July 21, 2009 meeting. The board also approved the 50% phase II design documents at that time and agreed to ratify the guaranteed maximum price for the remainder of the building once it was received and review by staff. College staff has since received and approved the 100% construction documents for this project and is asking the board to approve them as well.

Bids for the remaining construction divisions were opened on September 28, 2009, and the resultant guaranteed maximum price will be presented at the meeting. It is requested that the board ratify the guaranteed maximum price.

Board Actions Requested:

- A. Approval of 100% construction documents**
- B. Ratification of guaranteed maximum price for the remainder of the building in the amount of \$13,356,635**

Action: Approved. See item 4.1 (412.1059).

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 September 30, 2009 201.680, 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 September 30, 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	22,076,467	32.94	20,527,008	31.85
Expenditures	10,634,892	15.23	10,940,964	17.33

Board Action Requested:

Approval of report

Discussion: Ms. Ginger Gibson, Vice President for Finance and ITS, reviewed items 5.1 through 5.5 individually. Regarding item 5.4, Trustee McRae asked if the food options will be similar to what they serve in their restaurant downtown. Ms. Gibson replied that they will be, with the addition of serving breakfast.

Action: Motion to approve items 5.1 through 5.4: Brashear

Second: Jackson

Vote: Bradley - yes, Brashear - yes, Jackson - 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 10-02

200.759, 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 by e-mail on September 22, 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	2	\$51,998.87	\$51,998.87	\$0.00
TOTAL	2	\$51,998.87	\$51,998.87	\$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 (201.680).

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

Acceptance of Donations, 10-01

200.760, 09-10

SFC Foundation has donated the following new items listed below to the college's Displaced Homemaker program.

<u>Items</u>	<u>Unit Value</u>	<u>Total Value</u>
8 Computer Seats	\$ 106.25	\$ 850.00
4 Computer Tables	289.00	1,156.00
1 Sympodium ID370 Interactive Pen Display	2,928.98	2,928.98
1 Projector, Sharp P6-212X XGA	625.00	625.00
1 Three Piece Stereo Speaker System	36.00	36.00
1 Lectern Compact Presentation	1,251.80	1,251.80
1 Digital Visual Presenter	749.00	749.00
1 Laptop, Dell Latitude E6400	1,642.00	1,642.00
1 Motorized Projection Screen	427.00	427.00
1 Sony Camcorder	229.95	229.95
1 JVC DVD/VCR Combo	<u>76.82</u>	<u>76.82</u>
Total		<u>\$9,972.55</u>

Board Action Requested:

Approval/acceptance of donations

Action: Approved. See item 5.1 (201.680).

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

Agreement for Manual Food Service - Middle Bay	209.174, 09-10
Premises Use License Agreement - Santa Fe College Food Service Bay/Area	209.175, 09-10

On July 10, 2009, an Invitation to Negotiate for manual food services was issued for the middle bay in the food court formerly occupied by Juniors Restaurant. Three proposals were received and opened on August 27, 2009.

Responses were received from the following vendors:

- Salads International Inc. dba Designer Greens
- JMB Concepts, LLC
- La Fortuna Latin Market & Deli, LLC (La Fortuna Restaurant)

An evaluation committee of thirteen members (representing students, faculty, and staff, including academic and non-academic areas) reviewed the proposals. With both Domino's Pizza and Subway Restaurant already present in the Food Court, the committee sought to identify the vendor that best complimented the other restaurants based on student and employee evaluation. Evaluation criteria included the menu, sustainable practices, and compensation to the college.

The evaluation committee recommends awarding the manual food service agreement for a period of five years with one five-year renewal option to La Fortuna Latin Market & Deli, LLC (La Fortuna Restaurant). All terms and conditions are set forth in the Agreement for Manual Food Service.

The Premises Use License Agreement/Santa Fe College Food Service Bay Area is also necessary to allow the vendor to complete relatively minor design and build-out at the vendor's expense in accordance with the terms and conditions set forth in the agreement.

Board Actions Requested:

- 1. Acceptance of committee's recommendation to select La Fortuna Latin Market & Deli, LLC;**
- 2. Approval of Premises Use Agreement**
- 3. Approval of Agreement for Manual Food Service**

Action: Approved. See item 5.1 (201.680).

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

Deletion of Courses Not Taught in the Last Five Years

400.534, 09-10

The following courses have not been taught in the last five years and have been purged from the Statewide Course Numbering System catalog inventory for Santa Fe College. These courses have also been deleted from Santa Fe's in-house catalog inventory. With these deletions, the college remains in compliance with Rule 6A-10.0331, Florida Administrative Code, for the 2009-2010 academic year.

Course Number

Course Title

ARH2603	Introduction to Native American Art
EUH2032	History of the Holocaust
REA1121	Reading for Allied Health
EVS2931	Environmental Decision Making
ISC1010	History of Science

Board Action Requested:

Approval

Action: Motion to approve items 6.1 and 6.2: McRae

Second: Brashear

Vote: Bradley - yes, Brashear - yes, Jackson - 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.

Addendum to Credit and Postsecondary Adult Vocational Lab Fee
Schedule for 2009-2010

301.113, 09-10

The course lab fees listed below should be added to the credit and postsecondary adult vocational lab fee schedule which was approved by the Santa Fe College Board of Trustees June 2009.

These lab fees are applicable to students who elect a prepayment option for flight training services in accordance with agreements between the College and FAA-approved contractors and are based upon the estimated fee for flight training plus the customary 15% administrative fee. The balance of any unused funds will be returned to the student or to the designated third party provider of funds. These lab fees will become effective spring term 2010.

ATF1120	ASEL Flight Training 1	\$ 6,785.00
ATF1104	ASEL Flight Training 2	\$12,069.00
ATF2150	Instrument Flight Training	\$11,327.00
ATF2400	Multi-Engine Flight Training	\$ 7,383.00

Board Action Requested:

Approval

Action: Approved. See item 6.1 (400.534).

New Rule 3.38: Prohibition of Firearms and Other Weapons on College Premises 410.438, 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.

Board Action Requested:

Approval

Discussion: President Sasser noted that they took all the information that was discussed at the last board meeting and modified the rule, with the only significant change being that any exceptions to the rule prohibiting weapons on campus will be made by the SFC Police Chief.

Action: Motion to approve: McRae

Second: Mallini

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

Flight Training Services Agreement with University Air Center

408.1814, 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, subject to changes in fuel costs. 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 the college will draw funds to pay for flight training as directed by those students who have selected a prepayment option. This agreement does not require a student to prepay through the college; students may satisfy their flight training requirements independent of the college via credit by examination. This arrangement with University Air Center is not exclusive in that the college would consider similar arrangements with other FAA-approved flight training schools.

Board Action Requested:

Approval

Discussion: Regarding item 8.1, Trustee Bradley asked for clarification on what the college's position would be on the training. Ms. Patti Locascio replied that the college is contracting with University Air Center to provide all flight training because the college does not have the capacity to do that in-house. Under the agreement, the college 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 is based in part on past agreements establishing responsibilities and accountabilities, and sets fees for students in the program, subject to changes in fuel costs. The college will neither own aircraft nor offer flight training; the college will facilitate student participation by creating internal "flight training accounts" from which the college will draw funds to pay for flight training as directed by those students who have selected a prepayment option. Director, Institute of Public Safety, Daryl Johnston added that Mr. George Mazzeo monitors/supervises what our students receive from their training. Trustee Bradley asked about liability in the event of an accident. Ms. Locascio replied the college is covered soundly by the agreement, although the college could be named in a lawsuit. Trustee McRae asked if our instructor flies with the students. Mr. Johnston replied no, that Mr. Mazzeo only reviews and monitors students and conducts no hands-on instruction.

Agenda Item 8.1
October 13, 2009
Page 2

Action: Motion to approve items 8.1 through 8.3: Mallini
Second: McRae
Vote: Bradley - yes, Brashear - yes, Jackson - 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.

The Charles R. and Nancy V. Perry Center for Emerging Technologies
Expansion Project: Development Assistance Program -- Grant

409.1772, 09-10

The purpose of this project is to construct a 6,000 square feet laboratory and classroom addition at the Santa Fe College Perry Center for Emerging Technologies in Alachua. This third phase of construction will facilitate growth and enrollment increases to train critically needed employees for job openings in biotechnology, biomedical technology, and clinical laboratory science. The addition will accommodate an additional 144 enrollments in laboratory courses serving multiple programs and allow for 384 enrollments in classroom-based courses. The addition will add approximately 528 enrollments to the center's capacity, making the total enrollment capacity approximately 854 students, nearly tripling the initial impact of the facility.

The amount of funds requested from the U.S. Department of Commerce, Economic Development Administration, is \$1,944,506, with a cash match of \$648,169 required. The cash match will be provided through private donors, unspent PECO funds, and other private sources.

Duration of this project is January 1, 2010, through December 31, 2011.

Operating budget impact: Facility operating costs will be requested from the state prior to opening.

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 8.1 (408.1814).

ADDED ITEM

**District Board of Trustees
October 13, 2009**

Agenda Item: 8.3

Memorandum of Understanding with Alachua County Health Department -
Vaccinations for H1N1 Flu

408.1815, 09-10

This memorandum of understanding with Alachua County Health Department outlines the procedures for Santa Fe College to offer vaccinations for the H1N1 flu in conjunction with the health department. The vaccine and supplies will be provided by the federal government at no cost to the college.

It is anticipated that the vaccinations will be administered by Santa Fe College Emergency Medical Services faculty and students, in coordination with the student health nurse, to vaccinate a large number of the campus community at a to-be-determined place and time as the vaccine becomes available to the college. Contained within this agreement is a list of responsibilities of Alachua County Health Department and Santa Fe staff/students. The MOU may be terminated upon 30 days' notice to the other party.

Board Action Requested:

Approval

Action: Approved. See item 8.1 (408.1814).

Santa Fe Foundation Liaison Update and Board Members' Remarks

Reporting for the SFC Foundation Corporation, Trustee Womack noted that a fund raising dinner in Starke is set for November 20, 2009, at the Johns Conference Center with guest speaker Mr. Casey Jones, one of the survivors of US Airways flight 1549, which crashed into the Hudson River. Shands at AGH Auxiliary donated \$221,000 to establish a new endowed nursing scholarship. This will provide approximately eight new scholarships per year. She also added that she would love to have 100 percent participation for the Fine Arts groundbreaking ceremony on October 28. In addition, a local businessman donated a piece of property valued at \$472,000 to establish a new scholarship program.

Trustee McRae reported that the Bradford County Food Pantry has fed over 10,000 people and is expecting to feed at least 12,000 this year. He added that the community has been very supportive in this effort, but extra help is needed. There are two bills that will be considered by the legislature, House Bill 2237 and Senate Bill 1313, which will give financial credit to local donors. He asked that everyone support the bills. Dr. Sasser asked for copies so he can talk with our local delegation members about the bills.