



Santa Fe College
District Board of Trustees

Minutes of Board Meeting Held January 19, 2010
Wattenbarger Student Services Building, Gainesville, Florida

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

Members absent: Winston J. Bradley

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 Northwest Campus 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.

President Sasser commented that he was deeply moved by the tragedy in Haiti and has planned a meeting with our Haitian students next Tuesday. He then asked Dr. Portia Taylor, Vice President Student Affairs, to discuss the college's support of students with personal connections to Haiti. Dr. Taylor commented that the college would allow students with those connections to withdraw from classes. She added that most students have decided to stay in class, which brings a sense of normality to their lives. The SF Trauma Response Team is assisting students. Our students have joined with UF in a campaign called "Help Haiti Heal," which assists with various activities including communications through FaceBook. The students have planned an event for January 21 in the oak grove called "Change-to-Change" which will collect funds to be distributed to local organizations that are assisting.

The meeting adjourned at 5:05 p.m.

Evelyn T. Womack
Board Chair

Jackson N. Sasser
Secretary to the Board



**The District Board of Trustees
Santa Fe College, Florida
Agenda for Board Meeting of January 19, 2010, at 4 p.m.
Wattenbarger Student Services Building**

Adoption of Agenda

Agenda Item: 1.1
418.481, 09-10

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Board Meeting of January 19, 2010
- 1.2 Approval of Board Meeting Minutes of November 17, 2009

2. Information Items

- 2.1 President's Report
- 2.2 Standard Agreements
 - Meridian Behavioral Healthcare, Inc., Gainesville - Health Information Technology Management Program
 - Woodlands Care Center of Alachua County, Inc. - Nursing
- 2.3 Continuing Contracts for 2010-2011

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 Agreement:
 - Families of Faith Christian Academy, Lakeland, Florida - High School Dual Enrollment
- 3.6 Standard Professional Practice Affiliation Agreement for Health Information Technology Management Program
- 3.7 Math Opens the Doors Scholarship (MODS) - National Science Foundation -- Grant

Finance/Business Affairs Items

- 3.8 Warrants Issued for November and December 2009
- 3.9 Report of Purchases for November and December 2009

4. Facilities Items
 - 4.1 Building B Remodel for Math Emporium - Revised Location: Building P
 - 4.2 Building L Mechanical Upgrade - Approval of Phase III and Guaranteed Maximum Price
5. Finance/Business Affairs Items
 - 5.1 Santa Fe College Financial Audit Report #2010-071 - Year Ended June 30, 2009
 - 5.2 Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of December 31, 2009
 - 5.3 Colonel Harry M. Hatcher, Jr., Property Survey 10-04
 - 5.4 Fee Waiver Report for Fall Term 2009
6. General Institutional Items
 - 6.1 Approval of Expenditures of Fine Arts Program Funds
 - 6.2 Dr. Philip Benjamin Matching Grant Program for Community Colleges
 - 6.3 Study Abroad Programs to Costa Rica and Ecuador
7. Contracts/Grants
 - 7.1 Master Services Agreement with Mainline Information Systems, Inc. - IBM Data Storage System
 - 7.2 Student Support Services -- Grant
 - 7.3 The Florida BRAIVE Fund - Current War Student Veteran Leadership Initiative -- Grant
 - 7.4 Bradford Fest - Bringing Culture, Literacy, and Well-being to Bradford County -- Grant
 - 7.5 Xhale Innovations Inc. - Quick Response Training -- Grant
 - 7.6 Bradford County Tourism Development Council -- Grant
8. Santa Fe College Foundation Liaison Update and Board Members' Remarks
9. Citizen's Requests
10. Adjournment

Board Action Requested:

Approval

Action: Motion to approve: Jackson

Second: Brashear

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

Approval of Board Meeting Minutes of November 17, 2009

401.472, 09-10

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

Board Action Requested:

Approval

Action: Motion to approve: Hudson

Second: Mallini

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

President's Report

Information Item

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

The president noted he was looking forward to joining Chair Womack and Trustees McRae and Solze at Bradford County's annual Chamber of Commerce banquet this Saturday.

He reminded the board that the SACS accreditation team will be here February 8 through 10, and that board members might be asked to attend a luncheon on the 9th. He will apprise the board once plans are finalized.

Santa Fe's Development Office is hosting the second annual Boots-n-BBQ cook-off event on February 12 and 13. Mr. Chuck Clemons, Vice President Development, added that this will be a great event to help raise money for scholarships, and commented that the poster, which all of the board members received, was designed by Mr. Mike Posluszny a full-time graphic design student.

Dr. Sasser said the Women of Distinction luncheon will be held March 2 at the UF Hilton and encouraged all board members to attend.

President Sasser noted that the proposed date for the board workshop in March did not work for several board members and proposed two more dates. He said that Ms. Tina Crosby would consult with the trustees to find a suitable date.

The college will host the League for Innovation spring board meeting March 31 through April 2, 2010. Board members will help host the League board members for dinner on April 1 at the Harn Museum.

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

Standard Agreements	Information Item
Meridian Behavioral Healthcare, Inc., Gainesville - Health Information Technology Management Program	408.1823, 09-10
Woodlands Care Center of Alachua County, Inc. - Nursing	408.1824, 09-10

The board has authorized its chair to execute on behalf of the board standardized form agreements without further action by the board. Such agreements have been executed with Meridian Behavioral Healthcare, Inc. for students enrolled in the SF Health Information Technology Management program and with Woodlands Care Center of Alachua County for students in the Nursing program.

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

Continuing Contracts for 2010-2011

Information Item
402.717, 09-10

Candidates for continuing contract are listed below. Files for these individuals are available for board members to review in the office of the Provost and Vice President of Academic Affairs. Recommendations for board action regarding continuing contract personnel will be presented at the February 16, 2010, board meeting.

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

2010-2011 Continuing Contract Candidates

Patricia Aylward	Nursing Programs
Patrick Breslin	Humanities and Foreign Languages
Richard Dickson	English
Alexander Green	High School Dual Enrollment
Margaret Kayhani	Nursing Programs
Daisy King	Nursing Programs
George Mazzeo	Aviation Services
Kenneth Murphy	Academic Foundations
Ethel Owusu	Sciences for Health Programs
Li Ren-Kaplan	Humanities and Foreign Languages
Matthew Shaffer	Fine Arts
Julie Shay	Health Information Management
Marin Smilov	Humanities and Foreign Languages
William C. Smith	English
Ann Weigl	Academic Foundations
Trenita White	Librarian

C O N S E N T

District Board of Trustees
January 19, 2010

Agenda Item: 3.1

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

Contract Staff (Faculty)

402.716, 09-10

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

**Appointment
Part-time**

Donavan Bowers
David Boydstun
Daniel Brainerd
Jacqueline Brown
Jesse Butler
Christina Cammarata
Stacy Ettel
Michael Fulton
Jodi Harstrom
Frank Heinzmann
Johanina McCormick
Regina Melchor-Beaupré
Gary Moss
James Nichols
Shawn Pagel
David Parker
Chittur Radhakrishnan
Leslie Rambaut
Karen Rybak
Eric Samet-Shaw
Jennifer Stephens

Board Action Requested:

Approval

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

C O N S E N T

District Board of Trustees
January 19, 2010

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)

411.322, 09-10

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

**Technical/Professional
Appointment
Full Time**

<u>Name</u>	<u>Position</u>
* Warren Michael, Jr. <i>B.S., University of Florida</i>	Interim Construction Specialist, Construction and Technical Programs
* Aminah Nichols <i>B.A., University of Florida</i>	Coordinator, College Reach Out Program
* Kendra Riley <i>J.D., University of Florida</i>	Coordinator, Upward Bound Program

Promotion

Matthew Thompson <i>8 Years Experience Information Technology Services</i>	Systems Specialist, Information Technology Services
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Part Time

Jacqueline Brown	Specialist, Vocation Prep
^ Brendan Foley	Specialist, Fitness Center
Patricia Karl	Specialist, Test Proctor
Karen Lake	Specialist, Test Proctor
Colleen Scott-Hall	Specialist, Test Proctor

* Grant funded
^ Funded by student activity and service fees

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.716).

C O N S E N T

District Board of Trustees
January 19, 2010

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

404.387, 09-10

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

Community Education

<u>Name</u>	<u>Course Name</u>
Gayle Ambrose	Crocheted Rug-Making
Sandra Angelou	Yoga for Relaxation
James Atyeo	Photography: 35mm/Digital
Shenna Benarte	Stretch + Relax with Yoga
Edward Bez	History of the World's Wonders
Gary Bone	Open Studio Ceramics
Victor Brennan	GRE Math Review
Veda Burns	Watercolor
Ernest Campbell	Qigong, Wild Goose Basics
Patrick Carmichael	Fundamental Algebra
Celia Chapman	Finding Inner Peace
Lawrence Christian	Living Trusts, Estate Planning
Rosemary Copeland	Quilting 101
Chris Curry	Homeowner Horticulture
Danielle DeCosmo	Singing Your Best
Stephen Dixon	Golf I and II
Dietrich Dohrmann	Jewelry Construction
Scott Dombeck	Golf
Maruja Duenas	Spanish I - Part II
Irma Fallon	Writing for Seniors
April Fitzgerald	Macintosh Computers I
Janet Foster	MS Office Applications I
Brian Fox	PC Fundamentals I and II
Patrick Gallagher	Intro to Furnace Blown Glass
Hattie Garrett	Cardio Fitness
Jessica Giles	Japanese for the Beginner
Katy Graves	Gentle Beginners Yoga
Lance Hastings	German II
James Hearn	Bridge I and II
Sarah Hinds	Glass Bead Making
Elizabeth Hodges	Acrylic Painting I and II
Angela Hoppe	Oil Painting
Cherub Hurt	Golf
Julian Kazimier	Guitar I and II
Leon Larson	Hand Drumming I and II

Community Education, continued

<u>Name</u>	<u>Course Name</u>
Alison LeBaron	Open Air Pottery
Terence Lehman	First Time Home Buying
Dawn Lopresto-Davis	Income Tax Basics Workshop
Ellen Lord	Beginner Line Dancing
Sheila Lucas	American Sign Language II
Marjorie Malerk	Belly Dancing
Michel Maloiseau	Healthy French Cooking
Ruth Mansell	Design with Pizzazz
Luke MoonOak	Earth Religions
Eduardo Morales	Spanish III
Giovannella Moscovici	Italian I, II and III
Melanie Phillipot	Puppy Playgroup
James Porter	Relax for Better Health
Emil Paul Raab	Small Arc Welding
William Register	Pool and Billiards 101
Terri Regotti	Drawing I, Part I
Heather Remer	Conquering Negativity
Linda Richards	Clutter Club
Marguerite Romeis	Psychic Connections
Janos Shoemyen	Creative Writing Workshop
Claudia Siders	Low Impact Aerobics Plus!
George Sternfels	Wine Tasting
Patrick Thompson	Backpacking/Hiking Basics
Janet Todd	Spanish for Beginners
Jennifer Van Bergen	Ferret Care 101
James Yawn	Digital Photo: Shoot and Share
Marjorie Zander	Florida History

Continuing Workforce Development

<u>Name</u>	<u>Position</u>
Betty Arnette	Continuing Education Specialist
Kimberly Baker	Continuing Education Specialist
Cynthia Boucher	Continuing Education Specialist
Jon Duff	Continuing Education Specialist
Lois Ellis	Continuing Education Specialist
James Griswold	Continuing Education Specialist
Alexandria Harris	Continuing Education Specialist
Douglas Henson	Continuing Education Specialist
Earl Ference	Continuing Education Specialist
Janet Foster	Continuing Education Specialist
Susan Kulmacz	Continuing Education Specialist
Joel Lambert	Continuing Education Specialist
James Lilkendey	Continuing Education Specialist
Janet Lowenthal	Continuing Education Specialist

Continuing Workforce Development, continued

<u>Name</u>	<u>Position</u>
Tom Mayfield	Continuing Education Specialist
Johanna McBride	Continuing Education Specialist
Rebecca McDaniel	Continuing Education Specialist
Gretchen McIntyre	Continuing Education Specialist
Pay Nylward	Continuing Education Specialist
Kimberly Oliver	Continuing Education Specialist
Carrie Pridgeon	Continuing Education Specialist
Robert Pridgeon	Continuing Education Specialist
Mary Short	Continuing Education Specialist
Jennifer Smith	Continuing Education Specialist
Sean Smith	Continuing Education Specialist
Jonathan Taylor	Continuing Education Specialist
Beverly Turner	Continuing Education Specialist
David Walters	Continuing Education Specialist

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.716).

C O N S E N T

**District Board of Trustees
January 19, 2010**

Agenda Item: 3.4

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

Career Service Staff

403.477, 09-10

The individuals listed below are being recommended for appointment.

**Appointment
Full Time**

<u>Name</u>	<u>Position</u>
Macy Bible	Administrative Assistant I, Santa Fe Police Department
Mica Hall	Painter, Facilities Services
Mario Mira	Maintenance and Trades Helper, Facilities Services

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.716).

C O N S E N T

**District Board of Trustees
January 19, 2010**

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 Agreement:

Families of Faith Christian Academy, Lakeland, Florida -
High School Dual Enrollment

408.1825, 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 November and January meetings, which actions if delayed until the January meeting would create difficulties. The chair has signed an agreement with Families of Faith Christian Academy in Lakeland, Florida, for the High School Dual Enrollment program. The justification for the college to have the above-listed agreement executed is set forth in the attached memoranda.

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.716).

C O N S E N T

District Board of Trustees
January 19, 2010

Agenda Item: 3.6

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

Standard Professional Practice Affiliation Agreement for Health Information
Technology Management Program

408.1826, 09-10

The Health Information Technology Management program seeks to place its students in professional practice experience positions in order to gain valuable, direct experience in their field of study. In March 2004, a standard agreement for the Health Information Management program was approved by the board. The college is now requesting approval of minor changes to that agreement. The name of the program has been changed to reflect the modern aspects of the program, hence the addition of "Technology" to the program name. Other changes include request for additional contact information.

As with other standard agreements and as previously approved by the board, this agreement will be signed by the Provost and Vice President for Academic Affairs then presented to the board as an information item at the meeting following the signing of such agreements. Any non-standard agreement(s) would come before the board as an action item before execution.

Board Action Requested:

Approval of the revised agreement and authorization for the Provost and Vice President for Academic Affairs to execute on behalf of the board affiliation agreements in substantially the form attached hereto without further action by the board.

Action: Approved. See item 3.1 (402.716).

C O N S E N T

**District Board of Trustees
January 19, 2010**

Agenda Item: 3.7

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

Math Opens the Doors Scholarship (*MODS*) - National Science Foundation -- Grant 409.1775, 09-10

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

The amount of funds available through a no-cost extension from the National Science Foundation is \$70,513, with no matching funds from Santa Fe College.

Duration of this project is January 1, 2010, through December 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 (402.716).

C O N S E N T

**District Board of Trustees
January 19, 2010**

Agenda Item: 3.8

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

Warrants Issued for November and December 2009

208.464, 09-10

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

For November 2009, the amount disbursed was \$ 9,006,769.73.

Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	643438 - 644827
Payroll	3316 - 3624

Electronic Transfers

51106 - 54032

For December 2009, the amount disbursed was \$ 6,623,442.94.

Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	644828 - 645918
Payroll	3625 - 3903

Electronic Transfers

54033 - 56922

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.716).

C O N S E N T

District Board of Trustees

Agenda Item: 3.9

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

Report of Purchases for November and December 2009

202.569, 09-10

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

Purchasing	\$2,214,544.93
Risk Management Consortium	<u>31,240.00</u>
Total	<u>\$2,245,784.93</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y31408 (Fund 1)	\$ 53,000.00	Exempt	Morse Communications	Annual Equipment Maintenance Telephone
Y31415 (Fund 7)	\$ 45,767.93	Contract	OEC Business Interiors	Office for Finance Furniture Minor Renovation/Remodel - Administration
Y31416 (Fund 7)	\$ 35,715.00	Contract	PPI Construction Management	Office for Finance Renovation Minor Renovation/Remodel - Administration
Y31418 (Fund 7)	\$ 36,200.00	Contract	Affiliated Engineers	Building B Engineering Services - Air Handler Unit/Ductwork General Renovation/Remodel
Y31586 (Fund 1)	\$ 81,625.92	Contract	Dell Marketing	Computers (96) Information Technology
Y31611 (Fund 1)	\$ 50,000.00	Exempt	U.S. Postal Service	First Class Mail Mail and Receiving
Y31660 (Fund 7)	\$ 101,820.00	Contract	Affiliated Engineers	Building L Engineering Services - Air Handler Unit Replacement General Renovation/Remodel
Y31793 (Fund 6)	\$ 28,500.00	Exempt	Interisk Corporation	Consulting Services Risk Management Consortium
Y31808 (Fund 7)	\$ 49,310.00	Contract	PPI Construction Management	Building R/Admissions Renovation Minor Renovation/Remodel - Student Services
Y31831 (Fund 1)	\$ 48,781.60	Contract	Dell Marketing	Computers (40) Information Technology

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y31842 (Fund 7)	\$ 54,060.00	Contract	OEC Business Interiors	Admissions Furniture Minor Renovation/Remodel - Student Services
Y31875 (Fund 7)	\$ 49,669.00	Contract	Fisher & Ludlow	Direct Purchase - Steel Grating Fine Arts Hall
Y31876 (Fund 7)	\$ 42,563.00	Contract	New Millennium Building Systems	Direct Purchase - Steel Joist and Deck Fine Arts Hall
Y31878 (Fund 7)	\$ 120,000.00	Contract	Florida Rock Industry	Direct Purchase - Block and Cell Fill Fine Arts Hall
Y31879 (Fund 7)	\$ 31,723.88	Contract	Ferguson Enterprises	Direct Purchase - Plumbing Fixtures Fine Arts Hall
Y31881 (Fund 7)	\$ 40,000.00	Contract	Gerdau Ameristeel US	Direct Purchase - Concrete Masonry Unit Reinforcement Fine Arts Hall
Y31883 (Fund 7)	\$ 33,986.50	Contract	Cemex, Inc.	Direct Purchase - Ground Face Concrete Masonry Unit Reinforcement Fine Arts Hall
Y31886 (Fund 7)	\$ 134,300.00	Contract	Florida Rock Industry	Direct Purchase - Concrete Fine Arts Hall
Y31887 (Fund 7)	\$ 45,500.00	Contract	Gerdau Ameristeel US	Direct Purchase - Rebar Fine Arts Hall
Y31888 (Fund 7)	\$ 247,800.00	Contract	South Seminal Sheet Metal	Direct Purchase - Sheet Metal Fine Arts Hall
Y31892 (Fund 7)	\$ 35,250.00	Contract	Tom Barrow Company	Direct Purchase - Air Distribution and Sheet Metal Package Fine Arts Hall
Y31908 (Fund 1)	\$ 73,200.00	Exempt	WT Cox Subscriptions	Periodicals and Subscriptions Library
Y31918 (Fund 7)	\$ 58,000.00	Sole Source	Hampden Engineering	Instructional Materials - Solar Energy System Trainer Building Construction Institute

\$1,496,772.83

Purchase orders for previously awarded contracts: 3
Number of purchase orders \$0-\$25,000: 521

Amount: \$ 31,492.75
Amount: \$717,519.35

Board Action Requested:

Approval of report

Action: Approved. See item 3.1 (402.716).

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

Building B Remodel for Math Emporium - Revised Location: Building P

412.1065, 09-10

Project Description:

The focus of this project was originally in B building, but upon further review, it is now planned for P building. This project will precede a multi-year grant in preparing suitable math lab space to accommodate the projected growth of the program.

Architect/engineer	Ponikvar & Associates, Inc.
Contractor/construction manager	To be determined
Uniform building inspector	In-house
Estimated project budget	\$840,000
Source of funds	PECO

Project Status:

The architect has provided a proposal to expand the math studio, now located in the west end of the second floor of P building, from 64 computer stations to approximately 115 stations. This expansion will take place during summer 2010. The architect will also provide a master plan and design documents for three more expansions to the math studio to ultimately provide just under 300 computer stations in P building on the second floor in the west and south wings.

Board Action Requested:

Approval of revised location for this project

Discussion: The president called on Dr. Ed Bonahue, Interim Provost and Vice President Academic Affairs, to discuss the revised location of the Math Emporium. Dr. Bonahue noted that the redesign is funded from a multi-year grant and is intended to prepare suitable math lab space to accommodate the projected growth of the program. The purpose of Title III grant is to support a curriculum redesign which will assist students with all levels of math. He added the original board item for renovation of space for this purpose listed building B, which has proven to be unsuitable for the anticipated scope of the project. The choice of building P will allow for expansion of the Math Emporium and will incorporate some underused storage and empty office space, as well as a large classroom already being used for computer-aided math instruction. Building P is also more centrally located and convenient for math students. He added that, since the inception of Title III, there has been a slight increase in the passing rate for students in math and that student attitudes toward math are more positive.

Mr. Bill Reese, Associate Vice President for Facilities Services, reviewed items 4.1 and 4.2 individually. He added that moving the Math Emporium to building P provides an additional 4,000

square feet. Under item 4.2, Trustee Mallini asked about the life expectancy of the mechanical upgrade. Mr. Reese replied 30 to 35 years. Trustee Jackson asked if campus maps could be inserted in board notebooks to provide better understanding about the location of facilities. Dr. Sasser said that campus maps would be provided.

Action: Motion to approve items 4.1 and 4.2: Hudson

Second: Brashear

Vote: Brashear - yes, Hudson - 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.

Building L Mechanical Upgrade - Approval of Phase III and Guaranteed
Maximum Price

412.1066, 09-10

Project Description:

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

Architect/engineer	Affiliated Engineers, SE
Contractor/construction manager	PPI Construction Management
Uniform building inspector	In-house
Estimated project budget	\$1,726,820
Source of funds	PECO

Project Status:

College staff has received and approved the phase III construction documents for this project. Additionally, college staff has received a guaranteed maximum price in the amount of \$1,504,100 for the work and is asking the board to approve both the phase III documents and the guaranteed maximum price.

Board Actions Requested:

- A. Approval of phase III documents**
- B. Approval of guaranteed maximum price of \$1,504,100**

Action: Approved. See item 4.2 (412.1065).

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

Santa Fe College Financial Audit Report #2010-071 - Year Ended June 30, 2009 Information Item
200.765, 09-10

The Financial Audit for the year ended June 30, 2009, has been released and is available upon request.

Discussion: Ms. Ginger Gibson, Vice President for Administrative Affairs and CFO, reviewed items 5.1 through 5.4 individually. Trustee Mallini congratulated Ms. Gibson on an outstanding financial audit report. Trustee Hudson asked if the college had received a management letter as part of the financial audit. Ms. Gibson replied in the affirmative, and Dr. Sasser said copies would be provided. Regarding item 5.4, Trustee Hudson asked if the state provides reimbursement to the college for fee waiver categories like the Purple Heart. Dr. Sasser replied the college receives credit for the individual FTE, but no tuition reimbursement.

Action: Motion to approve items 5.2 through 5.4: Jackson

Second: Brashear

Vote: Brashear - yes, Hudson - 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.

Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of December 31, 2009
201.683, 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 December 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	40,909,270	61.05	37,181,704	57.69
Expenditures	26,035,713	37.28	26,694,796	42.29

Board Action Requested:

Approval of report

Action: Approved. See item 5.1 (200.765).

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

Colonel Harry M. Hatcher, Jr., Property Survey 10-04

200.763, 09-10

Below and on the attached page 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 December 1, 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 Financial Records
Surplus Property	3	\$26,177.74	\$26,177.74	\$0.00
TOTAL	<u>3</u>	<u>\$26,177.74</u>	<u>\$26,177.74</u>	<u>\$0.00</u>

Notes

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

Board Action Requested:

Approval

Action: Approved. See item 5.1 (200.765).

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

Fee Waiver Report for Fall Term 2009

200.764, 09-10

Pursuant to Rule 7.13, the college grants fee waivers for course fees (excluding technology, access, lab, and distant learning fees). Below are the waivers granted by the college for fall term 2009. This report shows the number of students granted waivers, along with the dollar amount waived in each category.

	<u>Number of Waivers</u>	<u>Amount</u>
<u>Credit - Fall</u>		
College Employees	49	\$ 16,729.88
Senior Citizens	17	7,394.04
PSAV	1	696.48
State of Florida Employees	92	33,599.83
Purple Heart	2	2,009.25
Employee Dependents	<u>73</u>	<u>51,748.27</u>
Total	<u>234</u>	<u>\$112,177.75</u>
<u>Community Education</u>		
College Employees	4	\$ 20.00
Senior Citizens	<u>63</u>	<u>3,231.00</u>
Total	<u>67</u>	<u>\$ 3,251.00</u>
<u>Totals</u>		
Credit	234	\$112,177.75
Community Education	<u>67</u>	<u>3,251.00</u>
Total	<u>301</u>	<u>\$115,428.75</u>

Board Action Requested:

Approval

Action: Approved. See item 5.1 (200.765).

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

Approval of Expenditures of Fine Arts Program Funds

400.535, 09-10

The Santa Fe College Foundation requests permission to expend a total of \$4,450 from the Dr. Philip Benjamin Matching Grant Program to benefit the students and faculty of the Fine Arts Department. The enhancement funds will benefit approximately 200 students and 30 faculty members by providing both students and faculty members with a wide variety of artists who will visit the campus for lectures as well as question and answer sessions. This will enhance the educational experiences of the art students and faculty members.

The funds will be expended as follows:

1. \$1,250 for master class artists (five artists at \$250 each) to address various classes in the art and humanities disciplines - dance, theatre, music, foreign language, journalism and visual art. Service provides intensive training for up to 200 fine arts students and will also provide professional development for approximately 30 full- and part-time faculty members. Host an open forum panel of these collaborative artists to meet with a student audience of about 200. This project will benefit approximately 230 students and faculty members.
2. \$1,200 for housing cost for guest artists at approximately \$80 per night for three nights for five artists.
3. \$2,000 travel costs (five artists at \$400 each) to offset travel expenses.

Board Approval Requested:

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

Discussion: Vice President Clemons reviewed items 6.1 and 6.2 individually. The figures regarding the Dr. Philip Benjamin Matching Grant Program presented by Mr. Clemons indicate that the foundation will certify to the state that it received \$2,945,301 in private contributions to apply for matching funds of \$2,828,491. Mr. Clemons stated that the \$116,810 difference is because the match for equipment is \$4 for every \$6, not the \$1 for \$1 match for scholarships. The motion stated that to date the Santa Fe College Foundation certifies receipt of private contributions in the total amount of \$3,859,490.00, which will be submitted for state matching funds on February 1, 2010.

Action: Motion to approve items 6.1 through 6.3: Hudson

Second: Jackson

Vote: Brashear - yes, Hudson - 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.

Dr. Philip Benjamin Matching Grant Program for Community Colleges

400.536, 09-10

Santa Fe College Foundation is submitting an application for matching funds from the Dr. Philip Benjamin Matching Program for the 2010-2011 budget request.

The Santa Fe College Foundation certifies receipt of private contributions in the amount of \$2,945,301 for the Dr. Philip Benjamin Matching Grant Program for Community Colleges. The total amount of matching funds requested from the State Board of Community Colleges is \$2,828,491. Of this amount, \$2,594,871 will be used for scholarships and \$233,620 will be used for program enhancement.

The matching ratio for donations that are specifically designated to support scholarships, student loans, or need-based grants will be funded with \$1 of state matching funds to \$1 of local private funds. The matching funds requested by the Santa Fe College Foundation will be used for scholarships in various Associate of Science and Associate of Art degree programs and Certificate of Training programs at Santa Fe College, as previously approved. The foundation certifies that it has on deposit \$2,594,871 in private contributions for scholarship programs. These funds represent \$990,078 in carry forward contributions (received from February 2, 2007, to February 1, 2009) and \$1,604,793 in new, eligible contributions as of January 4, 2010. Some of these funds will be added to permanently endowed scholarships.

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

Funds designated for uses other than scholarships, such as equipment fund programs and professional development programs, will be funded with \$4 in state matching funds for every \$6 received in private contributions. These matching funds will be used for professional development and equipment fund programs at Santa Fe College, as previously approved by the Board of Trustees. The foundation certifies that it has on deposit \$350,430 in private contributions for equipment enhancement, which will generate \$233,620 in state matching funds. Included in the private contributions is \$295,905 in carry forward dollars (from February 2, 2007, to February 1, 2009) and \$54,525 in new, eligible contributions received as of January 4, 2010. Some of these funds will benefit approximately 2,500 students in a typical year from the endowed equipment fund programs.

Upon approval, additional eligible contributions received between January 4 and February 1, 2010, will be certified and added to the request to the State of Florida for matching funds from the Dr. Philip Benjamin Matching Program for Community Colleges.

Board Approval Requested

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

Action: Approved. See Item 6.1 (400.536).

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

Study Abroad Programs to Costa Rica and Ecuador

101.67, 09-10

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

Costa Rica, March 6-13, 2010 - Group Study in Ecology Lab (1 credit), PCB 1030L, March 6, 2010, through March 13, 2010

The scientific study of Costa Rican ecology will provide students with an opportunity to explore diversity of both culture and the natural world while developing appropriate scientific skills. The course will include appropriate orientations, direct instructions, and field experiences, plus a debriefing session and evaluation.

Ecuador, March 4-14, 2010 - Field School in Ethnography Anthropology (3 credits), ANT 1920.053, March 4, 2010, through March 14, 2010

This group study is part of a semester-long course that will offer students the opportunity to immerse themselves in a world outside their own. Students will gain ethnographic skills as participant-observers living among a native community. During their group study, students will be traveling in Quito, Turucu, and Rio Blanco. The course will include appropriate orientations, direct instructions, and field experiences, plus a debriefing session and evaluation.

Board Approval Requested.

Approval

Action: Approved. See Item 6.1 (400.536).

College Goal: Technology - Provide information and communications technology infrastructure and systems to support the college's mission

Master Services Agreement with Mainline Information Systems, Inc. - IBM Data Storage System 408.1827, 09-10

This agreement is for the purchase of an IBM data storage system for \$415,136.20 from Mainline Information Systems. It includes a five-year hardware warranty and three-year software maintenance. The system provides (1) a managed tiered storage solution to help balance performance against infrastructure costs; (2) data storage for new projects such as document imaging, thin-client computing and data warehousing, and the normal growth of college services; (3) redundant storage to improve the availability and reliability of online services, and to support disaster recovery efforts; and (4) enhanced management capabilities and virtual disks to increase data storage efficiency.

Board Action Requested:

Approval

Discussion: President Sasser asked Mr. Tim Nesler, Associate Vice President Information Technology Services and Chief Information Officer, to explain item 7.1. Mr. Nesler replied that the college is purchasing an IBM data storage system. The new system will provide a managed tiered storage solution to help balance performance against infrastructure costs; data storage for new projects such as document imaging; disaster recovery efforts; and enhanced management capabilities and virtual disks to increase data storage efficiency.

Action: Motion to approve items 7.1 through 7.6: Brashear

Second: Mallini

Vote: Brashear - yes, Hudson - 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.

Student Support Services -- Grant

409.1776, 09-10

The purpose of this project is to provide supplementary support services to low-income, first-generation, or disabled college students in order to increase student success as measured by retention, graduation, and transfer rates. Individual counseling, tutoring, and other extensive work in the basic academic subjects (mathematics, sciences, reading, and writing) will be the substance of the program. An additional part of the program includes a two-year/four-year initiative section, the purpose of which is to assist Santa Fe College project student graduates in securing admission to and financial assistance for enrollment in four-year institutions of higher education. This is year one of a new five-year project. This project will serve approximately 200 students per year.

The amount of funds requested from the U.S. Department of Education, Office of Postsecondary Education, for the first year is \$290,517, with an in-kind match of \$19,977. Total funding for the five-year project will be approximately \$1.46 million.

Duration of this project is September 1, 2010, through August 31, 2011.

Operating budget impact: From existing college budget

Board Action Requested:

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

Action: Approved. See item 7.1 (408.1827).

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

The Florida BRAIVE Fund "Current War Student Veteran Leadership Initiative" -- 409.1777, 09-10 Grant

The purpose of this project is to plan and implement a two-day conference and year-long project to heighten awareness of the current war, Operation Enduring Freedom (OEF) or Operation Iraqi Freedom (OIF), student veterans' issues, and to develop a stable network of student veteran organizations in North Florida postsecondary institutions to address their needs and enhance their academic success. A full-time student veteran counselor will be employed to assist participating schools and monitor project impact. This project will serve approximately 6,000 student veterans and their families.

The amount of funds requested from the Community Foundation in Jacksonville is \$75,000, with an in-kind match of \$52,546 from Santa Fe College.

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

Operating budget impact: From existing college budget

Board Action Requested:

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

Action: Approved. See item 7.1 (408.1827).

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

Bradford Fest - Bringing Culture, Literacy, and Well-being to Bradford County -- Grant 409.1778, 09-10

The purpose of this project is to provide Bradford County residents and surrounding rural counties with the area's only significant cultural events. The eight-week season includes a plein air artists' event, youth visual and performing arts activities, a professional chamber orchestra concert, a professional dance presentation, a literacy festival, and community civic events. This blend of cultural and community events provides accessible cultural experiences to residents with limited opportunities to experience the arts.

The amount of funds requested from the State of Florida, Division of Cultural Affairs, is \$25,000, with a cash match of \$28,550 and an in-kind match of \$13,296.

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

Operating budget impact: From existing college budget

Board Action Requested:

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

Action: Approved. See item 7.1 (408.1827).

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

Xhale Innovations, Inc. – Quick Response Training Grant

408.1779, 09-910

The Quick Response Training program is designed to meet the workforce skill needs of existing, new, and expanding industries. The purpose of this project is to provide specialized and on-the-job training for 78 new employees who will be hired over the course of the project period at Xhale Innovation, Inc. Workers will be trained in an innovative new technology, which will lead to significant enhancements in hand hygiene, specifically in the medical field. The Hygreen product is a computer monitored tracking system for hospitals to ensure medical personnel are washing their hands as required. Customized training is not available at the local level. Grant funds will be used for course material design and development, instructional costs, and educational materials. Santa Fe College will serve as the fiscal agent for Workforce Florida, Inc. and will provide no training. The Council for Economic Outreach facilitated development of this project with Santa Fe College. This is year one of a two-year project.

The amount of funds requested from Workforce Florida, Inc. is \$705,495, with no matching funds from Santa Fe College.

Duration of this project is January 1, 2010, through December 31, 2011. This is year one of a two year project.

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 7.1 (408.1827).

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

Bradford County Tourism Development Council -- Grant

409.1780, 09-10

The purpose of this project is to provide a season of entertainment, civic, and cultural events to be held in Bradford County from November to February. The highlight of these events will be the Boots-N-BBQ weekend to be held February 12 and 13, 2010. Boots-N-BBQ will provide a venue to highlight great food and provide a fun event for tourists and residents. The event will be sanctioned by the Florida Barbeque Association. Professional teams are being invited from Florida, Georgia, Alabama, and surrounding states. The teams will compete for prizes and points toward end-of-year championship events. Bradford Fest is in the process of soliciting sponsorship from local and national sponsors. Grant funds will be used for advertising. Santa Fe College is providing funding and staff for the event. Proceeds from the event will be used to endow scholarships for Bradford County students.

The amount of funds requested from the Tourist Development Council is \$5,000.

Duration of this project is January 1, 2010, through February 13, 2010.

Operating budget impact: From existing college budget.

Board Action Requested:

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

Action: Approved. See item 7.1 (408.1827).

Santa Fe College Foundation Liaison Update and Board Members' Remarks

Reporting for the SFC Foundation Corporation, Trustee Womack invited everyone to Boots-n-BBQ on February 12-13. There will be plenty of good food, entertainment, and enthusiasm. She noted the level of cooperation and participation is outstanding and the event should prove to be profitable for the Dollars for Scholars scholarship program, which benefits Bradford County students. She added that the foundation has added a new director, Mr. Alan Hitchcock, effective January 1.

President Sasser asked Dr. Mike Droll, Associate Vice President for Institutional Effectiveness, Research, and Planning, to give the board a snapshot on what to expect from the SACS accreditation visiting team on February 8-10. Dr. Droll stated that this SACS substantive change review is preparatory to the 2013 full accreditation visit. The SACS team will be on campus starting February 8 to review the process change of adding the two baccalaureate programs. They will visit with Dr. Kelly Gridley at the Perry Center and interview faculty and staff. He emphasized that college staff should be prepared to discuss with the visiting committee their involvement in the planning aspect of the college; the goals of their areas and their purpose; how the goals were assessed; and how the college ascertains that it is achieving its mission. Dr. Sasser added that we would inform the board whether the visiting team will require a meeting with all members or only the chair on February 9.