



Santa Fe College
District Board of Trustees

Minutes of Board Meeting Held May 18, 2010
Wattenbarger Student Services Building, Gainesville, Florida

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

Member absent: Glenna F. Brashear, Bessie G. Jackson

Chair Evelyn T. Womack called the regular meeting of the District Board of Trustees of Santa Fe College to order at 4 p.m. 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 asked Ms. Lela Elmore, Director of Human Resources/College Equity Coordinator, to summarize the 2009-2010 Educational Equity Update Report. Ms. Elmore explained that the annual Equity Update Report is required by state statute and federal law and provides an opportunity for comparison to prior year's activity and periodic review of applicable policies and procedures. It focuses on four key areas: student participation, academic disability accommodation, athletics, and employment. She added that recruitment and retention of minority students showed an increase in most categories for this academic year. She noted that programs such as My Brother's Keeper contributed greatly to the positive outcome. Completions for AA, AS, and certificate programs showed increases and decreases with the margin generally around 1%. Overall AA degrees and certificate programs were slightly up and AS degrees slightly down, most likely due to economic conditions. It was noted the college was pleased to see positive trends in student success with the new Gatekeeper Mathematics courses. This comprehensive course redesign for mathematics provides better student assessment prior to entering math courses to ensure proper placement and mandatory course sequencing so students stay on course with appropriate math courses. The outstanding success of the college's athletics programs was noted and parity in all equity categories had been achieved. There were limited changes in regards to employment as the college continues to be in a state of suspended hiring activity. The college has been successful in retaining our qualified, talented, and diverse faculty and staff and recognizes that continued success in retention will require the need for salary increases. The college is committed to this goal. After a brief discussion, the board thanked Ms. Elmore for her report.

The meeting adjourned at 5:16 p.m.

Evelyn T. Womack
Board Chair

Jackson N. Sasser
Secretary to the Board



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of May 18, 2010, at 4 p.m.
Wattenbarger Student Services Building**

Agenda

Adoption of Agenda

Agenda Item: 1.1
418.485, 09-10

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Board Meeting of May 18, 2010
- 1.2 Approval of Board Meeting Minutes of April 20, 2010

2. Information Items

- 2.1 President's Report
- 2.2 Board of Trustees Meeting Schedule for 2010-2011
- 2.3 Amended Rule 7.11: Fees
- 2.4 Amended Rule 1.1: Board of Trustees: Powers and Duties
- 2.5 Amended Rule 1.3: Board of Trustees: Organization
- 2.6 Amended Rule 1.4: Board Meetings
- 2.7 Deletion of Rule 1.2: Board of Trustees: Membership
- 2.8 Career Pathway Articulation Agreements with the School Board Suwannee County
- 2.9 Standardized Health Facilities Use Agreement with Citrus HMA, LLC, dba Seven Rivers Regional Medical Center, Crystal River -- Diagnostic Medical Sonography and Computed Tomography

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 University of Florida - Veterans Affairs Counseling Services
- 3.6 Renewal of Agreement with University of Florida - Athletic Training and Service Agreement for Athletic Trainer
- 3.7 Renewal of Agreement with University of Florida - Health Education and Clinical Care Program - Santa Fe Health Care Clinic
- 3.8 Displaced Homemakers Program: Focus on the Future - Grant

Finance/Business Affairs Items

- 3.9 Warrants Issued for April 2010
- 3.10 Report of Purchases for April 2010

4. Facilities Items
 - 4.1 Fire Alarm Systems Upgrade, Phase II - Accept as Complete
 - 4.2 Building P Math Emporium - Phase III Drawings and Guaranteed Maximum Price
5. Finance/Business Affairs Items
 - 5.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Report as of April 30, 2010
 - 5.2 Colonel Harry M. Hatcher, Jr., Property Survey 10-07
 - 5.3 Report of Investments, Quarter Ending March 31, 2010
 - 5.4 Budget Amendment #2, 2009-2010 Operating Budget, Current Unrestricted (Fund 1)
 - 5.5 Fee Waiver Report for Spring Term 2010
 - 5.6 Addendum #5 to Bookstore Management Services Agreement with Barnes & Noble College Booksellers, Inc.
 - 5.7 Agreement with A1 Assets, Inc. to Recycle and/or Sell Surplus Equipment
6. General Institutional Items
 - 6.1 Educational Equity Report for 2009-2010
 - 6.2 Community and Continuing Education EnRich! Brochure - Summer 2010
7. Contracts/Grants
 - 7.1 Amendments to Santa Fe College Foundation Leases
 - Amendment #1 to Lease Agreement - Andrews Center
 - Amendment #1 to Lease Agreement - Downtown Center
 - Amendment #1 to Lease Agreement - Downtown Center Phase II
 - Amendment #2 to Lease Agreement - Downtown Parcels
 - Amendment #1 to Lease Agreement - Geological Studies Field Station
 - Amendment #1 to Lease Agreement - Lillian Stump Building
 - Amendment #1 to Lease Agreement - Ron and Norita Davis and Family Davis Center
 - Amendment #1 to Lease Agreement - Watson Center
 - 7.2 Approval of Standard Agreement for Articulated Acceleration/Dual Enrollment/Early Admissions
 - 7.3 Emerging Technologies Center - Health Care and Other Facilities, Congressionally Directed Classroom Equipment -- Grant
 - 7.4 Emergency Communication and Alert Equipment -- 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: Hudson

Second: Mallini

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

Approval of Board Meeting Minutes of April 20, 2010

401.475, 09-10

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held April 20, 2010, are presented for approval.

Board Action Requested:

Approval

Action: Motion to approve: Mallini

Second: McRae

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

President's Report

Information Item

President Sasser recognized Mr. David Price, College Senate President; Ms. Lynn Speer, Career Service Council Chair; Ms. Debi McElroy, FACC President; and Mr. Austin Brinza, Student Government President.

The president asked Mr. Chuck Clemons to comment on the President's Dinner last Friday evening. Mr. Clemons noted it was a grand event with many to thank who helped make the night very successful, including Mr. Owen Reynolds, Ms. Liz Reynolds, Ms. Alora Haynes, Ms. Lynn Sandefur, Ms. Tabrisha Baker, Ms. Jayne Grant, Mr. Bill Reese and the facilities department, Mr. Jim Keites, Mr. Jim Atyeo, Mr. Dean Beckman, and the Police Department. Chair Womack added a thank you to Mr. Clemons and his staff and commented that this signature event showcased our students.

Dr. Sasser distributed a card of thanks from Trustee Hudson regarding the passing of his mother.

Dr. Sasser reminded the board that the budget workshop is scheduled for Monday, June 14, at 5 p.m. in the Wattenbarger Student Services building, room 329.

Board of Trustees Meeting Schedule for 2010-2011

Information Item
416.114, 09-10

Below is the proposed schedule of the Board of Trustees meetings for the 2010-2011 year. All meetings begin at 4 p.m. and are scheduled for the third Tuesday of the month with the exception of October 2010, which meets on the Third Monday of the month.

2010-2011 Board Schedule

July 20, 2010 Watson Center	January 18, 2011 Northwest Campus
August - No Meeting	February 15, 2011 Blount Center
September 21, 2010 Northwest Campus	March - No Meeting
October 18, 2010 * Monday Perry Center	April 19, 2011 Andrews Center
November 16, 2010 Andrews Center	May 17, 2011 Northwest Campus
December - No Meeting	June 21, 2011 Northwest Campus
	July 19, 2011 Watson Center

Discussion: Regarding item 2.3, Dr. Sasser said the college would have to increase tuition, but the amount depended upon whether the governor vetoes the proposal for an 8% increase, in which case, tuition would be increased according to current law.

In regards to Trustee Bradley's question on item 2.7, Ms. Patti Locascio, General Counsel, noted that the rule is recommended for deletion because information on board membership is already set forth in F.S. 1001.61 and in the FAC 6A-14.024. After a brief discussion, Ms. Locascio stated she would compare the information for clarity and report back to the board next month with any proposed changes.

Amended Rule 7.11: Fees

Information Item
410.440, 09-10

Currently the Florida Legislature has included an increase in the standard tuition rate of 8% for both lower and upper division credit courses (Advanced and Professional, Post Secondary Vocational, College Preparatory, and Educator Preparatory) and non-credit courses (Postsecondary Adult Vocational, Adult Education, and Vocational Preparatory) offered by the college. Pending final approval by the governor, new fees will be presented by a proposed change to college Rule 7.11 in its entirety at the June Board of Trustee meeting. Fee increases are to be effective with the beginning of the fall term registration.

If the maximum tuition rate is adopted, the estimated total annual increase for a full-time student taking 30 semester hours per year would be approximately \$339.00 for lower division credit courses.

Amended Rule 1.1: Board of Trustees: Powers and Duties

Information Item
410.441, 09-10

Revisions to the rule include updating the name and legal status of the college, stating the board's general authority and duties, including rule-making and developing governing policies, delegating authority to the board chair to execute documents between regularly scheduled board meetings subject to certain parameters, and deleting sections of the rule that are covered by Florida Statutes or State Board of Education rules.

Amended Rule 1.3: Board of Trustees: Organization

Information Item
410.442, 09-10

Changes to this rule include clarification regarding filling the position of Chair should a vacancy occur and deleting sections of the rule that are covered by Florida Statutes or State Board of Education rules.

District Board of Trustees
May 18, 2010

Agenda Item: 2.6

Amended Rule 1.4: Board Meetings

Information Item
410.444, 09-10

The changes to this rule include updating the statutes and minor housekeeping items.

District Board of Trustees
May 18, 2010

Agenda Item: 2.7

Deletion of Rule 1.2: Board of Trustees: Membership

Information Item
410.443, 09-10

This rule is being deleted because all the information therein is set forth in Florida Statutes 1001.61 and Florida Administrative Code 6A-14.024.

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

Career Pathway Articulation Agreements with the School Board of Suwannee County

Information Item
408.1839, 09-10

The A.S. and A.A.S. degrees and certificate programs listed below have been identified as accelerated paths by which students will have the opportunity to receive college credit as described in the articulation agreements with the School Board of Suwannee County.

School Board of Suwannee County

New

- Dental Assisting Certificate
Dental Hygiene A.S./A.A.S. - Dental Aide
- Biotechnology Laboratory Technology A.S. - Nursing Assistant
- Cardiovascular Technology A.S./A.A.S.
Nuclear Medicine Technology A.S./A.A.S. - Nursing Assistant
- Respiratory Care A.S./A.A.S.
Radiography A.S./A.A.S.
- Surgical Technology Certificate. - Nursing Assistant

**District Board of Trustees
May 18, 2010**

Agenda Item: 2.9

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

Standardized Health Facilities Use Agreement with Citrus HMA, LLC, dba
Seven Rivers Regional Medical Center, Crystal River -- Diagnostic Medical
Sonography and Computed Tomography

Information Item
408.1843, 09-10

The board has authorized the Provost and Vice President for Academic Affairs to execute on behalf of the board standardized forms for clinical facilities agreements without further action by the board. Such an agreement has been executed with Citrus HMA, LLC, dba Seven Rivers Regional Medical Center in Crystal River, Florida, for students enrolled in the college's Diagnostic Medical Sonography and Computed Tomography programs.

CONSENT

District Board of Trustees
May 18, 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)

402.721, 09-10

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

Appointment

Part Time

Name

Damon Allen
Elizabeth Braun
Steve Chung
Daniel Cicenía
George Duren
Estefania Garcia
Janelle Garcia
Michael Gressett
Daniel Griffin
Leanne Harris
Jeanne Holcomb
Anna Langford
Stacey Robinson
Jennifer Townsend
Ryan Walczak
Angela Zombek

Board Action Requested:

Approval

Discussion: Trustee Mallini asked how many people are served by the Displaced Homemaker program. President Sasser responded that 81 new participants will be served during the next grant year. Vice President Portia Taylor said the program is able to accept almost all applicants and serves 200 students a year.

Action: Motion to approve consent items 3.1 through 3.10: McRae

Second: Hudson

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

C O N S E N T

**District Board of Trustees
May 18, 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)

411.325, 09-10

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

Name

Position

Executive/Managerial

Promotion

Full Time

Maureen McFarlane
M.A., Stetson University

Director, Financial Aid

Technical/Professional

Appointment

Full Time

Jeffrey Kruger
B.S., Colorado Christian University

Facilities Operations Manager, Facilities Services Department

Part Time

Dale Gunnoe
Allison LeBaron

Specialist, Fine Arts (Photography)
Specialist, CAP Program

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.721).

C O N S E N T

**District Board of Trustees
May 18, 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

404.390, 09-10

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

Name

Position

Community Education

Leslie Ward

Art

Continuing Workforce Development

Erik Hushelpeck

Continuing Education Specialist

Catherine Hamilton

Continuing Education Specialist

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.721).

C O N S E N T

District Board of Trustees
May 18, 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

403.480, 09-10

The individuals listed below are being recommended for appointment.

Name

Position

Appointment
Full Time

Ronney Freeney	Custodian, Facilities Services Department
Troy Gaskins	Custodian, Facilities Services Department
Kiara Jones	Custodian, Facilities Services Department
Robert Leitner	Electrician, Facilities Services Department
Nickolas Vascellaro	Dispatcher, Police Department
James Williams	Custodian, Facilities Services Department

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.721).

C O N S E N T

**District Board of Trustees
May 18, 2010**

Agenda Item: 3.5

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

Renewal of Agreement with University of Florida - Veterans Affairs
Counseling Services

408.1840, 09-10

This agreement has essentially the same terms and conditions as last year's agreement, with the exception of the elimination of the evaluation and a parking space. It authorizes Santa Fe to provide services to University of Florida veterans and other eligible programs recipients. The SF veterans' affairs coordinator works 12 hours per week at the University of Florida for this purpose and maintains a group of UF veterans work-study students who staff the office during the rest of the week. This arrangement has worked well over the past years, and our coordinator is willing to continue in this position for another year. Under the terms of the agreement, the university will pay Santa Fe \$30,427.49 for the one-year agreement, which runs from July 1, 2010, through June 30, 2011.

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.721).

C O N S E N T

**District Board of Trustees
May 18, 2010**

Agenda Item: 3.6

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

Renewal of Agreement with University of Florida - Athletic Training and Service 408.1844, 09-10
Agreement for Athletic Trainer

By this agreement, the University of Florida provides an opportunity for a graduate student to serve as an athletic trainer at Santa Fe for the 2010-2011 school year. The trainer will help plan, organize, coordinate, and supervise the sports medicine program for all intercollegiate sports within the college's intercollegiate athletic programs for an average of 25 hours per week at a cost of \$17,062.50. The terms and conditions are substantially similar to last year's agreement.

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.721).

C O N S E N T

**District Board of Trustees
May 18, 2010**

Agenda Item: 3.7

College Goal: Student Affairs - Provide research-based learner-centered program of services that supports access and student engagement from matriculation to goal attainment

Renewal of Agreement with University of Florida - Health Education and Clinical Care Program - Santa Fe Health Care Clinic

408.1845, 09-10

The attached contract is a renewal of the ongoing collaboration between the University of Florida's (UF) Student Health Care Center and Santa Fe College's (SF) Student Life program to provide health care information and education to SF students. As in previous years' agreements, UF provides health care staff, medical supplies and equipment, and supervision of personnel. The college provides the physical facility and administrative equipment and support.

The overall contract value is \$125,000.00. This represents an increase of \$6,500.00 from last year's agreement, and is funded by Student Activity and Service (A&S) Fees. The funding for this agreement was included in the budget approved by the A&S Fee Committee for the 2010-2011 fiscal year.

This agreement continues to provide student access to a Registered Nurse on a full-time basis and to an Advanced Registered Nurse Practitioner (ARNP) on a part-time basis. Substantial changes to the contract include restoring the hours for the ARNP back to 2008-2009 levels, which are 12 hours per week during summer B term, 16 hours per week during fall and spring semesters, and 8 hours per week during summer A term.

The facility is located in S-120 and does not provide emergency care.

The term of this agreement is July 1, 2010, through June 30, 2011.

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.721).

CONSENT

District Board of Trustees
May 18, 2010

Agenda Item: 3.8

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

Displaced Homemaker Program: Focus on the Future

409.1793, 09-10

The purpose of this project is to provide assistance, without charge, to eligible displaced homemakers over 35 years of age who have lost financial support and have been unable to secure adequate employment in Alachua and surrounding counties in the North Central Florida area. Services will be provided through classes and workshops on the topics of job counseling designed for a person entering the job market after a number of years as a homemaker; job training and placement, including employability skills and basic computer skills; financial management; outreach and information; and educational exploration. This comprehensive program is designed to assist the individual toward independence and economic security. This is a performance-based contract with funding based on enrollment, program completion, and job placement. This is year two of a three-year project.

The amount of funds requested from the Florida Agency for Workforce Innovation is \$99,232, with an in-kind match of \$18,676 and a cash match of \$51,848 from Santa Fe College.

Duration of this project is July 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 3.1 (402.721).

C O N S E N T

**District Board of Trustees
May 18, 2010**

Agenda Item: 3.9

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

Warrants Issued for April 2010

208,467, 09-10

A listing of all disbursements issued from April 1 through April 30, 2010, is available at this meeting for the board's information. The amount disbursed was \$ 8,624,476.03.

Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	665150 - 666758
Payroll	4873 - 5161

Electronic Transfers

65087 - 68044

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.721).

C O N S E N T

**District Board of Trustees
May 18, 2010**

Agenda Item: 3.10

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

Report of Purchases for April 2010

202.572, 09-10

Below are the total amounts and a summary of purchases for the month of April 2010.

Purchasing	\$1,081,529.89
Risk Management Consortium	<u>100,000.00</u>
Total	<u>\$1,181,529.89</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y33044 (Fund 7)	\$ 199,517.00	Contract	PPI Construction Management	Renovation/Remodel Building H Renovation SF/UF
Y33045 (Fund 2)	\$ 96,300.00	Contract	XHale Innovations, Inc.	Training, Textbooks, and Curriculum Development XHale Innovations Grant
Y33080 (Fund 1)	\$ 27,300.00	Exempt	International Carbon Bank & Exchange, Inc.	Greenhouse Gas Accounting Course - Continuing Education
Y33103 (Fund 7)	\$ 26,385.22	Contract	Southeastern Stud & Components	Direct Purchase - Metal Studs Fine Arts Hall
Y33231 (Fund 1)	\$333,666.00	Contract	Dell Marketing	Student Lab Computers (300) Information Technology
Y33232 (Fund 6)	\$ 50,000.00	Exempt	Mercer Human Resources Consulting	Health Plan Consumerism Projects Risk Management Consortium
Y33233 (Fund 6)	\$ 50,000.00	Exempt	Aon Consulting	Human Resource Consulting for Health, Dental, and Wellness Programs Risk Management Consortium
Y33286 (Fund 1)	\$ 30,000.00	Exempt	US Postal Service	First Class Mail Mail and Receiving
	<u>\$813,168.22</u>			

Purchase orders for previously awarded contracts: 4

Amount: \$ 12,624.00

Number of purchase orders \$0-\$25,000: 376

Amount: \$355,737.67

Agenda Item 3.10
May 18, 2010
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Board Action Requested:

Approval of report

Action: Approved. See item 3.1 (402.721).

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

Fire Alarm Systems Upgrade, Phase II - Accept as Complete

412.1071, 09-10

Project Description:

In preparation for the changes resulting from the adoption of the most recent Florida Building Code and School Code, college staff commissioned a study of the college's fire alarm systems. The results of the study identified existing deficiencies as well as conceptualized an approach for a phased-in resolution. This project involves the upgrade of the college's fire alarm systems. The first phase addressed deficiencies in the existing systems; the second and third phases bring all buildings into compliance with current code and create a reporting network for system oversight within the college's Police Department.

Architect/engineer		Affiliated Engineers SE, Inc., Gainesville Florida
Construction manager/contractor		PPI Construction Management
Building code inspector		In-house
Project budget		\$448,203
Actual cost		
Design	\$ 31,920	
Construction	\$363,111	
Miscellaneous	\$ <u>720</u>	
Total		<u>\$395,751</u>
Savings		\$ 52,452
Sources of funds		CO and DS, PECO

Project Status:

This second phase of the project involved creating a fire alarm supervisory station at the college's police station in building T with the ability to monitor fire alarms at the Northwest Campus, as well as all college centers. The project is complete and in operation and college staff is requesting the board accept this project as complete.

Board Action Requested:

Accept project as complete

Discussion: Mr. Bill Reese, Associate Vice President Facilities Services, reviewed items 4.1 and 4.2 individually. Regarding item 4.1, Trustee Hudson asked if the completion of this project brings everything up to code. Mr. Reese replied no, but explained that phase I of the project addressed deficiencies in the existing systems; phase II of the project involved creating a central fire alarm supervisory station at the college's police station with the ability to monitor fire alarms at the

Agenda Item 4.1

May 18, 2010

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Northwest Campus and the centers, an improvement over the old system in which alarms were reported from buildings in which they occurred; and that phase III will bring all the buildings into compliance with current code.

Action: Motion to approve items 4.1 and 4.2: McRae

Second: Mallini

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

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

Building P Math Emporium - Phase III Drawings and Guaranteed Maximum Price 412.1072, 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	Scherer Construction
Uniform building inspector	In-house
Estimated project budget	\$840,000
Source of funds	PECO

Project Status:

College staff has received and reviewed the phase III drawings for this project, which will increase the student stations to 112. College staff has received and reviewed a guaranteed maximum price for this project in the amount of \$587,004.00 and is requesting the board approve the phase III drawings, as well as the guaranteed maximum price.

Board Action Requested:

- A. Approval of phase III drawings**
- B. Approval of guaranteed maximum price in the amount of \$587,004.00**

Action: Approved. See item 4.1 (412.1071).

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 April 30, 2010 201.687, 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 April 30, 2010.

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	60,909,766	90.89	56,365,663	87.46
Expenditures	45,932,180	65.77	46,238,530	73.25

Board Action Requested:

Approval of report

Discussion: Ms. Ginger Gibson, Vice President for Administrative Affairs and CFO, reviewed items 5.1 through 5.7 individually. Regarding item 5.2, Trustee Bradley noted that procedures against laptop theft appeared to be successful. In reference to the laptops, Trustee Hudson asked if the college stores personal data on laptops. Mr. Tim Nesler, Associate Vice President Information Technology Services and Chief Information Officer, replied that it is the college's policy not to have any personal information on laptop computers; this information is stored on the college's server.

Under item 5.3, Trustee McRae inquired who at the college oversees the portfolio of investments. Ms. Gibson replied that for long-term investments, the college has a contracted investment manager who oversees the funds in accordance with the college's investment policy. Finance staff review trade transactions and monitor monthly statements provided by the custodian of funds. In addition, finance staff, including herself, monitor all investment statements (both long- and short-term) and transactions on a daily and monthly basis. In response to Trustee Hudson's question, President Sasser asked that we show a comparison of last year's and this year's Fee Waiver Report, and he would provide the information in his Friday Messages. In response to Trustee Bradley's question about item 5.6, Vice President Gibson said the agreement would be reviewed regarding the opportunity for buyback of rented textbooks. Ms. Gibson said the agreement is a pilot program subject to negotiation after one year.

Action: Motion to approve: McRae

Second: Bradley

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

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

Colonel Harry M. Hatcher, Jr., Property Survey 10-07

200.768, 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 need the approval of the board.

The Property Survey Committee met on April 20, 2010, 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 of Items to be Removed from Inventory and Financial Records
Worn-Out Equipment with No Salvageable Parts	1	\$5,027.00	\$5,027.00	\$0.00
Surplus Property	<u>1</u>	<u>19,587.50</u>	<u>19,587.00</u>	<u>0.00</u>
TOTAL	<u>2</u>	<u>\$24,614.50</u>	<u>\$24,614.00</u>	<u>\$0.00</u>

Board Action Requested:

Approval

Action: Approved. See item 5.1 (201.687).

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

Report of Investments, Quarter Ending March 31, 2010

201.688, 09-10

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

Average adjusted rate, month of March 2010	(0.34%)
Interest earnings, quarter	\$0
Interest earnings, fiscal year to date	\$0

Demand deposits are maintained in the board's operating funds account with SunTrust Bank through August 31, 2009. Balances earned interest at the weekly average federal funds effective rate less 15 basis points.

Interest earnings, July 1, 2009 - August 31, 2009	\$ 228
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Short-term investments are maintained in the Florida State Board of Administration Local Government Surplus Trust Fund Investment pool (LGIP-Pool A).

Interest rate, Pool A, at March 31, 2010	0.20%
Interest earnings, quarter	\$3,149
Interest earnings, fiscal year to date	\$14,611

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

Fair value factor, at March 31, 2010	65.6%
Interest earnings, quarter	\$28,178
Interest earnings, fiscal year to date	\$152,474

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

Interest rate, gross, at March 31, 2010	2.53%
Interest earnings, quarter	\$191,059
Interest earnings, fiscal year to date	\$599,112

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

Average life	1.93 years
Yield-to-maturity at cost	2.38%
Earnings, quarter	\$47,105
Earnings, fiscal year to date	\$126,505

Interest Earnings Comparison:

Total interest earnings fiscal year to date 2009/2010	\$892,929
Total interest earnings fiscal year to date 2008/2009	\$732,948

Board Action Requested:

Approval

Action: Approved. See item 5.1 (201.687).

District Board of Trustees
May 18, 2010

Agenda Item: 5.4

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

Budget Amendment #2, 2009-2010 Operating Budget, Current Unrestricted (Fund 1) 201.689, 09-10

The second amendment to the Fund 1 (Current Unrestricted) Operating Budget is submitted for approval. Approval is requested in order to transfer funding for future technology projects to Fund 7.

Board Action Requested:

Approval of budget amendment

Action: Approved. See item 5.1 (201.687).

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

Fee Waiver Report for Spring Term 2010

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

Number of Waivers Amount

Credit - Spring

College Employees	34	\$ 8,769.91
Senior Citizens	17	5,795.77
PSAV	1	358.02
State of Florida Employees	82	30,410.46
Purple Heart	3	2,973.69
Employee Dependents	<u>62</u>	<u>25,431.69</u>
Total	<u>199</u>	<u>\$73,739.54</u>

Community Education

College Employees	5	\$ 35.00
Senior Citizens	<u>45</u>	<u>2,247.00</u>
Total	<u>50</u>	<u>\$ 2,282.00</u>

Totals

Credit	<u>199</u>	<u>\$73,739.54</u>
Community Education	<u>50</u>	<u>2,282.00</u>
Total	<u>249</u>	<u>\$76,021.54</u>

Board Action Requested:

Approval

Action: Approved. See item 5.1 (201.687).

District Board of Trustees
May 18, 2010

Agenda Item: 5.6

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

Addendum #5 to Bookstore Management Services Agreement with Barnes & Noble 209.178, 09-10
College Booksellers, Inc.

Addendum #5 to the agreement with Barnes & Noble is made for the purpose of offering a textbook rental program. Beginning in fall term 2010, the bookstore will offer students the option of renting textbooks at 50% or more off of the price of new textbooks.

After one year, the college and Barnes & Noble will review the results of the program to determine its effectiveness.

Board Action Requested:

Approval

Action: Approved. See item 5.1 (201.687).

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

Agreement with A1 Assets, Inc. to Recycle and/or Sell Surplus Equipment

209.179, 09-10

This agreement with A1 Assets, Inc. will provide recycling services to the college at no charge and is expected to provide a means for the college to sell certain surplus equipment at a higher rate of return than has been previously realized.

A1 Assets provides the infrastructure (including advertising, transportation, and warehousing) that will provide a larger customer base for the auction and sale of surplus property.

The services provided under the agreement are not exclusive and the college may terminate the agreement at any time.

Board Action Requested:

Approval

Action: Approved. See item 5.1 (201.687).

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

Educational Equity Report for 2009-2010

400.544, 09-10

The Educational Equity Act Report for 2009-2010 documents the college's progress in attaining equity in the following areas: analysis of A.A. degree program completion rates, student enrollments and completions, accountability in institutional employment, and diversity and gender equity in the college's athletic programs. Upon approval by the board, the 2009-2010 Equity Act Report will be posted on line.

Board Action Requested:

Approval

Action: Motion to approve items 6.1 and 6.2: Mallini

Second: Hudson

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

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

Community and Continuing Education EnRich! Brochure - Summer 2010

415.130, 09-10

As required by the State Board of Education regulations, the schedule of Community and Continuing Education EnRich! courses for summer term 2010 is presented for Board of Trustee information and approval. Term dates are June 5, 2010, through July 31, 2010, with registrations beginning May 20 and continuing throughout the term. The schedule is subject to further changes as certain classes maybe added to or deleted from the schedule. Generally, additions would be made only for online classes from contract vendors as such classes become available. Deletions may be based on instructor and space availability. Changes, additions, and deletions will occur in the online schedule.

Board Action Requested:

Approval

Action: Approved. See item 6.1 (400.544).

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

Amendments to Santa Fe College Foundation Leases	408.1841, 09-10
Amendment #1 to Lease Agreement - Andrews Center	
Amendment #1 to Lease Agreement - Downtown Center	
Amendment #1 to Lease Agreement - Downtown Center Phase II	
Amendment #2 to Lease Agreement - Downtown Parcels	
Amendment #1 to Lease Agreement - Geological Studies Field Station	
Amendment #1 to Lease Agreement - Lillian Stump Building	
Amendment #1 to Lease Agreement - Ron and Norita Davis and Family Davis Center	
Amendment #1 to Lease Agreement - Watson Center	

The college leases real property from the Santa Fe Foundation. Several of the leases have been amended, where appropriate, to address the following issues:

- The requirement that the college provide liability insurance for the Foundation was deleted, effective immediately.
- The statement requiring the college to pay all applicable ad valorem taxes and assessments was deleted.
- The names of the college, the Foundation, and the Florida College System Risk Management Consortium were all updated.

Board Action Requested:

Approval

Discussion: In regards to Trustee Solze's question about item 7.3, Dr. Bonahue, Interim Provost and Vice President Academic Affairs, replied that video conferencing is offered at the centers, including the Perry Center, and is a benefit to many students.

Action: Motion to approve 7.1 through 7.4: Mallini

Second: McRae

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

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

Approval of Standard Agreement for Articulated Acceleration/Dual Enrollment/
Early Admissions 408.1842, 09-10

This agreement allows eligible students from private and umbrella home schools to enroll in Academic, Fine Arts, Career and Technical Education, Dual Enrollment, and Early Admission. Students will take college courses that are creditable toward a high school diploma and an associate degree. The agreements will renew automatically for additional one-year periods unless either party provides the other with written notice of termination no later than 60 days prior to the expiration of the academic year.

As with other standard agreements and as previously approved by the board, these agreements will be signed by the Provost and Vice President for Academic Affairs then presented to the board as information items at the meeting following the signing of such agreements.

Board Action Requested:

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

Action: Approved. See item 7.1 (408.1841).

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

Emerging Technologies Center - Health Care and Other Facilities,
Congressionally Directed Classroom Equipment -- Grant

409.1794, 09-10

The purpose of this project is to purchase equipment for the Perry Center for Emerging Technologies. This is a congressionally-directed grant that will allow for the expansion of enrollments in the Biomedical Engineering Technology and Clinical Laboratory Sciences programs. Grant funds for equipment will support these programs, which address critical workforce shortages, and include Bradford County, which is a critical rural area of economic concern. The project will also provide video conferencing equipment which will link the Perry Center in Alachua to the SF Northwest Campus. This will provide effective distance learning and expansion of course offerings for program students. An estimated 50 students will benefit from this project each year.

The amount of funds requested from the U.S. Department of Health and Human Services, Health Resources and Services Administration, is \$148,500, with no matching funds from Santa Fe College.

Duration of this project is June 1, 2010, May 31, 2011.

Operating budget impact: None

Board Action Requested:

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

Action: Approved. See item 7.1 (408.1841).

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

Emergency Communication and Alert Equipment -- Grant

409.1795, 09-10

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

Funding from this grant will allow Santa Fe College to install the paging system in two additional campus buildings.

The amount of funds requested from the U.S. Department of Homeland Security through the State of Florida, Division of Emergency Management, is \$47,294, with an in-kind match of \$3,920 and a cash match of \$4,276 from Santa Fe College.

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

Operating budget impact: From existing college budget.

Board Action Requested:

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

Action: Approved. See item 7.1 (408.1841).

Santa Fe College Foundation Liaison Update and Board Members' Remarks

Reporting for the SF College Foundation, Trustee Womack stated that the President's Dinner was a spectacular event. Everyone commented how beautiful the gymnasium was decorated. Trustees agreed that they were very pleased to see the event on campus and were looking forward to next year when it will be at the Fine Arts Hall. Chair Womack reminded everyone there is still time to purchase a signature seat in the new Fine Arts Hall.

Trustee Solze inquired who was in charge of Institutional Effectiveness. Dr. Sasser replied Dr. Michael Droll is the Associate Vice President for that department.