



Santa Fe College
District Board of Trustees

Minutes of Board Meeting of October 18, 2011, at 4 p.m.
Perry Center, Alachua, Florida

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

Members absent: Bessie G. Jackson

Chair G. Thomas Mallini called the regular meeting of the District Board of Trustees of Santa Fe College to order at 4 p.m. at the Charles R. and Nancy V. Perry Center in Alachua, Florida, followed by the Pledge of Allegiance.

Action was taken on the agenda items as indicated on the attached summary sheets. Upon unanimous consent of the board, and for good cause found by the Chair, the October 18, 2011, board agenda was amended as follows:

Deleted: Item 5.1 - Out-of-Country Travel Request: Model United Nations Conference in Montreal Canada

Trustee Solze was delayed in arriving, joining the meeting during item 2.1.

Chair Mallini circulated two letters that were addressed to the board and asked that they be read. He added that the matter has been resolved, but wanted them to be aware of the issue regarding a retiring employee.

The meeting adjourned at 5 p.m.

G. Thomas Mallini
Board Chair

Jackson N. Sasser
Secretary to the Board



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of October 18, 2011, at 4 p.m.
Perry Center, Alachua, Florida**

Agenda

Adoption of Agenda

Agenda Item: 1.1
418.498, 11-12

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Board Meeting of October 18, 2011
- 1.2 Approval of Board Meeting Minutes of September 20, 2011

2. Information Items

- 2.1 President's Report
- 2.2 Contract Review Committee for the President's Contract
- 2.3 Standard Form Agreements for Health Services Administration Program with:
 - Charles E. Graper, M.D., D.D.S., P.A. dba Graper Facial Institute
 - Florida Living Options, Inc. dba Hawthorne Village of Ocala
 - Transitional Living of North Central Florida dba Center for Independent Living of North Central Florida
 - Lifesouth Community Blood Centers, Inc.
 - Meridian Behavioral Healthcare, Inc.
 - Surgical Group of Gainesville, P.A.
 - Oak Hammock at the University of Florida, Inc.
 - Dialysis Clinic, Inc.
 - Caretenders Visiting Services of Gainesville, LLC, dba Mederi Caretenders
- 2.4 Revised Rule 7.14: Board of Trustees Scholarships

3. Consent Items

Personnel

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

Agreements, Grants

- 3.5 Ratification of Emergency Signature Authority for Addendum with Shands Teaching Hospital and Clinics - Health Services Administration Program
 - Shands at the University of Florida
 - Shands Rehab Center at Magnolia Parke
 - Shands Rehab Hospital
 - Shands Vista

- 3.6 Renewal of Memorandum of Understanding with University of Florida Warrington College of Business Administration - Online Business Program
- 3.7 University Air Center Flight Training Services Agreement - Aviation Program
- 3.8 Perdido Key Mice Housing and Husbandry Project -- Grant
- 3.9 Alachua County Tourist Development Council Scholarship -- Grant

Finance Items

- 3.10 Warrants Issued for September 2011
- 3.11 Report of Purchases for September 2011

4. Finance Items

- 4.1 Fund 1 (Current Unrestricted) Expenditure Budget Report as of September 30, 2011
- 4.2 Colonel Harry M. Hatcher, Jr., Property Survey 12-03
- 4.3 Education Loan Management (ELM) Resources Agreement

5. General Institutional Items

- 5.1 Out-of-Country Travel Request: Model United Nations Conference in Montreal, Canada

6. Agreements/Grants

- 6.1 ACCESS Florida Community Partner Network Agreement
- 6.2 Contracts with Florida Department of Law Enforcement:
 - Basic Abilities Test Administration Contract
 - State Officers Certification Examination Administration Contract
- 6.3 Student Practicum Agreement with Union County Health Department, Lake Butler - Health Services Administration

7. Santa Fe College Foundation Liaison Update and Board Members' Remarks

8. Citizen's Requests

9. Adjournment

Board Action Requested:

Approval

Discussion: Dr. Sasser explained that the Model UN faculty sponsors are exploring another option in which the team would participate in an international competition with teams from around the world, rather than the McGill competition, which hosts teams from North America. Upon unanimous consent of the board, and for good cause found by the chair, item 5.1 was deleted from the agenda.

Action: Motion to approve: Womack

Second: Brashear

Vote: Bradley - yes, Brashear - yes, Hudson - yes, Mallini - yes, McRae - yes, Solze - absent at time of vote, Womack - yes.

Approval of Board Meeting Minutes of September 20, 2011

401.488, 11-12

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held September 20, 2011, are presented for approval.

Board Action Requested:

Approval

Action: Motion to approve: Bradley

Second: Hudson

Vote: Bradley - yes, Brashear - yes, Hudson - yes, Mallini - yes, McRae - yes, Solze - absent at time of vote, Womack - yes.

President's Report

Information Item

President Sasser recognized Ms. Maria Thomas, Career Service Council Vice Chair; Mr. Gerard Williams, Jr., Student Government President; Ms. Debi McElroy, President of AFC; and Ms. Jenna Miller, College Senate Vice President.

The president noted it has been an incredible day. The State Board of Education met this morning and approved the college's Bachelor of Science Nursing degree. He noted that Dr. Bonahue was in attendance for that meeting. Also, the college received notice today from Ms. Lois Ellis, Director of Nursing, that the SF 2011 Practical Nursing class of 22 students had a 100% pass rate (3 years running) and the 2011 Associate of Science Nursing class of 135 students had a 94.78% pass rate. The board congratulated with applause.

Dr. Sasser added that this morning he and others from the college, the City of Gainesville, and Habitat for Humanity came together for a ribbon-cutting ceremony for the first "Katrina House." The house was built in the Charles R. Perry Construction Institute by SF building construction, electrical, and plumbing students, then moved to the Breezy Acres neighborhood in southeast Gainesville. Also, he would be concluding the evening on the NW Campus with a SF forum: Healthcare Career Opportunities for African American Men. He thanked Mr. Paul Stephan and Mr. Scott Fortner for their efforts in assisting with this great need.

Dr. Sasser then called on Mr. Daryl Johnston to introduce the new Santa Fe Police Chief, Ed Book. Mr. Johnston stated that after a rigorous selection process Mr. Ed Book was selected. He added that Chief Book has over 26 years of law enforcement experience with the Gainesville Police Department and that his integrity, professionalism, work ethic, and community policing experience will benefit the college immensely. Chief Book thanked everyone and stated he was looking forward to a long-standing relationship with the college. Ms. Locascio reminded everyone of Chief Book's investiture tomorrow at 2 p.m. in the President's Lobby.

Dr. Sasser commented that Chair Mallini met today with Congressmen Stearns regarding the proposal from the National Alliance for Advancement Development and Manufacturing of Medical Countermeasures (NAADM). Chair Mallini added that the meeting went well and the congressman committed to helping in any way he could.

Chair Mallini and Trustee McRae recently attended the ACCT annual meeting, along with Dr. Sasser, and presented on SF baccalaureate degree programs. Both stated that the presentation went well and an indication of the topic's interest was that the meeting was well attended; another was that the question and answer period seemed like it would never end.

The president noted that the board workshop will be held October 24 at Chair Mallini's home in Melrose. He reminded the board that if they have items for the workshop agenda to let him or Chair Mallini know so they could be added. Chair Mallini noted that the following topics will be on the agenda: strategic planning, developing a methodology for reserves, content/format for board agendas, and initiation of the president's evaluation process.

President Sasser said Boo at the Zoo will be held October 31, and, as in the past, canned food items will be collected for admission. He then stated the college has begun its own campaign, "Stamp Out Hunger," and all staff and students are asked to donate one pound of food to help feed the hungry.

The next board meeting is November 15 at the Andrews Cultural Center beginning at 4 p.m. Also, the president stated that he has a very special guest speaker for commencement, Dr. Portia Taylor. He added that this will be Dr. Taylor's last commencement and felt it was appropriate for her to present the address.

Contract Review Committee for the President's Contract

Information Item
411.344, 11-12

Chair Mallini stated that in the past he has served as the committee to review the president's contract and would gladly continue unless anyone else would like to volunteer. It was agreed that Chair Mallini would serve as the committee to review the president's contract and report back to the board at the November board meeting.

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

Standard Form Agreements for Health Services Administration Program with:

- Charles E. Graper, M.D., D.D.S., P.A., dba Graper Facial Institute 408.1937, 11-12
 - Florida Living Options, Inc. dba Hawthorne Village of Ocala 408.1938, 11-12
 - Transitional Living of North Central Florida dba Center for Independent Living of North Central Florida 408.1939, 11-12
 - Lifesouth Community Blood Centers, Inc. 408.1940, 11-12
 - Meridian Behavioral Healthcare, Inc. 408.1941, 11-12
 - Surgical Group of Gainesville, P.A. 408.1942, 11-12
 - Dialysis Clinic, Inc. 408.1943, 11-12
 - Caretenders Visiting Services of Gainesville, LLC, dba Mederi Caretenders 408.1951, 11-12
 - Oak Hammock at the University of Florida, Inc. 408.1952, 11-12
-

The board has authorized the Provost and Vice President for Academic Affairs to execute standardized form clinical facilities agreements without further action by the board. Such agreements have been executed with the above-listed facilities for students enrolled in the Santa Fe Health Services Administration program.

Revised Rule 7.14: Board of Trustees Scholarships

Information Item
410.459, 11-12

This rule has been extensively revised to focus on the policy-making concepts associated with the college's award of scholarships, with an emphasis on utilizing scholarships for purposes of recruitment and assisting students in need. As required by law, the rule sets forth board approval of the purposes for which scholarships may be awarded at the college. The details will be more properly housed in a procedure to be approved by the president after review by Cabinet.

Discussion: Trustee Bradley asked for further clarification on why the college is making changes to Rule 7.14. Vice President Portia Taylor stated that the rule is being restructured, which will allow the details set forth in the proposed rule to be transferred to procedure, with an emphasis on utilizing scholarships for purposes of recruitment and assisting students in need. She added that the award amount of each scholarship type will be determined by the Vice President for Administrative Affairs/CFO and the Vice President for Student Affairs. All scholarship awards will be of equal value per credit hour and will be capped at 12 credit hours for spring and fall terms and 6 credit hours for the summer term, with the exception of Athletic, Baccalaureate, Creative Arts, and Santa Fe Scholarships. The proposed changes will be effective for the fall 2012 term and will serve as many students as possible.

Trustee McRae asked if the board could have a workshop on scholarships so that he has a clearer understanding of the college's process and how scholarships are awarded. President Sasser replied that he would accommodate his request.

C O N S E N T

District Board of Trustees
October 18, 2011

Agenda Item: 3.1

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

Contract Staff (Faculty)

402.736, 11-12

The individuals listed below are being recommended for appointment for 2011-2012, or a portion of the year, as stated in the individual employee's contract.

Appointment Name

Part Time

Sonia Alonso	Angela Dobberful	Anedria Gunn
Betty Arnette	Steven Doherty	Romina Gutierrez
Samantha Barnsfather	Valerie D'Ortona	Valerie Hampton
Jennifer Blakeney	John Douglas	Stephen Hardy
Harvey Blalock	Michael Droll	Thomas Hawkins
Chad Bradt	Christopher Drum	Christopher Hazelett
Elizabeth Braun	Jon Duff	Frederick Glynn Hayes
George Braun	Dusti Durden Hersey	Stephen Hess
Todd Brooks	Eric Dutton	Mark Hills
Kimberly Calvin	James Ebbeling	Joseph Hillhouse
Jorge Campos	Orisatalabi Efunbumi	Samuel Himes
Lidia Cedeno	Jackie Erney	Shirley Hintze
John Chamberlain	^ Courtney Etheredge	Susan Holdsworth
Marleni Chiappini	Stephen Everett	Kimberly Homrich
Catherine Christian	Marie Falkenberg	Jennifer Hooks
Leroy Clark	Jared Freeland	Alyson Kee
Ronald Claypool	Katherine Feria	Donald Kelly
Nolan Col	Melissa Flanagan	Karla Kennedy
Meredith Collins	Richard Fobair	Cindy Keys
Michelle Delk	Stephen Fooks	Walter Kirkconnell
Kathleen Combass	Michelle Freas	Dorothy Kondas
Marsha Cooper	Pasty Frenchman	Bobbie Konter
Sharon Cooper	Michael Fulton	Barbara Kramer
Daniel Coons	Philip Fuhr	Wilford Kyes
Sandra Cosgrave	Christopher Gay	Paul Ladnier
* Isabel Coutts	James Geason	Fiona Lama
Robert Craig	Erica Gheri	Caralyn Lamkin
Jay Crockett	Abra Gibson	Bruce Larkins
* Dianna Crosby	Susan Gildersleeve	Patrick Larkin
Amanda Culp	Alison Glassman	Aaron Lay
Irene DaCosta	Lee Gramling	John Lee
Tania Darlington	Arthur Grant	Beverly Leibach
Garth Davis	Linda Green	Michael Lewis
Elizabeth Deimeke	Nicholas Grimaudo	Alessandra Li-Calzi
^ Norma Diaz	Daniel Griffin	Randall Liles
Gila Dikel	Glenda Guarino	Dana Lindsey

Part Time, cont.

	Steve Lodle	Lisa Neugebauer	Jorge Romero-Habeych
	Angela Long	Joanna Neville	Arthur Rosales
	Shelia Lucas	Brian Nocito	Gerald Rosenberg
	Linda Lucas-Shoe	Aliyah O’Keeffe	Jason Rummier
	Tom Maida	Daniel O’Malley	Caronne Rush
	Tami Mandro-Weaver	German Osorio	Kathie Russell
*	Margarett Martin	Amy Oxner	Richard Schwartz
	Douglas Massie	Kimberley Palmer	Lakisha Scott
	Michael Mayne	Marilyn Palumbo	Thomas Ward Scott
^	Christian McCarter	Kristina Patten	Mary Kay Scott-Garcia
	Jyrece McClendon	Everall Peele	Jacob Searcy
	Kimberly McCollough	Jody Peeling	Anca Segal
	Matthew McConn	Edward Perez	Linda Sheffield
	Kirsten McKaig	Margarita Perez-Mena	* Poorya Shidfar
	Patrick McHenry	Sandra Plympton	Erin Silverman
	Sarah McIntosh	Sharon Pope	Kim Smith
	Stephen Mercadante	* Mark Prynoski	Cynthia Snell
	LouAnn Messina	Emil Paul Raab	June Crews
^	Brett Merritt	Shanthi Rajan	Holly Sprinkle
	Rebecca Micha	Voara Randrianasolo	Nancy Starrett
	Kathleen Miller	Andrea Rascovich	Kevin Strickland
	Melissa Molloy	Leslie Rumbaut	Jahala Stirling
	Gary Moody	^ Kyle Reed	Lee Starling
	Reverend Moonoak	Stuart Reeves	Eric Stabel
	Jack Moorhead	Lisa Reid	* Dorothy Stroman
	Robert Morton	William Renkus	David Sutton
	Gary Moss	Kathryn Richardson	Kalpana Swamy
	Sara Nash	Wade Ring	Jane Synder
	Jane Nelson	Melanie Roberti	Donald West
	James Nelson	Paloma Rodriguez	

^ Funded by student activity and service fees

* Grant funded

Board Action Requested:

Approval

Discussion: Regarding Trustee Bradley’s question pertaining to item 3.8, President Sasser replied that this grant project will assist with the recovery of the Perdido Key Beach mice. The mice are an endangered species, and Santa Fe College Teaching Zoo is researching and promoting an understanding of the species and its habitat.

Action: Motion to approve consent items 3.1 through 3.11: McRae

Second: Hudson

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

C O N S E N T

District Board of Trustees
October 18, 2011

Agenda Item: 3.2

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

Contract Staff (Administrative and Professional)

411.343, 11-12

The individuals listed below are being recommended for appointment or promotion for 2011-2012, or a portion of the year, as stated in the individual employee's contract.

<u>Name</u>	<u>Position</u>
Technical/Professional Appointment Full Time	
John Kevin Bird <i>M.A., University of Southern Mississippi</i>	Advising Specialist
^ Brandy Burgess <i>M.S., Rollins College</i>	Associate Director, Student Life Department
Elizabeth Reynolds <i>M.A., University of Florida</i>	Lighting Designer Specialist
Part Time	
Howard Anderson	Specialist, Fine Arts
Darrell Bessinger	Specialist, Police Training Intern
Starlorta Boston	Specialist, Math Studio
* Christina Edwards	Specialist, Team Health
* Eric Fisher	Specialist, Upward Bound
Austin Gresham	Specialist, Fine Arts
John James	Specialist, Downtown Lab
Melissa King	Specialist, Adult Education Lab
Bermann Mesadieu	Specialist, Downtown Lab
Peter Nguyen	Specialist, Planetarium
Kristina Norford	Specialist, ESL Lab
Marta Puyana	Specialist, Downtown Lab
Amy Ridley	Specialist, Math Tutor
Jennifer Senn	Specialist, Fine Arts
Alma Shoaf	Specialist, Fine Arts
Ryan Taebel	Specialist, Police Training

^ Funded by student activity and service fees

* Grant funded

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.736).

C O N S E N T

**District Board of Trustees
October 18, 2011**

Agenda Item: 3.3

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

Community and Continuing Workforce Education Contract Staff

404.402, 11-12

The individuals listed below are being recommended for appointment for 2011-2012, or a portion of the year, as stated in the individual employee's contract.

Community Education

<u>Name</u>	<u>Program</u>
Melanie Barr	Historic Tours
Harold Gertner	Solar Energy Systems
Angela Hindle	Puppy Training
Zelda Jones	English Test Prep Class
Julian Kazimier	Guitar
Priscilla Tooley	Animal Training -Horses

Continuing Workforce Development

<u>Name</u>	<u>Position</u>
Stephanie Seawright	Continuing Education Instructor

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.736).

C O N S E N T

**District Board of Trustees
October 18, 2011**

Agenda Item: 3.4

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

Career Service Staff

403.490, 11-12

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

**Appointment
Full Time**

<u>Name</u>	<u>Position</u>
Delrio Anderson	Custodian
Hyacin Christy	Support Specialist, Financial Aid Department
Vinson Grimm	Maintenance and Trades Helper

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.736).

C O N S E N T

**District Board of Trustees
October 18, 2011**

Agenda Item: 3.5

Ratification of Emergency Signature Authority for Addendum with Shands Teaching Hospital and Clinics - Health Services Administration Program Shands at the University of Florida Shands Rehab Center at Magnolia Parke Shands Rehab Hospital Shands Vista	408.1944, 11-12
--	-----------------

The attached addendum with Shands Teaching Hospital and Clinics will allow for internships for students in the college's Health Services Administration bachelor's program at the facilities listed above.

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.736).

C O N S E N T

District Board of Trustees
October 18, 2011

Agenda Item: 3.6

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

Renewal of Memorandum of Understanding with University of Florida Warrington College of Business Administration - Online Business Program 408.1945, 11-12

This memorandum of understanding between Santa Fe College and the University of Florida Warrington College of Business (WCBA) continues the unique articulation agreement between the two institutions, in which SF graduates meeting certain requirements are guaranteed admission to the WCBA online Bachelor of Science in Business Administration program. Students in the online program will continue to have access to all aspects of student life on the UF campus, including the opportunity to purchase athletic tickets, use the student health care center and fitness center, and attend cultural events. They are also supported by the Warrington College of Business through academic advisement and other student services and participate in UF's graduation ceremonies. As part of this MOU, UF continues to provide 50% funding for a student support specialist, who recruits and provides orientation to students in the online program, as well as coordinates proctoring of all exams at SF.

Currently, approximately 120 Santa Fe graduates who meet minimum grade point average and common course requirements are enrolled in the online business program at UF. This agreement thereby continues to provide extraordinary access to the most sought after transfer college at the university.

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.736).

C O N S E N T

District Board of Trustees
October 18, 2011

Agenda Item: 3.7

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

University Air Center Flight Training Services Agreement - Aviation Program

408.1946, 11-12

This agreement continues the college's relationship with University Air Center as the vendor that provides professional pilot training and other instructional services in accordance with FAA requirements. Santa Fe will continue to provide academic courses that lead to an Associate of Science degree in Aviation Science. The agreement sets fees for students in the program, subject to changes in fuel costs. While the college will neither own aircraft nor offer flight training, the college will facilitate student participation by creating internal "flight training accounts," from which the college will draw funds to pay for flight training as directed by those students who have selected a prepayment option. This agreement does not require a student to prepay through the college; students may satisfy their flight training requirements independent of the college via credit by examination. This arrangement with University Air Center is not exclusive in that the college would consider similar arrangements with other FAA-approved flight training schools.

The term of the agreement is for two years.

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.736).

C O N S E N T

**District Board of Trustees
October 18, 2011**

Agenda Item: 3.8

Perdido Key Mice Housing and Husbandry Project -- Grant

409.1869, 11-12

The purpose of this project is to assist with Perdido Key Beach mouse recovery. These mice are an endangered species which Santa Fe College Teaching Zoo is researching and promoting the understanding of the species and their habitat. The U.S. Fish and Wildlife Service will help to fund this effort with the needed supplies and equipment.

The amount of funds requested from the U.S. Department of Interior, through the U.S. Fish and Wildlife Services, is \$3,000, with no matching funds from Santa Fe College. This is year two of a three-year project. Total funding for the three-year project is \$10,000.

Duration of this project is November 15, 2011, through November 15, 2012.

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 (402.736).

C O N S E N T

**District Board of Trustees
October 18, 2011**

Agenda Item: 3.9

Alachua County Tourist Development Council Scholarship -- Grant

409.1870, 11-12

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

The amount of funds requested from Alachua County Tourist Development Council is \$950, with an equal amount of matching funds from Santa Fe College.

Duration of this project is October 3, 2011, through October 5, 2011.

Operating budget impact: \$950 from existing college budgets

Board Action Requested:

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

Action: Approved. See item 3.1 (402.736).

C O N S E N T

**District Board of Trustees
October 18, 2011**

Agenda Item: 3.10

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

Warrants Issued for September 2011

208,480, 11-12

A listing of all checks and payroll ACH disbursements issued from September 1 through September 30, 2011, is available at this meeting for the board's information. The amount disbursed was \$7,581,225.52.

Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	730930 - 732089
Payroll	8679 - 8915

Payroll Electronic Transfers

12616 - 15503

Note: Disbursements made to vendors by wire transfer (such as Higher One or Consortium's insurance carriers) are not included in above totals. The amount wired to Higher One for the month was \$14,056,239.43.

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.736).

C O N S E N T

**District Board of Trustees
October 18, 2011**

Agenda Item: 3.11

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

Report of Purchases for September 2011

202.585, 11-12

Below are the total amounts and a summary of purchases for the month of September 2011.

Purchasing	\$749,515.61
Risk Management Consortium	<u>5,984.99</u>
Total	<u>\$755,500.60</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y40668 (Fund 2)	\$ 39,200.00	Sole Source	BD Biosciences	Flow Cytometer Health Care and Other Facilities (HCOF) Equipment Grant
Y40778 (Fund 1)	\$115,149.12	Contract	Dell Marketing	Computers (96) Information Technology
	<u>\$154,349.12</u>			

Purchase orders for previously awarded contracts: 7
Purchase orders \$0-\$35,000: 350

Amount: \$ 40,332.78
Amount: \$560,818.70

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.736).

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

Fund 1 (Current Unrestricted) Expenditure Budget Report for September 30, 2011 201.717, 11-12

The attached Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report reflects the status of the college in relation to the percentage of unrealized and unencumbered funds as of September 30, 2011.

The following summary provides a comparison of actual revenues and expenditures for 2011-2012 vs. 2010-2011.

	2011-2012		2010-2011	
	<u>Dollar Amount</u>	<u>Percent of Budget</u>	<u>Dollar Amount</u>	<u>Percent of Total Year</u>
Revenue	23,893,374	32.50	22,864,600	30.57
Expenditures	12,383,041	15.20	11,684,691	17.06

Board Action Requested:

Approval of report

Discussion: Ms. Ginger Gibson, Vice President for Administrative Affairs and CFO, reviewed items 4.1 through 4.3 individually. She added that the number of students receiving private loans has increased significantly over the last couple of years, and in an effort to provide students with efficient customer service and prompt processing of all types of aid, the Financial Aid Office would like to utilize the services of ELM. ELM is the only nonprofit organization to process private loans that is independent of lenders/financial institutions. Several other colleges and universities in the state use their services and report good service and the absence of any issues.

Ms. Gibson stated that the Renewable Energy Initiative submitted by Mr. Bill Reese was selected as the winner of the 2011 Chancellor's Best Practice Award in the Business Affairs category. The award will be presented at the Association of Florida Colleges' annual convention next week.

Action: Motion to approve: Hudson

Second: Solze

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

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

Colonel Harry M. Hatcher, Jr., Property Survey 12-03

200.798, 11-12

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 September 27, 2011, 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	7	\$59,875.44	\$59,875.44	\$0.00
TOTAL	<u>7</u>	<u>\$59,875.44</u>	<u>\$59,875.44</u>	<u>\$0.00</u>

Notes

Surplus Property is generally offered to Alachua and Bradford counties schools first; however, PCs are offered to the PC Shop 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 4.1 (207.717).

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

Education Loan Management (ELM) Resources Agreement

209.191, 11-12

When it comes to providing lending options to students, financial aid offices face many challenges, including ensuring compliance with myriad of rules and regulations. Current regulations require the utmost transparency and neutrality in student loan lender selection and disclosure.

Education Loan Management Resources (ELM) was established over 16 years ago by a group of loan providers looking for ways to improve private student loan processing for institutions. ELM is currently the only non-profit and truly open lender-neutral central loan processing choice for institutions. ELM takes advantage of technology to eliminate inefficiency in dealing with various independent loan processing through the creation of a uniform data exchange network. Loan providers choose to be members of ELM and compete on customer-based criteria such as service and product offerings. Providers become members because they are able to utilize ELM's open, lender-neutral and non-proprietary technology platform to exchange critical loan data with institutions efficiently and cost effectively. Institutions in turn benefit from a free, centralized loan delivery platform that allows them to work with any lender, guarantor, or servicer they choose.

Currently, the college does not work with any loan processors or individual central processing for private student loans, and only finds out about private loans via fax, phone call, e-mail, student complaint, etc. Upon discovery, the appropriate staff then contacts the lenders and requests a faxed loan certification. SF's financial aid specialists complete the student financial aid budget, determine the loan amount, manually complete the form, and fax it back to the lender. The lender then approves the loan and remits a paper check made payable to the college and the student.

At this time, it is recommended that the college enter into an agreement with ELM to implement its central student loan processing system. This will enable the college to certify loans for different lenders all in one location, utilize reports to determine the status of student loans, and receive EFT/ACH transfer of the loan funds, which in turn will allow processes to be streamlined to serve students better, improve security and oversight, as well as remain unbiased with all of the different lenders.

In addition, if there is a lender that a student wants to obtain a loan from and they do not participate with ELM, the college would continue to accept these payments and process them manually as it currently does. However, based on college assessment of current loan providers of Santa Fe's private loans, the college believes that this will be the exception, not the norm.

Board Action Requested:

Approval for board chair to execute any necessary agreement(s) with Education Loan Management Resources following review and approval by college legal counsel without further action by the board.

Action: Approved. See item 4.1 (207.717).

DELETED

**District Board of Trustees
October 18, 2011**

Agenda Item: 5.1

Out-of-Country Travel Request: Model United Nations Conference in
Montreal, Canada

101.80, 11-12

Santa Fe's Model United Nations (MUN) team is requesting permission to attend a conference at McGill University in Montreal, Canada, scheduled to take place from January 26-29, 2012. This conference is the third largest MUN conference in North America and the best in Canada. The conference would enable SF students to compete with some of the best MUN teams in the United States and Canada, while also giving them the opportunity to travel internationally to a bilingual city with a strong European flair. Santa Fe would send approximately 15 MUN students to this conference. They will be accompanied by their advisors, Dr. Vilma Fuentes and Dr. David Price, both of whom have led several SF study abroad trips in the past.

Dr. Fuentes has a Ph.D. in Political Science and an MA in International Studies and has taught CPO2001 for eleven years. She has a history of traveling with large groups of students as part of her work with the Model United Nations program.

Dr. David Price has a Ph.D. in History and an MA in Political Science and has taught world history for nearly 20 years. He speaks and reads German and has a great deal of experience with leading groups of students due to his association with the Model United Nations and the Brain Bowl.

Board Action Requested:

Approval

ACCESS Florida Community Partner Network Agreement

408.1947, 11-12

Approval is requested for Santa Fe's Adult Education office to apply to become an "Assisted Access Site" in partnership with ACCESS Florida, the Automated Community Connection to Economic Self-Sufficiency. By becoming a community partner with ACCESS Florida, the college would provide a means for underserved students to obtain basic information about various services, including food stamps, temporary cash assistance, and Medicaid programs. While the college would not be involved with providing any of these direct services, personnel in the Adult Education department would receive training necessary to inform students how to gain information about these services and to answer basic questions. Such a partnership fits well within the continuing college commitment to removing barriers to student access and success.

Board Action Requested:

Approval

Action: Motion to approve items 6.1 through 6.3: Womack

Second: Solze

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

Contracts with Florida Department of Law Enforcement: 408.1948, 11-12
Basic Abilities Test Administration Contract
State Officers Certification Examination Administration Contract

The attached agreements with Florida Department of Law Enforcement are similar in nature in that they refer to test site eligibility. One deals with the Basic Abilities Test (BAT) that is required to be taken by all applicants to the Basic Recruit or Corrections Program. The second is the State Officer Certification Examination (SOCE).

The college currently administers the BAT test via paper and pencil. Effective January 2012, the BAT test will only be available online. Currently, the SOCE is also a paper and pencil test. It is only offered, on average, once a month and may be only offered at three to four test sites during that time. In addition, there are only seven sites available throughout the state. Candidates could travel as close as Jacksonville or as far as Miami to take the exam in any given month. Effective November 2011, the SOCE will be online thus allowing test centers to administer the examinations.

The Basic Abilities Test Administration Contract and the State Officer Certification Examination Administration Contract are designed to establish minimum test site requirements to ensure the security of the examinations, along with other administrative requirements. With the exam being available on-line and the fact that most schools have testing centers to administer the exam, that allows for the exam to be given locally and at a time chosen by the school. In essence, the students could graduate on a Friday, take the exam on Monday, and have their unofficial results on completion of the exam. The official results are normally posted within a few hours after the exam. In accordance with the existing College schedule of fees, non-SF Students may be charged a \$30 per exam fee for either test to cover the costs of administering the test.

Board Action Requested:

Approval of Basic Abilities Test Administration Contract and State Officer Certification Examination Administration Contract; authorization for the Provost and Vice President for Academic Services to sign the completed Test Site Certification (Attachment A) and other documents associated with implementation of the agreements

Action: Approved. See item 6.1 (408.1947).

Student Practicum Agreement with Union County Health Department,
Lake Butler - Health Services Administration

408.1950, 11-12

This agreement with Union County Health Department will provide an internship experience for students in the college's Health Services Administration program with the Union County Health Department

Board Action Requested:

Approval

Action: Approved. See item 6.1 (408.1947).

Santa Fe College Foundation Liaison Update and Board Members' Remarks

Reporting for the Santa Fe College Foundation Corporation, Chair Mallini noted that the next fundraising event will be November 18, "Evening Under the Oaks" at the home of Jim and Heather Doughton. The event will start at 6 p.m. with a seafood extravaganza. Tickets are available through the Foundation Office. Vice President Clemons stated that at the last board of directors retreat the Foundation initiated a new campaign titled "Inspiring Education." This new initiative involves the 25 members of the board inviting one guest per quarter to a Santa Fe attraction, such as a performing arts event, the Planetarium, and Zoo. This campaign will reconnect the community with Santa Fe and allow charitable opportunities.