



**Santa Fe College**  
***District Board of Trustees***

**Minutes of Board Meeting Held February 21, 2012**  
**Watson Center, Keystone Heights, Florida**

---

---

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

Members absent: Winston J. Bradley, Robert C. Hudson

---

---

Chair G. Thomas Mallini called the regular meeting of the District Board of Trustees of Santa Fe College to order at 4:05 p.m. in the Watson Center, Keystone Heights, Florida, followed by the Pledge of Allegiance.

Trustee Womack welcomed everyone to Bradford County.

Action was taken on the agenda items as indicated on the attached summary sheets.

The president asked Professor Bobby Hom, advisor for SF Honors Program, to highlight the Honors Program. Professor Hom started his presentation by asking if the board had the opportunity to read today's *Gainesville Sun*. He shared the headline "SFC Finds Path to Success for GED Students" and said that among GED students are potential Honors Program students. He shared several stories of students who started at Santa Fe through the GED program and went on to be very successful at Santa Fe. He added that the Pathways to Persistence program began in 2010 to help students become more successful and that the Honors Program has several students serving as mentors or "peer connectors." He added that the Honors Program offers innovative, learner-centered classes taught by college faculty recognized for their exceptional teaching skills and ability to foster academic growth. The Honors Program offers students small classes, a challenging and engaging classroom experience, faculty-mentored research opportunities, scholarships for Santa Fe and for university transfer, and accolades at graduation. He also reported that nearly 100% of students who take Honors courses graduate and nearly 75% of students who graduate with an Honors certificate enroll at UF while others go on to a variety of well-regarded universities nationwide. He then gave a brief PowerPoint presentation that highlighted several graduates of the program and their success at the university level. He asked Ms. Lola Christian, a 2003 graduate, to talk about her experience. Ms. Christian stated the Honors Program was very motivating and challenging, and noted that getting to know other Honors students provides encouragement and other intangible benefits. She graduated with an AA in Psychology and an AAS in Business Administration and is happily employed in Santa Fe's Human Resources Office. Also, current Honors student Ms. Catlin Cade told how the program has helped her succeed and helped her to support others in the Honors Program; she also shared her excitement about coordinating the peer connectors in the Pathways to Persistence program. She is majoring in elementary education and looking forward to giving back to students. Dr. Bonahue encouraged everyone to view the posters on display in the lobby area that Honors students prepared and which will be at the spring conference.

Also, the president asked Mr. Bob Wolfson for an update on the Watson Center. Mr. Wolfson commented that enrollment has been exceptional for fall and spring terms, with over 1000 seats

filled. One popular class this term is American Sign Language. To help accommodate the increase in students, consideration is being given to expanding the parking lot in the back, which would add an additional 40 spots.

The meeting adjourned at 5:30 p.m.

---

G. Thomas Mallini, Chair  
Board Chair

---

Jackson N. Sasser  
Secretary to the Board



**The District Board of Trustees  
Santa Fe College, Florida  
Agenda for Board Meeting of February 21, 2012, at 4 p.m.  
Watson Center, Keystone Heights, Florida**

**Adoption of Agenda**

**Agenda Item: 1.1**  
418.501, 11-12

1. General Functions

Pledge of Allegiance

1.1 Adoption of Agenda for Board Meeting of February 21, 2012

1.2 Approval of Board Meeting Minutes of January 24, 2012

2. Information Items

2.1 President's Report/Strategic Planning

2.2 Standard Professional Practice Affiliation Agreement - Health Services Administration:

Allegro Senior Living, LLC, St. Augustine

Standard Clinical Facilities Agreements - Emergency Medical Services:

Putnam County Fire and Emergency Medical Services

Union County Department of Emergency

2.3 Standard Career Pathway Agreement - School Board of Citrus County - Digital Media Program

2.4 Community Education "Enrich!" Brochure - Spring Term 2012

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

3.5 Leave of Absence

Contracts, Grants

3.6 Carl D. Perkins, Career and Technical Education Postsecondary Programs, Section 132, 2011-2012 Roll Forward Funds -- Grant

3.7 Santa Fe College Spring Arts Festival -- Grant

3.8 Florida Campus Compact - College Access AmeriCorps Program -- Grant

Finance/Business Affairs Items

3.9 Warrants Issued for January 2012

3.10 Report of Purchases for January 2012

4. Personnel
  - 4.1 Continuing Contract Candidates for 2012-2013
5. Facilities Items
  - 5.1 Buildings A and D Reroofing Project - Accept as complete
6. Finance/Business Affairs Items
  - 6.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for January 2012
  - 6.2 Colonel Harry M. Hatcher, Jr., Property Survey 12-06
  - 6.3 Report of Investments, Quarter Ending December 31, 2011
  - 6.4 Fee Waiver Report for Fall Term 2011
7. General Institutional Items
  - 7.1 Revised College Calendar for 2012-2013
  - 7.2 Board Meeting Agenda Revision Committee Report
  - 7.3 Request for Approval of New Advanced Technical Certificate Program in Polysomnography
8. Rules
  - 8.1 New Rule 2.13: Intellectual Property
9. Contracts/Grants
  - 9.1 Agreement with GradImages - Commencement Photographs
  - 9.2 Associated Health Education Affiliation Agreement with Department of Veterans Affairs - Polysomnography
  - 9.3 Upward Bound Program -- Grant
  - 9.4 Peaceful Paths Domestic Abuse Network, Inc. and Santa Fe College - Memorandum of Understanding -- Grant
  - 9.5 Zoo Miami Conservation and Research Fund -- Grant
10. Santa Fe Foundation Liaison Update and Board Members' Remarks
11. Citizen's Requests
12. Adjournment

**Board Action Requested:**

**Approval**

Action: Motion to approve: McRae

Second: Womack

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

---

Approval of Board Meeting Minutes of January 24, 2012

401.491, 11-12

---

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held January 24, 2012, are presented for approval.

**Board Action Requested:**

**Approval**

Action: Motion to approve: Womack

Second: Brashear

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

---

President's Report/Strategic Planning

Information Item

---

The president thanked Mr. Bob Wolfson and his staff for hosting today's meeting.

President Sasser recognized Ms. Lola Christian, Career Service Council Chair; Mr. Gerard Williams, Jr., Student Government President; and Ms. Debbie Kennedy, President of AFC. Dr. David Price, College Senate President, was unable to attend. Mr. Williams took the opportunity to introduce the new Student Government President, Mr. David Durkee, whose term begins at the end of the spring semester.

The president added that at today's meeting, the Agenda Committee Report, agenda item 7.2, will be brought forward, and if the board approves this item, an item will be added to the standard agenda called Strategic Planning to allow the board to participate fully in the college's strategic planning process at each board meeting.

Dr. Sasser said that Registrar Lynn Sullivan has agreed to serve as Vice President for Student Affairs in an interim capacity through the spring semester and he has asked Dr. Naima Brown to serve as interim vice president for a minimum of one year commencing at the beginning of the summer semester. He added that Dr. Brown has a distinguished record of serving our students. She is an inspirational teacher and leader and is highly regarded among the students and faculty.

President Sasser noted that the Women of Distinction event is scheduled for March 15 at 4:30 p.m. in the Fine Arts Hall and he encouraged everyone to purchase tickets.

Dr. Sasser added that the next board retreat is scheduled for March 16, starting at noon in Cedar Key, and asked that topics be sent for the agenda.

President Sasser congratulated Vice President Clemons and his staff on an exceptional President's Dinner last Friday evening. The board echoed his comments with applause.

Dr. Sasser asked everyone if they could keep a secret, saying that Dr. Paul Hutchins has been selected as the next president of Sampson Community College in North Carolina. Everyone extended their congratulations. Dr. Hutchins conveyed to the board and President Sasser his appreciation for the opportunity to have worked at such an outstanding college since 1988. He said his experiences and the colleagues he has worked with have helped to shape him into the person he is today. He stated that he is a better person and college administrator because of Santa Fe College, and he will be forever grateful for his time here.

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

---

Standard Professional Practice Affiliation Agreement - Health Services Administration:	Information Item
Allegro Senior Living, LLC, St. Augustine	408.1961, 11-12
Standard Clinical Facilities Agreements - Emergency Medical Services:	
Putnam County Fire and Emergency Medical Services	408.1962, 11-12
Union County Department of Emergency	408.1963, 11-12

---

The board has authorized Provost and Vice President for Academic Affairs to execute on behalf of the board standardized form clinical facilities and professional practice agreements without further action by the board. Such agreements have been executed with the facilities listed above to provide practical experiences for students enrolled in the Health Services Administration and the Emergency Medical Services programs, respectively.

---

Standard Career Pathway Agreement - School Board of Citrus County -  
Digital Media Program

Information Item  
408.1964, 11-12

---

The A.S. degree program listed below has been identified as an accelerated path by which students will have the opportunity to receive college credit as described in the Career Pathways articulation agreement with the School Board of Citrus County.

Digital Media Technology A.S.

Digital Design



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

---

Community Education "Enrich!" Brochure - Spring Term 2012

Information Item  
415.140, 11-12

---

In accordance with Rule 7.11, the president is authorized to approve course fees for Community Education on a course-by-course basis. Total fees collected must be equal to at least 100% of the total costs of the Community Education program within the fiscal year. A draft of the Community Education brochure entitled "Enrich!" was reviewed and approved by the president at the November 7, 2011, Cabinet meeting and is provided for reporting to the board.

## CONSENT

District Board of Trustees  
February 21, 2012

Agenda Item: 3.1

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

---

Contract Staff (Faculty)

402.740, 11-12

---

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

### Appointment

#### **Part Time**

William Beck  
Stacey-Ann Benjamin  
Darrell Bessinger  
Lynne Cuda  
Michelle Delk  
Ivonne Ferrer Hopgood  
Karen Garren  
Constance Hreha  
Mary Holman  
Kurt Jensen  
Caridad Jimenez  
Donna Kidwell-Diehlman  
Gayle Jones  
Bettina Kleuker  
Frances Lane  
Keith Manuel  
Frank Prano  
William Ragan  
Amy Ridley  
Stefan Shaw  
Mary Short  
Eric Steinfelds  
Dennis Wait  
Jill Welsh  
Sue-Yen Wong

### **Board Action Requested:**

#### **Approval**

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

Second: Solze

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

## C O N S E N T

District Board of Trustees  
February 21, 2012

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)

411.349, 11-12

---

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

### Appointment

<u>Name</u>	<u>Position</u>
<u>Executive/Managerial</u>	
Tyran Butler <i>Ph.D., University of Florida</i>	Director, Education Programs
~ Cathleen Keen <i>B.A., University of Minnesota</i>	Assistant to the President
<u>Technical/Professional</u>	
<b>Full Time</b>	
Robert Dolan <i>B.S.A., Colorado Technical University</i>	Associate Director, Institute of Public Safety
David Durand <i>14 years' experience</i>	Senior Application Developer
<b>Part Time</b>	
Chelsea Carnes	Specialist, Art Model
^ Norma Diaz	Specialist, Athletics
^ Courtney Etheredge	Specialist, Athletics
Breanne Hooks	Specialist, Math Lab
^ Bruce Larkins	Specialist, Athletics
Nancy Lewis	Specialist, Writing Lab
^ Christian McCarter	Specialist, Athletics
Amy Reed	Specialist, Writing Lab
Robert Robins	Specialist, Fine Arts
Shaura Thomas	Specialist, Davis Center

^ Funded by student activity and service fees

~ Reduced contract

### Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.470).

**C O N S E N T**

**District Board of Trustees  
February 21, 2012**

**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

404.405, 11-12

---

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

**Community Education**

<u>Name</u>	<u>Program</u>
Daniel Barker	Woven Chain Jewelry
Irma Fallon	Word Power
Scarlett Geiger	Learn to Knit
Lili Ma	Chinese
Claudia Siders	Aerobics/Racquetball
Janos Shoemyen	Creative Writing

**Continuing Workforce Education**

<u>Name</u>	<u>Position</u>
Rebecca McDaniel	Continuing Education Instructor
Dominic Orsini	Continuing Education Instructor
Dina Viuis	Continuing Education Instructor

**Board Action Requested:**

**Approval**

Action: Approved. See item 3.1 (402.470).

**C O N S E N T**

**District Board of Trustees  
February 21, 2012**

**Agenda Item: 3.4**

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

---

Career Service Staff

403.493, 11-12

---

The individuals listed below are being recommended for appointment.

<u>Name</u>	<u>Position</u>
<u>Full Time</u> JoAnna McConico	Call Center Specialist
<u>Promotion</u> Janetta Lynn Speer	Office Supervisor, Records

**Board Action Requested:**

**Approval**

Action: Approved. See item 3.1 (402.470).

**C O N S E N T**

**District Board of Trustees  
February 21, 2012**

**Agenda Item: 3.5**

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

---

Leave of Absence

420.155, 11-12

---

Ms. Devin Chavon Crumpton, Financial Aid Assistant, has requested a leave of absence from her career service position for the time period of February 21, 2012, through March 20, 2012. This request is supported by the Director of Financial Aid and the Vice President for Administrative Affairs.

**Board Action Requested:**

**Approval**

Action: Approved. See item 3.1 (402.470).

## CONSENT

District Board of Trustees  
February 21, 2012

Agenda Item: 3.6

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

---

Carl D. Perkins, Career and Technical Education Postsecondary Programs,  
Section 132, 2011-2012 Roll Forward Funds -- Grant

---

409.1877, 11-12

Perkins Postsecondary 132 Roll Forward funds will be used to enhance the original project serving career and technical students. Increased grant funds will provide for a chemistry boot camp to increase retention rates of postsecondary students and will provide educational and instructional materials for the chemistry boot camp and other career and technical programs. Additional capital outlay funding will provide equipment for programmatic and instructional purposes for career and technical and Workforce Development programs. Approximately 4,000 students will benefit from this program.

The amount of funds requested from the State of Florida, Department of Education, Division of Career and Adult Education, is \$23,877, with no matching funds from Santa Fe College.

Duration of this project is July 1, 2011, through June 30, 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 (402.470).

## C O N S E N T

District Board of Trustees  
February 21, 2012

Agenda Item: 3.7

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

---

Santa Fe College Spring Arts Festival -- Grant

409.1878, 11-12

---

The purpose of this project is to request in-kind services from the City of Gainesville for the 2013 Santa Fe College Spring Arts Festival. The services requested include police security, maintenance and clean-up, traffic engineering, code enforcement, dumpsters, and the use of the city-owned Thomas Center. Approximately 130,000 area residents attend this festival annually. This is year one of a two-year project.

The amount of funds requested from the City of Gainesville is \$20,486, with no matching funds from Santa Fe College.

Duration of this project is July 1, 2012, through June 30, 2013.

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 (402.470).



## C O N S E N T

District Board of Trustees  
February 21, 2012

Agenda Item: 3.8

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

---

Florida Campus Compact - College Access Americorps Program -- Grant

409.1879, 11-12

---

The purpose of this project is to enroll 12 students in AmeriCorp-funded positions to provide direct service, mentoring for youth in grades 6-12, and for participation in volunteer and service projects alongside youth in the community. Each AmeriCorp-funded position is for a service term of 300 hours. Upon successful completion of the 300 hours of service, each student member volunteer will receive an education award of \$1,132, which may be used only to repay a federal student loan or pay for the cost of attendance at a qualified Title IV institution of higher education or approved school-to-work program. The students will be placed in four existing college programs: College Reach-Out Program (3); Upward Bound (3); the Achievers Program (2); and Student Life Mentors Program (2).

Funding is from the College Access AmeriCorps Program funded by the Corporation for National and Community Service and Volunteer Florida, through the Florida Campus Compact. The total amount of the educational awards grant funding that will be paid directly to the 12 AmeriCorp Student Members is \$13,584.

Duration of this project is September 1, 2011, through August 31, 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 (402.470).

**C O N S E N T**

**District Board of Trustees  
February 21, 2012**

**Agenda Item: 3.9**

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

---

Warrants Issued for January 2012

208,483, 11-12

---

A listing of all checks and payroll ACH disbursements issued from January 1 through January 31, 2012, is available at this meeting for the board's information.

The amount disbursed was \$6,812,247.23.

Warrant Numbers

Manual Payroll	None
Manual Payables	None
Payables	735034 - 735783
Payroll	9666 - 9788

Payroll Electronic Transfers

24723 - 27100

*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 \$14,010,256.47*

**Board Action Requested:**

**Approval**

Action: Approved. See item 3.1 (402.470).

**C O N S E N T**

**District Board of Trustees  
February 21, 2012**

**Agenda Item: 3.10**

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

---

Report of Purchases for January 2012

202.588, 11-12

---

Below are the total amounts and a summary of purchases for the month of January 2012.

Purchasing	\$847,008.70
Risk Management Consortium	<u>138,248.09</u>
<b>Total</b>	<b><u>\$985,256.79</u></b>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y41767 (Fund 7)	\$ 38,227.96	Contract	OEC Business Interiors	Building K Common Area Furniture Student Area Renovations
Y41819 (Fund 7)	\$ 51,310.00	Contract	Rexel Datacom	Direct Purchase - Electrical and Lighting Package Charles R. & Nancy V. Perry Center for Emerging Technology
Y41867 (Fund 6)	\$ 100,000.00	Exempt	Mercer Human Resources	Health Plan Consumerism Project Risk Management Consortium
Y42013 (Fund 7)	\$ 403,047.00	Contract	Charles Perry Partners	Fire Alarm System Upgrade - Phase 3 Campus Life/Safety Projects

\$ 592,584.96

Purchase orders for previously awarded contracts: 1  
Purchase orders \$0-\$35,000: 256

Amount: \$ 10,000.00  
Amount: \$382,671.83

**Board Action Requested:**

**Approval of report**

Action: Approved. See item 3.1 (402.470).

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

---

Continuing Contract Candidates for 2012-2013

402.741, 11-12

---

The following faculty members have successfully completed three years of instructional service to the college with positive annual evaluations. This three-year evaluation process culminated with an extensive self-evaluation, peer review, and ultimately a peer vote. Based on satisfactory evaluation, affirmative peer vote, review, and recommendation by the academic department supervisor, with the support of the Provost and Vice President of Academic Affairs and the college President, the following faculty members are recommended for continuing contracts beginning in the 2012-2013 contract year.

Kezia Awadzi	Assistant Professor, Health Services
Birgitta Kimura	Assistant Professor, Clinical Laboratory Sciences
Jonathan Miot	Assistant Professor, Zoo Animal Technology

**Board Action Requested:**

**Approval**

Action: Motion to approve: Womack

Second: Brasher

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

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

---

Buildings A and D Reroofing Project - Accept as Complete

412.1097, 11-12

---

Project Description:

This project involved the design, tear off, and replacement of the building A roof and the adjoining concourse roof. Access to these roofs was gained by crossing Building D roof, which was at the end of its expected life as well. The combined square footage of this project approximated 50,000 square feet.

Architect/engineer		Craig Salley, Architect
Contractor/construction manager		Scherer Construction
Uniform building inspector		In-house
Estimated project budget		\$882,721.00
Design	\$ 31,250.48	
Construction	679,883.85	
Miscellaneous	<u>1,100.00</u>	
	\$712,234.33	<u>\$712,234.33</u>
Project savings		\$170,486.67
Source of funds		PECO

Project Status:

This project reached final completion on July 1, 2011; however, an insurance claim for damages caused by a third tier subcontractor took an extended period of time to negotiate. The college has since been compensated in full for the claim and college staff is requesting that the board accept this project as complete.

**Board Action Requested:**

**Accept project as complete**

Discussion: Mr. Bill Reese, Associate Vice President for Facilities Services, reviewed item 4.1.

Action: Motion to approve: McRae

Second: Jackson

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

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

---

Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for January 2012 201.723, 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 January 31, 2012.

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 Actual</u>
Revenue	49,873,220	67.84	49,385,100	66.03
Expenditures	33,955,096	40.20	32,715,939	47.75

**Board Action Requested:**

**Approval of report**

Discussion: Ms. Ginger Gibson, Vice President for Administrative Affairs and CFO, reviewed items 6.1 through 6.4 individually. Ms. Gibson advised the board that the Division of Florida Colleges, on behalf of legislative staff, requested that all colleges immediately provide their projected operating (Fund 1) fund balances as of June 30, 2012. President Sasser concurred with Ms. Gibson's recommendation that the college submit the fund balance indicated in the bottom right hand corner of the report in item 5.1 as it is the most current and accurate projection that we have.

Action: Motion to approve items 6.1 through 6.4: McRae

Second: Solze

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

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

---

Colonel Harry M. Hatcher, Jr., Property Survey 12-06

200.803, 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 via email on January 24, 2012, 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	12	\$171,691.18	\$171,691.18	\$0.00
<b>TOTAL</b>	<b>12</b>	<b>\$171,691.18</b>	<b>\$171,691.18</b>	<b>\$0.00</b>

**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: Approval. See item 6.1 (201.723).

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

---

Report of Investments, Quarter Ending December 31, 2011

201.724, 11-12

---

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

Average adjusted rate (not less than 0), month of December 2011	0%
Interest earnings, quarter	\$0
Interest earnings, fiscal year to date	<b>0</b>

Short-term investments are invested in the Florida PRIME investment pool administered by the State Board of Administration. Investments in the Florida PRIME investment pool are reported at fair value, which is amortized cost.

Interest rate at December 31, 2011	0.29%
Interest earnings, quarter	\$3,569
Interest earnings, fiscal year to date	<b>\$7,282</b>

Investments remaining in the Florida State Board of Administration Fund B Surplus Funds Trust Fund are recorded at estimated fair value each month.

Fair Value Factor at December 31, 2011	76.6%
Interest earnings, quarter	\$8,200
Interest earnings, fiscal year to date	<b>\$(1,952)</b>

Capital Improvement Fee Bond proceeds and short-term investments are maintained in the Florida Division of Treasury Special Purpose Investment Account (SPIA). 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 December 31, 2011	2.01%
Interest earnings, quarter	\$196,428
Interest earnings, fiscal year to date	<b>\$449,519</b>

Long-term investments are managed through the investment management services agreement with PFM Asset Management, LLC. 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	1.82 years
Yield-to-maturity at cost	1.68%
Earnings, quarter	\$24,767
Earnings, fiscal year to date	<b>\$66,517</b>



Interest Earnings Comparison:

Total interest earnings fiscal year to date 2011/2012	<b>\$521,364</b>
Total interest earnings fiscal year to date 2010/2011	<b>\$581,127</b>

**Board Action Requested:**

**Approval**

Action: Approval. See item 6.1 (201.723).

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

---

Fee Waiver Report for Fall Term 2011

200.804, 11-12

---

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

<u>Term - Fall 2011</u>	<u>Number of Waivers</u>	<u>Amount</u>
	<u>Credit</u>	
Senior Citizens	23	\$14,563.65
PSAV	1	810.36
State of Florida Employees	89	41,521.18
Purple Heart	3	3,259.34
Dependent of Deceased Law Officer	<u>1</u>	<u>1,215.85</u>
<b>Total</b>	<b>117</b>	<b>\$61,370.38</b>
	<u>Community Education</u>	
College Employee	6	30.00
Senior Citizens	<u>53</u>	<u>2596.00</u>
<b>Total</b>	<b>59</b>	<b>\$ 2,626.00</b>
	<u>Totals</u>	
Credit	117	\$61,370.38
Community Education	<u>59</u>	<u>2,626.00</u>
<b>Total</b>	<b>176</b>	<b>\$63,996.38</b>

**Board Action Requested:**

**Approval**

Action: Approval. See item 6.1 (201.723).

---

Revised College Calendar for 2012-2013

414.63, 11-12

---

The college recently received confirmation that the date for the University of Florida homecoming has been changed from October 19, 2012, to November 9, 2012. Since the college coordinates its calendar with that of the university, it is requested that the SF calendar be changed to reflect this new date.

In addition, a typographic error was noted in the summary listing of holidays at the bottom of the calendar page. The winter holiday was incorrectly listed as December 20, 2012, through January 3, 2013. The correct end date, as properly set forth in the main calendar listing, is January 2.

**Board Action Requested:**

**Approval**

Discussion: Chair Mallini stated that he appointed Trustee Hudson to serve as a committee of one to make recommendations for streamlining the board agenda and hoped everyone had the opportunity to review and make recommendations on the composition of the format. Trustee Solze said that he appreciated the time spent on the process and approved the new ideas that have come from the committee. General Counsel Patti Locascio commented that the substance of what the board will review is not substantially different, but that some items will be moved to consent or information. As explained earlier, the only item that will no longer appear on the agenda would be the Warrants Issued, and a new item, Strategic Planning, would be added under the President's Report. She also stated that the board has the ability to remove items from consent at the meeting for additional discussion. Chair Mallini also stated that once the recommendations of item 7.2 are approved, they will be implemented at the next meeting.

Action: Motion to approve items 7.1 through 7.3: McRae

Second: Solze

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

Chair Mallini then asked Dr. Lisa Armour if she had any updates regarding strategic planning. Dr. Armour distributed two handouts to the board, one of which was the News on Strategic Goals, Initiatives, and Planning, which included the charge of the Resource and Planning Council (RPC). She added that the RPC is the umbrella organization for strategic planning and institutional effectiveness at the college. The RPC's charge is to be an effective channel for the education of faculty, staff, and students on issues pertaining to the allocation of college resources. RPC meets biweekly until the budget process is completed in June. She added that she and Vice President Gibson co-chair the RPC. The second handout was an overview of the operating budget revenue and expenditure assumptions and projections for fiscal year 2011/2012. After further discussion, Chair Mallini thanked Dr. Armour for her information and asked the board for additional ideas to discuss at the March board workshop and future meetings.

---

Board Meeting Agenda Revision Committee Report

400.569, 11-12

---

At the board workshop on October 24, 2011, Chair Mallini appointed Trustee Robert Hudson to serve as a committee of one to make recommendations for streamlining the board agenda by recommending moving certain items to the consent agenda as well as eliminating any items that might not require board-level review and approval. The committee was also asked to make recommendations for adding content to board meetings for the purposes of educating the trustees to allow them to better serve the college.

**Board Action Requested:**

**Approval of committee report and adoption of suggested guidelines**

Action: Approved. See item 7.1 (414.63).

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

---

Request for Approval of New Advanced Technical Certificate Program in Polysomnography

101.83, 11-12

---

Permission is requested to initiate an Advanced Technical Certificate in Polysomnography to ease the shortage of qualified technicians within the college's immediate area and the state of Florida.

The proposed program will be a six-month post-A.S. certificate, designed to allow graduates to take the national Registry exam for polysomnography. The program will be founded on a collaboration with the Department of Sleep Medicine at Shands at UF. Specifically, Santa Fe College will develop the formal curriculum, pursue external accreditation, and provide administrative support; Shands at UF is offering clinical affiliation with the Shands Sleep Disorders Center at Magnolia Park and providing appropriate staff to teach the didactic material and oversee much of the clinical proficiencies. The college will also enter into agreements for clinical experience with North Florida/South Georgia Veterans Health System and North Florida Regional Medical Center.

This collaboration will require virtually no new resources from Santa Fe in either classroom space or costly lab equipment. The cost of instruction will be covered by student tuition and fees.

**Board Action Requested:**

**Approval of Advanced Technical Certificate in Polysomnography**

Action: Approved. See item 7.1 (414.63).

---

New Rule 2.13: Intellectual Property

410.464, 11-12

---

The Southern Association of Colleges and Schools (SACS) Commission on Colleges requires all institutions of higher education to have a policy regarding intellectual property. Specifically, Comprehensive Standard 3.2.14 requires that “the institution’s policies are clear concerning ownership of materials, compensation, copyright issues, and the use of revenue derived from the creation and production of all intellectual property. These policies apply to students, faculty, and staff.”

The attached rule deals specifically with the above requirement and establishes working procedures for identifying ownership, use, and compensation for intellectual property, as well as for the resolution of disputes. It has been formulated through a collaborative process involving the Professional Standards Committee of the College Senate.

**Board Action Requested:**

**Approval**

Discussion: Dr. Ed Bonahue, Provost and Vice President for Academic Affairs, noted that the Southern Association of Colleges and Schools (SACS) Commission on Colleges requires all institutions of higher education to have a policy on intellectual property. Specifically, Comprehensive Standard 3.2.14 requires that “the institution’s policies are clear concerning ownership of materials, compensation, copyright issues, and the use of revenue derived from the creation and production of all intellectual property.” He added that these policies apply to students, faculty, and staff. Trustee McRae asked if there was any input from another institution in preparing the new rule. Dr. Bonahue stated that some information was received from Valencia College and Hillsborough Community College. Trustee McRae then asked if the policy reflected the University of Florida’s policy. Dr. Bonahue stated it did not, because UF’s policy is tailored to its research mission and licensing of products, while Santa Fe’s policy is directed more towards ownership of educational materials.

Action: Motion to approve: Womack

Second: McRae

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

---

Agreement with GradImages - Commencement Photographs

408.1967, 11-12

---

The purpose of this agreement is to allow GradImages exclusive rights to take photographs of Santa Fe graduates inside the building during the ceremony, plus public relations photos before, during, and after each graduation ceremony. In return, GradImages will mail or email each graduate photographed a photo proof within five days, with no obligation to purchase. The college will receive a rebate of \$0.35 per attending graduate for whom a mailing and/or email address is received.

This service is provided at no cost to the college. The contract is for spring graduation 2012.

**Board Action Requested:**

**Approval**

Action: Motion to approve items 9.1 through 9.5: Jackson

Second: Brashear

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

District Board of Trustees  
February 21, 2012

Agenda Item: 9.2

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

---

Associated Health Education Affiliation Agreement with Department of Veterans Affairs - Polysomnography 408.1966, 11-12

---

This agreement with the Veterans Affairs Medical Center provides students in the Polysomnography program the opportunity to gain clinical experience.

**Board Action Requested:**

**Approval**

Action: Approved. See item 9.1 (408.1967).



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

---

Upward Bound Program -- Grant

409.1880, 11-12

---

The purpose of this project is to supplement and enrich the academic skills of participants and provide personal motivation to complete high school and to enter and complete a program of postsecondary education. The project will serve at least 63 participants each year from Newberry High School and Bradford High School. Students will participate in an academic year component consisting of tutoring, supplemental instruction, and academic, career and personal counseling, in addition to a six-week, non-residential summer enrichment component. This is year one of a five-year project.

The amount of funds requested from U.S. Department of Education, Office of Postsecondary Education, is \$277,413 for year one funding, with no matching funds from Santa Fe College. Estimated total funding for the entire five-year period is \$1.4 million.

Duration of this project is September 1, 2012, through August 31, 2013.

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 9.1 (408.1967).

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

---

Peaceful Paths Domestic Abuse Network, Inc. and Santa Fe College -  
Memorandum of Understanding -- Grant

409.1881, 11-12

---

The purpose of this project is to expand the reach of the Peaceful Paths Domestic Abuse Network (PPDAN) program to ensure that survivor participants receive skills related to financial literacy and the ability to participate in the Individual Development Account program. Santa Fe College's Displaced Homemaker Program, in conjunction with the PPDAN empowerment program, will expand the reach of the program to include employability skills and job placement services for survivors. The project will provide educational services for up to 13 participants each month in job training, employability skills, and general life skills.

The amount of funds requested from the Peaceful Paths Domestic Abuse Network, Inc. is \$100 per client, up to \$15,000 for a maximum of 150 clients for the year, with no matching funds from Santa Fe College.

Duration of this project is December 15, 2011, through November 30, 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 9.1 (408.1967).

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

---

Zoo Miami Conservation and Research Fund -- Grant

409.1882, 11-12

---

The purpose of this project is to create signage that will present the story of the endangered Guam rail, which is considered to be extinct in the wild on its native island of Guam. After the signs have been placed, the zoo will install a video camera to record the reaction of guests to and behavior toward the signage. The video footage and paper surveys will be reviewed and evaluated for impact, visitor behavior, and conservation attitudes. The results of this evaluation will be used to influence the techniques for the presentation of conservation efforts to guests in the future.

The project will allow zoo staff to gain invaluable insights into the methods which work best to deliver educational messaging about conservation projects, which are crucial to our future as a conservation organization.

The amount of funds requested from the Zoo Miami Conservation and Research Fund is \$5,000, with no matching funds from Santa Fe College.

Duration of this project is February 1, 2012, through January 31, 2013.

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 9.1 (408.1967).

---

Santa Fe Foundation Liaison Update and Board Members' Remarks

---

Reporting for the Santa Fe College Foundation Corporation, Chair Mallini noted that the annual President's Dinner was a success and praised the student speaker, Mr. Terrell Jenkins, and performances by the students from the Fine Arts Department. Mr. Clemons stated that since the event sold out, next year's event may be changed to offer tickets at a discount price to the public to attend only the student performance. Chair Mallini said the Spring Arts Festival poster unveiling is March 26 at 2:30 p.m. in the President's Lobby; the Arty Party is April 5 from 5-7:30 p.m. at the Spring Arts House; and the Spring Arts Festival is April 14-15