



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of November 20, 2012, at 4 p.m.
Andrews Cultural Center, Starke, Florida**

Agenda

Adoption of Agenda

Agenda Item: 1.1
418.508, 12-13

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Board Meeting of November 20, 2012
- 1.2 Approval of Board Meeting Minutes of October 16, 2012

2. Information Items

- 2.1 President's Report
- 2.2 Strategic Planning
- 2.3 Community Education "Enrich!" Brochure - Winter Term 2013 and Continuing Workforce Education "Enhance" Brochure - Spring Term 2013
- 2.4 Professional Practice Affiliation Agreement with City of Gainesville - Health Services Administration Program

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

Agreements, Grants

- 3.5 Modified Standard Health Sciences Clinical Facilities Agreement - North Florida Regional Freestanding Surgery Center, P.P., dba North Florida Surgical Pavilion - Surgical Technology
- 3.6 Suwannee River Area Health Education Center, Inc. - Tobacco Training and Cessation (ATTAC) Dental Program -- Grant

Finance Items

- 3.7 Report of Purchases for October 2012
- 3.8 Colonel Harry M. Hatcher, Jr., Property Survey 13-03

4. Personnel

- 4.1 Evaluation of the President
- 4.2 Amendment #5 to President's Contract and Amendment #1 to the Dr. Jackson N. Sasser Incentive Compensation Plan Commencing January 1, 2012 (January 1, 2013)

- 4.3 Final Order - Ms. Ingrid Herrmann
5. Finance Items
 - 5.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for October 2012
 - 5.2 Report of Investments, Quarter Ending September 30, 2012
 - 5.3 Acceptance of Donations 13-01
 - 5.4 Recommendation for Award for Invitation to Bid #02-13: Merchant Services
 - 5.5 Updated User Fees and Fines Schedule - License Agreement Fees for Center for Innovation and Economic Development (CIED)
6. General Institutional Items
 - 6.1 Advisory Committee Appointments for:
 - Apprenticeship
 - Athletics
 - Business Administration and Management
 - Health Information Management
 - Nursing
 - Office Systems Technology
 - Surgical Technology
 - Welding
7. Agreements/Grants
 - 7.1 Revised Standard Agreement for Center for Innovation and Economic Development (CIED)
 - 7.2 Amendment to the License Agreement for Non-Incubating Company - Center for Innovation and Economic Development (CIED) - Duncan-Williamson, Inc.
 - 7.3 Third Amendment to School Affiliation Agreement - North Florida Regional Medical Center - Drug Testing for Health Programs
 - 7.4 Memorandum of Understanding with Swallowtail Farm, LLC - Community Supported Agriculture
 - 7.5 Agreement with South University, LLC, dba South University - Savannah -- Nursing Practicum
 - 7.6 Agreement with University of Alabama - Nursing Practicum
 - 7.7 Cybersecurity Program Development at Santa Fe College (FL) - National Science Foundation (NSF) -- Grant
 - 7.8 Totuit Unlimited Company/Mobile Application Architects - Quick Response Training Grant
8. Santa Fe College Foundation Liaison Update and Board Members' Remarks
9. Citizen's Requests
10. Adjournment

Board Action Requested: Approval

Approval of Board Meeting Minutes of October 16, 2012

401.498, 12-13

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held October 16, 2012, are presented for approval.

Board Action Requested:

Approval

President's Report

Information Item

The president will discuss a variety of information topics.

Today's special presentation will be given by Mr. Dug Jones, Associate Vice President for Economic Development, who will provide an update on the incubator in Bradford County.

Strategic Planning

Information Item
419.07, 12-13

Dr. Lisa Armour, Vice President for Assessment, Research, and Technology, will discuss the recent visit from the Southern Association of Colleges and Schools team.

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

Community Education "EnRich!" Brochure - Winter Term 2013	Information Item
Continuing Workforce Education "Enhance" Brochure - Spring Term 2013	415.145, 12-13

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 8, 2012, Cabinet meeting and is provided for reporting to the board.

In accordance with Rule 7.11, the president is authorized to approve course fees for Continuing Workforce Education (CWE) on a course-by-course basis. Total fees collected must fully support the expenditure of the CWE program within the fiscal year. A draft of the CWE brochure entitled "Enhance" was reviewed and approved by the president at the November 8, 2012, Cabinet meeting and is provided for reporting to the board.

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

Professional Practice Affiliation Agreement with City of Gainesville -
Health Services Administration Program

Information Item
408.2022, 12-13

The board has authorized the Provost and Vice President for Academic Affairs to execute standardized form professional practice affiliation agreements without further action by the board. Such an agreement has been executed with the City of Gainesville for students enrolled in the Santa Fe Health Services Administration program.

C O N S E N T

**District Board of Trustees
November 20, 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)

402.749, 12-13

The individuals listed below are being recommended for appointment for 2012-2013 as stated in the individual employee's contract.

Appointment

Full Time

<u>Name</u>	<u>Position</u>
Chester Cowart <i>A.S., Santa Fe College</i>	Assistant Professor, Automotive Service Technology

Part Time

Tiffany Ashley
Chester Cowart
Chenoa Dixon
Daniel Homan

Board Action Requested:

Approval

C O N S E N T

**District Board of Trustees
November 20, 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)

411.356, 12-13

The individuals listed below are being recommended for appointment for 2012-2013 as stated in the individual employee's contract.

<u>Name</u>	<u>Position</u>
Appointment	
Executive and Managerial	
Full Time	
Beatrice Awoniyi <i>Ph.D., Colorado State University</i>	Assistant Vice President, Student Affairs Department
Technical/Professional	
Full Time	
* Sheila Watson <i>B.S.E., Oklahoma Baptist University</i>	Talent Search Recruiter, Educational Talent Search Department
Part Time	
Kathleen Combas	Specialist, Student Development Andrews Center
Sarah Frost	Specialist, Fine Arts, Life Model
Lesley LeBaron	Specialist, Counseling Center
Tania Querido	Specialist, Math
* Keira Simmonds	Specialist, Adult Education and Family Literacy

*Grant funded

Board Action Requested:

Approval

C O N S E N T

**District Board of Trustees
November 20, 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

404.412, 12-13

The individuals listed below are being recommended for appointment for 2012-2013, or a portion of the year, as stated in the individual employee's contract.

Community Education

Name

Class

Eileen Parris

Ballroom Dance

Continuing Workforce Development

Name

Position

Loretta Primosch

Continuing Education Instructor

Board Action Requested:

Approval

C O N S E N T

**District Board of Trustees
November 20, 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

403.500, 12-13

The individuals listed below are being recommended for appointment.

Name

Position

Appointment

Full Time

Janice Gonzales

Susan Smith

Office Supervisor, Santa Fe College Police Department

Custodian, Facilities Department

Board Action Requested:

Approval

C O N S E N T

**District Board of Trustees
November 20, 2012**

Agenda Item: 3.5

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

Modified Standard Health Sciences Clinical Facilities Agreement -
North Florida Regional Freestanding Surgery Center, P.P., dba North Florida
Surgical Pavilion - Surgical Technology

408.2029, 12-13

This agreement provides for clinical experience for students in the Santa Fe Surgery Technology program.

Board Action Requested:

Approval

C O N S E N T

District Board of Trustees
November 20, 2012

Agenda Item: 3.6

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

Suwannee River Area Health Education Center, Inc. - Tobacco Training
And Cessation (ATTAC) Dental Program -- Grant

409.1919, 12-13

The purpose of this project is to develop and implement a tobacco education and use prevention initiative within the Suwannee River Area Health Education Center (AHEC) regional twelve-county service area. *AHEC Tobacco Training and Cessation (ATTAC)* is a program for health professions students. The program helps to prepare future health professionals with the knowledge and skills needed to treat tobacco use and dependence.

The tobacco education presentations provided are appropriate for all health professions students. Instruction shall incorporate the CDC's *Best Practices* and the U.S. Public Health Service's *Clinical Practice Guideline for the Treatment of Tobacco Use and Dependence*.

The amount of funds requested from Suwannee River Area Health Education Center, Inc., is \$750, 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.

C O N S E N T

**District Board of Trustees
November 20, 2012**

Agenda Item: 3.7

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

Report of Purchases for October 2012

202.595, 12-13

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

Purchasing	\$1,218,176.27
Risk Management Consortium	<u>80,753.00</u>
Total	<u>\$1,298,929.27</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y45580 (Fund 7)	\$ 139,781.00	Contract	Scherer Construction	Building U Lift Station Install General Utility Renovation/Remodel
Y45625 (Fund 7)	\$ 37,441.22	Contract	Craig Salley & Associates	Building K Roof Replacement Architectural Services General Roofing Renovation/Remodel
Y45676 (Fund 1)	\$ 53,000.00	Exempt	Morse Communications	Voice Equipment Annual Maintenance Information Technology
Y45686 (Fund 6)	\$ 77,399.00	Contract	Mercer Human Resource Consulting	Health Plan Consumerism Project Risk Management Consortium
Y45687 (Fund 7)	\$ 89,952.50	Contract	Scherer Construction	Building V Air Handler Replacement General HVAC Renovation/Remodel
Y45726 (Fund 1)	\$ 59,921.04	Contract	Alachua County Sheriff	Training Officer's Agreement Criminal Justice
Y45770 (Fund 7)	\$ 59,122.50	Contract	Scherer Construction	Building W Addition Restroom Tile Renovation Project General Maintenance
	<u>\$ 516,617.26</u>			

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

Colonel Harry M. Hatcher, Jr., Property Survey 13-03

200.817, 12-13

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 October 30, 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	3	\$21,027.00	\$21,027.00	\$0.00
Total	<u>3</u>	<u>\$21,027.00</u>	<u>\$21,027.00</u>	<u>\$0.00</u>

Notes

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

Board Action Requested:

Approval

District Board of Trustees
November 20, 2012

Agenda Item: 4.1

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

Evaluation of the President

411.358, 12-13

To be presented at the meeting.

Board Action Requested:

Approval

District Board of Trustees
November 20, 2012

Agenda Item: 4.2

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

Amendment #5 to President's Contract and Amendment #1 to the
Dr. Jackson N. Sasser Incentive Compensation Plan Commencing
January 1, 2012 (January 1, 2013)

411.359, 12-13

To be presented at the meeting.

Board Action Requested:

Approval

District Board of Trustees
November 20, 2012

Agenda Item: 4.3

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

Final Order - Ms. Ingrid Herrmann

402.750, 12-13

The board enters this final order denying Ms. Ingrid Herrmann's request for a hearing for failure to timely file a petition in accordance with applicable rules and laws.

Board Action Requested:

Approval

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 October 2012

201.739, 12-13

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 October 31, 2012.

The following summary provides a comparison of actual revenues and expenditures for 2012-2013 vs. 2011-2012.

	2012-2013		2011-2012	
	<u>Dollar Amount</u>	<u>Percent of Budget</u>	<u>Dollar Amount</u>	<u>Percent of Total Year</u>
Revenue	26,633,506	36.58	27,400,383	37.02
Expenditures	19,391,420	23.25	17,924,785	25.38

Board Action Requested:

Approval of report

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

Report of Investments, Quarter Ending September 30, 2012

201.740, 12-13

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 September 2012	0%
Interest earnings, quarter	\$0
Interest earnings, fiscal year to date	\$0

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 September 30, 2012	0.32%
Interest earnings, quarter	\$8,097
Interest earnings, fiscal year to date	\$8,097

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 September 30, 2012	94.9%
Interest earnings, quarter	\$44,931
Interest earnings, fiscal year to date	\$44,931

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 September 30, 2012	2.36%
Interest earnings, quarter	\$218,554
Interest earnings, fiscal year to date	\$218,554

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	.97%
Earnings, quarter	\$21,793
Earnings, fiscal year to date	\$21,793

Interest Earnings Comparison:

Total interest earnings fiscal year to date 2012/2013 **\$293,374**
Total interest earnings fiscal year to date 2011/2012 **\$288,400**

Board Action Requested:

Approval of report

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

Acceptance of Donations 13-01

200.818, 12-13

Teleflex Medical Inc. has donated the items listed below to the Respiratory Care program.

<u>Quantity</u>	<u>Description</u>	<u>Cost</u>
8	Ventilator Circuit Disposable, Heated Wire Non Invasive	144.00
5	Adult Comfort Flo Nasal Cannula 2411-01	27.00
15	Pediatric Comfort Flo Nasal Cannula 2411-02	130.00
22	Infant Comfort Flo Nasal Cannula 2411-03	85.00
19	Premature Comfort Flo Nasal Cannula 2411-04	130.00
2	Concha 1650ml Sterile Water 381-50	24.00
1	Adult, Single Heated Wire Circuit 780-20Kit	22.00
1	Comfort Flo Humidification System 2414	1.00
1	Comfort Flo Humidification System 2410	1.00
1	Adult No Invasive Single Heated Wire Circuit 780-98Kit	18.00
1	Adult Dual Limb Circuit 780-33Kit	22.00
1	Adult Dual Heated Wire Circuit 780-32Kit	22.00
4	Adult Dual Heated Wire Circuit 780-35Kit	88.00
3	Gibeck Humid Flo 19912-72	3.00
2	Pediatric Ventilator Circuit 780-24Kit	224.00
4	Neonatal 60" Dual Heated Wire Circuit 780-18Kit	72.00
1	Neonatal 60" Dual Heated Wire Circuit 780-09Kit	18.00
1	Neonatal 60" Dual Heated Wire Circuit 780-15Kit	18.00
1	Neonatal 60" Dual Heated Wire Circuit 780-24Kit	18.00
14	Rush Emerald Fiber Optic Miller Blades 00	252.00
1	Concha Therm 2000 Heated Humidifier 500-00	2,300.00
1	Concha Therm 2000 Basic Humidification System 500-10	2,300.00
2	Concha Therm Neptune Heated Humidifier 425-00	3,900.00
	Total	<u><u>\$9,819.00</u></u>

Board Action Requested:

Approval

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

Recommendation for Award for Invitation to Bid #02-13: Merchant Services 200.819, 12-13

An invitation to bid was released on September 6, 2012, for merchant services. The term of the contract is to be from the day of contract execution through September 30, 2017.

The following vendors submitted a bid: Bank of America, BB&T Financial, BBVA Compass, Capital City (in partnership with Elavon), PNC Merchant Services, TD Bank, U.S. Bank (in partnership with Elavon). One vendor, HiTech Merchant Services, submitted a late bid, which was not opened or considered.

A committee composed of Office for Finance personnel reviewed the submissions and recommended awarding the solicitation to BBVA Compass. The ranking of the responsive and qualified providers are listed in order of estimated costs to the college (lowest to highest), along with the rates each has offered. These rates do not include charges passed through from the card providers.

<u>Rank</u>	<u>Bidder</u>	<u>Discount Rate</u>	<u>Cost Per Transaction</u>	<u>Cost Per Authorization</u>
1	BBVA Compass	0.06%	\$0.00	\$0.12
2	U.S. Bank/Elavon	0.105%	\$0.00	\$0.00
3	BB&T Financial	0.10%	\$0.035	\$0.06
4	Capital City/Elavon	0.10%	\$0.10	\$0.00
5	TD Bank	0.08%	\$0.10	\$0.10

In addition to HiTech Merchant Services, both Bank of America and PNC Merchant Services were deemed non-responsive. Bank of America proposed the college piggyback the State of Florida contract (which expires shortly) and PNC Merchant Services did not agree to the bid language as required.

Board Action Requested:

Approval for board chair to execute required agreement(s) with BBVA Compass.

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

Updated User Fees and Fines Schedule - License Agreement Fees for
Center for Innovation and Economic Development (CIED)

200.820, 12-13

Section 1009.22(9) and 1009.23(12)(a), Florida Statutes provides that each board of trustees is authorized to establish fee schedules for user fees and fines (charged to students and the community). At the June 2012 board meeting, the college's yearly Schedule of User Fees and Fines was approved.

The attached revised License Agreement Fees for the CIED provides a revised fee structure to be effective January 1, 2013, to be utilized in connection with the modifications to the Entrepreneur Incubator License Agreement set forth in agenda item 7.1.

Approval of the revised License Agreement Fees for the CIED for the College's Schedule of User Fees and Fines is requested.

Board Action Requested:

Approval of revised User Fees Schedule for License Agreement Fees for CIED

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

Advisory Committee Appointments for:	417.98, 12-13
Apprenticeship	
Athletics	
Business Administration and Management	
Health Information Management	
Nursing	
Office Systems Technology	
Surgical Technology	
Welding	

The advisory committee appointments are being recommended to the board effective January 1, 2013, through December 31, 2014. All individuals have been contacted and have agreed to serve for the two-year period.

Apprenticeship

New

Mr. Mike Gentry, All Florida Electric, Gainesville

Renew

Mr. Ralph Banks, Mid-State Electric, Inc., Gainesville

Ms. Annette Cornwell, Blakeland Inc., Gainesville

Mr. Ed Heune, MM Parrish Construction Co., Gainesville

Mr. Mark Hurm, Mark Hurm & Co., LLC, Gainesville

Mr. Jay Linkenhelt, Preston-Link Electric, Inc., Gainesville

Mr. Mike McGraw, Vintage Electric, Inc., Gainesville

Mr. Jim Painter, Painter Masonry, Inc., Gainesville

Mr. Guy Roig, Preston-Link Electric, Inc., Gainesville

Mr. Billy Samples, Mid-State Electric, Gainesville

Mr. Doyle Sikes, Ray French Air Conditioning and Heating, Gainesville

Mr. Richard Torode, Torode Electric and Systems, Inc., Starke

Mr. Matt Webster, Charles Perry Construction, Inc., Gainesville

Athletics

New

Dr. Naima Brown, Interim Vice President, Student Affairs, Santa Fe College

Mr. Blair James, Associate Agency Owner, Brightway Insurance, Gainesville

Mr. Mike Powell, Mike Powell & Associates, Gainesville

Dr. Christopher Raye, Assistant Professor, Social and Behavioral Sciences, Santa Fe College

Mr. Harry Tholen, Retired Baseball Coach, Santa Fe College

Ms. Jennifer Thomas, Coordinator, Academic Foundations, Santa Fe College

Mr. Freddie Wehbe, Owner, Gator Dominos, Gainesville

Renew

Mr. Neal Chipoletti, Athletic Director, Bradford County High School, Starke

Dr. Byron Dyce, Retired Professor and Track Coach, Santa Fe College

Mr. Jack Hughes, Executive Director and COO, Gainesville Sports Commission, Gainesville

Mr. Mike Hutley, Associate Registrar, Santa Fe College

(Athletics, Renewal, cont.)

Mr. Scott Jamison, Specialist, Athletics Department, Santa Fe College
Mr. Gregg Jones, Professor, Fine Arts, Santa Fe College
Mr. Jim Keites, Director, Athletics, Santa Fe College
Mr. Alan Pappas, Professor, Student Development Instruction, Santa Fe College
Dr. Dan Rodkin, Director, Student Life, Santa Fe College
Mr. Martin Salamone, Assistant Athletic Director, Marketing, University Athletic Association,
Gainesville
Ms. Laurel Severino, Associate Professor Academic Foundations, Santa Fe College
Ms. Lynn Sullivan, Registrar, Santa Fe College
Mr. Scott Wilson, Bradford Union Area Career Technical Center, Starke
Ms. Carole Windsor, Director, College Prep Advisement, Santa Fe College

Outgoing

Ms. Laurel Ring, Public Relations Specialists, Florida High School Athletic Association, Gainesville
Ms. Sylvia Tatum, Starke Golf and Country Club, Starke
Dr. Portia Taylor, Retired Vice President for Student Affairs, Santa Fe College

Business Administration and Management

Renew

Ms. Kim Baldry, Manager, Human Resources, Alachua County Administrative Services, Gainesville
Ms. Kimberly Czaplewski, Director, Employee Relations, University of Florida,
Office of Human Resources Services, Gainesville
Mr. Mike Hutley, Associate Registrar, Santa Fe College
Mr. Steve Kalishman, Law Offices of Steven Kalishman, Gainesville

Health Information Management

New

Ms. Melissa Barbera, Business Manager, Florida Skin Cancer and Dermatology Specialists, PA,
Gainesville
Ms. Wanda Bergman, VP of Clinical Affairs, Meridian Behavioral Healthcare, Inc., Gainesville
Mr. Charlie Robinson, HIM Chief Operating Officer, Parallon - North Florida Regional Medical
Center, Jacksonville

Renew

Ms. Jean DeWitt, RHIT, Director/Privacy Officer, Shands Starke Regional Medical Center, Starke
Ms. Betty Hamilton, RHIA, CCS, CPC, Chief, Health Information Management Section, North
Florida/South Georgia Veterans Health Systems, Gainesville
Ms. Debra Humphrey, CPC, CDC, CCP, Business Manager, Haven Hospice, Gainesville
Ms. Kat Lindsey, IT Expert, University of Florida Student Health Care Center, Gainesville
Ms. Toni Ratliff, BSN, RN, MBA, Associate Director, University of Florida Student Health Care
Center, Gainesville
Ms. Pam Rollins, MM, RHIA, Director, HIM, Shands at UF, Gainesville
Ms. Debra Sirota, RHIT, Associate Director, Health Information and Record Management, Shands at
UF, Gainesville
Ms. Lee Starling, HIRM Support Supervisor, Shands at UF, Gainesville
Mr. Kenneth Stokes, Micanopy
Mr. R. William Treloar, MBA, RHIA, Gainesville

Outgoing

Ms. Catherine Haney, Director of HIM/Privacy Officer, North Florida Regional Medical Center,
Gainesville

Nursing

New

Ms. Carol Godwin, Nurse Educator, Women's and Pediatric Clinics at Shands Medical Plaza, Gainesville

Renewal

Ms. Irene Alexaitis, VP of Nursing Services, Shands at UF, Gainesville

Dr. Karen Bennett, Director, Little School, Santa Fe

Dr. Sharon Bradley, Associate Dean for Academic and Student Affairs, University of Florida

College of Nursing, Gainesville

Ms. Vivian Filer, ARNP, Retired SF Nursing Faculty, Gainesville

Ms. Jamie Gilrain, RN, Administrator, Gainesville Health Care Center, Gainesville

Ms. Mae Griner, RN, Staff Nurse, North Florida Regional Medical Center, Gainesville

Mr. George Hamilton, Administrator, North Florida Rehab and Specialty Care Center, Gainesville

Ms. Betty Jax, ARNP, MSN, Administrative Director, Professional Nurse Practice, Nursing

Education, Shands at University of Florida, Gainesville

Ms. April Kocher, RN, Director of Nursing, Palm Gardens, Gainesville

Dr. Kevin McBride, Physician, Shands Medical Group of Starke, Gainesville

Ms. Shannon Miller, Education Director, North Florida Regional Medical Center, Gainesville

Ms. Scarlott Mueller, RN, Vice President, Chief Nursing Officer, Nursing Education, North Florida Regional Medical Center, Gainesville

Ms. Winnie Nielsen, Workforce Development Coordinator, Human Resources, Shands Healthcare System, Gainesville

Ms. Robin Riffie, RN, Chief Nurse, North Florida/South Georgia Veterans Health System, Gainesville

Ms. Lisa Streer, RN, Director of Nursing, North Florida Rehab and Specialty Care, Gainesville

Ms. Jill Tapia, RN, Director of Nursing, Woodlands Care Center of Alachua County, Gainesville

Ms. Andrea Waterhouse, MSN, ARNT, Chief of Nursing Officer, Shands at Starke, Starke

Outgoing

Dr. Laura Guyer, Associate Director, Suwannee River Area Health Education Center, Inc., Alachua

Dr. Paul Hutchins, Dean of Education Centers and Economic Development, Santa Fe

Dr. Rose Rivers, Chief Nursing Officer, Shands Healthcare Systems, Gainesville

Dr. Portia Taylor, Retired Vice President of Student Affairs, Santa Fe, Gainesville

Office Systems Technology

Renew

Ms. Karen Coles, HITM Assistant, Santa Fe College, Campus

Ms. Patty Foster, Senior Executive Assistant, University of Florida Athletic Association, Gainesville

Ms. Debi McElroy, Executive Assistant to the Provost and Vice President for Academic Affairs, Santa Fe College, Campus

Ms. Lila Sellars, Executive Secretary for Superintendent, Bradford County Schools, Starke

Ms. Brette Williams, Practice Manager, Pulmonary Physicians of Gainesville, PA, Gainesville

Outgoing

Mr. David Fox, COO, InterMed Biomedical Ultrasound and Nuclear Medicine Services, Inc., Alachua

Surgical Technology

New

Mr. Kevin Mazorra, Monroe Regional Medical Center, Ocala

Ms. Jill Richmond, RN, Operating Room Charge Nurse, Shands Florida Surgical Center, Gainesville

Surgical Technology - New, cont.

Ms. Rachel Wilkerson, Labor and Delivery, North Florida Regional Medical Center, Gainesville
Ms. Marcella Wimsatt, RN, Operating Room Nurse Manager, North Florida/South Georgia Veterans Health System, Gainesville
Renew (Surgical Technology, cont.)
Ms. Sabrina Aguirre, Operating Room Coordinator, Women's Center, North Florida Regional Medical Center, Gainesville
Ms. Gail Avigne, Retired Nurse Manager, Florida Surgical Center, Gainesville
Ms. Jackie Baker, RN, Operating Room Educator, Shands Teaching Hospital, Gainesville
Ms. Patricia Barber, RN, Operating Room Clinical Manager, Shands Teaching Hospital, Gainesville
Ms. Gwen Casey, MSN, RN, Operating Room Educator, North Florida/South Georgia Veterans Health System, Gainesville
Ms. Mary Fuller, Clinical Coordinator, North Florida Surgical Pavilion, Gainesville
Ms. Carol Harmon, Director of Surgical Services, North Florida Regional Medical Center, Gainesville
Ms. Jolene Hawkins, RN, Assistant Director, Operating Room, North Florida Regional Medical Center, Gainesville
Ms. Rosie Lazaros, RN, Assistant Director, Operating Room, North Florida Regional Medical Center, Gainesville
Ms. Deedra McCray, RN, Operating Room Coordinator, Shands at Lake Shore Hospital, Lake City
Ms. Tammy Phillips, Clinical Leader, Shands Children's Surgical Center, Gainesville
Dr. Earle Pickens, Medical Director, Surgical Group of Gainesville, Gainesville
Ms. Karol Santovin, Operating Room Head Nurse, North Florida/South Georgia Veterans Health System, Lake City
Ms. Jolene Seltzer, Retired RN, Operating Room Staff Educator, Florida Surgical Center, Gainesville
Ms. Judy Stewart, Operating Room Manager, Putnam Medical Center, Palatka
Ms. Mary Sutton, Shands, Gainesville
Ms. Diane Warner, Lake City Medical Center, Lake City
Ms. Terry Wilson, RN, Operating Room Clinical Manager, Shands Teaching Hospital, Gainesville
Outgoing
Ms. Wendy Miller, RN Operating Room Manager, Shands at Starke, Starke

Welding

New

Mr. James Class, Training Consultant, Bell
Mr. Ryan Mackey, Maintenance Mechanic, University of Florida, Gainesville
Mr. Scott Thomas, Shift Foreman, PDM Bridge, Palatka

Renew

Mr. Mark Geiger, Bradford/Union Area Vocational Technical Center, Starke
Mr. Andrew Murray, Machine Operator, Maddox Foundry and Machine Works, Gainesville
Mr. Bill Seyfarth, Certified Welding Inspector, Weldtest Services, Cedar Key

Outgoing

Mr. Leon Burgess, Precision Metals, Inc., Alachua
Mr. Dusty Johnson, Gainesville
Mr. Richard Smyder, Welding Inspector (Retired), International Brotherhood of Boilermakers, Alachua

Board Action Requested: Approval

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

Revised Standard Entrepreneur Incubator License Agreement for Center for Innovation and Economic Development (CIED)

408.2025, 12-13

A new format for license agreements to be used for companies incubating at the CIED Entrepreneur Incubator is proposed to allow greater flexibility for the selection of service levels desired by the incubating companies. Instead of only choosing between an associate level and a resident level agreement, the entrepreneurs will be able to designate the specific number of committed workstations they desire and whether they need after-hours access. Their cost for service/support beyond the standard membership fee of \$100/month will be *à la carte* and will, therefore, reflect only charges for the specific service/support they need/request. This change simplifies the process for all by reducing the number of different contracts from two to one and allowing changes to be made (without requiring a new contract) when service level needs are increased or decreased for specific members.

Board Action Requested:

Approval of revised standard template for the Entrepreneur Incubator License agreement for the Center for Innovation and Economic Development, and authorization for the Provost and Vice President for Academic Affairs to execute these standard agreements on behalf of the college without further review by the board.

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

Amendment to the License Agreement for Non-Incubating Company - 408.2026, 12-13
Center for Innovation and Economic Development (CIED) - Duncan-Williamson, Inc.

This amendment is proposed to permit the staff to move the Duncan Williams office to a smaller space within CIED at a reduced monthly charge. The larger space is needed to rearrange work space for staff associated with the Community Education move from Northwest Campus to CIED building downtown.

Board Action Requested:

Approval

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

Third Amendment to School Affiliation Agreement - North Florida Regional
Medical Center - Drug Testing for Health Programs

408.2023, 12-12

The college's ongoing partnership with North Florida Regional hospital (NFRMC) is instrumental to Santa Fe's instructional programs in the health sciences. Beginning January 2013, NFRMC will require all students and faculty engaged in teaching and learning at their facility to undergo an initial drug screening prior to the start of the first clinical rotation. The proposed amendment to the master contract between SF and NFRMC describes the new testing requirement and related procedures that will be implemented.

Board Action Requested:

Approval

College Goal: Sustainability Education and Operations - Create, develop, and enhance programs to reduce waste, conserve energy and green space, protect water resources, and promote wellness of students, faculty, and staff

Memorandum of Understanding with Swallowtail Farm, LLC - Community Supported Agriculture

408.2017, 12-13

The attached memorandum of understanding with Swallowtail Farm, an S-corp LLC, outlines the arrangement for bringing a community supported agriculture program to college staff and students, who wish to participate. Swallowtail is organized based on the community supported agriculture (CSA) model, which encourages local community members to develop a relationship with farmers and the food they produce. They do this by enabling people to become shareholders of CSA's who, in turn, provide fresh, farm-picked produce every week to their shareholders. This relationship allows consumers to obtain the freshest possible local produce, while also providing direct support to local farmers.

Swallowtail Farm is committed to creating and fostering a biodynamic farm that reconciles economic viability and ecologic sustainability; that nurtures its soil, plants, animals, and workers; that facilitates the reconnection of people and the sources of their food; that provides the freshest, most vibrant food possible to our community; and that cultivates a cooperative network of local farms. The farm endeavors to accomplish all of this with the principles of sustainability and locality at its heart.

Board Action Requested:

Approval

District Board of Trustees
November 20, 2012

Agenda Item: 7.5

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

Agreement with South University, LLC, dba
South University - Savannah -- Nursing

408.2024, 12-13

This agreement will allow nurses pursuing a master's degree in nursing at South University to complete a preceptorship through SF College Nursing programs, facilitated by a full-time SF nursing faculty member. This agreement will help to expand the instructional resources available to the Nursing programs department, and could possibly lead to a new pipeline of master's-prepared nurse educators.

Board Action Requested:

Approval

District Board of Trustees
November 20, 2012

Agenda Item: 7.6

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

Agreement with University of Alabama Nursing Practicum

408.2028, 12-13

This agreement will allow nurses pursuing a master's degree in nursing at the University of Alabama to complete a preceptorship through SF College Nursing programs, facilitated by a full-time SF nursing faculty member. This agreement will help to expand the instructional resources available to the Nursing programs department, and could possibly lead to a new pipeline of master's-prepared nurse educators.

Board Action Requested:

Approval

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

Cybersecurity Program Development at Santa Fe College (FL) -
National Science Foundation (NSF) -- Grant

409.1920, 12-13

The purpose of this project is to better respond to the needs of both private sector employers and the U.S. government for highly skilled and effective cybersecurity technicians. This will be accomplished by expanding the cybersecurity curriculum and improving the recruitment and retention of students in these programs. This project will concentrate on developing collaborative agreements with local secondary and rural vocational schools to offer industry-standard information systems curriculum, implementing strategies to recruit and mentor a diverse body of students (focusing on female students), and providing professional development for both college faculty and collaborating secondary school teachers. The four main objectives of this project are: 1) to increase the number and capacity of qualified information assurance professionals in the local workforce; 2) increase the diversity of the Networking Services Technology program student population; 3) develop and strengthen career pathways from local secondary schools and rural vocational schools to Santa Fe College's Information Technology Education college credit programs; and 4) increase the faculty knowledge and skills for the classroom and provide industry-recognized credentials. This is year one of a two-year project.

The amount of funds requested from the National Science Foundation for the first year is \$104,479, with no matching funds from Santa Fe College. Total funding for the two-year project will be \$200,000.

Duration of this project is May 13, 2013, through May 12, 2014.

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.

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

Totuit Unlimited Company/Mobile Application Architects -
Quick Response Training Grant

409.1921, 12-13

The Quick Response Training Program is designed to meet the workforce skill needs of existing, new, and expanding industries. The purpose of this project is to provide specialized and on-the-job training (including proprietary processes) for approximately 20 new sales managers, systems software engineers, and graphic designer positions over a 24-month period. These are full-time, permanent, highly-skilled, salaried positions with benefits. Santa Fe College will serve as the fiscal agent for Workforce Florida, Inc. and will provide no training. The Council for Economic Outreach facilitated development of this project with Santa Fe College. This is year one of a two-year project.

The amount of funds requested from Workforce Florida, Inc. is \$110,250, with no matching funds from Santa Fe College.

Duration of this project is November 1, 2012, through October 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.

A D D E D I T E M

**District Board of Trustees
November 20, 2012**

Agenda Item: 7.9

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

Mindtree Unlimited - Quick Response Training Grant

409.1923, 12-13

The Quick Response Training Program is designed to meet the workforce skill needs of existing, new, and expanding industries. The purpose of this project is to provide specialized and on-the-job training, including proprietary processes, for approximately 135 new IT service positions over a 24-month period. These are highly-skilled, high-wage jobs with excellent benefits. Santa Fe College will serve as the fiscal agent for Workforce Florida, Inc., and will provide no training. The Council for Economic Outreach facilitated development of this project with Santa Fe College. This is year one of a two-year project.

The amount of funds requested from Workforce Florida, Inc. is \$333,060, with no matching funds from Santa Fe College.

Duration of this project is November 1, 2012, through October 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.