



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of May 19, 2015, at 4 p.m.
Santa Fe College Teaching Zoo, Gainesville, Florida**

Agenda

Adoption of Agenda

Agenda Item: 1.1

418.530, 14-15

1. General Functions
 - Pledge of Allegiance
 - 1.1 Adoption of Agenda for Board Meeting of May 19, 2015
 - 1.2 Approval of Board Meeting Minutes of April 21, 2015

2. Information Items
 - 2.1 President's Report
 - 2.2 Strategic Planning
 - 2.3 Proposed Board of Trustees Meeting Schedule for 2015-2016
 - 2.4 Standard Health Sciences Clinical Affiliation Agreement with:
Jupiter Medical Center, Inc.
 - 2.5 Amended Rule 4.3: Degree and Certificate Requirements: Associate in Arts, Associate in Science, Baccalaureate, Technical Certificate, Applied Technology Diploma, and Vocational Certificate
 - 2.6 Amended Rule 7.11: Student Fees and Refunds
 - 2.7 Fee Waiver Report for Spring Term 2015
 - 2.8 Tourism Product Development Program – Spring Arts Festival - Grant
 - 2.9 Tourism Product Development Program – Showcase Santa Fe - Grant

3. Citizen's Requests

4. Consent Items
 - Personnel
 - 4.1 Contract Staff (Faculty)
 - 4.2 Contract Staff (Administrative and Professional)
 - 4.3 Community and Continuing Workforce Education Staff

 - Agreements, Grants
 - 4.4 Facilities Use and Training Personnel Agreement with Sheriff of Alachua County
 - 4.5 GradImages Pinning Ceremonies Agreement

 - Finance Items
 - 4.6 Report of Purchases for April 2015
 - 4.7 Acceptance of Donations 15-03

5. Facilities Items
 - 5.1 Annual Comprehensive Safety Inspection Report for Fiscal Year 2014-2015
 - 5.2 Ratification of Emergency Signature Authority for Agreement of Sale and Purchase
6. Finance Items
 - 6.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for April 2015
 - 6.2 Report of Investments, Quarter Ending March 31, 2015
 - 6.3 Credit and Postsecondary Adult Vocational Lab Fee Schedule for 2015-2016
7. General Institutional Items
 - 7.1 Summer Flex Schedule Proposal
 - 7.2 International Travel
8. Rules
 - 8.1 Amended Rule 7.3: College Admission and Readmission Procedures
9. Agreements/Grants
 - 9.1 Aspen Institute Award Agreement
 - 9.2 Affiliation Agreement with BayCare Health System, Inc.
 - 9.3 College Affiliation Agreement with Florida Hospital Waterman
 - 9.4 Associated Health Education Affiliation Agreements with the Department of Veterans Affairs for Clinical Laboratory Sciences Program and Physical Therapist Assistant Program
 - 9.5 Memorandum of Understanding with Alachua Habitat for Humanity
 - 9.6 Rental Agreement with Opera North
 - 9.7 The World of Wild Florida Birds: A Walk-Through Aviary at Santa Fe College Teaching Zoo – Alachua County Tourism Development Council Grant
 - 9.8 Johnson Foundation – AARP Back to Work 50+ WESI Grant
 - 9.9 Latino Americans: 500 Years of History Grant
10. Santa Fe College Foundation Liaison Update and Board Members' Remarks
11. Adjournment

Board Action Requested:

Approval

Approval of Board Meeting Minutes of April 21, 2015

401.520, 14-15

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held April 21, 2015, 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. Jonathan Miot, Santa Fe College Teaching Zoo Director.

Calendar

June 15, 2015
5-7 p.m.

Board Budget Workshop and Dinner
Wattenbarger Student Services Building
Dining Room – S-329

June 16, 2015
4 p.m.

Regular Board Meeting
Wattenbarger Student Services Building
Board Room – S-329

July 21, 2015
4 p.m.

Regular Board Meeting
Watson Center

District Board of Trustees
May 19, 2015

Agenda Item: 2.2

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

Strategic Planning

Information Item
419.29, 14-15

Dr. Lisa Armour, Vice President for Assessment, Research, and Technology, will provide an update on the Strategic Plan.

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

Proposed Board of Trustees Meeting Schedule for 2015-2016

Information Item
416.137, 14-15

Below is the proposed schedule of the Board of Trustees meetings for the 2015-2016 year. All meetings begin at 4 p.m.

2015-2016 Board Meeting Schedule

July 21, 2015	Watson Center
August	No Meeting
September 15, 2015	NW Campus
October 20, 2015	Perry Center
November 17, 2015	Andrews Cultural Center
December	No Meeting
January 19, 2016	NW Campus
February 16, 2016	Blount Center
March	No Meeting
April 19, 2016	Andrews Cultural Center
May 17, 2016	NW Campus
June 21, 2016	NW Campus
July 19, 2016	Watson Center

District Board of Trustees
May 19, 2015

Agenda Item: 2.4

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

Standard Health Sciences Clinical Facilities Agreements with:
Jupiter Medical Center, Inc.

Information Item
408.2179, 14-15

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 an agreement has been executed with Jupiter Medical Center, Inc., located in Jupiter, Florida, for students enrolled in the Santa Fe College Health Sciences Cardiovascular Technology program.

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

Amended Rule 4.3: Degree and Certificate Requirements: Associate in Arts, Associate in Science, Baccalaureate, Technical Certificate, Applied Technology Diploma, and Vocational Certificate Information Item 410.499, 14-15

This update incorporates the new auto-graduation process into the rule. With auto-graduation, students eligible to graduate are not required to complete a graduation application. Instead, they receive an electronic notification which informs them that they will be graduated unless they opt out. Auto-graduation supports student achievement.

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

Amended Rule 7.11: Student Fees and Refunds

Information Item
410.500, 14-15

The Florida Legislature has not approved any changes to the *standard tuition* rate for both lower and upper division credit courses (Advanced and Professional, Postsecondary Vocational, Developmental Education, and Educator Preparatory), and non-credit courses (Postsecondary Adult Vocational) offered by the college at this time. Currently, fees for students enrolled in Adult Education and Vocational Preparatory include single block tuition of \$30 per term for all resident and non-resident students.

Recommended changes to fees will be presented by a proposed change to college Rule 7.11 in its entirety at the June Board of Trustees meeting. Any recommended fee increases are to be effective with the beginning of the fall term registration.

If the current *maximum* tuition and discretionary fee rates were adopted (including the transportation fee at \$3 per credit hour), the estimated total annual increase for a full-time student taking 30 semester hours per year would be approximately \$247.00 for lower division credit courses.

District Board of Trustees
May 19, 2015

Agenda Item: 2.7

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

Fee Waiver Report for Spring Term 2015

Information Item
200.860, 14-15

Pursuant to Rule 7.13, the college grants fee waivers for course fees (excluding technology, transportation, access, lab, and distant learning fees). The attached report identifies the waiver type granted by the college for the identified term(s) listed by waiver type, number of students granted waiver (count) and the dollar amount associated with the waiver type.

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

Tourism Product Development Program – Spring Arts Festival – Grant to Foundation

Information Item
409.2036, 14-15

The purpose of this Foundation project is to enhance the Santa Fe College Spring Arts Festival which has consistently demonstrated potential to aid in the development of the tourism economy for Alachua County. Santa Fe College Spring Arts Festival provides residents of Alachua County and visitors from across the United States the opportunity to appreciate works of arts by some of the country's finest artists. Santa Fe Spring Arts attracts more than 100,000 visitors each year. Fifty percent of the requested funds are targeted for out-of-county advertising.

The amount of funds requested from the Alachua County Tourist Development Council to the Foundation is \$50,000.

Duration of this Foundation project is October 1, 2015, through September 30, 2016.

This item is an information item rather than a voting item for the District Board of Trustees of Santa Fe College because this grant is a Foundation grant and is solely administered by and through the Santa Fe College Foundation, Inc.

Operating budget impact to Santa Fe College: None.

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

Tourism Product Development Program – Showcase Santa Fe - Grant to Foundation

Information Item
409.2037, 14-15

The purpose of this Foundation project is to enhance the events at the Santa Fe College Zoo, Planetarium and the Fine Arts Hall that have demonstrated potential to aid in the development of the tourism economy for Alachua County. *Showcase Santa Fe* will include the following activities and performances: Santa Fe Zoo tours, Planetarium shows, "Children's Holiday at Santa Fe", "Peter and the Wolf", a child-friendly classic musical and the Tony award-winning play "Sweet Charity". Jennifer Holliday, a Tony Award-winning actress, will work with regional gospel choirs to create a unique community event like last year's Ruben Studdard concert. "Carmen" a classic ballet production performed by the Joffrey Ballet Group will also be included. Forty-six (46) percent of the requested funds are targeted for out-of-county advertising.

The amount of funds requested from the Alachua County Tourist Development Council to the Foundation is \$50,000.

Duration of this Foundation project is October 1, 2015, through September 30, 2016.

This item is an information item rather than a voting item for the District Board of Trustees of Santa Fe College because this grant is a Foundation grant and is solely administered by and through the Santa Fe College Foundation, Inc.

Operating budget impact to Santa Fe College: None.

Citizens' Requests

423.36, 14-15

Subject to exceptions set forth in Florida law, members of the public shall be permitted to be heard on a proposition pending before the board during this agenda item prior to the board taking action on the proposition. An individual wishing to be heard shall complete the Citizen's Request form maintained by the board secretary (College President) at least 15 minutes in advance of the meeting and shall be allotted up to three minutes to address any issues, whether the issue is on the board agenda or not; the board chair may allow limited extended time at the chair's discretion. If a group consisting of more than five individuals wishes to be heard on a subject, the group must designate a representative to speak on its behalf.

C O N S E N T

District Board of Trustees
May 19, 2015

Agenda Item: 4.1

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

Contract Staff (Faculty)

402.779, 14-15

The individuals listed below are being recommended for appointment for 2014-2015 or 2015-2016, as stated in the individual employee's contract.

Appointment

Full Time

Name

Position

Shawntal Abram

Assistant Professor, Zoo Animal Technology

A.S., Santa Fe College

Christina Edwards

Assistant Professor, Diagnostic Medical Sonography, Medical Imaging Department

B.A., Eastern New Mexico University

Michelle Freas

Assistant Professor, American Sign Language, Humanities and Foreign Languages Department

M.A., University of North Florida

Margaret Howell

Assistant Professor, Anatomy & Physiology, Sciences for Health Department

Ph.D., Life Chiropractic College West

Part Time

Name

Katie Brodhead

Clarice Connelly

Christopher Cortis

Christopher Richter

Giovanna Rivero Santa Cruz

Coleman Sheehy

Jose Soto Shoender

Abby Smith

Michael Weaver

Board Action Requested:

Approval

C O N S E N T

**District Board of Trustees
May 19, 2015**

Agenda Item: 4.2

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

Contract Staff (Administrative and Professional)

411.387, 14-15

The individuals listed below are being recommended for appointment for 2014-2015 or 2015-2016, as stated in the individual employee's contract.

Executive/Managerial

<u>Name</u>	<u>Position</u>
Cheryl Calhoun <i>M.S., University of Florida</i>	Dean of Educational Centers, Academic Affairs Department and Director, Blount Center
John Carmean <i>B.S., Bob Jones University</i>	Director, Communications & Creative Services
Melissa Flanagan <i>Ph.D., Arizona State University</i>	Chair, English Department

Technical/Professional

Appointment

Full Time

Rosaria Angry <i>M.S., Troy University</i>	Veterans Service Specialist, Records Department
*Monica Cabrera-Orozco <i>M.S. Galileo University</i>	Interim, Workforce Development Program & Industry Specialist
Gretchen Pendell <i>M.A., University of Florida</i>	Coordinator, Criminal Justice Workforce Education
Elizabeth O'Reggio <i>M.S., Florida International University</i>	Coordinator, College Achievement Program

Part Time

Angel Kenyon	Specialist, Adult Education
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*Grant Funded

^Student Activities Funded

Board Action Requested:

Approval

C O N S E N T

**District Board of Trustees
May 19, 2015**

Agenda Item: 4.3

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

Community and Continuing Workforce Education Staff

404.432, 14-15

The individuals listed below are being recommended for appointment for 2014-2015, as stated in the individual employee's contract.

Appointment

Community Education

Part Time

<u>Name</u>	<u>Program/Class</u>
Daniel Allen	Computers
Susie Baxter	Writing
Jennifer Maclay	Music
Kathleen Robinson	Computers

Board Action Requested:

Approval

C O N S E N T

District Board of Trustees
May 19, 2015

Agenda Item: 4.4

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

Facilities Use and Training Personnel Agreement with Sheriff of Alachua County 408.2180, 14-15

The SF Institute for Public Safety (IPS) and the Alachua County Sheriff's Office (ASO) continue to collaborate closely in the delivery of criminal justice training programs at IPS, and the proposed agreement renews the terms currently in effect. Specifically, ASO requires the use of college facilities to conduct its in-service training, and IPS desires the assistance of local law enforcement professionals to assist its Selection Center, its Law Enforcement Advisory Committee, and its coordination and instruction of basic recruit, and advanced and specialized training programs. ASO will also provide the use of vehicles for training purposes and the donation of surplus tires and other equipment. The term of the agreement is July 1, 2015, through June 30, 2016.

Board Action Requested:

Approval

C O N S E N T

District Board of Trustees
May 19, 2015

Agenda Item: 4.5

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

GradImages Request for Service

408.2181, 14-15

The purpose of this agreement is to provide GradImages with 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. GradImages will mail, text, and/or email each graduate photographed a photo proof within 7 days, with no obligation to purchase, as well as deliver images of the ceremonies to the college. The service is offered at no cost to the college. The college will receive \$0.50 for each graduate photographed. GradImages has been providing photography services to the college since 2012, and the existing agreement expires at the end of 2015. The new agreement grants photography rights to GradImages from 2016 to 2018, with an option to extend for an additional two years.

Board Action Requested:

Approval and delegation of authority to the Vice President for Student Affairs to extend the agreement for up to two years upon the expiration of the initial term in 2018 in accordance with the terms of the Agreement.

C O N S E N T

**District Board of Trustees
May 19, 2015**

Agenda Item: 4.6

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

Report of Purchases for April 2015

202.617, 14-15

Below are the total amounts and a summary of purchases for the month of April 2015.

Purchasing	\$1,511,600.32
Risk Management Consortium	<u>\$902,279.00</u>
Total	<u>\$2,413,879.32</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y56179 (Fund 1)	\$ 387,897.00	Contract	Dell Marketing	Student Classroom/Lab Computers (300) Information Technology
Y56183 (Fund 1)	\$ 139,459.38	Exempt	Logisoft Computer Products	Microsoft Campus Agreement Information Technology
Y56236 (Fund 7)	\$ 48,552.40	Contract	OEC Business Interiors	Andrews Center Classroom Furniture Student & Faculty Area Improvements
Y56283 (Fund 1)	\$ 36,452.40	Exempt	IParadigms, LLC	Turn-It-In Software Service Distant Learning Support
Y56317 (Fund 1)	\$ 58,275.00	Exempt	Converged Communications	Classroom Wireless Ethernet Equipment Information Technology
Y56318 (Fund 1)	\$ 52,000.00	Exempt	CDW Government, Inc.	Classroom Wireless Access Points Information Technology
Y56360 (Fund 1)	\$ 46,978.40	Contract	CCS Presentation Systems	Classroom Projectors Information Technology
Y56415 (Fund 1)	\$ 38,865.10	Contract	Dell Marketing	Computers (20), Laptops (5) Information Technology
Y56443 (Fund 6)	\$ 844,979.00	Contract	Gallagher Bassett Services	Claims Administration Services Risk Management Consortium

Agenda Item 4.6
May 19, 2015
Page 2

Y56529 (Fund 7)	\$ 79,904.00	Contract	Charles Perry Partners	Building Y (Library) Partial Roof Replacement General Maintenance
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\$1,733,362.68

Purchase orders for previously awarded bids/contracts: 1 (Temp Force) Amount: \$1,654.80

Other Purchases \$0 - \$35,000.00

Number of purchase orders: 392

Amount: \$678,861.84

Board Action Requested:

Approval of report

C O N S E N T

District Board of Trustees
May 19, 2015

Agenda Item: 4.7

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

Acceptance of Donations 15-03

200.861, 14-15

Victor Technologies has awarded the items listed below to the Welding Program as the prize for winning the Student Cutting and Welding Contest.

Qty	Description	Cost
1	Plasma Cutting Machine, Thermadyne Cutmaster 42	\$1,500.00
1	3-in-1 Welding System, Tweco Fabricator 211i	1,500.00
	One Torch and Two Auto Dark Welding Helmet	<u>1,000.00</u>
	Total	<u>\$4,000.00</u>

Board Action Requested:

Approval of donation

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

Annual Comprehensive Safety Inspection Report for Fiscal Year 2014-2015

412.1131, 14-15

In accordance with Florida Statutes, Chapter 1013.12 and Florida Administrative Code 6A-2.0010 the Board of Trustees must ensure that all educational facilities meet the requirements of law, rule, and State Requirements for Educational Facilities (SREF) that provide for enforcement of the life safety, health, sanitation, and other standards. The board shall ensure that every building on each site within its jurisdiction, whether owned, leased or lease-purchased, receives an annual comprehensive sanitation and casualty safety inspection conducted by an inspector.

The College's annual inspection was conducted on March 30 and March 31, 2015, with Fire Prevention Specialists, Inc., through the Florida College System Risk Management Consortium in conjunction with college staff. The Annual Comprehensive Safety Inspection Report was prepared by inspectors Jeb Bynum and Brian Webber and all of the items noted as a deficiency have been corrected or are scheduled to be corrected as noted.

Board Action Requested:

Approval of report

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

Ratification of Emergency Signature Authority for Agreement of Sale and Purchase 408.2182, 14-15

As discussed at the recent board workshop, in an effort to expand services to students served by the College's downtown centers, the College is interested in purchasing property consisting of approximately .50 acres. This property is in close proximity to the Blount Downtown Center and the Center for Innovation and Economic Development and will be used for future expansion of college programs. With Innovation Square and other upcoming projects in the direct vicinity of this property, the College is well situated to be a major player in the development of and personnel training for companies as they move to the area.

The College successfully negotiated proposed terms of the Agreement. Waiting for the next board meeting to execute the agreement would have created financial difficulties because this real property negotiation includes a time delay for closing in order to allow the seller to liquidate inventory and close out a business, all of which are factored into the purchase price and sale.

The College has 45 days from the agreement's effective date (April 29, 2015) to further review environmental studies and other issues, such as availability of utilities, subsoil conditions, and asbestos mitigation, during which time the college will retain appropriate consultants. The College may exercise its right to cancel the agreement without penalty during this Investigation Period, which expires on or about June 12, 2015.

Pursuant to Florida Statutes §1013.14, for purchase in an amount in excess of \$500,000, the board shall obtain at least two appraisals by certified appraisers. If the agreed purchase price exceeds the average appraised value, the board is required to approve the purchase by an extraordinary vote. An extraordinary vote is interpreted under Florida law to mean more than a majority vote. The College anticipates that more information regarding appraised values will be available at the time of the meeting, if not before. In addition, the Seller is required to provide a Title Insurance Commitment to the Board by May, 15, 2015; the Title Insurance Commitment likely will require a resolution to be passed by the Board.

Accordingly, depending on the average of the two appraisals, the board may consider the following at the May board meeting:

- (1) Ratification of the agreement signed by Chair Woody,
- (2) Passing a resolution to affirm the agreement, and/or
- (3) Assuring that the board approves the purchase by extraordinary vote.

These items will be reviewed in more detail at the board workshop scheduled just prior to the board meeting.

Board Action Requested:

- (1) **Ratification**
- (2) **Passing a resolution to affirm the agreement, and/or**
- (3) **Assuring that the board approves the purchase by extraordinary vote.**

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 April 2015

201.783, 14-15

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 April 30, 2015.

The following summary provides a comparison of actual revenues and expenditures for 2014-2015 vs. 2013-2014.

	2014-2015		2013-2014	
	<u>Dollar Amount</u>	<u>Percent of Budget</u>	<u>Dollar Amount</u>	<u>Percent of Total Year</u>
Revenue	62,602,289	85.15	63,759,127	87.83
Expenditures	55,501,030	65.09	54,385,822	74.45

Board Action Requested:

Acceptance of report

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

Report of Investments, Quarter Ending March 31, 2015

201.784, 14-15

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 March	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.

Participant Yield, at March 31, 2015	0.18%
Interest earnings, quarter	\$7,439
Interest earnings, fiscal year to date	\$20,856

Investments in the Local Government Surplus Trust Funds Investment Pool, Fund B, administered by the State Board of Administration (SBA), have been recorded at estimated fair value each month based on the monthly reported Fair Value Factor and the College's pro rata share of the investment pool. As of September 26, 2014, sales have been completed of all the collateral assets of the pool. Pursuant to Florida Law, all funds remaining after the original principal has been returned to participants, must be transferred back to Florida PRIME. Currently, no fair value increase in the investments has been provided to participants, only principal returned. Therefore, the loss realized includes the reversal of the fair value reserve and corresponding loss (moves the asset back to the principal value). Should there be any further distribution of earnings this will occur in the Florida PRIME account at a later date.

Fair Value Factor, at March 31, 2015	0%
Realized loss, quarter	\$0
Realized loss, fiscal year to date	\$(35,917)

Short-term investments are invested in the Florida Division of Treasury Special Purpose Investment Account (SPIA). Investments in the SPIA are recorded at cost each month.

Annualized effective rate, net, at March 31, 2015	1.56%
Interest earnings, quarter	\$158,770
Interest earnings, fiscal year to date	\$438,010

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.

Effective Duration	1.90 Years
Yield-to-maturity @ cost	0.87%
Earnings, quarter	\$39,707
Earnings, fiscal year to date	\$57,242

Interest Earnings Comparison:

Total interest earnings fiscal year to date 2014/2015	\$480,191
Total interest earnings fiscal year to date 2013/2014	\$316,870

Board Action Requested:

Approval of report

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

Credit and Postsecondary Adult Vocational Lab Fee Schedule for 2015-2016

301.122, 14-15

The attached credit and postsecondary adult vocational lab fee schedule is to be effective for the 2015-2016 academic year, beginning fall term 2015.

Methodology for Requesting and Assessing Laboratory Fees

Florida Statutes 1009.22 (9) *Workforce development postsecondary* student fees and 1009.23 (12) Community college student fees allow the assessment of user fees. State Board Rule 64A-14.054 (6) provides that each board of trustees may establish user fees in addition to tuition fees for services that incur unusual costs. Such user fees shall not exceed the cost of the goods or services provided and shall only be charged to students or agencies receiving those goods or services.

These fees shall not exceed the cost of the services provided and shall only be charged to persons receiving the service, or persons for whom the services were designed. At Santa Fe, laboratory fees are assessed to students who are enrolled in classes that, because of their nature, require special funding not provided by regular tuition. Examples of items that would fall within the college's definition of "unusual costs" include but are not limited to the following:

- Specialized instructional software
- Specialized instructional equipment
- Equipment and software maintenance agreements
- Learning Management System costs
- Substantial photocopying
- Tutors, student assistants, and lab assistants
- Pass-through costs from third parties
- Instructional videos or tapes
- Instructor certification programs and required continuing education
- Liability insurance
- Hazardous materials-related charges
- Differential faculty pay when market adjustment is necessary

Fees are reviewed in academic departments on a rolling three year cycle with exceptions being made for fees associated with new courses or with substantial curriculum changes in existing courses. The college review cycle by academic department is as follows:

YEAR 1 (2014/2015)	YEAR 2 (2015/2016)	YEAR 3 (2016/2017)
Academic Foundations	English	Social & Behavioral Sciences
Information Technology Education	Institute of Public Safety	Business Programs
Mathematics	Natural Sciences	Sciences for Health Programs
Nursing Programs	Cardiovascular Technology & Sonography	Radiologic Programs
Humanities & Foreign Languages	Visual & Performing Arts	Library
Respiratory Care & Surgical Technology	Dental Programs	Construction & Technical Programs
Student Development		EPI
Emerging Technologies		Education/Child Development

Fee requests or changes are initiated by the department's chair or director, and submitted on the attached form to the Office of the Provost and Vice President for Academic Affairs for review **at least 45 days** in advance of the college's June District Board of Trustees' meeting. If approved by the Provost, the lab fee form is forwarded to the Coordinator for Curriculum and Scheduling. The coordinator compiles the complete list of fees for the upcoming academic year and submits the list to the District Board of Trustees at the June meeting for approval. All new and changed fees become effective with the fall term.

Board Action Requested:

Approval

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

Summer Flex Schedule Proposal

400.616, 14-15

A proposal for optional flex scheduling from June 1 through August 7, 2015, is recommended. The week of June 29 through July 3, 2015, is excluded from the summer flex schedule due to July 3rd holiday. The proposal has been reviewed and endorsed by the president's expanded Cabinet, pending board approval, with the following caveats:

- A. It applies only to 12-month employees.
- B. It is based on four ten-hour work days.
 - Suggested work plan options:
Monday – Friday 7:30am to 6:00pm
With any day (Monday, Tuesday, Wednesday, Thursday, or Friday) off per week
 - Monday – Friday 7:00am to 5:30pm
With any day (Monday, Tuesday, Wednesday, Thursday, or Friday) off per week
- C. Any combination of days and time that equal 40 hours, as approved by the appropriate department head and Human Resources, is acceptable.
- D. Supervisors may require employees to return to the regular workweek if option is not serving students and the college in a favorable manner.

Board Action Requested:

Approval

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

International Travel

101.106, 14-15

The College is committed to international and intercultural education and globalization efforts. International education is an integral component of the College's mission, and the College seeks to create an environment where teaching and learning are augmented and enhanced by international study for faculty and by student-centered educational opportunities that prepare students for successful participation in the global community. International travel is just one of the ways in which the College's mission for international education is accomplished.

All international travel is subject to the rules and requirements stated in existing rules, regulations, and guidelines. As the College is now increasing its international travel, it has been determined that it would be a best practice for the board to have final approval of all recommended international travel, regardless of funding source or destination.

The College requests permission to allow full-time faculty to participate in the international travel opportunities described below. No travel warnings have been issued by the U.S. State Department for any of these destinations. Each party requesting travel has presented a detailed itinerary detailing proposed transportation and accommodations, and these plans are reviewed to minimize any concerns related to safety and security. Additionally, the Assistant Vice President for Academic Affairs consults with each traveler, reviewing their academic and professional development plans, as well as any logistics that require forethought.

The College is seeking permission to allow the following individuals to participate in international travel opportunities in the coming months:

Dr. Clay Smith travel to Indonesia, June 12-24, 2015*

Dr. Clay Smith, a full-time professor in the English Department, will travel to Jakarta as part of a faculty exchange program with Atma Jaya Catholic University. He will provide guest lectures, contribute to classroom discussions, and help deepen the collaboration between Santa Fe and Atma Jaya. In addition, Dr. Smith will travel to Jogjakarta, the center of classical Javanese art, and explore the possibility of establishing a future study abroad program to both Jakarta and Jogjakarta. All transportation in Indonesia will take place by plane, taxi, and chartered driver. No travel alert or warning has been issued for Indonesia. This travel will be funded with matching funds from Atma Jaya and the International Education Office.

Dr. Ed Bonahue and Mr. Tom Ackerman, travel to Abu Dhabi, United Arab Emirates, May 28-June 5, 2015

Santa Fe College has been approached by representatives of Real Time Training and Development Center, a company in Abu Dhabi with personnel both in the USA and the UAE, about the possibility of providing a significant law enforcement and corrections training operation for public safety personnel in the Emirates. The company has extended an invitation to have College leadership visit Abu Dhabi to discussing a potential training partnership. President Sasser has designated Provost Ed Bonahue and Director of the Institute for Public Safety Tom Ackerman as the College personnel

Agenda item 7.2
May 19, 2015
Page 2

responsible for collaborating with Real Time Training to explore this opportunity. All transportation in the UAE will be conducted by plane, taxi, and chartered driver. No U.S. State Department travel alert or warning has been issued for the UAE.

* These are tentative travel dates. Tickets have yet to be purchased, and the departure and arrival dates will be contingent on securing the best travel rates.

Board Action Requested:

Approval of travel

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

Amended Rule 7.3: College Admission and Readmission Procedures

410.501, 14-15

The previous College Rule 7.3 was written when students submitted paper applications. Proposed changes largely reflect advances in technology and allow 1) prospective students to submit the application for admission and readmission online and supporting documents in person, by fax or by email, 2) high school and college transcripts to be delivered electronically, by postal mail and/or in person in an official sealed envelope, and 3) online access to the Florida Residency Declaration, which must be submitted in the Admissions office by all new and transfer students seeking Florida residency for tuition purposes.

Additionally, the proposed changes require all potential students to submit an official high school transcript, GED, or home school affidavit for admission. Potential students who have graduated from a high school outside of the U.S. may be required to provide a translation and/or evaluation of high schools credentials from a licensed certified translation/evaluation service to the Office of Admissions. Potential students who have taken college courses outside of the United States must have an official certified evaluation of their credits completed and must submit this evaluation to the Office of the Registrar.

Board Action Requested:

Approval

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

Aspen Institute Award Agreement

408.2183, 14-15

The attached Award Agreement with The Aspen Institute sets forth the terms of the \$800,000 award to the College as the winner of the 2015 Aspen Prize for Community College Excellence. In return for the monetary award, the College will provide two reports on the impact and use of the prize and will accommodate The Aspen Institute's requests for site visits and consultations to learn about the College's work. The Aspen Institute's award is part of its program to identify and replicate practices and policies that substantially improve the way community colleges deliver education.

Proposal for Disbursement of the Aspen Prize Funds

The College must use the Aspen Prize funds for educational or charitable purposes; therefore, College staff, with the support of the President, have developed the following principles and recommendation for all future expenditures of Aspen Prize funds.

Principles for Disbursement of the Aspen Prize Money

- The Aspen Prize money should fund projects in support of the student outcomes for which the prize was awarded.
- The prize was awarded based on outstanding college results related directly to students' work. The prize money should therefore fund projects that benefit students directly.
- For many years, students, faculty, and staff have focused their efforts on the outcomes for which the prize was awarded, and will continue to do so in the years ahead. As such, the prize money should benefit Santa Fe students for years to come.

Recommendation for Disbursement of the Aspen Prize Money

We recommend establishment of an endowment based on donation of the \$800,000 to the Santa Fe College Foundation. In keeping with the principles of the Aspen Institute's College Excellence Program as well as those described above, proceeds from the endowment will support significant projects in the college annually to improve

- student learning
- certificate and degree completion
- employment and earnings
- access and success for minority and low-income students, or
- a combination of these important student outcomes.

Board Action Requested:

- (1) Approval of Aspen Institute Award agreement and**
- (2) Approval of Proposal for Disbursement of the Aspen Prize Funds, including establishment of an endowment**

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

Affiliation Agreement with BayCare Health System, Inc.

408.2184, 14-15

BayCare Health System, Inc., a Florida not-for-profit corporation, operates medical facilities throughout the western coast of Florida. The College has had agreements with BayCare for many years for Cardiovascular Technology (CVT) students to receive clinical training at BayCare facilities. This new agreement is updated and allows for clinical training opportunities for students in Medical Imaging (CVT, Computed Tomography, Diagnostic Medical Sonography, Nuclear Medicine Technology, and Radiography). The agreement has a term of three years, unless terminated sooner as provided in Article II (2.2), and may be renewed upon mutual written agreement of the parties.

Board Action Requested:

Approval

District Board of Trustees
May 19, 2015

Agenda Item: 9.3

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

College Affiliation Agreement with Florida Hospital Waterman

408.2185, 14-15

Florida Hospital Waterman is an Adventist Health System facility in Lake County, Florida. This agreement will allow students in the Clinical Laboratory Science (CLS) program to participate in clinical training at the facility. This is a new agreement that will be in effect for two (2) years with automatic annual renewal thereafter, unless terminated as provided in the agreement. Dr. Mojock, president of Lake-Sumter Community College, provided a letter granting permission for Santa Fe College students to train in Lake County.

Board Action Requested:

Approval

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

Associated Health Education Affiliation Agreements with the Department of Veterans Affairs for Clinical Laboratory Sciences Program and Physical Therapist Assistant Program 408.2186, 14-15
408.2187, 14-15

The College has been placing health sciences students in rotations at the Malcom Randall Veterans Affairs Medical Center and the Lake City Veterans Affairs Medical Center (collectively, VA) for many years. These two agreements are for students in the Clinical Laboratory Science and Physical Therapist Assistant rotations. The documents are standard forms used at VA facilities. The first document establishes the terms of the affiliation between the College and VA for the specific program. In the second document, the College acknowledges that it will handle “protected health information” in accordance with the Health Insurance Portability and Accountability Act (HIPAA). The agreement remains in force until further notice, and either party may terminate the agreement 6 months in advance of the next training experience.

Board Action Requested:

Approval

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

Memorandum of Understanding with Alachua Habitat for Humanity

408.2188, 14-15

Santa Fe College has continued to enjoy a long and productive partnership with Habitat for Humanity. The proposed MOU will provide reimbursement for the fifth Habitat house that Santa Fe students enrolled in the Building Construction and Apprenticeship programs assisted in building. The project continues to provide hands-on training opportunities for students while also advancing the College's role in providing an affordable home for area residents. Under this MOU, Habitat will reimburse Santa Fe for the costs of construction, pay for transporting the completed structure to the home site, and assume all subsequent responsibility for costs and completion.

Board Action Requested:

Approval

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

Rental Agreement with Opera North

408.2189, 14-15

The attached rental agreement is for the College to rent props and equipment from its *West Side Story* production to the Opera North organization in Lebanon, New Hampshire. Evans Haile is Interim Assistant Professor at the College, but he has completed his duties to the College under his existing contract, and he will not be returning for the next academic year. At this time, he has become General Director of Opera North, which is a prestigious, 35-year-old, professional opera company.

After Mr. Haile completed his duties to the College, he requested a rental agreement on behalf of Opera North for its summer production of *West Side Story*. College staff have confirmed that the price and terms of the rental agreement are consistent with similar agreements in the theater industry, with no special benefit to either the College or Opera North.

The opportunity to rent props and equipment reflects the high quality of the College's set design and construction. Opera North will pay a rental fee and will handle all transportation costs and liabilities. The items will be returned to the College by September 15, 2015.

Board Action Requested:

Approval

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

The World of Wild Florida Birds: A Walk-Through Aviary at Santa Fe Teaching Zoo – Alachua County Tourism Development Council Grant 409.2038, 14-15

The purpose of this project is to develop a new, heightened experience for visitors in the form of a large outdoor aviary that visitors can walk through to become a part of Florida's natural flora and winged fauna. The aviary, which will encompass about 3,000 square feet, will flow around two sides of the existing outdoor pavilion with a fine mesh enclosure featuring ponds for wading birds and native trees and foliage for perching and nesting birds.

The Zoo works with rehabilitators, the University of Florida Veterinary School, other members of the Association of Zoos and Aquariums (AZA) and the U.S. Department of Agriculture (USDA) in order to locate birds which are non-releasable. The Zoo will not capture or hold native birds which could survive in the wild.

The amount of funds requested from the Alachua County Board of County Commissioners and the Alachua County Tourist Development Council is \$314,000, with no matching funds from Santa Fe College.

Duration of this project is October 1, 2015, through April 30, 2017.

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

Johnson Foundation – AARP Back to Work 50+ WESI Grant

409.2039, 14-15

The purpose of this grant is to help meet the required cash match for our newly funded AARP BACK TO WORK 50+: Women's Economic Security Initiative (WESI) Grant. These funds will support scholarships and educational supplies for the WESI participants. This grant will provide pathways to employment and self-sufficiency for women ages 50-64 through training in high demand jobs.

The amount of funds requested from the Johnson Foundation is \$15,000, with no matching funds from Santa Fe College.

Duration of this project is March 27, 2015, through March 26, 2016.

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

Latino Americans: 500 Years of History Grant

409.2040, 14-15

The purpose of this project is to support exploration of the rich and varied history and experiences of Latinos, who have helped shape the United States over the last five centuries and who have become, with more than 50 million people, the country's largest minority group. The SF Lawrence W. Tyree Library will sponsor scholar-led, public viewings of four episodes in the NEH-funded PBS documentary series *Latino Americans*. These documentary films, accompanying lectures, and discussions will help members of our community understand the culture, history, contributions, and challenges of the growing Latino population in North Central Florida.

The amount of funds requested from the National Endowment for the Humanities (NEH) and the American Library Association (ALA) is \$10,000, with no matching funds from Santa Fe College.

Duration of this project is July 1, 2015, through June 30, 2016.

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.