



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of April 19, 2016, at 4 p.m.
Andrews Cultural Center, Starke, Florida**

Agenda

Adoption of Agenda

Agenda Item: 1.1
418.538, 15-16

1. General Functions
 - Pledge of Allegiance
 - 1.1 Adoption of Agenda for Board Meeting of April 19, 2016
 - 1.2 Approval of Board Meeting Minutes of February 16, 2016

2. Information Items
 - 2.1 President's Report
 - 2.2 Strategic Planning
 - 2.3 Amended Rule 7.9: Academic Progress
 - 2.4 Deletion of Rule 7.4: Priority of Admissions
 - 2.5 Standard Health Sciences Clinical Facilities Agreement with:
 - Lake Area Physical Therapy, Inc., Starke – Physical Therapist Assistant
 - Standard Health Information Technology Management Affiliation Agreement with:
 - Graper Facial Institute, Gainesville
 - 2.6 Community Education "EnRich" Brochure for Summer 2016 and Continuing Workforce Education "Enhance" Brochure for Summer 2016
 - 2.7 Financial Audit Report 2016-152, Year Ended June 30, 2015

3. Citizens' Requests

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

 - Agreements, Grants
 - 4.5 AARP Foundation – BACK TO WORK 50+: Women's Economic Stability Initiative (WESI) Grant
 - 4.6 Women's Giving Circle – *RISE@SF Road to Independence and Self-empowerment* Grant
 - 4.7 Santa Fe College Spring Arts Festival Grant

 - Finance Items
 - 4.8 Report of Purchases for February and March 2016
 - 4.9 Colonel Harry M. Hatcher, Jr., Property Survey 16-07

5. Finance Items
 - 5.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for March 2016
 - 5.2 Recommendation for Awarding of Proposal for Manual Food Services – Food Court Bay

6. General Institutional Items
 - 6.1 Ratification of Emergency Signature Authority for Approval of International Travel
 - 6.2 International Travel
 - 6.3 Educational Equity Act Report for 2015-2016
 - 6.4 Revised College Calendar 2016-2017
 - 6.5 Approval of Expenditures from the Dr. Philip Benjamin Matching Grant Program from the Automotive Equipment Fund
 - 6.6 Approval of Expenditures from the Dr. Philip Benjamin Matching Grant Program from the Dental Equipment Fund
 - 6.7 Approval of Expenditures from the Dr. Philip Benjamin Matching Grant Program from the Fine Arts Enhancement Fund
 - 6.8 Approval of Expenditures from the Dr. Philip Benjamin Matching Grant Program from the Roszel Equipment Fund
 - 6.9 Approval of Expenditures from the Dr. Philip Benjamin Matching Grant Program from the Nursing Equipment Fund
 - 6.10 Approval of Expenditures from the Dr. Philip Benjamin Matching Grant Program from the Nursing Equipment Fund for Other Health Related Programs

7. Rules
 - 7.1 Amended Rule 7.24: Selection for Admission to Limited Access Programs
 - 7.2 Amended Rule 5.12: Smoking and Tobacco Use
 - 7.3 Amended Rule 6.4: Use of College Facilities

8. Agreements/Grants
 - 8.1 Dual Enrollment Articulation Agreement with First Christian Academy
 - 8.2 Dual Enrollment Articulation Agreement with Russell Christian Academy
 - 8.3 Dual Enrollment Articulation Agreement with Williston Central Christian Academy
 - 8.4 Non-exclusive Student Affiliation Agreement with Starke HMA Medical Group, LLC
 - 8.5 Articulation Agreement with University of North Florida SF2UNF
 - 8.6 Sales Agreement with Qumpus, Inc., doing business as Better World Books
 - 8.7 Memorandum of Understanding with Alachua Habitat for Humanity
 - 8.8 Reverse Transfer Participation Agreement for Postsecondary Educational Institutions
 - 8.9 North Central Florida Educational Talent Search Project Grant
 - 8.10 Educational Opportunity Centers (EOC) Program Grant
 - 8.11 North Florida Regional Water Supply Partnership – Northwest Campus Plumbing and Fixture Retrofit Grant
 - 8.12 North Florida Regional Water Supply Partnership – Andrews Center Landscape and Irrigation Improvement Grant

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

10. Adjournment

Board Action Requested:

Approval

Approval of Board Meeting Minutes of February 16, 2016

401.529, 15-16

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held February 16, 2016, are presented for approval.

Board Action Requested:

Approval

President's Report

Information Item

The president will discuss a variety of information topics.

Today's presentation will be given by Dr. Naima Brown, Vice President for Student Affairs. Dr. Brown will provide an update on the Bradford County Initiative. President Sasser called for the Bradford County Initiative to be launched after noticing a significant decline in the enrollment of African Americans in Bradford County. Goals of the initiative include increasing academic success among African American students at Bradford County High School, improving SF enrollment among African Americans in Bradford County, adding value to the community in ways that positively impact African Americans, assessing the perceptions and needs of the African American community, collaborating with Bradford County School District, and increasing Bradford County student access to programs at the Northwest Campus.

Calendar

April 28, 2016
12 p.m.

Nursing Pinning Ceremony
Gymnasium

April 29, 2016
3 p.m. & 7 p.m.

Commencement Ceremonies
Gymnasium

May 17, 2016
4 p.m.

Regular Board Meeting
Northwest Campus, S-332

Strategic Planning

419.37, 15-16

Dr. Lisa Armour, Vice President for Assessment, Research, and Technology, will discuss the strategic plan.

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 7.9: Academic Progress

Information Item
410.516, 15-16

The proposed changes to Rule 7.9 seek to remedy frequent student confusion caused by the current system of measuring academic progress (or lack thereof) using deficit points because the deficit point system is not a widely used method and can seem complicated. The new measurement system would use grade point average to determine academic progress and adds intentional interventions for students who are placed on warning or drop to probation status. Students on warning and on probation would be required to work with the counseling center towards a path to positive progress, likely including but not limited to completing a College Success course.

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

Deletion of Rule 7.4: Priority of Admissions

Information Item
410.517, 15-16

College staff recommends the deletion of Rule 7.4 entirely, as the context in which it was originally drafted no longer applies.

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

Standard Health Sciences Clinical Facilities Agreement with: Lake Area Physical Therapy, Inc., Starke – Physical Therapist Assistant	Information Item 408.2240, 15-16
Standard Health Information Technology Management Affiliation Agreement with: Graper Facial Institute, Gainesville	408.2241, 15-16

The board has authorized the Provost and Vice President for Academic Affairs to execute standardized form agreements without further action by the board. Such agreements to serve students in the Santa Fe College Physical Therapist Assistant program and Health Information Technology Management program have been executed with the facilities listed above.

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

Community Education "EnRich!" Brochure for Summer 2016 and Continuing
Workforce Education "Enhance" Brochure for Summer 2016

Information Item
415.163, 15-16

In accordance with Rule 7.11, the president is authorized to approve fees for Community Education courses and programs. Total fees collected must be equal to at least 100% of the total costs of the Community Education course or program within the fiscal year. A draft of the Community Education brochure entitled "Enrich!" containing the list of courses/programs and associated fees was reviewed and approved by the president at the April 12, 2016, Cabinet meeting and is provided for reporting to the board. Changes may be made as needed.

In accordance with Rule 7.11, the president is authorized to approve fees for Continuing Workforce Education (CWE). Total fees collected must fully support the expenditure of the CWE program within the fiscal year. A draft of the CWE brochure ("Enhance") containing the list of courses/programs and associated fees was reviewed and approved by the president at the April 12, 2016, Cabinet meeting and is provided for reporting to the board. Changes may be made as needed.

District Board of Trustees
April 19, 2016

Agenda Item 2.7

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

Financial Audit Report 2016-152, Year Ended June 30, 2015

Information Item
200.876, 15-16

The Financial Audit for the fiscal year ended June 30, 2015, has been released. This report is available on the State of Florida Auditor Generals website at the following link:
<http://www.myflorida.com/audgen/pages/subjects/financial.htm>

Citizens' Requests

423.44, 15-16

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.

CONSENT

District Board of Trustees
April 19, 2016

Agenda Item: 4.1

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

Contract Staff (Faculty)

402.787, 15-16

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

Appointment

Part Time

James Abdale
Jennifer Blakeney
Jennifer Cannaday
Brooke Downs
Toni Fulton
Andrew Hamilton
Stephen Hayes
Osvaldo Hunter
Wesley July
Tristan Newman
Brandon Olenick
Fotina Perry
Spencer Rosenfeld
Thomas Sapp
Jamie Scott
Alfred Sharpe Jr
Nike Sheffer
Glen Stanley II
Keith Swart
Steven Yeauger
Charles Zimmerman Jr.

Board Action Requested:

Approval

CONSENT

District Board of Trustees
April 19, 2016

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)

411.398, 15-16

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

Executive/Managerial

Appointment

Name

Position

Vertigo Moody

Chair, Natural Sciences Department

Ph.D., University of Florida

Technical/Professional

Appointment

Full Time

Megan Flosdorf

Advising Specialist, Advisement Center

M.S., James Madison University

*Gina Greenidge

Interim, Coordinator, Upward Bound Program

M.S., Florida International University

*Wendy Hofer

Interim, Career Pathways Program Specialist,
Workforce Development

B.A., University of Exeter

Rachael Jukarainen

Pre-College Advising Specialist, Admissions

B.A., University of West Florida

Jason Montgomery

Assistant Curator, Zoo Animal Technology

A.S., Santa Fe College

Promotion

Part Time

*Jason Fults

Specialist, Adult Education

Rachel Schneider

Specialist, Counseling Center

Yarelis Serrano-Hernandez

Specialist, Counseling Center

*Grant Funded

Board Action Requested:

Approval

C O N S E N T

District Board of Trustees
April 19, 2016

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 Contract Staff

404.440, 15-16

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

Appointment

Community Education

Part Time

<u>Name</u>	<u>Program/Class</u>
Amanda Boyarshinov	Education/Reading/Social Media
Elizabeth Greaser	Space Challenge Camp
Laura Nemmers	Museum Collections
Nicole Ratkovic	Exercise
Cheryl Waterman	History

Board Action Requested:

Approval

C O N S E N T

District Board of Trustees
April 19, 2016

Agenda Item: 4.4

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

Career Service Staff

403.529, 15-16

The individuals listed below are being recommended for appointment.

Name

Position

William Helms

Electrician, Facilities Services Department

Jeraldine McMillan

Financial Aid Support Specialist 1

Sarah Smith

Police Officer

Loni Spearmon-Griggs

Police Dispatcher, Police Department

Charles Wheeler

Electrician, Facilities Services Department

Board Action Requested:

Approval

CONSENT

District Board of Trustees
April 19, 2016

Agenda Item: 4.5

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

AARP Foundation – BACK TO WORK 50+: Women's Economic Stability Initiative 409.2085, 15-16 (WESI) Grant

The purpose of this project is to provide pathways to employment and self-sufficiency for women ages 50-64 through training in high demand jobs in Alachua, Bradford and rural counties in north central, Florida. Core services include a series of two hour weekly workshops, career exploration, resume writing, interview techniques, social media, financial capability and networking. A computer lab is available every day for developing computer skills, updating resumes, job applications and job searching. A Coach/Outreach Specialist will provide individual sessions for career counseling, preparation for entry into training programs, research into course work and testing. An individualized session is arranged for candidates to develop their own action plan. Santa Fe College will serve 360 candidates over the three-year grant period. This is year two of a three-year project.

The amount of funds requested from the AARP Foundation is \$132,826, with \$132,827 in matching funds from non-federal grants and Santa Fe College for the second grant year. Total funding for the three-year project is approximately \$413,938.

Duration of this project is March 1, 2016, through February 28, 2017.

Operating budget impact: Funds from existing college budget.

Board Action Requested:

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

CONSENT

District Board of Trustees
April 19, 2016

Agenda Item: 4.6

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

Women's Giving Circle – *RISE@SF Road to Independence and Self-empowerment Grant*

409.2086, 15-16

The purpose of the *RISE@SF Road to Independence and Self-empowerment* grant is to request funding to support training for 13 women per year for two years as part of the required match for the BACK TO WORK 50+: WESI Initiative. RISE@SF participants will receive computer skills training, participate in coaching and in a series of workshops, including employability skills, and be enrolled in short term training in accordance with their individual goals and training plans. At least 10 of these participants will be successfully employed each year upon completion of training. This is year two of a two-year project.

The amount of funds requested from the Community Foundation of North Central Florida is \$25,000, with no matching funds from Santa Fe College. Total funding for the two-year project is \$50,000.

Duration of this project is May 28, 2016 through May 27, 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 Advancement, is authorized to execute any agreements and related documents associated with this grant.

CONSENT

District Board of Trustees
April 19, 2016

Agenda Item: 4.7

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

Santa Fe College Spring Arts Festival Grant

409.2087, 15-16

The purpose of this project is to request in-kind services from the City of Gainesville for the 2017 Santa Fe College Spring Arts Festival. The services requested include police security, maintenance and clean-up, traffic engineering, code enforcement, dumpsters, and the use of the city-owned Thomas Center. Approximately 100,000 area residents attend this festival annually. This is year one of a two-year project.

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

Duration of this project is July 1, 2016, through June 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 Advancement, is authorized to execute any agreements and related documents associated with this grant.

C O N S E N T

**District Board of Trustees
April 19, 2016**

Agenda Item: 4.8

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

Report of Purchases for February and March 2016

202.625, 15-16

Below are the total amounts and a summary of purchases for the months of February and March 2016.

Purchasing	\$1,522,756.32
Risk Management Consortium	<u>600,245.00</u>
Total	<u>\$2,123,001.32</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y60161 (Fund 1)	\$ 41,474.80	Exempt	IBM	Annual Software Maintenance Information Technology
Y60184 (Fund 6)	\$ 60,000.00	Exempt	Deloitte Consulting, LLP	Private Healthcare Exchange Feasibility Study Risk Management Consortium
Y60192 (Fund 6)	\$ 87,070.00	Exempt	Mercer Health and Benefits, LLC	Health and Benefits Support Services Risk Management Consortium
Y60231 (Fund 6)	\$ 410,000.00	Contract	FBMC Benefits Management	Benefit Enrollment and Billing Administration Risk Management Consortium
Y60280 (Fund 1)	\$ 37,037.70	Contract	Dell Marketing	Classroom/Lab Computers (30) Information Technology
Y60362 (Fund 1)	\$ 76,500.00	Exempt	Blue Koi, LLC	Gainesville Dev Academy Educational Services Business & Industry Workforce Education
Y60368 (Fund 7)	\$ 135,002.00	Contract	Charles Perry Partners, Inc.	Building D Renovation/Remodel Space Reallocation
Y60578 (Fund 1)	\$ 131,506.00	Contract	Dell Marketing	Classroom/Lab Laptops (94) Information Technology
	\$ 978,590.50			

Purchase orders for previously awarded bids/contracts: 3
(All Temp Force)

Amount: \$14,901.00

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Other Purchases \$0 - \$35,000.00
Number of purchase orders: 614

Amount: \$1,129,509.82

Board Action Requested:

Approval of report

C O N S E N T

District Board of Trustees
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Agenda Item: 4.9

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

Colonel Harry M. Hatcher, Jr., Property Survey 16-07

200.877, 15-16

Below and on the attached pages 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 Property Survey Committee met via email on March 22, 2016, 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	22	\$329,677.55	\$329,677.55	\$0.00
TOTAL	<u>22</u>	<u>\$329,677.55</u>	<u>\$329,677.55</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

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 March 2016 201.801, 15-16

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 March 31, 2016.

The following summary provides a comparison of actual revenues and expenditures for 2015-2016 vs. 2014-2015.

	2015-2016		2014-2015	
	<u>Dollar Amount</u>	<u>Percent of Budget</u>	<u>Dollar Amount</u>	<u>Percent of Actual</u>
Revenue	\$57,846,117	78.29	\$55,607,232	76.36
Expenditures	\$51,342,547	60.05	\$49,034,965	66.58

Board Action Requested:

Acceptance of report

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

Recommendation for Awarding of Proposal for Manual Food Services – Food Court Bay 408.2242, 15-16

A request for proposals (RFP) was released on February 11, 2016, for food service in one of the three food court bays that is currently occupied by Domino's Pizza. The anticipated term of agreement is for five years, with an option to renew for two additional five-year periods.

Responses to the solicitation were received from the following three vendors and opened on Thursday, March 10, 2016:

- Smurti Corporation
- SWF Operations, d/b/a Domino's Pizza
- Volcanic Sushi + Sake

Each RFP evaluation committee member, made up of students, faculty and staff, read the proposals and conducted group meetings to consider the proposals. With both Subway and La Fortuna already present in the Food Court, the committee sought to identify the vendor that best complimented the other restaurants. The committee reviewed the responses, and found SWF Operations, d/b/a Domino's Pizza to have the best proposal. Each proposal was scored based on five criteria:

- Menu and food options (50 points)
- Approach to Service/Experience (25 points)
- Sustainable Practices (15 points)
- Compensation to the College (10 points)
- Bonus Points (10 points)

"Bonus points" could be issued for anything that the proposer offered that went above and beyond the requirements of the solicitation.

A summary of the rankings (in rank order) appears below:

<u>Proposer</u>	<u>Menu/Food Options</u>	<u>Service/Experience</u>	<u>Sustainable Practices</u>	<u>Compensation</u>	<u>Bonus Points</u>	<u>Total</u>
SWF Operations	45.00	25.00	13.00	6.71	3.00	92.71
Volcanic Sushi + Sake	35.00	20.00	9.00	10.00	0.00	74.00
Smurti	35.00	15.00	13.00	8.42	2.00	73.42

In addition to a \$1,000 signing bonus, SWF Operations will pay the college a rent amount of \$1,165.00/month (\$13,980/year), as well as a 3.5% commission, with a guaranteed annual minimum commission amount of \$10,000.

Board Actions Requested:

1. **Acceptance of the committee's recommendation to award the agreement to SWF Operations, d/b/a Domino's Pizza.**
2. **Approval for Ginger Gibson, Vice President for Administrative Affairs and Chief Financial Officer, to negotiate agreement(s) with SWF Operations, d/b/a Domino's Pizza subject to approval by College legal counsel.**
3. **Permission for Board chair to execute agreement(s) without further action by the board.**

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

Ratification of Emergency Signature Authority for Approval of International Travel 101.116, 15-16

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 is augmented and enhanced by international study for faculty and by student-centered educational opportunities that prepare students for successful participation in the global community.

The College is seeking permission to allow the staff member named below to participate in an international travel opportunity. The Assistant Vice President for Academic Affairs has consulted with the traveler and reviewed the academic and professional development plans for this trip. No travel warnings have been issued by the U.S. State Department for the destination of Costa Rica. The traveler has presented a detailed itinerary detailing proposed transportation and accommodations, and these plans are reviewed to minimize any concerns related to safety and security. Emergency approval is requested in order to allow College staff to make appropriate travel arrangements. Postponing approval until the next regularly scheduled Board meeting would not allow sufficient planning time for travel preparations to be made. The signature of the Board Chair below indicates approval pending ratification by the Board at the next regularly scheduled Board meeting.

Under College Rule 1.1, the Board Chair has the authority to execute documents requiring board approval before the next Board meeting if waiting for the meeting would create operational or financial difficulties for the College. Your signature below indicates your approval of this request to use emergency authority.

Dr. Dan Rodkin travel to Costa Rica, April 20-23, 2016

Dr. Dan Rodkin, Associate Vice President for Student Affairs at Santa Fe College, will be participating in a Community College Education Fair in Costa Rica sponsored by the United States Commercial Service, Education USA, and Community Colleges for International Development. Dr. Rodkin's involvement in this fair will help inform Costa Rican high school students and their parents about Santa Fe College and increase international student enrollment at the college. All travel in the country will take place through chartered bus. No travel alert or warning has been issued for Costa Rica.

Board Action Requested:

Ratification

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

International Travel

101.117, 15-16

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 is 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 the 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. James Geason travel to China, May 18 – June 2, 2016*

Dr. James Geason, the director of Business Programs at Santa Fe College, will be travelling to Beijing in order to deepen our collaboration with Beijing Union University (BUU). He will provide guest lectures, visit business classrooms, and explore the possibility of establishing internship and student exchange programs for Santa Fe and BUU students. Transportation in the city will occur through private vehicles, bus, and subway. No U.S. Department of State travel alert or warning has been issued for China at this time. This travel will be funded with matching funds from BUU and the International Education Office.

Dr. Jerry Johnston travel to South Africa, May 14 - June 10, 2016*

Dr. Jerry Johnston, a full-time professor in Santa Fe's Natural Sciences Department, will be traveling to Johannesburg and Kruger National Park in northeast South Africa as part of a professional development opportunity and in order to support Santa Fe's study abroad program to South Africa. The study abroad program is being led by Professor Linda Tyson and was approved by the Santa Fe College District Board of Trustees on November 17, 2015. Travel between Johannesburg and Krueger National Park will occur by chartered bus. No U.S. Department of State travel alert or warning has been issued for South Africa at this time.

Kathryn Lehman and Raul Villarreal travel to Cuba, May 4 – May 14, 2016

Kathryn Lehman, Acting Director for Grants and Projects and Raul Villarreal, Acting Coordinator for Cultural Programs, will be traveling to Cuba in order to accompany a group of Santa Fe College donors and patrons on an educational tour of Havana which is focused on the arts and music. They will provide background and history related to Santa Fe's connection with the Instituto Superior de Artes (The University of Arts of Cuba) and the Hemingway Museum. Transportation while in Cuba will be by chartered bus. Mrs. Lehman's and Mr. Villarreal's travel is being funded by Latin Art Space, the tour company organizing the trip. There are no U.S. State Department travel alerts or warnings for Cuba at the present time.

* 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 and delegation of authority to the President to approve time-sensitive itinerary and personnel changes.

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

Educational Equity Act Report for 2015-2016

400.624, 15-16

The college is required to submit an annual equity report to the Department of Education. This report reflects on both student and employee measurements regarding representation of minority populations and includes analysis of historical data to assess trends. Student enrollment, retention, and completions for underrepresented populations and success in gatekeeper courses is included. For employees, 2014-2015 employment numbers for Executive and Managerial staff, full time faculty and achievement of continuing contract are compared to national census data. The report also includes a review of gender equality in athletics. Additionally, college policies related to harassment and discrimination, students with disabilities and feedback regarding evaluations of the President and other academic leaders were reviewed.

Board Action Requested:

Approval

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

Revised College Calendar 2016-2017

414.71, 15-16

The college received notice the date for University of Florida homecoming has been changed from October 7, 2016, to October 14, 2016. The previous date was tentative as the academic calendar at the University of Florida is created before actual Homecoming dates are set. Because it is important for the college to coordinate its calendar with the university calendar, it is requested that the board approve the Santa Fe College calendar be changed to reflect the new homecoming date.

Board Action Requested:

Approval of Revised College Calendar

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

Approval of Expenditures from the Dr. Philip Benjamin Matching Grant Program 400.625, 15-16
from the Automotive Equipment Fund

The Santa Fe College Foundation requests permission to expend up to \$15,000 from the C. L. Blount Automotive Equipment Fund. The purchase of the following equipment will be used to train approximately 70 students in the Automotive Associate in Applied Science Degree Program and Certificate Program in the fields of vehicle operation, diagnosis, and repair. These skills are necessary for students to gain employment in the automotive repair field.

2 – GM-Specialized Electronic Trainers	3,500
1 – A/C System Trainer with Orifice Tube	<u>11,500</u>
Total purchase amount	<u>\$15,000</u>

Board Approval Requested:

1. Approval
2. Upon legal review and approval, the president or his designee, Charles W. Clemons, Sr., Vice President for Advancement, is authorized to execute any agreements associated with this grant.
3. Acceptance of the purchased items as donations from the Santa Fe College Foundation, Inc.

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

Approval of Expenditures from the Dr. Philip Benjamin Matching Grant Program 400.626, 15-16
from the Dental Equipment Fund

The Santa Fe College Foundation requests permission to expend up to \$10,000 from the Dental Equipment Fund to provide clinical simulation and clinical skill practice equipment for 75 dental students and dental assisting students as they prepare for dental professions. The equipment will be used by current and future students in order to gain dental hygiene clinical skills for patient therapy, asepsis and infection control procedures and practices, and digital intraoral radiography skills.

1 - Schick CDR Sensor Size 1	6,045
2 - Buffalo Model Trimmers 10" with feet	1,029
2 - Ultrasonic Cleaners 3.25 gallon	<u>1,979</u>
Total purchase amount	<u>\$9,053</u>

Board Approval Requested:

1. Approval
2. Upon legal review and approval, the president or his designee, Charles W. Clemons, Sr., Vice President for Development, is authorized to execute any agreements associated with this grant.
3. Acceptance of the purchased items as donations from the Santa Fe College Foundation, Inc.

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

Approval of Expenditures from the Dr. Philip Benjamin Matching Grant Program 400.627, 15-16
from the Fine Arts Enhancement Fund

The Santa Fe College Foundation requests permission to expend up to \$10,000 from the Fine Arts Enhancement Fund for the benefit of the various Fine Arts Programs at Santa Fe. The Master Class Artists will attend classes in the art and humanities disciplines which include dance, music, theatre, and visual art. The Fine Arts Department will hire at least five master artists for the 2016 fiscal year. These services provide professional development for full and part-time faculty members and intensive training for more than 600 students in the various Fine Arts Programs at Santa Fe and allow the students to be active in their individual program.

Master Class Artists Fees	\$10,000
Total purchase amount	<u>\$10,000</u>

Board Approval Requested:

1. Approval
2. Upon legal review and approval, the president or his designee, Charles W. Clemons, Sr., Vice President for Advancement, is authorized to execute any agreements associated with this grant.
3. Acceptance of the purchased items as donations from the Santa Fe College Foundation, Inc.

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

Approval of Expenditures from the Dr. Philip Benjamin Matching Grant Program 400.628, 15-16
from the Roszel Equipment Fund

The Santa Fe College Foundation requests permission to expend up to \$20,000 from the Roszel Equipment Fund for equipment for the various Natural Sciences Programs. The purchase of this equipment will benefit more than 2,500 students at Santa Fe College. All of the equipment will be used to provide laboratory-based experiences for our students and, in some cases, extend the number of sections that can meet concurrently. The laboratory experiences are designed to allow students to explore tasks associated with actual work in the discipline, whether it be to measure skeletal characteristics in order to be able to identify a fossil or to learn how to make measurements that apply to research endeavors.

Total purchase amount **\$19,643.57**

Board Approval Requested:

1. Approval
2. Upon legal review and approval, the president or his designee, Charles W. Clemons, Sr., Vice President for Advancement, is authorized to execute any agreements associated with this grant.
3. Acceptance of the purchased items as donations from the Santa Fe College Foundation, Inc.

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

Approval of Expenditures from the Dr. Philip Benjamin Matching Grant Program 400.629, 15-16
from the Nursing Equipment Fund

The Santa Fe College Foundation is requesting permission to expend up to \$16,000 from the SF Nursing Equipment Fund for the benefit of the Nursing Programs at Santa Fe College. This funding will provide clinical simulation and clinical skill practice for over 450 students as they prepare for nursing professions. The equipment purchased will maintain the clinical lab learning experience for students at Santa Fe College and provide firsthand experience to students before entering the clinical areas of local hospitals.

2 - Alaris IV Infusion Pumps and Guardrails Software	7,090
3 – Upper and Lower Torso Training Simulators	6,065
1 – Pulse Oximeter	325
1 – Waterloo Series Med Cart	<u>2,457</u>

Total purchase amount **\$15,937**

Board Approval Requested:

- 1. Approval**
- 2. Upon legal review and approval, the president or his designee, Charles W. Clemons, Sr., Vice President for Advancement, is authorized to execute any agreements associated with this grant.**
- 3. Acceptance of the purchased items as donations from the Santa Fe College Foundation, Inc.**

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

Approval of Expenditures from the Dr. Philip Benjamin Matching Grant Program 400.630, 15-16
from the Nursing Equipment Fund for Other Health Related Programs

The Santa Fe College Foundation requests permission to expend up to \$4,000 from the SF Nursing Equipment Fund for the benefit of the Other Health Related Programs at Santa Fe. This funding will provide equipment for the various Health Related Programs. The equipment being purchased will assist faculty in training more than 250 students prior to being placed in the workforce. The equipment allows the students to be active in their individual program.

Various Models to Support Learning Objectives	2,485
Astra 200 Multifunction Spirometer	890
Half Brain Sensory and Motor Area Anatomy Model	62
Pancreas, Gallbladder, and Spleen Anatomy Models	<u>63</u>
Total purchase amount	<u>\$3,500</u>

Board Approval Requested:

1. Approval
2. Upon legal review and approval, the president or his designee, Charles W. Clemons, Sr., Vice President for Advancement, is authorized to execute any agreements associated with this grant.
3. Acceptance of the purchased items as donations from the Santa Fe College Foundation, Inc.

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 7.24: Selection for Admission to Limited Access Programs

410.518, 15-16

Limited access programs are academic programs that may require supplemental application materials and additional conditions for admission over and above the college's general access programs. Rule 7.24, which previously addressed only Health Sciences programs, is being amended to broaden the scope to include all limited access programs in accordance with Florida law. At the same time, because the College's cohort of limited access programs may change from time to time, as do program requirements for admission, it is recommended that specific information about limited access programs be moved to a new procedure accompanying Rule 7.24. The procedure may be conveniently updated from time to time to comply with changing regulations, accreditation requirements, or other admission requirements.

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

Amended Rule 5.12: Smoking and Tobacco Use

410.519, 15-16

The proposed change to Rule 5.12 would consolidate the tobacco use portion of Rule 6.4 with the prior language in Rule 5.12. A new concept would be included to prohibit e-cigarettes on College premises, except in designated smoking huts located on College property. Students found violating the policies would be referred to student conduct proceedings under the proposed changes.

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

Amended Rule 6.4: Use of College Facilities

410.520, 15-16

Under this amendment, language regarding smoking and tobacco use on College property will be removed from Rule 6.4 in favor of consolidating all relevant smoking and tobacco use policies to Rule 5.12: Smoking and Tobacco Use.

In addition, College staff recommends that Rule 6.4 be updated to reflect current “Food and Drink” and “Catering” information.

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

Dual Enrollment Articulation Agreement with First Christian Academy

408.2243, 15-16

The attached articulation agreement with First Christian Academy is for the High School Dual Enrollment Program. First Christian Academy is a private school in High Springs. Section 1007.271(21), Florida Statutes, authorizes the College to enter into dual enrollment agreements with private schools. The terms of the agreement are the same as those that have been approved for other private schools, including tuition reimbursement. The agreement would take effect in August 2016 for one year, with automatic renewals unless one party terminates.

Board Action Requested:

Approval of the Agreement and authorization for the President or designee to administer the terms and conditions of this Agreement, including terminating the Agreement as provided herein.

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

Dual Enrollment Articulation Agreement with Russell Christian Academy

408.2244, 15-16

The attached articulation agreement with Russell Christian Academy is for the High School Dual Enrollment Program. Russell Christian Academy is a private school in Green Cove Springs. Section 1007.271(21), Florida Statutes, authorizes the College to enter into dual enrollment agreements with private schools. The terms of the agreement are the same as those that have been approved for other private schools, including tuition reimbursement. The agreement would take effect in August 2016 for one year, with automatic renewals unless one party terminates.

Board Action Requested:

Approval of the Agreement and authorization for the President or designee to administer the terms and conditions of this Agreement, including terminating the Agreement as provided herein.

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

Dual Enrollment Articulation Agreement with Williston Central Christian Academy 408.2245, 15-16

The attached articulation agreement with Williston Central Christian Academy is for the High School Dual Enrollment Program. Williston Central Christian Academy is a private school in Williston. Section 1007.271(21), Florida Statutes, authorizes the College to enter into dual enrollment agreements with private schools. The terms of the agreement are the same as those that have been approved for other private schools, including tuition reimbursement. The agreement would take effect in August 2016 for one year, with automatic renewals unless one party terminates.

Board Action Requested:

Approval of the Agreement and authorization for the President or designee to administer the terms and conditions of this Agreement, including terminating the Agreement as provided herein.

District Board of Trustees
April 19, 2016

Agenda Item: 8.4

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

Non-exclusive Student Affiliation Agreement with Starke HMA Medical Group, LLC 408.2246, 15-16

This agreement with Shands HMA Medical Group, LLC, in Starke, Florida, would allow students in the Radiography program (written as Radiology in agreement) to participate in clinical training at the Starke Shands facility. The agreement is for two years and may be renewed upon mutual agreement by both parties. It may be canceled by either party with thirty days written notice. Any cancellation is effective at the end of a complete clinical rotation.

Board Action Requested:

Approval

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

Articulation Agreement with University of North Florida SF2UNF

408.2247, 15-16

This Memorandum of Understanding creates an agreement between Santa Fe College (SF) and University of North Florida (UNF) to provide SF students who complete the AA degree with guaranteed admission into UNF. Additionally, UNF will provide the College with rolling lists of prospective SF students who have been denied admission to UNF. Through this agreement, SF will increase the number of SF graduates who transfer to UNF and increase collaboration between the two institutions. The initial term of this agreement is two years and the agreement renews automatically thereafter for one-year terms unless terminated by either party by written notice at least six months prior to termination.

Board Action Requested:

Approval

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

Sales Agreement with Qumpus, Inc., doing business as Better World Books

408.2248, 15-16

Santa Fe College's Lawrence W. Tyree Library desires to sell surplus books and receive revenues from Better World Books, a Georgia-based online bookseller, which has agreed to provide cash payment (or an equivalent credit for purchase of books) to the College at rates agreed upon by the parties in the proposed agreement. This benefits the College by allowing the Library to receive remuneration while disposing of surplus books that are no longer of service to the College and its students.

The term of the agreement is two (2) years and automatically renews for additional two (2) year terms unless either party provides ninety (90) days notice of intent to terminate.

Better World Books is in the business of acquiring, collecting, transporting, and selling large volumes of previously owned books and materials and generating income for libraries, colleges and universities, student groups, booksellers, and others, as well as for literacy and education causes around the world.

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

408.2249, 15-16

Santa Fe College has continued to enjoy a long and productive partnership with Habitat for Humanity. The proposed MOU will provide reimbursement for the sixth, seventh, and eighth Habitat houses that Santa Fe students enrolled in the Building Construction and Apprenticeship programs will assist 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.

Reverse Transfer Participation Agreement for Postsecondary Educational
Institutions

408.2250, 15-16

The National Student Clearinghouse provides a Reverse Transfer system and service to facilitate the exchange of course, grade, credit and other data between hosts and degree granting institutions to enable the award of degrees via Reverse Transfer degrees.

Board Action Requested:

Approval

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

North Central Florida Educational Talent Search Project Grant

409.2088, 15-16

The purpose of this project is to provide educational services and information to 680 low-income/potential first-generation college students in grades 9-12 in order to encourage them to complete high school and enroll in postsecondary education. The Talent Search Project provides academic advisement, workshops, career information, assistance with college and financial aid applications, campus tours and financial literacy. Santa Fe College, College of Central Florida and Florida Gateway College have developed a consortium for the purpose of implementing the project in concert with local school districts. This is year one of a five-year project.

The amount of funds requested from the U.S. Department of Education, Office of Postsecondary Education, for the fourth year is \$326,400, with no matching funds from Santa Fe College. Total funding for the five-year project will be approximately \$1.63 million.

Duration of this project is September 1, 2017, through August 31, 2018.

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 Advancement, 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*

Educational Opportunity Centers (EOC) Program Grant

409.2089, 15-16

The purpose of this project is to serve 1,000 adults, primarily 19 years of age and over, to provide information regarding financial and academic assistance available for qualified adults who want to enter or continue to pursue a program of postsecondary education, provide assistance to those individuals in applying for admission to institutions at which a program of postsecondary education is offered, including preparing necessary applications for use by admissions and financial aid officers, and assist in improving the financial and economic literacy of program participants. Santa Fe College and Florida Gateway College have developed a consortium for the purpose of implementing the proposed new North Central Florida Educational Opportunity Center Program with Santa Fe College serving as the lead institution. This is year one of a five-year project.

The amount of funds requested from the U.S. Department of Education, Office of Postsecondary Education, for the first year is \$236,000, with no matching funds from Santa Fe College. Total funding for the five-year project will be approximately \$1.18 million.

Duration of this project is September 1, 2016, through August 31, 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 Advancement, 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***

North Florida Regional Water Supply Partnership – Northwest Campus
Plumbing and Fixture Retrofit Grant

409.2090, 15-16

The main purpose of this water conservation project is to reduce the amount of water used by toilets, urinals, faucets, and showers by replacing them with new fixtures that use significantly less water. Water efficient fixtures to be replaced are located in staff toilets in buildings A, B, and K and in the public locker rooms in the Gymnasium (V Building). The original fixtures were installed prior to 1995 and, in many cases, date back to the original construction of these buildings in the mid 1970's. These four buildings have been partially upgraded and these grant funds will complete the upgrades for these buildings.

The amount of funds requested from the St. Johns River Water Management District is \$13,175, with \$13,176 in matching funds from Santa Fe College.

Duration of this project is May 2, 2016, through August 18, 2017.

Operating budget impact: Funds from existing college budget.

Board Action Requested:

Approval of grant. Upon legal review and approval, the president or his designee, Charles W. Clemons, Sr., Vice President for Advancement, 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***

North Florida Regional Water Supply Partnership – Andrews Center
Landscape and Irrigation Improvement Grant

409.2091, 15-16

The main purpose of this project is to reduce the amount of water required to establish and maintain a healthy and attractive landscape at the Andrews Center Main Building by replacing water-hungry shrubbery and lawn with drought tolerant plant materials which are established and maintained with a newly installed irrigation system with smart irrigation controls. The existing landscape, most of which was planted when the College acquired the property over 30 years ago, features a significant amount of thirsty St. Augustine sod which requires regular watering. It is estimated that this new irrigation system with smart irrigation controls will save approximately 365,000 gallons of water annually.

The amount of funds requested from the St. Johns River Water Management District is \$2,000, with \$3,885 in matching funds from Santa Fe College.

Duration of this project is May 2, 2016, through July 8, 2016.

Operating budget impact: Funds from existing college budget.

Board Action Requested:

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