



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of February 20, 2018, at 4 p.m.
Kirkpatrick Center, Gainesville, Florida**

Agenda

Adoption of Agenda

Agenda Item: 1.1

418.555, 17-18

1. General Functions

Pledge of Allegiance

1.1 Adoption of Agenda for Board Meeting of February 20, 2018

1.2 Approval of Board Meeting Minutes of January 16, 2018

2. Information Items

2.1 President's Report

2.2 Strategic Planning

2.3 Community Education "Enrich" Brochure – Spring 2018

2.4 District Interinstitutional Articulation Cooperative Agreement for Career Pathways with:
School Board of Clay County
School Board of Suwannee County

3. Citizen's Requests

4. Consent Items

Personnel

4.1 Contract Staff (Administrative and Professional)

4.2 Contract Staff (Community and Continuing Workforce Education)

4.3 Contract Staff (Faculty)

4.4 Career Service Staff

4.5 Continuing Contracts Candidates for 2018-2019

Agreements, Grants

4.6 Facilities Use and Training Personnel Agreement with the Gainesville Police Department

4.7 AARP Foundation – BACK TO WORK 50+: Women's Economic Stability Initiative (WESI)
Continuation Funding Grant – Year 4

4.8 Aspen Institute College Excellence Program – Frontier Set Project Grant – Year 2

4.9 Carl D. Perkins, Career and Technical Education Postsecondary Programs, Section 132,
2017-2018 Roll Forward Funds

4.10 Community College Administrator Program (CCAP) Pakistan 2017-2021 Grant

4.11 Community College Administrator Program (CCAP) Ukraine/South America 2017-2021
Grant

Finance

4.12 Report of Purchases for January 2018

4.13 Colonel Harry M. Hatcher, Jr., Property Survey 18-03

5. Facilities Items
 - 5.1 E Building Auditorium Renovation Remodel Project - Permission to Advertise for Construction Management Services
 - 5.2 I Building Physics Lab Renovation Remodel Project – Budget Revision (Minor Project)
 - 5.3 Harvard Jolly, Inc. - Agreement Between Owner (SF) and Architect - Blount Center Expansion Project
6. Finance Items
 - 6.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for January 2018
 - 6.2 Report of Investments, Quarter Ending December 31, 2017
7. General Institutional Items
 - 7.1 Amended College Calendar for 2018-2019
 - 7.2 Approval of Expenditures from Equipment and Program Enhancement Funds
 - 7.3 Student International Travel
 - 7.4 Non-Student International Travel
 - 7.5 Trustee Emeritus Designation – Colonel Arley W. McRae
8. Agreements/Grants
 - 8.1 First Amendment to the Dual Enrollment Articulation Agreement with the School Board of Clay County
 - 8.2 Internet-Based Testing Center Agreement with Castle Worldwide, Inc.
 - 8.3 Testing Center Service Agreement with Prov Exam Services for Occupational Assessment
 - 8.4 Collaborative Research: LSRCE Florida-Caribbean Louis Stokes Regional Center of Excellence Grant
 - 8.5 Ukraine: USG Public Diplomacy Grant – Developing Youth Leadership, Civic Engagement Skills, and Intercultural Competence through American and Ukrainian Interactions
9. Santa Fe College Foundation Liaison’s Update and Board Members’ Remarks
10. Adjournment

Board Action Requested:

Approval

Approval of Board Meeting Minutes of January 16, 2018

401.546, 17-18

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held January 16, 2018, are presented for approval.

Board Action Requested:

Approval

President's Report

Information Item

The President will discuss a variety of information topics.

Calendar

March 19, 2018
Noon

Spring Board Workshop
Cedar Key

March 23, 2018
10 a.m.

Institute of Public Safety Building Dedication
Kirkpatrick Center

March 27, 2018
11:30 a.m.

Women of Distinction Ceremony
Hilton UF Conference Center Hotel

April 17, 2018
4 p.m.

Regular Board Meeting
Andrews Cultural Center

May 3, 2018
Noon

Nursing Commencement Ceremony
SF Gymnasium

May 4, 2018
3 p.m. and 7 p.m.

Commencement Ceremonies
SF Gymnasium

Strategic Planning

Information Item
419.54, 17-18

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

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

Community Education “Enrich” Brochure – Spring 2018

Information Item
415.172, 17-18

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 (“Enrich”) containing the list of courses, programs, and associated fees was reviewed and approved by the President at the February 12, 2018, Cabinet meeting and is provided for reporting to the Board. Changes may be made as needed.

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

District Interinstitutional Articulation Cooperative Agreement for
Career Pathways with:
 School Board of Clay County
 School Board of Suwannee County

Information Item
408.2360, 17-18

The A.S. degree program listed below has been identified as an accelerated path by which students will have the opportunity to receive college credit as described in the District Interinstitutional Articulation Cooperative Agreement for Career Pathways between Santa Fe College and the School Board of Clay County.

<u>Postsecondary Program</u>	<u>Secondary Program</u>
Biotechnology Laboratory Technology A.S.	Industrial Biotechnology

The certificates, A.S. degree programs, and A.A.S. degree program listed below have been identified as accelerated paths by which students will have the opportunity to receive college credit as described in the District Interinstitutional Articulation Cooperative Agreements for Career Pathways between Santa Fe College and the School Board of Suwannee County.

<u>Postsecondary Program</u>	<u>Secondary Program</u>
Business Entrepreneurship A.S. Office Administration A.S. Marketing Management A.S. Health Services Management A.S. Health Information Technology A.S. Legal Assisting A.S. Business Operations Management Certificate Office Specialist Certificate	Administrative Office Specialist
Cardiovascular Technology A.S. Dental Hygiene A.S. Diagnostic Medical Sonography A.S. Nuclear Medicine Technology A.S. Physical Therapy Assistant A.S. Respiratory Care A.S. Radiography A.S. Dental Assisting Certificate Surgical Technology Certificate	Allied Health Assisting Nursing Assistant
Automotive Service Management Technology A.A.S. Automotive Service Technology Certificate	Automotive Service Technology

<p>Computer Information Technology A.S. Business Entrepreneurship A.S. Office Administration A.S. Marketing Management A.S. Health Services Management A.S. Health Information Technology A.S. Legal Assisting A.S. Business Operations Management Certificate Office Specialist Certificate</p>	<p>Digital Design</p>
<p>Early Childhood Education A.S. Early Intervention Certificate</p>	<p>Early Childhood Education A.S. Early Intervention Certificate</p>
<p>Business Entrepreneurship A.S. Office Administration A.S. Marketing Management A.S. Health Services Management A.S.</p>	<p>Finance</p>

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

Citizen's Requests

423.61, 17-18

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
February 20, 2018

Agenda Item: 4.1

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

Contract Staff (Administrative and Professional)

411.422, 17-18

The individuals listed below are being recommended for appointment for 2017-2018, as stated in the individual employee's contract.

Technical/Professional Appointment

Part Time

<u>Name</u>	<u>Position</u>
Anita Bussis	Specialist, Counseling
* Michael Conrad Flynn	Specialist, Athletic Administration
Susana Gobitas	Specialist, Adult Education
Fatima Green	Specialist, Adult Education
Constance Jones	Specialist, Adult Education
Lashay McKnight	Specialist, Office of Admissions

Promotion

<u>Name</u>	<u>Position</u>
Marina Jordan	International Student Support Coordinator

* Student Activities Funded

Board Action Requested:

Approval

C O N S E N T

District Board of Trustees
February 20, 2018

Agenda Item: 4.2

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

Contract Staff (Community and Continuing Workforce Education)

404.453, 17-18

The individuals listed below are being recommended for appointment for 2017-2018, as stated in the individual employee's contract.

Appointment

<u>Name</u>	<u>Program/Class</u>
Brandon Ambrose	Acting
Stephanie Mateescu	Art

Board Action Requested:

Approval

C O N S E N T

**District Board of Trustees
February 20, 2018**

Agenda Item: 4.3

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

Contract Staff (Faculty)

402.805, 17-18

The individuals listed below are being recommended for appointment for 2017-2018, as stated in the individual employee's contract.

Appointment

Part Time

Name

Kelly Aissen
Nevis Alvarez
Rachel Black
Melissa Borum
Melissa Buchanan
Ambre Cook
Carmen Curry
Matthew DeSear
Candace Grigsby
Anahita Heshmat
Fang-Yi Huang
Jennifer LaLonde
Sonia Levy-Daviss
Ryan Phillips
Susan Purdy
Bradlee Robbert
Tiffany Rouillier
Tiana Sharpe
Larry Smith
Sara Stallibrass
Russell Takashima

Board Action Requested:

Approval

C O N S E N T

**District Board of Trustees
February 20, 2018**

Agenda Item: 4.4

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

Career Service Staff

403.545, 17-18

The individuals listed below are being recommended for appointment.

Promotion

Name
Benjamin Fox

Position
Office Supervisor, Police Department

Board Action Requested:

Approval

C O N S E N T

District Board of Trustees
February 20, 2018

Agenda Item: 4.5

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

Continuing Contracts Candidates for 2018-2019

402.806, 17-18

The following faculty members have successfully completed five years of instructional service to the College with comprehensive annual evaluations. The five-year evaluation process culminated with an extensive self-evaluation, peer review, and ultimately a peer vote. Based on satisfactory evaluation, affirmative peer vote, review, and recommendation by the academic department supervisor with the support of the Provost and Vice President of Academic Affairs and the College President, the following faculty members are being considered for recommendation of the award of continuing contract for the 2018-2019 contract year.

George Arnold	Assistant Professor, English
Ryan Barbeau	Assistant Professor, Social and Behavioral Sciences
Asha Brunings	Assistant Professor, Sciences for Health Programs
Julia Carson	Assistant Professor, Dental Programs
Chester Cowart	Assistant Professor, Construction & Technical Programs
Christina Edwards	Assistant Professor, Diagnostic Medical Sonography
Mary El-Semarani	Assistant Professor, Biotechnology
Jennifer Forshee	Assistant Professor, Social and Behavioral Sciences
Ryan Keith	Assistant Professor, Social and Behavioral Sciences
Vincent Locascio	Assistant Professor, Mathematics
Nare Mautjana	Assistant Professor, Natural Sciences
Joseph Mousel	Assistant Professor, Mathematics
David Pfahler	Assistant Professor, Natural Sciences
Kathie Russell	Assistant Professor, English
Corbin Sponholtz	Assistant Professor, High School Dual Enrollment
Richard Tovar	Assistant Professor, Science for Health Programs

Board Action Requested:

Approval

C O N S E N T

District Board of Trustees
February 20, 2018

Agenda Item: 4.6

Delivery Alternatives - Assess student needs and outcomes as well as create innovative and flexible learning opportunities.

Facilities Use and Training Personnel Agreement with the
Gainesville Police Department

408.2361, 17-18

This agreement with the City of Gainesville on behalf of the Gainesville Police Department (GPD) allows GPD and the College's law enforcement and corrections training programs at the Institute of Public Safety (IPS) to provide support to one another. Specifically, GPD 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 and Law Enforcement Advisory Committee, as well as occasionally coordinate and instruct basic recruit courses and specialized training, as Florida law permits the intergovernmental interchange of public employees. GPD will also provide IPS with the use of service vehicles for training purposes and donate surplus tires to the program.

This arrangement is largely the same as the agreement most recently in effect. The College and GPD removed a provision from the prior agreement calling for \$42,071 in reciprocal payments (whereas GPD and IPS paid identical annual amounts to one another for services rendered) and agreed to some changes in terminology relating to indemnification. Although previous agreements were executed on an annual basis, GPD and IPS have now agreed to a five-year term that retroactively begins on September 1, 2017, and extends through August 30, 2022.

Board Action Requested:

Approval

C O N S E N T

District Board of Trustees
February 20, 2018

Agenda Item: 4.7

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 (WESI) Continuation Funding Grant – Year 4

409.2179, 17-18

The purpose of this project is to provide pathways to employment and self-sufficiency for women aged 50-64 through training geared toward high demand jobs in Alachua, Bradford, and rural counties in North Central Florida. Core training opportunities will include a series of two-hour weekly workshops which will focus on career exploration, resume writing, interview techniques, social media training, financial literacy, and networking skills. A computer lab will be available daily for attendees to improve computer skills, update resumes, and search for and apply to jobs online. A dedicated Outreach Specialist will provide individual sessions focusing on career counseling, preparation for entry into training programs, and research into recommended course work and testing. These sessions will allow candidates to develop a personalized action plan in order to further their specific career goals. This is year four of a four-year project.

The amount of funds requested from the AARP Foundation is \$144,646, with \$145,580 in matching funds from non-federal grants and Santa Fe College for the fourth grant year.

Duration of this project is March 1, 2018, through February 28, 2019.

Operating budget impact: Funds from the 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.

C O N S E N T

District Board of Trustees
February 20, 2018

Agenda Item: 4.8

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

Aspen Institute College Excellence Program – Frontier Set Project
Grant – Year 2

409.2180, 17-18

Santa Fe College has been awarded a grant by the Aspen Institute's College Excellence Program to participate in the Frontier Set project. As part of the project, SF will collaborate with a group of peer institutions who are similarly committed to increasing student outreach and achievement, especially for low-income and first generation students, while documenting and sharing knowledge about the process of overall institutional improvement. The four-year project will bring \$630,000 to the College through 2020. Funds will be used to study and implement additional areas for student success programming (including the development of an interdisciplinary learning commons) and to improve internal and external data utilization and reporting in relation to student advancement, extending the activities already underway through SF's Navigating the College Experience and Navigating to College programs. This is year two of a four-year project.

The amount of funds requested from the Aspen Institute for year two is \$150,000 with no matching funds from Santa Fe College.

Duration of this project is January 1, 2018, through December 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.

C O N S E N T

**District Board of Trustees
February 20, 2018**

Agenda Item: 4.9

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

Carl D. Perkins, Career and Technical Education Postsecondary Programs, Section 132, 2017-2018 Roll Forward Funds

409.2181, 17-18

Funds from the Carl D. Perkins, Career and Technical Education Postsecondary Programs, Section 132, 2017-2018 Roll Forward grant will be used to enhance SF's existing support programs for career and technical students at Santa Fe College and within the Bradford County School District. Increasing the current expense budget for these projects will provide for expanded recruitment activities, consortium purchased educational services, and additional equipment for programing and instruction for Career and Technical Education and Workforce Development programs both at SF and in Bradford County.

The amount of funds requested from the State of Florida, Department of Education, Division of Career and Adult Education is \$22,416, with no matching funds from Santa Fe College.

Duration of this project is July 1, 2017, through June 30, 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.

C O N S E N T

District Board of Trustees
February 20, 2018

Agenda Item: 4.10

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

Community College Administrator Program (CCAP) Pakistan
2017-2021 Grant

409.2182, 17-18

This project will allow for a six-week study program in the United States for sixteen Pakistani officials, including those with higher education planning responsibilities and administrators from postsecondary vocational and technical institutions. The program is designed to familiarize college administrators from Pakistan with the structure and functions of the U.S. community college educational model as well as share best practices in how these higher education institutions are managed. There will be an initial one-week program focused on educational approaches in the U.S. community college sector and the educational development issues they face, followed by a structured five-week program with two weeks on-site at Santa Fe College. Topics will include administration, governance, finance, student affairs and student services, program assessment, leadership technology, workforce development, community engagement, private sector partnership, and distance learning. This project will bring four delegations from Pakistan for the execution of this program.

This project is a partnership between Florida State University, acting as the fiscal agent, and Santa Fe College, standing as a sub recipient.

The amount of funds requested from the Department of State through the Bureau of Educational and Cultural Affairs is \$214,876, with no matching funds from Santa Fe College.

Duration of this project is September 1, 2017, through December 30, 2021.

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
February 20, 2018

Agenda Item: 4.11

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

Community College Administrator Program (CCAP) Ukraine/South
America 2017-2021 Grant

409.2183, 17-18

This project will allow for a six-week study program in the United States for sixteen international officials, including those with higher education planning responsibilities and administrators from postsecondary vocational and technical institutions. The program is designed to familiarize college administrators from the Ukraine and South America with the structure and functions of the U.S. community college model as well as share best practices in how these higher education institutions are managed. There will be an initial one-week program focused on educational approaches in the U.S. community college sector and the educational development issues they face, followed by a structured five-week program with two weeks on-site at Santa Fe College. Topics will include administration, governance, finance, student affairs and student services, program assessment, leadership technology, workforce development, community engagement, private sector partnership, and distance learning.

This project is a partnership between Florida State University, acting as the fiscal agent, and Santa Fe College, standing as a sub recipient.

The amount of funds requested from the Department of State through the Bureau of Educational and Cultural Affairs is \$107,438, with no matching funds from Santa Fe College.

Duration of this project is September 1, 2017, through December 30, 2021.

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
February 20, 2018

Agenda Item: 4.12

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

Report of Purchases for January 2018

202.643, 17-18

Below are the total amounts and a summary of purchases for the month of January 2018.

Purchasing	\$738,005.46
Risk Management Consortium	<u>379.35</u>
Total	<u>\$738,384.81</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y68792 (Fund 1)	\$ 48,813.40	Exempt	IBM Corporation	Annual Software Maintenance Information Technology
Y68886 (Fund 1)	\$ 37,263.49	Contract	Dell Marketing	Classroom Laptops (24) Information Technology
Y68967 (Fund 7)	\$ 99,343.00	Contract	Kail Partners, LLC	W-Building/Dental Clinic Renovation/Remodel Dental Program Remodel
Y69019 (Fund 1)	\$ 69,349.28	Exempt	Morse Communications, Inc.	Telephone System Maintenance Information Technology
	<u>\$ 254,769.17</u>			

Purchase orders for awarded bids/contracts: 0

Amount: \$0.00

Other Purchases \$0 - \$35,000.00
Number of purchase orders: 344

Amount: \$483,615.64

Board Action Requested:

Approval

C O N S E N T

District Board of Trustees
February 20, 2018

Agenda Item: 4.13

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

Colonel Harry M. Hatcher, Jr., Property Survey 18-03

200.918, 17-18

Below and on the attached pages are requests from various custodians to remove property from their inventory for the reasons indicated. The College has a Property Survey Committee composed of representatives from around SF who review the departmental requests before they are presented to the Board for approval.

The Property Survey Committee met on January 23, 2018, 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	1	5,700.00	5,700.00	\$0.00
TOTAL	<u>1</u>	<u>5,700.00</u>	<u>5,700.00</u>	<u>\$0.00</u>

Notes

Surplus Property is generally offered to Alachua and Bradford County 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.

E Building Auditorium Renovation Remodel Project - Permission to Advertise for Construction Management Services

412.1168, 17-18

Project Background & Description:

This project involves the design, renovation, and remodel of the E Building Auditorium. Originally built in 1975, the E Building Auditorium is one of the Northwest Campus' original buildings, having seen few updates since its initial construction. In Fall 2016, the College hired one of its annual contract architects to evaluate options for renovation, remodel, and the potential expansion of the facility. On June 19, 2017, the Board approved allocating \$3,000,000 to renovate and remodel the facility based on the architect's recommendations. The project scope will include mechanical and electrical upgrades, acoustical improvements, new fixed seating, modifications to entry and exit doors, and upgrades to house lighting, interior finishes, and restrooms.

In September 2017 (Agenda Item 5.3), the Board gave the College permission to advertise and select an architectural firm for this project. A selection committee is in the process of selecting the project architect and will return to the Board in April with a request to execute an agreement with the highest ranked firm.

Architect/Engineer:	TBD
Contractor/Construction Manager:	TBD
Florida Building Code Inspector:	In-house
Estimated Project Budget:	\$3,000,000
Source of Funds:	Other local funds

Project Status:

In anticipation of selecting the architectural design team, college staff requests permission to advertise, select, and negotiate a contract for construction management services at risk based on procedures defined in Florida Statutes. Having the construction manager (CM) involved early in the project design process will allow the CM to provide budget estimating, constructability analysis, and value management services in order for SF to make the best use of the resources invested in the E Auditorium renovation and remodel project.

Board Action Requested:

Permission to advertise, select, and negotiate a contract with a firm for construction management services at risk

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

I Building Physics Lab Renovation Remodel Project – Budget
Revision (Minor Project)

412.1169, 17-18

Project Background & Description:

This is a two-phase project that involves the design, renovation, and remodel of 6,715 square feet in Building I to construct new studio-style Physics teaching spaces. These Physics teaching studios will be created in the existing Physics lab suite and in the former English as a Second Language (ESL) tutoring lab and office space.

As identified in the Educational Plant Five Year Survey Report, the College's Northwest Campus has a significant deficit of Natural Sciences laboratory and classroom spaces. On June 19, 2017, the Board approved the allocation of operating funds to the 2017-18 Unexpended Plant Fund (Fund 7) to renovate and remodel this portion of I Building, which will help reduce the shortage of said lab and teaching spaces.

The project scope for Phase I includes a heavy renovation and remodel of 2,265 square feet in the former ESL tutoring lab and office space at the west end of Building I to create a studio-style Physics lab suite to meet the needs of SF's modern instructional methods. The project also includes reconfiguring walls to optimize the use of space, updates to all interior finishes, the provision of state-of-the art lab and classroom technology, new furnishings, and significant improvements to the mechanical, electrical, and plumbing systems.

Architect/Engineer:	Kail Partners
Contractor/Construction Manager:	TBD
Florida Building Code Inspector:	In-house
Estimated Project Budget:	\$682,660
Source of Funds:	Other local funds

The project scope of Phase II currently includes a moderate-to-heavy renovation and remodel of 4,450 square feet of the existing Physics lab suite in the middle of Building I to create larger studio-style Physics teaching spaces. Similar to Phase I, Phase II will include reconfiguring walls to optimize the use of space, updates to all interior finishes, the provision of state-of-the art lab and classroom technology, new furnishings, and significant improvements to the mechanical, electrical, and plumbing systems. After the completion of Phase I, staff will review fund availability as well as the scope of the remaining project and then request approval of the project budget for the second phase.

Project Status:

In January 2018, College staff requested that the Board approve a project budget of \$1,500,000 based on the amount initially allocated from SF's operating funds. Upon closer review, College staff requests that the Board revise the budget for this project and approve a new budget for Phase I in the amount \$682,660.

Board Action Requested:

Approval of the project budget for Phase I in the amount of \$682,660

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

Harvard Jolly, Inc. - Agreement Between Owner (SF) and Architect
- Blount Center Expansion Project

412.1170, 17-18

Project Background & Description:

This project involves the design and construction of a new 86,311 gross square foot building on the site of the current Center for Innovation & Economic Development at Santa Fe's Blount Center campus in downtown Gainesville in accordance with the College's most recent master plan, educational plant survey, and capital improvement program. The new facility will create vocational classroom and laboratory spaces to meet Santa Fe College's existing enrollment needs for the Information Technology Education and Business Programs, as well as accommodating the anticipated enrollment growth in these disciplines. The building will also house general education classes and will provide modern, innovative spaces for SF's students and incubating businesses. The new structure will include a full slate of support spaces including study and library spaces, meeting and exhibition spaces, and student enrollment services, allowing the Blount Center to become a full service campus.

Architect/Engineer:	Harvard Jolly
Contractor/Construction Manager:	TBD
Florida Building Code Inspector:	In-house
Estimated Project Budget:	\$32,531,029
Source of Funds:	PECO; Other local funds

Project Status:

Following approval of the project budget and permission by the Board in April 2017 (Agenda Item 5.2) to advertise, select, and negotiate a contract for architectural services for this project, a seven member selection committee unanimously chose Harvard Jolly as the top ranked firm. College staff brought an informational item to the Board in November 2017 (Agenda Item 2.6) that reviewed the selection process for Architectural Services. Since then, SF staff has defined the scope of the required design services and negotiated an agreement with Harvard Jolly for the completion of this project. College staff requests that the Board approve the concept of the agreement for Architectural/Engineering Services for the Blount Center Expansion.

Board Action Requested:

- A. Approval in concept of the Agreement for Professional Architectural/Engineering Services for the Blount Center expansion based on the draft presented; and**
- B. Delegation of authority to the Board Chair to execute the final Agreement and any future amendments or addenda associated upon legal review and approval by the President, the Vice President for Administrative Affairs, and other appropriate college officials.**

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

Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for January 2018

201.838, 17-18

The attached Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report reflects the status of the College in relation to the percentage of unrealized and unencumbered funds as of January 31, 2018.

The following summary provides a comparison of actual revenues and expenditures for 2017-2018 vs. 2016-2017.

	2017-2018		2016-2017	
	<u>Dollar Amount</u>	<u>Percent of Budget</u>	<u>Dollar Amount</u>	<u>Percent of Actual</u>
Revenue	52,969,302	63.84	50,409,087	62.35
Expenditures	43,199,604	47.39	41,289,011	43.56

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 December 31, 2017

201.839, 17-18

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

Average Adjusted rate (not less than 0)		
Month of December		0.80%
Interest earnings, quarter	\$	9,124
Interest earnings, fiscal year to date	\$	23,799

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 December 31, 2017		1.44%
Interest earnings, quarter	\$	18,490
Interest earnings, fiscal year to date	\$	36,033

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 December 31, 2017		1.71%
Interest earnings, quarter	\$	241,864
Interest earnings, fiscal year to date	\$	477,825

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		1.74 Years
Yield-to-maturity at cost		1.41%
Earnings, quarter	\$	(18,122)
Earnings, fiscal year to date	\$	1,159

Interest Earnings Comparison:

Total interest earnings, fiscal year to date 2017/2018	\$	538,816
Total interest earnings, fiscal year to date 2016/2017	\$	366,615

Board Action Requested:

Approval of report

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

Amended College Calendar for 2018-2019

414.77, 17-18

Santa Fe College's amended college calendar for 2018-2019 is presented to the Board for approval. SF's academic calendar coincides with the University of Florida's calendar, which is important to students at both institutions who are often jointly enrolled. UF's Homecoming celebration, which will be November 2-3, has been confirmed and inserted accordingly. The GradesFirst progress reporting dates have also been added, as they are critical targets in support of SF's Navigating the College Experience quality enhancement plan. Lastly, the graduation dates for Fall 2018 have been updated to reflect two ceremonies instead of three. The amended calendar has been approved and endorsed by the Calendar Committee, which includes representatives from Student Government, the Career Service Council, and the College Senate.

Board Action Requested:

Approval

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

Approval of Expenditures from Equipment and Program Enhancement Funds

400.645, 17-18

The Santa Fe College Foundation requests permission to expend up to \$127,000 from the following Equipment and Program Enhancement Funds. The equipment, to be identified by Department Chairs, will be used to train roughly 5,000 students in various Degree and Certificate Programs.

Athletic Program	\$ 2,500
Automotive Technology	\$ 2,000
SF Employee and Dependents Scholarships	\$37,500
C.L. Blount Automotive Equipment Fund	\$15,000
Fine Arts Enhancement Fund	\$10,000
SF Nursing Equipment Trust Fund	\$20,000
Dental Instructional Equipment Enhancement	\$10,000
Arts and Science Instructional Equipment	\$10,000
Roszel Equipment Fund	\$20,000

Board Action Requested:

- A. Approval**
- B. 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 fund expenditure**
- C. Acceptance of the purchased items as donations from the Santa Fe College Foundation, Inc.**

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

Student International Travel

101.142, 17-18

Santa Fe College is committed to international and intercultural education and globalization efforts. International education is an integral component of the College's mission, and SF's strategic plan aims to prepare globally competitive graduates who model and instill professionalism and intercultural competence, and who can adapt to a changing world while effecting positive change. International travel is just one of the ways in which the College's strategic plan and mission for international education are accomplished.

All international travel is subject to the requirements stated in the existing rules, regulations, and guidelines.

The College is seeking permission to allow the following international travel opportunity:

Student travel to Kyiv and Poltava, Ukraine, April 15-22, 2018

Cost: \$0

Santa Fe College has applied for a Small Diplomacy Grant from the U.S. Embassy in Kyiv to help foster both virtual and face-to-face interactions between American and Ukrainian college students. The grant includes funding to send four Santa Fe College student government representatives and one SF advisor to Kyiv and Poltava, where they will participate in youth conferences, workshops, and other forms of informal interactions with Ukrainian students. The goals of this educational experience are to develop youth leadership and intercultural skills in SF's students, strengthen students' knowledge about the comparative role of student government organizations in youth advocacy, sharpen their civic engagement skills, and increase knowledge about Ukrainian history and culture.

Dr. Doug Bagby, Associate Director of Student Life and Student Government Advisor, will accompany the group of Santa Fe College students. He leads all student government travel for SF and co-teaches a Leadership Development Program each fall and spring. Dr. Bagby earned a Ph.D. in Cultural Anthropology from the University of Florida where he focused on communication, identity formation, and acculturation processes of international students in the United States. He has been teaching and serving college students for more than fifteen years. Representatives from Poltava National Technical University (PoltNTU) will accompany the Santa Fe College delegation at all times. All travel in Ukraine will occur by train, taxi, or personal vehicle in the company of PoltNTU representatives. The full cost of this travel will be paid through a grant from the U.S. Embassy in Kyiv.

A travel advisory has been issued for Ukraine warning individuals to avoid travel to Crimea and the eastern regions of Donetsk and Luhansk bordering Russia. The SF delegation will not be travelling to these areas of the country. The College has international travel insurance that will cover all participants in this program in case of medical emergency, auto accident, sickness, security and political evacuation, kidnap or ransom, accidental death, and repatriation. Worker's Compensation will not cover Santa Fe College employees travelling to Ukraine, but staff are prepared to use personal medical insurance if required.

Update: Student travel to Cartagena, Colombia, March 3-10, 2018

Cost: \$1500 (\$450 with U.S. Department of State Scholarship)

The Board approved a study abroad program to Colombia on September 19, 2017 (Agenda Item 7.7). This upcoming educational program is being funded by a grant from the U.S. Department of State. The project's objectives are to develop new and sustainable international education experiences related to Information Technology (IT), increase IT students' awareness of the role of virtualization technologies in different parts of the world, foster the development of intercultural competence, develop entrepreneurship skills, and increase students' understanding of the similarities and difference in the business culture between Colombia and the United States. The program will be led by Dr. Mari Jayne Frederick, Assistant Professor of Information Technology, and Dr. Vilma Fuentes, Assistant Vice President for Academic Affairs. Dr. Frederick is one of SF's leading specialists in networking and cybersecurity and worked as a network administrator at the University of Florida for twelve years. Dr. Fuentes has served as a faculty member at Santa Fe College for nine years and has led study abroad programs to Germany, Guatemala, Honduras, and Poland. She has native fluency in Spanish and has a specialization in Latin American Studies. Dr. Fuentes currently oversees all international education programs for the College.

No programmatic changes have been made since the Board approved this program in September 2017. However, a travel advisory has been issued for Colombia cautioning travelers to avoid travel to Arauca, Causa, Choco, and Norte Santander. The advisory notice further cautions travelers to reconsider travel to several areas in the interior of the country where robbery and homicide are endemic. Santa Fe College students and officials will not travel to any of the noted areas. The study abroad group will fly in to and out of Cartagena International Airport; two Santa Fe College administrators traveled to Cartagena in 2017 with no difficulties. The SF delegation will be transported at all times by a private van and driver belonging to our partner institution, the Servicio Nacional de Aprendizaje, or SENA (National Learning Service Center). The College has international travel insurance that will cover all participants of this travel opportunity in the case of medical emergency, auto accident, sickness, security and political evacuation, kidnap or ransom, accidental death, and repatriation. Worker's Compensation will not cover Santa Fe College employees travelling to Colombia, but staff are prepared to use personal medical insurance if required.

Travel dates are subject to change.

Board Action Requested:

Approval of International Travel and authorization for college officials to modify dates of travel upon approval of the President or his designee

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

Non-Student International Travel

101.143, 17-18

Santa Fe College is committed to international and intercultural education and globalization efforts. International education is an integral component of the College's mission, and SF 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 requirements stated in the existing rules, regulations, and guidelines.

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

Dr. Dan Rodkin, travel to Russia, March 31-April 14, 2018

Dr. Dan Rodkin, Associate Vice President for Student Affairs, has been selected to participate in the Fulbright Community College Administrator Seminar in Russia. The objective of this program is to prepare U.S. and Russian institutions to internationalize their campuses, broaden the scope of their programs, and provide mobility opportunities. The program includes pre-program preparation, a post-arrival briefing, and site visits to Russian institutions of higher education in Kazan, Pskov, Velikiy Nvgorod, Samara, and Ulyanisk, where American participants will meet with senior administrators, government officials, and community representatives. The program will conclude with a debriefing session at the U.S. Embassy. All travel in Russia will occur in the company of staff from the Fulbright Office in Moscow. No travel warning has been issued for Russia. This international travel will be funded by the U.S. Department of State via the Fulbright Administrators Program.

Heather Hall, Heidi Lannon, and Kathryn Lehman, travel to Isabela Island and Quito, Ecuador, April 16-23, 2018

Ms. Heather Hall and Ms. Heidi Lannon, both Associate Professors of Social and Behavioral Sciences, and Ms. Kathryn Lehman, Director of Grants and Special Projects for the Office for Advancement, will be traveling to Isabela Island and Quito in Ecuador to expand patron development programs to include international curated tours utilizing SF partnerships in the arts and ecotourism. This travel is being funded by the Santa Fe College Foundation. All travel in the country will be by private coach and no travel warning has been issued for Ecuador.

Alora Haynes, travel to Cuba, May 1-8, 2018

Ms. Alora Haynes, Director of the Fine Arts Department, has been invited to travel to Havana, Cuba to meet with students and leaders of the Cuban National Ballet and Pro Danza. The objective of this travel will be to explore the feasibility of developing a youth exchange program between Santa Fe College and Cuban dance students. All travel in Havana will occur in the company of administrators from the Cuban National Ballet. A travel advisory has been issued for Cuba encouraging individuals to reconsider travel there and warning individuals to avoid staying in the Hotel Nacional and Hotel Capri. The College has international travel insurance that will cover travelers in the case of medical emergency, auto accident, sickness, security and political evacuation, kidnap or ransom, accidental death, and repatriation.

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Worker's Compensation will not cover Santa Fe College employees travelling to Cuba, but staff are prepared to use personal medical insurance if required. This international travel will be funded with support from Santa Fe College's International Education Office.

Travel dates are subject to change.

Board Action Requested:

Approval of International Travel and authorization for college officials to modify dates of travel upon approval of the President or his designee

Trustee Emeritus Designation – Colonel Arley W. McRae

400.646, 17-18

Upon recommendation by the Board Chair or the President, the Board may designate Emeritus Status to former trustees. This designation is intended to recognize past trustees who have provided distinguished and extraordinary service and contributions to the College and are no longer serving as trustees. A Trustee Emeritus shall not have the right to vote and shall not be considered in constituting a quorum. Trustee Emeritus is an honorary designation that allows for inclusion as guests of honor in special events of the College and other privileges as determined by the Board or President. A list of all Trustees Emeriti will be maintained by the Office of the President and on the College's website.

Board Action Requested:

Approval

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

First Amendment to the Dual Enrollment Articulation Agreement
with the School Board of Clay County

408.2362, 17-18

This amendment to the Dual Enrollment Articulation Agreement with the Clay County School Board, which serves Clay County students through Santa Fe College's Watson Center, will allow for qualified tenth graders to participate in the High School Dual Enrollment Program on a specific, part-time track. Florida Statute 1007.271 (2) authorizes the College to enter into dual enrollment agreements with public school districts outside of its main service districts, such as Clay County. The amendment will take effect on August 1, 2018, with automatic renewals to the agreement and its amendment each year unless one party terminates the contract in writing.

Board Action Requested:

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

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

Internet-Based Testing Center Agreement with Castle Worldwide, Inc.

408.2363, 17-18

Castle Worldwide, Inc. develops and administers computer-based professional certification and licensing examinations related to healthcare, business, safety, design, and engineering. By becoming a Castle Worldwide affiliate testing site, Santa Fe College can provide a convenient location for local residents to take these specialized tests. Test-takers will be able to make a reservation and pay online for their required exams, which they can then complete in SF's Placement and Assessment Center during regular operating hours.

This one-year agreement will begin on March 1, 2018, and will automatically renew each year unless either party terminates the agreement as provided. The College will be paid \$25 per candidate for testing sessions lasting up to four hours, with an additional \$25 for each four-hour block thereafter.

Board Action Requested:

Approval

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

Testing Center Service Agreement with Prov Exam Services for Occupational Assessment

408.2364, 17-18

Prov Exam Services for Occupational Assessment is a national testing company that maintains membership in both the National College Testing Association (NCTA) and the Florida Association of College Test Administrators (FACTA). Prov administers online construction trade exams for those attempting to become licensed or certified in this field. By having a testing site at Santa Fe College, local residents will be able to complete their required assessments close to home, saving time and money.

This one-year agreement will begin on March 1, 2018, and will automatically renew each year unless either party terminates the agreement as provided. The College will be paid \$20 per exam.

Board Action Requested:

Approval

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

Collaborative Research: LSRCE Florida-Caribbean Louis Stokes
Regional Center of Excellence Grant

409.2184, 17-18

The Florida-Caribbean Louis Stokes Regional Center of Excellence will be a transformative center for science, technology, engineering, and math (STEM) education. Through conferences and interaction with an online community, SF faculty will gain the skills necessary to alleviate the psychosocial threats to underrepresented minorities' (URM) success in STEM programs, which will hopefully lead to an increase of URM in the STEM field. The Center has three main objectives: 1) Host annual conferences on psychosocial interventions that provide faculty research-based, STEM-focused interventions and training based on faculty feedback and interaction, as well as student success. These conferences will also promote the Visiting Faculty Program at Brookhaven National Laboratory, which seeks to increase the competitiveness of historically underrepresented members in the research community. 2) Provide access to information via the "STEM-central hub" about psychosocial interventions that help mitigate factors which hinder URM in STEM fields. The hub will feature presentations on the impact of interventions at participating institutions and webinars that spotlight successful interventions in the STEM community. 3) Conduct rigorous assessment on existing interventions to be published in peer-reviewed journals. This is year one of a three-year project.

This is a collaborative project between Santa Fe College and the University of the Virgin Islands with SF serving as the lead institution.

The amount of funds requested from the National Science Foundation is \$361,855 for the first year of the project, with no matching funds from Santa Fe College. Total funding for the three-year project is \$974,191.

Duration of this project is September 1, 2018, through August 31, 2019.

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.

Ukraine: USG Public Diplomacy Grant – Developing Youth Leadership, Civic Engagement Skills, and Intercultural Competence through American and Ukrainian Interactions

409.2185, 17-18

The purpose of this project is to develop youth leadership, civic engagement skills, and intercultural competence through American and Ukrainian student and staff interactions. Santa Fe College students will participate in bimonthly Skype sessions with students at the Poltava National Technical University (PoltNTU), and four students and one administrator from each institution will visit the other during 2018. The American students who travel to the Ukraine will participate in two leadership conferences at PoltNTU, meet university students at the America House, experience cultural events in Kyiv and Poltava with PoltNTU tourism students, and learn about student government associations and student advocacy in Ukraine in April 2018. Ukrainian students who visit SF will participate in a leadership workshop, a state-level student legislative conference, receive training on civic engagement, and work with SF's student government in November 2018.

The amount of funds requested from the U.S. Department of State, U.S. Embassy in Kyiv, is \$19,890, with matching funds of \$31,647 from Santa Fe College.

Duration of this project is February 12, 2018, through November 21, 2018.

Operating budget impact: Funds from the 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.

Santa Fe College Foundation Liaison's Update and Board Members' Remarks
