



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of May 15, 2018, at 4 p.m.
Fine Arts Hall Lobby, Gainesville, Florida**

Amended Agenda

Adoption of Agenda

Agenda Item: 1.1
418.557, 17-18

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Board Meeting of May 15, 2018
- 1.2 Approval of Board Meeting Minutes of April 17, 2018

2. Information Items

- 2.1 President's Report
- 2.2 Strategic Planning
- 2.3 Proposed Board of Trustees Meeting Schedule for 2018-2019
- 2.4 Fee Waiver Report for Spring Term 2018
- 2.5 Amended Rule 3.9: Employment Contracts
- 2.6 Amended Rule 7.11: Student Fees and Refunds

3. Citizen's Requests

4. Consent Items

Personnel

- 4.1 Career Service Staff
- 4.2 Contract Staff (Administrative and Professional)
- 4.3 Contract Staff (Faculty)

Agreements, Grants

- 4.4 Second Amendment to the Master Clinical Education Agreement with Shands Teaching Hospital and Clinics, Inc.
- 4.5 Third Amendment to College Affiliation Agreement with North Florida Regional Medical Center
- 4.6 Wells Fargo – Critical Technology Skills for Today's Workplace (CTSTW) Grant
- 4.7 Title III – Part A – Strengthening Institutions Program (SIP) Grant – Year 2
- 4.8 Johnson Foundation – AARP BACK TO WORK 50+: WESI Grant – Year 4

Finance Items

- 4.9 Report of Purchases for April 2018
- 4.10 Colonel Harry M. Hatcher, Jr., Property Survey 18-05

5. Facilities Items
 - 5.1 Annual Comprehensive Safety Inspection Report for Fiscal Year 2017-2018
6. Finance Items
 - 6.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for April 2018
 - 6.2 Report of Investments, Quarter Ending March 31, 2018
7. Personnel Items
 - 7.1 Return of Continuing Contract Employee to Annual Contract
8. General Institutional Items
 - 8.1 International Travel
9. Rules
 - 9.1 Amended Rule 6.8: Motor Vehicle Traffic and Parking Control
10. Agreements/Grants
 - 10.1 Approval of Standard Dual Enrollment Articulation Agreement for Home Education Students in:
 - Alachua or Bradford County
 - Out-of-District
 - 10.2 Second Amendment to Service Agreement with ProctorU, Inc.
 - 10.3 Memorandum of Understanding Between Santa Fe College and the Department of Veterans Affairs
11. Santa Fe College Foundation Liaison Update and Board Members' Remarks
12. Adjournment

Board Action Requested

Approval

Approval of Board Meeting Minutes of April 17, 2018

401.548, 17-18

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held April 17, 2018, are presented for approval.

Board Action Requested

Approval

President's Report

Information Item

The President will discuss a variety of information topics.

Calendar

May 31, 2018
9 a.m.

Dedication Ceremony
Police Department Expansion

June 19, 2018
2:30 p.m.

Board Budget Workshop
Wattenbarger Student Services Building
S-329

June 19, 2018
4 p.m.

Regular Board Meeting
Wattenbarger Student Services Building
S-332

July 17, 2018
4 p.m.

Regular Board Meeting
Watson Center

Strategic Planning

Information Item
419.56, 17-18

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

Proposed Board of Trustees Meeting Schedule for 2018-2019

Information Item
416.149, 17-18

Below is the proposed schedule of the Board of Trustees meetings for the 2018-2019 year. All meetings begin at 4 p.m.

2018-2019 Board Meeting Schedule

July 17, 2018	Watson Center
August	No Meeting
September 18, 2018	Northwest Campus
October 16, 2018	Perry Center
* November 13, 2018	Andrews Cultural Center
December	No Meeting
January 15, 2019	Northwest Campus
February 19, 2019	Blount Center
March	No Meeting
April 16, 2019	Watson Center
May 21, 2019	Northwest Campus
June 18, 2019	Northwest Campus
July 16, 2019	Davis Center

* All meetings are the third Tuesday of the month with the exception of the November 2018 meeting, which will meet on the second Tuesday.

District Board of Trustees
May 15, 2018

Agenda Item: 2.4

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

Fee Waiver Report for Spring Term 2018

Information Item
200.920, 17-18

Pursuant to Rule 7.13, the College grants fee waivers for course fees (excluding Access, Distance Learning, Lab, Technology, and Transportation fees). The attached report identifies the waiver type granted by the College for the identified term(s) listed by waiver type, number of students granted waiver (count), and the dollar amount associated with the waiver type.

**District Board of Trustees
May 15, 2018**

Agenda Item: 2.5

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

Amended Rule 3.9: Employment Contracts

Information Item
410.542, 17-18

Based on changes to the State Board of Education's Rule 6A-14.041, Florida Administrative Code, this rule amendment was proposed by the Senate's Professional Committee and approved by the College Senate. Accordingly, the proposed rule now sets forth the criteria required for faculty to be eligible for continuing contract and to be eligible to remain in a continuing contract status. Additional changes were also made to clarify delegated authority for annual contract appointments.

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

Amended Rule 7.11: Student Fees and Refunds

Information Item
410.543, 17-18

The Florida Legislature has not approved any changes to the standard tuition rate for both lower and upper division credit courses (Advanced and Professional, Postsecondary Vocational, Developmental Education, and Educator Preparatory), and non-credit courses (Postsecondary Adult Vocational) offered by the College at this time. College staff does not propose any changes to the fees set forth in this Board rule.

Florida Statutes Section 1009.285, Fees for Repeated Enrollment in College-Credit Courses, states that students enrolled in the same undergraduate college-credit course more than twice shall pay tuition at 100 percent of the full cost of instruction. It defines full-cost of instruction as the system wide average of the prior year's cost of undergraduate programs for the Florida College System institutions.

College staff recommends the deletion of a sentence in the Additional College Credit Course Fee section of Rule 7.11 that defines the calculation of the additional college-credit course fee as equal to the amount of the non-resident tuition fee.

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

Citizen's Requests

423.63, 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 fifteen minutes in advance of the meeting and shall be allotted up to three minutes to address any issues, whether the issue is on the board agenda or not; the Board Chair may allow limited extended time at the Chair's discretion. If a group consisting of more than five individuals wishes to be heard on a subject, the group must designate a representative to speak on its behalf.

C O N S E N T

**District Board of Trustees
May 15, 2018**

Agenda Item: 4.1

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

Career Service Staff

403.547, 17-18

The individuals listed below are being recommended for appointment.

Appointment

<u>Name</u>	<u>Position</u>
Kellie Hidalgo	Fitness Center Manager, Athletic Administration
Casey Moore	Accounting Specialist, Office for Finance
^ Havis Velasquez	Administrative Support Specialist, Student Life
Zona Gale	Academic Assistant, Humanities & Foreign Languages

^ Student Activities Funded

Board Action Requested

Approval

C O N S E N T

District Board of Trustees
May 15, 2018

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)

411.424, 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

Full Time

<u>Name</u>	<u>Position</u>
Elizabeth Jucino <i>BA, Yale University</i>	Advising Specialist, Academic Advisement Center
Nicole Cox <i>PhD, University of Florida</i>	Advising Specialist, Davis Center
Anissa Damon <i>BAS, College of Central Florida</i>	Financial Aid Awards Coordinator, Financial Aid
Jacob Stephens <i>BS, University of West Florida</i>	Advising Specialist, Academic Advisement Center
Karl Zawoy <i>BS, University of Florida</i>	Director, Innovative Product Development Center

Part Time

<u>Name</u>	<u>Position</u>
Earnest Buck	Specialist, English Lab
Brynna Colligan	Specialist, Fine Arts
Leanna Fitzgerald	Specialist, Library

Board Action Requested

Approval

C O N S E N T

**District Board of Trustees
May 15, 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)

402.808, 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

Rania Gollakner
Colvin Hardin
Stacey Jones
Eric Lovullo
Justin Terry

Board Action Requested

Approval

CONSENT

District Board of Trustees
May 15, 2018

Agenda Item: 4.4

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

Second Amendment to the Master Clinical Education Agreement
with Shands Teaching Hospital and Clinics, Inc.

408.2369, 17-18

This Second Amendment to the January 2016 Master Clinical Education Agreement with Shands Teaching Hospital and Clinics, Inc. adds Central Sterile Processing Technology students for participation in clinical rotations at UFHealth Shands Hospital and UFHealth Florida Surgical Center. All other terms and conditions of the Master Agreement, as amended, remain in full force and effect.

Board Action Requested

Approval

C O N S E N T

District Board of Trustees
May 15, 2018

Agenda Item: 4.5

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

Third Amendment to College Affiliation Agreement with North
Florida Regional Medical Center

408.2370, 17-18

This Third Amendment to the January 2015 College Affiliation Agreement with North Florida Regional Medical Center adds Central Sterile Processing Technology students for participation in clinical rotations at North Florida Regional Medical Center. All other terms and conditions of the Master Agreement, as amended, remain in full force and effect.

Board Action Requested

Approval

C O N S E N T

District Board of Trustees
May 15, 2018

Agenda Item: 4.6

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

Wells Fargo – Critical Technology Skills for Today's Workplace
(CTSTW) Grant

409.2191, 17-18

The purpose of the Displaced Homemaker Program is to provide job training and educational needs to Florida citizens who are at least 35 years of age, have worked primarily in the home providing unpaid household services for family members, are not adequately employed (earning a self-sufficient wage), will likely have difficulty securing adequate employment, and have been dependent on the income of another family member but are no longer supported by such income or have been dependent on federal assistance. Funds awarded through this grant will provide assistance in the form of tuition, fees, educational materials, and transportation support for up to 15 participants.

The amount of funds requested from the Wells Fargo Foundation is \$5,000, with no matching funds from Santa Fe College.

Duration of this project is May 1, 2018, through April 30, 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.

C O N S E N T

District Board of Trustees
May 15, 2018

Agenda Item: 4.7

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

Title III – Part A – Strengthening Institutions Program (SIP) Grant –
Year 2

409.2192, 17-18

The purpose of this project is to expand the College's capacity to serve low-income students by improving academic quality and institutional resources. This project will implement the following strategies to increase student success: centralization of delivery of critical student services from seven separate labs into one central Learning Commons to ensure the inevitability of students receiving the appropriate services; mindset interventions designed to enhance students' belief in their ability to experience academic growth; tutoring by College certified tutors; co-requisite instruction for at-risk students; and the use of Digital Learning Plans. This is year two of a five-year project.

The amount of funds requested from the U.S. Department of Education is \$414,682 for the second year of the project, with no matching funds from Santa Fe College. Total funding for the five-year project is \$2,072,043.

Duration of this project is October 1, 2018, through September 30, 2019.

Operating budget impact: 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.

C O N S E N T

District Board of Trustees
May 15, 2018

Agenda Item: 4.8

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

Johnson Foundation – AARP BACK TO WORK 50+: WESI Grant –
Year 4

409.2193, 17-18

This Johnson Foundation AARP grant will help Santa Fe College meet the required cash match for Year 4 of the previously funded AARP BACK TO WORK 50+: Women's Economic Security Initiative (WESI) Grant. These funds will support any program need identified by staff, such as staff salary, staff travel, candidate scholarships, and educational supplies. The grant allows for pathways to employment and self-sufficiency for program participants who need proper training for high demand jobs.

The amount of funds requested from the Johnson Foundation is \$17,000, with no matching funds from Santa Fe College.

Duration of this project is March 23, 2018, through March 22, 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.

C O N S E N T

**District Board of Trustees
May 15, 2018**

Agenda Item: 4.9

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

Report of Purchases for April 2018

202.645, 17-18

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

Purchasing	\$4,978,570.63
Risk Management Consortium	<u>\$1,030,340.00</u>
Total	<u>\$6,008,910.63</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y69687 (Fund 7)	\$2,180,413.00	Contract	Harvard Jolly, Inc.	Architectural/Engineering Services Blount Center Expansion
Y69696 (Fund 7)	\$ 508,000.00	Contract	Blakeland, LLC.	Blount Center Building DA Roof Replacement Center Upgrades/Deferred Maintenance
Y69768 (Fund 1)	\$ 130,035.84	Contract	Dell Marketing	Computers (96) Information Technology
Y69785 (Fund 6)	\$ 863,790.00	Contract	Gallagher Bassett	Claims Administration Services Risk Management Consortium
Y69786 (Fund 6)	\$ 132,050.00	Exempt	Fire Prevention Specialists, Inc.	Inspections for Florida Colleges Risk Management Consortium
Y69818 (Fund 7)	\$ 110,179.46	Contract	OEC Business Interiors	International Student Center Furniture Minor Renovation/Remodel
Y69819 (Fund 7)	\$ 55,558.53	Contract	OEC Business Interiors	Bldg. A Classroom Furniture Student & Faculty Area Improvements
Y69829 (Fund 7)	\$ 85,583.24	Contract	W.W. Gay Mechanical	Bldg. H Welding Fume Extractors Campus Safety

Y69953 (Fund 7)	\$ 154,472.00	Contract	D.E. Scorpio Corporation	Lab Renovation – Bldg. N Minor Renovation/Remodel
Y69970 (Fund 7)	\$ 128,751.00	Contract	Kail Partners, LLC	Architectural/Engineering Services – Learning Commons Title III/Bldg. Y Library
Y69981 (Fund 7)	\$ 990,481.00	Contract	Scherer Construction	Dental Clinic Renovation/Remodel Dental Program Remodel
Y70017 (Fund 7)	\$ 43,628.84	Contract	OEC Business Interiors	Bldg. S Classroom Furniture Student & Faculty Area Improvements
	<hr/>			
	\$5,382,942.91			

Purchase orders for previously awarded bids/contracts: None

Amount: \$0.00

Other Purchases \$0 - \$35,000.00

Number of purchase orders: 352

Amount: \$625,967.72

Board Action Requested

Approval of report

C O N S E N T

District Board of Trustees
May 15, 2018

Agenda Item: 4.10

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

Colonel Harry M. Hatcher, Jr., Property Survey 18-05

200.921, 17-18

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 for approval.

The Property Survey Committee met via email on April 24, 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	6	81,063.20	81,063.20	0.00
TOTAL	<u>6</u>	<u>81,063.20</u>	<u>81,063.20</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.

Annual Comprehensive Safety Inspection Report for Fiscal Year
2017-2018

412.1175, 17-18

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

The College's annual inspection was conducted in April 2018 with Fire Prevention Specialists, Inc., through the Florida College System Risk Management Consortium, in conjunction with college staff. The Annual Comprehensive Safety Inspection Report was prepared by inspectors Jeb Bynum and Walt Spann, and all of the items noted as a deficiency have been corrected at this time or are scheduled to be corrected as noted.

Board Action Requested

Approval of report

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

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

201.842, 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 April 30, 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	71,214,859	85.83	69,136,716	85.52
Expenditures	62,215,050	68.24	63,306,524	66.79

Board Action Requested

Acceptance of report

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

Report of Investments, Quarter Ending March 31, 2018

201.843, 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 March		1.01%
Interest earnings, quarter	\$	11,206
Interest earnings, fiscal year to date	\$	35,005

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

Participant Yield, at March 31, 2018		1.79%
Interest earnings, quarter	\$	22,528
Interest earnings, fiscal year to date	\$	58,561

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

Annualized effective rate, net, at March 31, 2018		1.55%
Interest earnings, quarter	\$	226,524
Interest earnings, fiscal year to date	\$	704,348

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		1.69 Years
Yield-to-maturity @ cost		1.55%
Earnings, quarter	\$	(9,084)
Earnings, fiscal year to date	\$	(7,925)

Interest Earnings Comparison:

Total interest earnings fiscal year to date 2017/2018	\$	789,989
Total interest earnings fiscal year to date 2016/2017	\$	552,005

Board Action Requested

Approval of report

District Board of Trustees
May 15, 2018

Agenda Item: 7.1

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

Return of Continuing Contract Employee to Annual Contract

402.809, 17-18

The College President, in accordance with Rule 6A-14.0411(5)(a), Florida Administrative Code, recommends to the Board that a faculty member on continuing contract be returned to annual contract effective August 21, 2018, or such other date to be determined by the Board. The reasons for the change in contract status are outlined in the attached President's Recommendation to Return Continuing Contract Employee to Annual Contract.

Board Action Requested

Approval

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

International Travel

101.146, 17-18

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.

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

Dr. Brian Lee, travel to Grand Cayman Islands, May 23 – 25, 2018

Dr. Brian Lee, Assistant Professor of Astronomy and Physics, will travel to the Grand Cayman Islands to attend and present at the William Hrudey Caribbean Astronomy Conference. All travel in the Grand Cayman will occur through taxi, chartered car, or bus, and no travel warning has been issued for the Grand Cayman Islands. This international travel will be funded by Santa Fe College.

Dr. Christopher Gay, travel to Grand Cayman Islands, May 23 – 25, 2018

Dr. Christopher Gay, Assistant Professor of Astronomy, will travel to the Grand Cayman Islands to attend and present at the William Hrudey Caribbean Astronomy Conference. All travel in the Grand Cayman will occur through taxi, chartered car, or bus, and no travel warning has been issued for the Grand Cayman Islands. This international travel will be funded by Santa Fe College.

Dr. Edward Bonahue, travel to Beijing and Jinan, China, May 28 – June 1, 2018

Dr. Edward Bonahue, Provost and Vice President for Academic Affairs, will travel to Beijing and Jinan, China, to visit counterparts at Beijing Union University (BUU) and Jinan Preschool Education College and to strengthen existing international cooperation agreements with these institutions. Dr. Bonahue will travel by chartered car and train while in China and will always be in the company of BUU and Jinan staff. No travel warning has been issued for the People's Republic of China. This international travel will be funded by Santa Fe College.

Angelica Suarez, travel to Beijing and Jinan, China, May 28 – June 1, 2018

Angelica Suarez, the Coordinator for International Students Services, will travel to Beijing and Jinan, China to visit counterparts at Beijing Union University (BUU) and Jinan Preschool Education College, and to recruit students to attend Santa Fe College. Ms. Suarez will travel by chartered car and train while in China and will always be in the company of BUU and Jinan staff. No travel warning has been issued for the People's Republic of China. This international travel will be funded by Santa Fe College.

Dr. Matthew Carrigan, travel to Victoria, British Columbia, Canada, June 10 – 15, 2018

Dr. Matthew Carrigan, Assistant Professor of Biology, will travel to Victoria, British Columbia, Canada in order to attend and present his research at the annual meeting of the American Society of Limnology and Oceanography. Dr. Carrigan was invited to attend by the National Science Foundation's program officer that oversees a Coral Reef Grant administered by Santa Fe College. All travel in Canada will occur through taxi, chartered car, or bus, and no travel warning has been issued for Canada. This international travel will be funded by the National Science Foundation's Coral Reef Project Grant.

Dr. Matthew Carrigan, travel to Bocas del Toro, Panama, June 19 – July 2, 2018

Dr. Matthew Carrigan, Assistant Professor of Biology, will travel to Bocas del Toro, Panama to scout a possible field site for work with a Coral Reef Project Grant funded by the National Science Foundation. All travel in Panama will occur through taxi, chartered car, or bus, and no travel warning has been issued for Panama. This international travel will be funded by the National Science Foundation's Coral Reef Project Grant.

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

Amended Rule 6.8: Motor Vehicle Traffic and Parking Control

410.544, 17-18

Rule 6.8: Motor Vehicle Traffic and Parking Control was last revised in 1997 and is in need of an update. The Rule was revised by College staff and a student multi-disciplinary committee in a year-long process. Following the group's recommended changes, the Rule was presented to the College's shared governance groups for further feedback and adjustments before being finalized. Key changes and updates to the Rule include clarifying traffic enforcement responsibility of the Police Department, updating the terminology for accessibility, and confirming that parking fines become student obligations in accordance with Rule 7.28: Student Financial Obligations.

Board Action Requested

Approval

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

Approval of Standard Dual Enrollment Articulation Agreement for
Home Education Students in:
 Alachua or Bradford County
 Out-of-District

408.2371, 17-18

The attached standard agreements allow for home education students to participate in the College's High School Dual Enrollment Program both in Alachua and Bradford counties and out of the College's service area. Florida Statute 1007.271 (13) authorizes the College to enter into dual enrollment agreements with these students, and the updated standards incorporate recent changes to legislation regarding dual enrollment and home education students. The terms allow for both part-time and full-time participation in the program, and will take effect on August 1, 2018, with automatic renewals on August 1 of each year until the student is withdrawn from the program.

Board Action Requested

- A. Approval of the Standard Dual Enrollment Articulation Agreements for Home Education students**

- B. Authorization for the Provost and Vice President for Academic Affairs to execute completed standard agreements on behalf of the College without further review by the Board**

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

Second Amendment to Service Agreement with ProctorU, Inc.

408.2372, 17-18

ProctorU is an online proctoring solution faculty may use to provide test-taking options for online students who have difficulty coming to campus to use the Testing Center for proctored testing. ProctorU proctors students in real-time, checking student IDs, watching them take exams, and reporting any suspicious behavior to faculty. The College has had an agreement with ProctorU since July 2013. This amendment adds a new, automated proctoring option that was recently made available by the company. This automated service utilizes video-recorded tests instead of live proctors, with ProctorU staff reviewing the recordings after completion of the exam. This service is much less expensive than live-proctored exams and provides greater flexibility for students, as they can take their tests at any time without the need for an appointment. Faculty who teach online courses can choose which level of service to use for each exam, and can require a mix of live and automated proctoring depending on the importance of the exam and students' ability to participate in traditional test proctoring.

Board Action Requested

Approval

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

Memorandum of Understanding Between Santa Fe College and the
Department of Veterans Affairs

408.2373, 17-18

Santa Fe College and the Department of Veterans Affairs (VA) seeks to enter into a Memorandum of Understanding (MOU) establishing an electronic procedure for making certifications to the VA. These certifications typically apply to student enrollments and changes in enrollments of students who seek to receive educational benefits from the VA, but in this case, the MOU is intended to cover On-The-Job Training by employees of Santa Fe College. The VA will periodically review the MOU as deemed necessary, and any changes shall be provided in writing and approved by the signatories or their successors. Santa Fe College may withdraw from this MOU at any time by notifying the VA in writing sixty days prior to the effective date of withdrawal.

Board Action Requested

- A. Approval of MOU**
- B. Authorization for the Vice President for Student Affairs to execute any agreements and related documents associated with this MOU**

District Board of Trustees
May 15, 2018

Agenda Item: 11

Santa Fe College Foundation Liaison Update and Board Members' Remarks
