



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of November 13, 2018, at 4 p.m.
Andrews Cultural Center, Starke, Florida**

Agenda

Adoption of Agenda

Agenda Item: 1.1
418.562, 18-19

1. General Functions

Pledge of Allegiance

1.1 Adoption of Agenda for Board Meeting of November 13, 2018

1.2 Approval of Board Meeting Minutes of October 16, 2018

2. Information Items

2.1 President's Report

2.2 Strategic Planning

2.3 Community Education Enrich Brochure - Winter Term 2018 and Continuing Workforce Education Enhance Brochure - Spring Term 2019

2.4 Standard Health Sciences Clinical Affiliation Agreement with North Central Florida Hospice, Inc. d/b/a Haven

3. Citizen's Requests

4. Consent Items

Personnel

4.1 Career Service Staff

4.2 Contract Staff (Administrative and Professional)

4.3 Contract Staff (Community and Continuing Workforce Education Staff)

4.4 Contract Staff (Faculty)

Agreements, Grants

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

4.6 Aspen Institute College Excellence Program – Frontier Set Project Grant – Year 3

4.7 Carl D. Perkins, Career and Technical Education Postsecondary Programs, Section 132, 2018-2019 Roll Forward Funds

Finance Items

4.8 Report of Purchases for October 2018

5. Personnel Items
 - 5.1 Evaluation of the President
 - 5.2 Amendment #11 to President's Contract and Dr. Jackson N. Sasser Incentive Compensation Plan
6. Facilities Items
 - 6.1 Kirkpatrick Center Institute of Public Safety (IPS) Expansion Project Completion
 - 6.2 Title III Y Building Learning Commons Spot Survey, Phase III Documents, and General Construction Bid
7. Finance Items
 - 7.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for October 2018
 - 7.2 Report of Investments, Quarter Ending September 30, 2018
8. General Institutional Items
 - 8.1 Advisory Committee Appointments for:
 - Apprenticeship
 - Athletics
 - Business Administration and Management
 - Health Information Technology
 - Health Services Administration
 - Legal Assisting and Office Administration
 - Nursing
 - Surgical Technology
 - Welding
 - 8.2 Ratification of Emergency Signature Authority for International Travel
9. Rules
 - 9.1 Amended Rule 3.3: Criteria for Selection and Evaluation of Full-Time Faculty, Administrative, and Professional Positions
10. Agreements/Grants
 - 10.1 Memorandum of Understanding for Governmental Entity Access to the Driver and Vehicle Information Database System (DAVID) for the Office of the Registrar
 - 10.2 Agreement with the University of Florida for the Benefit of the Center for Gender, Sexualities, and Women's Studies Research, College of Liberal Arts and Sciences
 - 10.3 Doug Flutie Spectrum of Success (SOS) Grant
11. Santa Fe College Foundation Liaison Update and Board Members' Remarks
12. Adjournment

Board Action Requested

Approval

Approval of Board Meeting Minutes of October 16, 2018

401.553, 18-19

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

Board Action Requested

Approval

President's Report

Information Item

The President will discuss a variety of information topics.

Strategic Planning

Information Item
419.61, 18-19

Dr. Lisa Armour, Vice President for Assessment, Research, and Technology, will discuss 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 - Winter Term 2018 and
Continuing Workforce Education Enhance Brochure - Spring Term 2019

Information Item
415.176, 18-19

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 after the November 5, 2018, 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) courses and programs. 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 after the November 5, 2018, Cabinet meeting and is provided for reporting to the Board. Changes may be made as needed.

District Board of Trustees
November 13, 2018

Agenda Item: 2.4

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

Standard Health Sciences Clinical Affiliation Agreement with North
Central Florida Hospice, Inc. d/b/a Haven

Information Item
408.2407, 18-19

The Santa Fe College Standard Health Sciences Clinical Affiliation Agreement with North Central Florida Hospice, Inc. d/b/a Haven will allow students in the Nursing Assistant, Practical Nursing, and Associate of Science in Nursing programs to participate in clinical training at the affiliate's Gainesville location. This agreement is effective from the date of execution with automatic annual renewals until terminated by either party in accordance with the termination clause.

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

Citizen's Requests

423.68, 18-19

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
November 13, 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

403.551, 18-19

The individuals listed below are being recommended for appointment.

Appointment

<u>Name</u>	<u>Position</u>
Kevin Moran	Accountant
Christine Weeks	Senior Accounting Specialist

Promotion

<u>Name</u>	<u>Position</u>
Jacqueline Thomas	Assistant Registrar

Board Action Requested

Approval

C O N S E N T

**District Board of Trustees
November 13, 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)

411.431, 18-19

The individuals listed below are being recommended for appointment for 2018-2019, as stated in the individual employee's contract.

Technical/Professional

Appointment

Full Time

<u>Name</u>	<u>Position</u>
Christina Mattern <i>BA, University of Florida</i>	Admissions Specialist
Shelly Varnedoe <i>BAS, Santa Fe College</i>	Compensation and Compliance Coordinator

Transfer

<u>Name</u>	<u>Position</u>
Carolyn Das	Coordinator for Admissions Advising and Processing

Board Action Requested

Approval

C O N S E N T

**District Board of Trustees
November 13, 2018**

Agenda Item: 4.3

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

Contract Staff (Community and Continuing Workforce Education Staff)

404.459, 18-19

The individual listed below are being recommended for appointment for 2018-2019, as stated in the individual employee's contract.

Community Education

Appointment

Part Time

Name
Erin Parish

Position
Mixed Media and Card Making

Board Action Requested

Approval

C O N S E N T

**District Board of Trustees
November 13, 2018**

Agenda Item: 4.4

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

Contract Staff (Faculty)

402.814, 18-19

The individuals listed below are being recommended for appointment for 2018-2019, as stated in the individual employee's contract.

Appointment

Part Time

Name

Warren Bernard
Elena Cabezas
Tracy Coombes
Ranee Fladeboe
Karla Haas Moskowitz
Ronald Key
Andrew McMasters

Board Action Requested

Approval

C O N S E N T

District Board of Trustees
November 13, 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 the Master Clinical Education Agreement
with Shands Teaching Hospital and Clinics, Inc.

408.2408, 18-19

The Third Amendment to the Master Clinical Education Agreement with Shands Teaching Hospital and Clinics, Inc. removes a site from the list of associated facilities.

Board Action Requested

- A. Approval of the Amendment**
- B. Delegation of authority to the Provost and Vice President for Academic Affairs to execute future Amendments that add or remove Santa Fe College programs and/or clinical facilities associated with this Agreement**

C O N S E N T

District Board of Trustees
November 13, 2018

Agenda Item: 4.6

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 3 409.2226, 18-19

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 cohort of peer institutions that are similarly committed to accelerating the production of student credentials, especially for low-income and first-generation students, while documenting and sharing knowledge about the process of overall institutional improvement. Funds from this grant 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, extending the activities already underway through SF's Navigating the College Experience and Navigating to College programs. This is year three of a four-year project, which will bring \$630,000 to the College through 2020.

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

Duration of this project is January 1, 2019, through December 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.

C O N S E N T

District Board of Trustees
November 13, 2018

Agenda Item: 4.7

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, 2018-2019 Roll Forward Funds

409.2227, 18-19

Funds from the 2018-2019 Carl D. Perkins, Career and Technical Education Postsecondary Programs, Section 132 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. Increased funding to the personnel budget will provide added hours for part-time program specialists and tutors. An expanded current expense budget will provide consortium purchased services for Bradford County students, as well as travel, printing, educational materials, and recruitment activities for career and technical programs at Santa Fe College. Supplementing the capital outlay budget will provide additional equipment for programmatic and instructional purposes for Career and Technical Education and Workforce Development programs. Additionally, a request to replace a piece of equipment for Emergency Medical Services is also included in this grant.

The amount of funds requested from the State of Florida, Department of Education, Division of Career and Adult Education is \$64,084, with no matching funds from Santa Fe College.

Duration of this project is July 1, 2018, through June 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
November 13, 2018**

Agenda Item: 4.8

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

Report of Purchases for October 2018

202.650, 18-19

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

Purchasing	\$1,520,511.84
Risk Management Consortium	<u>10,000.00</u>
Total	<u>\$1,530,511.84</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y72688 (Fund 1)	\$ 52,025.00	Bid	Nanalysis Corporation	Nuclear Magnetic Resonance Spectrometer Physical Sciences
Y72689 (Fund 1)	\$ 69,349.28	Exempt	Morse Communications	Telephone System Maintenance Information Technology
Y72815 (Fund 7)	\$ 337,319.00	Contract	Blakeland, LLC	N-Building Reroof Deferred Maintenance
Y72838 (Fund 3)	\$ 47,345.10	Contract	Nevco, Inc.	Baseball and Softball Scoreboards Beverage Contract
Y72913 (Fund 1)	\$ 66,313.92	Contract	Dell Marketing	Computers (48) Information Technology
Y72916 (Fund 1)	\$ 81,616.00	Contract	Dell Marketing	Virtual Desktop Servers (4) Information Technology
Y72917 (Fund 1)	\$ 42,200.00	Contract	Dell Marketing	Thin Clients (120) and Monitors (100) Information Technology
	<u>\$ 696,168.30</u>			

Purchase orders for previously awarded bids/contracts: 2
(1 McCall Service @ 10,393.74)
(1 Temp Force @ \$100.00)

Amount: \$10,493.74

Other Purchases \$0 - \$35,000.00
Number of purchase orders: 347

Amount: \$823,849.80

Board Action Requested

Approval

District Board of Trustees
November 13, 2018

Agenda Item: 5.1

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

Evaluation of the President

411.432, 18-19

To be presented at the meeting.

Board Action Requested

Approval

District Board of Trustees
November 13, 2018

Agenda Item: 5.2

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

Amendment #11 to President's Contract and Dr. Jackson N.
Sasser Incentive Compensation Plan

411.433, 18-19

To be presented at the meeting.

Board Action Requested

Approval

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

Kirkpatrick Center Institute of Public Safety (IPS) Expansion
Project Completion

412.1187, 18-19

Project Background & Description:

This project involved the design and construction of a 26,817 gross square foot expansion to the Institute of Public Safety (IPS) and the renovation/remodel of 6,901 gross square feet of the original building. Programming documentation provided by IPS staff and contained in the College's most recent Capital Improvement Plan included vocational labs, offices, and other educational support space.

On June 17, 2014, the Board approved a project budget of \$8,100,000, funded from PECO, and gave permission to advertise, select, and negotiate a contract for architectural design services. On November 18, 2014, an information item was sent to the Board summarizing the selection process for the architectural firm. Clemons, Rutherford, and Associates, Inc. from Tallahassee, Florida was the selection committee's top choice. An agreement for services was negotiated and executed by the Board Chair on February 17, 2015.

On November 18, 2014, the Board gave permission to advertise, select, and negotiate a contract for construction management services. On November 17, 2015, an information item was sent to the Board summarizing the selection process for the construction management firm. Charles Perry Partners, Inc. from Gainesville, Florida was the selection committee's top choice. An agreement for services was negotiated and executed by the Board Chair on April 7, 2016.

On July 19, 2016, the Board approved an amended project budget of \$8,180,000, the project construction documents (phase III drawings), and the construction manager's guaranteed maximum price (GMP) proposal of \$6,825,632.53. At that time, the Board also approved Amendment No.1 to the Agreement for Construction Management Services with Charles Perry Partners, Inc.

Architect/Engineer	Clemons, Rutherford, and Associates, Inc.
Contractor/Construction Manager:	Charles Perry Partners, Inc.
Florida Building Code Inspector:	In-house
Board Approved Project Budget:	\$8,180,000
Source of Funds:	PECO and Restricted Funds

Final Project Costs

Design	\$ 701,856.30
Construction	6,756,409.16
Equipment	684,645.92
Miscellaneous	<u>37,088.62</u>
Total	\$ 8,180,000.00

Project Status:

Following approval of the GMP, college staff gave the construction manager notice to proceed with construction for this project on August 25, 2016. The project was substantially complete on September 18, 2017, and reached final completion on October 11, 2017. College staff have received and approved all project close out documentation and recommend that the Board accept this project as complete.

Board Action Requested

Acceptance of project as complete

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

Title III Y Building Learning Commons Spot Survey, Phase III Documents, and General Construction Bid

412.1188, 18-19

Project Background & Description:

This project involves the renovation and remodel of the first and second floors of the Lawrence W. Tyree Library (Y Building) to incorporate centralized Learning Commons spaces as part of the Title III Strengthening Institutions Program (SIP) Grant. The grant's first year was approved by the Board on May 16, 2017, and the second year of the grant was approved on May 15, 2018.

Project Status:

When the Board approved the most recent Educational Plant Survey on June 19, 2017, the Learning Commons space was scheduled to be located in P Building on the Northwest Campus. After further analysis, it was determined that the goals of the grant would be better served if the Learning Commons were incorporated into SF's Y Building. To facilitate this change, a spot survey has been prepared for the Board's consideration in order to amend the Educational Plant Survey to reflect the room use changes associated with this project and to recommend capital improvements to the affected spaces.

Under an annual agreement for architectural services, College staff have been working with Kail Partners, LLC to provide construction documents and specifications to competitively bid general construction services for this renovation/remodel project as required by the grant. The phase III construction documents have been completed and are submitted for the Board's consideration.

In accordance with the College's rules for the procurement of construction services, an invitation to bid (ITB 07-19F) on general construction services for the Y Building Learning Commons Renovation Remodel was advertised. Twelve construction firms attended the mandatory pre-bid meeting on October 8, 2018. Bids were opened on October 29, 2018, with seven construction companies submitting bids.

The bids were as follows:

Firm Name	Bid Amount
Scorpio	\$788,257
BH Builders, Inc.	\$798,277
J.A. Standridge Construction, Inc.	\$836,000
Theory Construction	\$869,000
Foresight Construction Group	\$933,000
Scherer Construction	\$941,587
Shine and Company, Inc.	\$1,120,000

After reviewing the bid packages, it was determined that Scorpio submitted the lowest responsive bid in the amount of \$788,257. College staff recommends that the Board accept Scorpio's bid and enter into a construction services agreement on the basis of a stipulated sum.

In accordance with Board Rule 6.14 (Facilities Construction Contracts), the Board Chair has the authority to sign construction contracts after legal and administrative review.

Board Action Requested

- A. Approval of spot survey**
- B. Approval of the phase III construction documents**
- C. Acceptance of the bid from Scorpio as the lowest responsive bidder**

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

Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for October 2018 201.854, 18-19

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

The following summary provides a comparison of actual revenues and expenditures for 2018-2019 vs. 2017-2018.

	2018-2019		2017-2018	
	<u>Dollar Amount</u>	<u>Percent of Budget</u>	<u>Dollar Amount</u>	<u>Percent of Actual</u>
Revenue	30,329,635	36.50	30,083,276	36.35
Expenditures	22,310,431	25.13	21,396,281	25.10

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 September 30, 2018

201.855, 18-19

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

Average Adjusted rate (not less than 0), Month of September 2018	1.45 %
Interest earnings, quarter	\$ 17,813
Interest earnings, fiscal year to date	\$ 17,813

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. The Participant Yield reflects a 365-day basis and adjustments for realized earnings, fees expenses, and other accounting items.

Participant Yield, net, at September 30, 2018	2.97%
Interest earnings, quarter	\$ 33,165
Interest earnings, fiscal year to date	\$ 33,165

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. The Effective Rate reflects an annualized rate net of fees assessed to participants.

Annualized effective rate, net, at September 30, 2018	1.92%
Interest earnings, quarter	\$ 267,152
Interest earnings, fiscal year to date	\$ 267,152

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	1.72 Years
Yield-to-maturity @ cost	2.00%
Earnings, quarter	\$ 21,187
Earnings, fiscal year to date	\$ 21,187

Interest Earnings Comparison:

Total interest earnings fiscal year to date 2018/2019	\$ 339,317
Total interest earnings fiscal year to date 2017/2018	\$ 287,460

Board Action Requested

Approval of report

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

Advisory Committee Appointments for: 417.118, 18-19
 Apprenticeship
 Athletics
 Business Administration and Management
 Health Information Technology
 Health Sciences Administration
 Legal Assisting and Office Administration
 Nursing
 Surgical Technology
 Welding

The following advisory board committee appointments are being recommended to the Board. All individuals have been contacted and have agreed to serve for a two-year period.

<u>Apprenticeship</u>			
Name	Title	Organization	Action
Mr. Nate Bazinet	President	Sunshine Plumbing and Gas	New
Ms. Sara Emanuel	Executive Administrator	Scherer Construction	New
Mr. Erik Anderson	Vice President	McLeod General Trades	Renew
Mr. Ralph Banks		Preston-Link	Renew
Mr. Mike Gentry	Vice President	All Florida Electric	Renew
Mr. Matt Gera	Service Manager	Preston-Link	Renew
Mr. Randy Hayes	Senior Foreman	Hayes Electric and Air Conditioning	Renew
Mr. Ed Heune	Senior Project Manager	MM Parrish Construction Co.	Renew
Mr. Mark Hurm	President	Mark Hurm & Co., LLC	Renew
Mr. Matt Marino	Principal Superintendent	Oelrich Construction	Renew
Mr. Bob McCollum	President	A+ Air Conditioning & Refrigeration, Inc.	Renew
Mr. Mike McGraw	President	Vintage Electric, Inc.	Renew
Mr. Billy Samples	President	Mid-State Electric	Renew
Mr. Merle Amundson	Deceased	Sunshine Plumbing and Gas	Delete

<u>Athletics</u>			
Name	Title	Organization	Action
Ms. Hartley Carlson	Accounting Administrator	Charles Perry Partners, Inc.	New
Mr. John Coffill	Operations Manager	Storter Childs	New
Ms. Catherine Lawton	Advising Specialist, Business Programs	Santa Fe College	New
Ms. Richanna Lindo	Associate Athletic Director, Athletics	Santa Fe College	New
Ms. Jennifer Phelps	Regional Sales Manager	Digital Broadcast	New
Ms. Corinne Turcotte	Audit and Assurance Manager	James Moore and Company, PL	New
Dr. Naima Brown	Vice President, Student Affairs	Santa Fe College	Renew
Ms. Jill Cunningham	Professor, Business Programs	Santa Fe College	Renew
Mr. Ceddrick Daniels	Football Coach	Gainesville High School	Renew
Dr. Byron Dyce	Professor Emeritus, Mathematics	Santa Fe College	Renew
Mr. Mike Huntley	Registrar	Santa Fe College	Renew
Mr. Jim Keites	Director, Athletics	Santa Fe College	Renew
Dr. Heidi Lannon	Professor, Social and Behavioral Science	Santa Fe College	Renew
Dr. Dana Lindsey	Coordinator, College Achievement Program	Santa Fe College	Renew
Dr. David Price	Professor, Social and Behavioral Science	Santa Fe College	Renew
Dr. Christopher Raye	Associate Professor, Social and Behavioral Sciences	Santa Fe College	Renew
Dr. Tracey Reeves	Director, Student Life	Santa Fe College	Renew
Dr. Dan Rodkin	Associate Vice President, Student Affairs	Santa Fe College	Renew

Mr. Freddie Wehbe	Owner	Make It Happen	Renew
Ms. Laurel Woolsey	Professor and Reading Adjunct Coordinator, English Department	Santa Fe College	Renew
Mr. Kevin Bird	Advising Specialist, Advising Center	Santa Fe College	Delete
Mr. Kevin Bzoch	Athletics Booster	Davis Companies	Delete
Mr. Scott Jamison	Specialist, Athletics Department	Santa Fe College	Delete
Mr. Mike Powell	Consultant/Higher Education and Athletics Specialist	Mike Powell & Associates	Delete
Mr. Martin Salamone	Assistant Athletic Director, Marketing	University Athletic Association	Delete
Mr. Harry Tholen	Former Baseball Coach	Santa Fe College	Delete
Dr. Jennifer Braunscheidel Thomas	Former Associate Registrar	Santa Fe College	Delete
Mr. Scott Wilson	Football Coach	BUACTC	Delete

Business Administration and Management

Name	Title	Organization	Action
Mr. Charles Anchors		CW Associates	Renew
Mr. Bob DeHoff	Director of Innovation	Info Tech, Inc.	Renew
Captian Anthony Ferrara	Investigations Bureau Commander	Gainesville Police Department	Renew
Mr. Steve Kalishman	Director	Greater Gainesville International Center	Renew
Mr. Bill Matchell	President and State Farm Agent	Bill Matchell Insurance Agency, Inc.	Renew
Ms. Andrea McClintic	Claims Center Manager	EAN Services	Renew

Ms. Pamela Rittenhouse, APR	Director of Marketing	North Florida Regional Medical Center	Delete
Major Latrell Simmons		Alachua County Sheriff's Office	Renew
Dr. Deepika Singh	Founder and CEO	Sinmat	Renew
Mr. Dennis "Zach" Smith	Vice President	Vystar Credit Union	Renew
Mr. John Varela	Vice President of U.S. Operations	RTI Surgical	Renew
Ms. Kimberly Baxley	Former Director, Employee Relations	University of Florida, Office of Human Resources Services	Delete
Mr. Dan Mixson			Delete
<u>Health Information Technology</u>			
Name	Title	Organization	Action
Ms. Jannine Barnes, RHIT	HIM Director	Meridian Behavioral Healthcare, Inc.	New
Ms. Nancy Brown	Sr. Technical Writer	Greenway Health	New
Ms. Linda Shephard	Division Manager	SIMED Health	New
Mr. Ian Fletcher	Vice President	Gainesville Chamber of Commerce	Renew
Ms. Angelica Hudson, RHIA	Chief Health Information Technology	North Florida/South Georgia Veterans Health Systems	Renew
Ms. Debra Humphrey	HIM/Coding Manager	Haven Hospice	Renew
Ms. Kat Lindsey	IT Expert	University of Florida Student Health Care Center	Renew
Mr. Charlie Robinson	HIM Chief Operating Officer	Parallon	Renew
Ms. Debra Sirota, RHIT	Associate Director, Health Information Management	Shands at UF	Renew
Ms. Lee Starling	HIRM Support Supervisor	Shands at UF	Renew

Ms. Glenetta Thompson, HIT, MBA	Director, Health Information Management	Shands at UF	Renew
Ms. MaryLynn Williams	Human Resource Recruiter	UF Health Shands	Renew
Ms. Japera Denson	Director, Health Information Management	Meridian Behavioral Healthcare, Inc.	Delete
Ms. Meshawn Hagan	Human Resource Generalist	SIMED Health	Delete
Ms. Toni Ratliff, BSN, RN, MBA	Associate Director	University of Florida Student Health Care Center	Delete
Mr. Jim Schultz	Manager	Greenway Health	Delete
<u>Health Services Administration</u>			
Name	Title	Organization	Action
Dr. DeAnna Beverly	Vice President, Clinical Operations	Haven Hospice	New
Ms. Melissa Laliberte, MS	Sr. HSP Manager, WCN Assistant Director	We Care Physician Referral Network (WCN)	New
Mr. Emmanuel Mytil	ACU Clinic Manager	UF Health Physicians, Child Psychiatry at Springhill Health Center	New
Mr. Anthony Koffman	Administrator	UF Department of Medicine, Division of Hospital Medicine, College of Medicine	Renew
Mr. Stephen Clay Perdue	Administrative Officer	Malcom Randall Veterans Affairs Medical Center	Renew
Mr. Edward Rensber	Environmental Specialist	Florida Department of Health, Bradford County	Renew
Ms. Alena Trella	Director	North Florida Regional Healthcare, Senior Healthcare Centers	Renew
Mr. Scott Fortner	Health Sciences Advisor	Santa Fe College	Delete

Mr. Joseph Pietrangelo	Administrator	Florida Department of Health, Bradford/Union County	Delete
Ms. Barbara Rose	Student Recruitment Coordinator	UF College of Public Health and Health Professionals	Delete
<u>Legal Assisting and Office Administration</u>			
Name	Title	Organization	Action
Mr. Noah Hundley	Academic Assistant, Math Department	Santa Fe College	New
Ms. Jenese M. Bolduc	Paralegal	Dell Salter, P.A.	Renew
Ms. Carolyn Buchanan	Owner	Temp Force	Renew
Ms. Rosie Findley	Executive Assistant	University of Florida Athletic Association	Renew
Ms. Marcie Green	Pro Bono Coordinator, Paralegal	Three Rivers Legal Services	Renew
Mr. Charles "Chic" Holden, Jr.	Attorney at Law	Holden, Carpenter, & Roscow, PL	Renew
Mr. Philip N. Kabler, Esq.		Bogin, Munns & Munns, P.A.	Renew
Mr. Steve Mercadante	Attorney at Law	Shackow, & Mercadante, PA	Renew
Ms. Cynthia Reneke	Legal Secretary, Paralegal	Rywant, Alvarez, Jones, Russo, and Guyton P.A., Attorneys at Law	Renew
Ms. Lila Sellars	Executive Assistant for the Superintendent	Bradford County Schools	Renew
Ms. Brette Williams	Billing and Collections Manager	The Orthopaedic Institute	Renew
Ms. Debi McElroy	Executive Assistant	Santa Fe College	Delete
Mr. Franklin Walters	Certified Public Accountant	Carr, Riggs & Ingram, LLC	Delete

<u>Nursing</u>			
Name	Title	Organization	Action
Ms. Ellen Audet	Nurse Educator	North Florida/South Georgia Veterans Healthcare systems	New
Ms. Jessica Eden	Director of Nursing	Palm Gardens	New
Ms. Kala Fuhmann	Executive Director	Palm Gardens	New
Ms. Sarita Gaither	Chief Nurse	North Florida Rehab and Specialty Care Center	New
Ms. Kim Giberti	Director of Health Sciences	The Village of Gainesville	New
Mr. George Hamilton	Administrator	North Florida Rehab and Specialty Care Center	New
Ms. Jackie Hart	Director of Clinical Practices	Haven Hospice	New
Ms. Jacquilin Jenkins	Director of Clinical Services	North Florida Rehab and Specialty Care Center	New
Ms. Rebecca Norton	Director, New Graduate Nurse Program	North Florida/South Georgia Veterans Healthcare systems	New
Ms. Maria Okronley	Director of Nursing	Oak Hammock at the University of Florida	New
Ms. Carol Velasquez	Chief Nursing Officer	Shands at Starke	New
Dr. Irene Alexaitis	CNO, Vice President of Nursing Services	UF Health Shands Bradford	Renew
Ms. Bobbi Bishop	Affiliation/Nurse Educator	North Florida/South Georgia Veterans Healthcare systems	Renew
Dr. Jean Bulmer	Administrative Director, Nursing Education/Staff Development	UF Health Shands Nursing Education	Renew
Ms. Valery Carrington	Clinical Practice Coordinator	UF Health Shands Psychiatric Hospital	Renew
Ms. Arwynn Collins	Clinical Coordinator	North Florida Regional Medical Center	Renew
Ms. Vivian Filer	Retired	Santa Fe Professor and Nursing Administration Emeritus	Renew

Ms. Joanne Leopold	BSN Alumni	North Florida/South Georgia Veterans Healthcare systems	Renew
Dr. Kevin McBride	Physician	Shands Medical Group of Starke	Renew
Ms. Natalie Ransom	Vice President, Chief Nursing Officer	North Florida Regional Medical Center	Renew
Ms. Cathy Reed	Assistant to Education Director Collins	North Florida Regional Medical Center	Renew
Dr. Karen Bennett	Director of Little School	Santa Fe College	Delete
Mr. Josue Espada-Ortiz	Education Coordinator	UF Health Shands Psychiatric Hospital	Delete
Ms. Julie Iewn	Director of Nursing	Palm Gardens	Delete
Ms. Julie Prins	Director of Nursing	Oak Hammock at the University of Florida	Delete
Ms. Robin Riffie	Chief Nurse	North Florida/South Georgia Veterans Healthcare systems	Delete
Ms. Cheryl Rodgers	Assistant to Director Of Clinic Services	North Florida Rehab and Specialty Care Center	Delete
Ms. Andrea Waterhouse	Chief Nursing Officer	Shands at Starke	Delete
Ms. Angela Wisner	ACNO	North Florida Regional Medical Center	Delete
<u>Surgical Technology</u>			
Name	Title	Organization	Action
Dr. Eric Castaldo	MD	Surgical Group of Gainesville	New
Dr. Christiana Shaw	MD	UF Health Shands	New
Ms. Sabrina Aguirre	RN, Operating Room Coordinator, Women's Center	North Florida Regional Medical Center	Renew
Ms. Gwen Casey	RN, Perioperative Nurse Educator	Operating Room, Malcom Randall Veterans Affairs Medical Center	Renew

Ms. Kerry Chancey	Professor, Health Sciences Programs	Santa Fe College	Renew
Ms. Sharon Conlon	RN, Perioperative Coordinator	Lake City Veterans Affairs Medical Center	Renew
Ms. Kelly Dees	RN, OR Coordinator	North Florida Surgical Pavilion	Renew
Ms. Jessica Greeno	CST, South Tower OR	UF Health Shands Hospital	Renew
Ms. Deborah Hamrick	RN, Director, North Tower OR	UF Health Shands Hospital	Renew
Ms. Laura Hoffma-Butrick	Administrator	North Florida Surgical Pavilion	Renew
Ms. Valerie Marburger	CST/CSFA	Gainesville Florida Plastic Surgery	Renew
Ms. Dannielle Meissner	CST, Adjunct Assistant Professor	Santa Fe College	Renew
Ms. Kelly Nugent	RN, Nurse Manager, South Tower OR	UF Health Shands Hospital	Renew
Ms. Amy Beth Parker	CST, South Tower OR	UF Health Shands Hospital	Renew
Dr. Martin Rifkin	MD	Southeastern Integrated Medical-Urology	Renew
Ms. Lisa Rose	Public Member		Renew
Dr. Jason Shinn	MD	The Orthopedic Institute	Renew
Ms. Jackie Baker	RN, Operating Room Educator	Operating Room, Shands Teaching Hospital	Delete
Ms. Sharon Batie	RN, Clinical Manager, North Tower OR	UF Health Shands Hospital	Delete
Ms. Jade Engelhardt	CST, North Tower OR	UF Health Shands Hospital	Delete
Dr. Brian Kerr	MD	Accent Physician Specialists	Delete
Ms. Katherine Kirkman	RN, Charge Nurse	UFH Florida Surgical Center	Delete

Ms. Bridget Pate	RN, Assistant Director	North Florida Regional Medical Center	Delete
Ms. Tammy Phillips	RN, Charge Nurse	UF Health Children's Surgical Center	Delete
Dr. Earle Pickens	MD	Surgical Group of Gainesville	Delete
Ms. Marcella Senter	RN, Operating Room Nurse Manager	Operating Room Malcom Randall VAMC	Delete

Welding

Name	Title	Organization	Action
Mr. Robert Downin	Welding and Fabrication Supervisor	CROM Corporation	New
Mr. Bryson Ward		E-One	New
Mr. James Class	Welding Instructor	College of Central Florida, Levy Campus	Renew
Mr. Mark Geiger	Welding Instructor	Bradford/Union Area Vocational Technical Center	Renew
Mr. Jim Issa	Senior Sales Engineer	Lincoln Electric	Renew
Mr. Andrew Murray	Machine Operator	Maddox Foundry & Machine Works	Renew
Mr. Chris Utman	AWS/CWI	Weldtest Services	Renew

Board Action Requested

Approval

Ratification of Emergency Signature Authority for International Travel

101.153, 18-19

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:

Vilma Fuentes Travel to Kyiv and Poltava, Ukraine, October 31 - November 7, 2018

Santa Fe College has received a Small Diplomacy Grant from the U.S. Embassy in Kyiv to advance training on inclusive education with students at Santa Fe College and Poltava National Technical University (PoltNTU). The grant was approved by the Board at the July 2018 board meeting, and travel to the Ukraine for two staff members and four students was subsequently approved and ratified at the September 2018 board meeting. Recently, the U.S. Embassy in Kyiv invited Dr. Vilma Fuentes, Vice President for Academic Affairs, who authored the grant and serves as its project director, to accompany the SF delegation as they implement face-to-face training for this project. Additionally, the Embassy invited Dr. Fuentes to deliver a number of lectures and participate in additional meetings in Kyiv with representatives from the U.S. Embassy, the Ukrainian Ministry of Education and Science, and other higher education institutions. Specifically, the Embassy has requested that Dr. Fuentes explain in both policy and practical terms how inclusive education is implemented in the United States. No travel warning has been issued for the Ukraine. This international travel will be funded in part by the U.S. Embassy in Kyiv.

Travel dates are subject to change.

The Board has authorized the Chair, or Vice Chair in the Chair's absence, to execute documents, contracts, and change orders requiring Board approval before the next board meeting if waiting for the meeting would create operational or financial difficulties for the College. Based on the justification set forth in the attached memorandum, Chair Lisa M. Prevatt used emergency signature authority to authorize the above international travel opportunities, pending ratification by the Board.

Board Action Requested

Ratification

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

Amended Rule 3.3: Criteria for Selection and Evaluation of Full-
Time Faculty, Administrative, and Professional Positions

410.552, 18-19

The Amended Rule 3.3: Criteria for Selection and Evaluation of Full-Time Faculty, Administrative, and Professional Positions defines directives for selection and evaluation of full-time faculty, administrative and professional positions at the College. As part of SF's periodic review, this rule has been updated to eliminate the reference to the outdated Standards for Planning and Performance and Standards of Excellence and to clarify that annual contract faculty and staff will be evaluated each year, while continuing contract faculty will be evaluated every three years.

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 for Governmental Entity Access
to the Driver and Vehicle Information Database System (DAVID)
for the Office of the Registrar

408.2409, 18-19

The purpose of this agreement is to continue to allow the College to access data held by the Florida Drivers License and/or Motor Vehicle Record Data Exchange for the purpose of establishing and verifying Florida residency for tuition purposes. The College has had a similar agreement in place since 2011. The agreement will remain in effect for six years.

Board Action Requested

- A. Approval in concept of the Memorandum of Understanding for Governmental Entity Access to the Driver and Vehicle Information Database System (DAVID) for the Office of the Registrar based on the draft presented**
- B. Delegation of authority to the Board Chair to execute the final Agreement upon legal review and approval by the President, the Vice President for Student Affairs, and other appropriate college officials**
- C. Delegation of authority to the Vice President for Student Affairs to execute any future amendments and related documents associated with this MOU upon legal review and approval by the President and other appropriate college officials**

District Board of Trustees
November 13, 2018

Agenda Item: 10.2

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

Agreement with the University of Florida for the Benefit of the
Center for Gender, Sexualities, and Women's Studies Research,
College of Liberal Arts and Sciences

408.2410, 18-19

This agreement with the University of Florida allows students in the Health Disparities class internship opportunities with the Santa Fe College Dental Clinic. These students are specially trained in writing appropriate teaching materials, addressing public health issues, and completing survey work. During their internships, they may generate educational materials for the clinic patients and/or provide data entry and analysis for patient survey data. This agreement will take effect on January 1, 2019, and will remain in effect unless terminated by either party in accordance with the termination clause.

Board Action Requested

Approval

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

Doug Flutie Spectrum of Success (SOS) Grant

409.2228, 18-19

The Spectrum of Success (SOS) program at Santa Fe College aims to increase the self-sufficiency of college graduates with Autism Spectrum Disorder (ASD). Grant funds will support this program by: 1) paying participants with ASD for work-based learning geared toward increasing employment and developing soft skills; 2) purchasing text materials with specialized curriculum to aid in the employability and social skills of participants; 3) purchasing training resources and materials for employers; 4) supporting weekly workshops for participants with ASD; 5) assisting with SF's 2nd Annual Autism Acceptance Event; 6) allowing the SOS program Coordinator to attend the College Inclusion Summit for additional training in best practices for students with ASD in college and the workplace and to network with autism scholars and successful people with ASD.

The amount of funds requested from the Flutie Foundation is \$19,977, with \$55,642 in matching funds from Santa Fe College.

Duration of this project is January 1, 2019, through December 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.

District Board of Trustees
November 13, 2018

Agenda Item: 11

Santa Fe College Foundation Liaison Update and Board Members' Remarks
