



Santa Fe College ***District Board of Trustees***

Minutes of Board Meeting Held February 19, 2013
Blount Downtown Center, Gainesville, Florida

Members present: Robert C. Hudson, Bessie G. Jackson, Caridad E. Lee, G. Thomas Mallini,
Arley W. McRae, Jeffrey L. Oody, Robert L. Woody

Members absent: Lisa M. Prevatt

Chair Robert C. Hudson called the regular meeting of the District Board of Trustees of Santa Fe College to order at 4 p.m. in the Wattenbarger Student Services building in Gainesville, Florida, followed by the Pledge of Allegiance.

Action was taken on the agenda items as indicated on the attached summary sheets.

The president asked Dr. Vilma Fuentes, Assistant Vice President of Academic Affairs, to provide an update on Santa Fe's international education programs. Dr. Fuentes stated that there have been several exciting events on campus. She noted that since it began in fall 2011, the international lecture series has expanded in number, attendance, location, and scope. She added that a schedule of the 2013 lecture series was provided to the trustees for review. She discussed the international film series that was offered in 2012 and the recent study-abroad trips in which many students had the opportunity to participate. Another enriching experience for SF students and faculty is the Fulbright Scholars-in-Residence program and the college faculty exchange program with Beijing Union University. Also, Santa Fe has partnered with the University of Florida to offer a series of speaker lectures. The college is in the final stages of developing an International Studies Certificate that can be earned while pursuing an associates or baccalaureate degree. It will require competency in a foreign language as well as an extracurricular or co-curricular international experience. Lastly, the college is in the process of raising funds for more scholarships through the SF Foundation Office so more students can afford to study abroad.

Dr. Fuentes then introduced Dr. Steve Bingham, Assistant Professor of Fine Arts, to discuss his upcoming international experience. Dr. Bingham informed the board that the Santa Fe College Big Band has the opportunity to attend the Montreux Jazz Festival on the shore of Lake Geneva in Switzerland. He noted that he took to heart Dr. Sasser's charge at convocation to become more global in the classroom and in course design. He and Dr. DeVito from Sidney Lanier School prepared and submitted a paper, along with a video on "New Pathways of Community Music Inclusion: Multi-Aged Children with Disabilities in College Jazz Ensembles," to the International Society for Music Education conference. From that, the Montreux Music Festival Foundation Committee of Music in the Park extended a formal invitation for Santa Fe's Big Band to perform on July 13 and 14, 2013, at this prestigious international jazz festival. He showed a video clip of Santa Fe's band performing and stated that \$58,000 still needs to be raised for these students to be able to participate in this wonderful international experience.

The meeting adjourned at 5:35 p.m.

Robert C. Hudson
Chair of the Board

Jackson N. Sasser
Secretary to the Board



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of February 19, 2013, at 4 p.m.
Wattenbarger Student Services Center, Gainesville, Florida**

Amended Agenda

Adoption of Agenda

Agenda Item: 1.1
418.510, 12-13

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Board Meeting of February 19, 2013
- 1.2 Approval of Board Meeting Minutes of January 22, 2013

2. Information Items

- 2.1 President's Report
- 2.2 Strategic Planning
- 2.3 Standard Health Sciences Clinical Facilities Agreements with:
Frank E. Lozano, Jr., DMD, PL, dba Lozano Dental Care - Dental Program
Carlos A. Piedra, DMD, PA - Dental Program
Standard Health Services Administration Professional Practice Agreement with:
Suwannee River Area Health Education Center - Health Services Administration
- 2.4 Community Education "Enrich!" Brochure for Spring 2013
- 2.5 Amended Rule 2.8: Policy Prohibiting Discrimination and Harassment and Deletion of
Rule 2.9: Sexual Assault and Other Sexual Misconduct

3. Consent Items

Personnel

- 3.1 Contract Staff (Faculty)
- 3.2 Contract Staff (Administrative and Professional)
- 3.3 Community and Continuing Workforce Education Contract Staff
- 3.4 Career Service Staff
- 3.5 Leave of Absence
- 3.6 Continuing Contracts for 2013-2014 **(Amended to be voting item.)**
- 3.7 Amended 2012-2013 Salary Schedule

Agreements, Grants

- 3.8 Carl D. Perkins, Career and Technical Education Postsecondary Programs,
Section 132, 2012-2013 Roll Forward Funds -- Grant
- 3.9 Prime Conduit Quick Response Training -- Grant
- 3.10 Santa Fe College Spring Arts Festival -- Grant

- Finance Items
 - 3.11 Report of Purchases for January 2013
 - 3.12 Colonel Harry M. Hatcher, Jr., Property Survey 13-04
 - 3.13 Acceptance of Donations, 13-02
- 4. Facilities Items
 - 4.1 P Building Remodel for Communications and College Services and Academic Technologies - Revision in Scope
- 5. Finance Items
 - 5.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for January 2013
 - 5.2 Report of Investments, Quarter Ending December 31, 2012
- 6. General Institutional
 - 6.1 Awarding of Honorary Bachelor of Applied Science Degree
- 7. Agreements/Grants
 - 7.1 Department of Defense Voluntary Education Partnership Memorandum of Understanding
 - 7.2 Memorandum of Understanding with University of Florida Board of Trustees on Behalf of the College of Engineering
 - 7.3 Bradford County Community Visioning and Economic Development Project -- Grant
- 8. Santa Fe College Foundation Liaison Update and Board Members' Remarks
- 9. Citizen's Requests
- 10. Adjournment

Board Action Requested:

Approval

Discussion: President Sasser noted that Chair Hudson would like to remove consent item 3.6 for further discussion, the board agreed, and the agenda was approved as amended.

Action: Motion to approve: Woody

Second: Mallini

Vote: Hudson - yes, Jackson - yes, Lee - yes, McRae - yes, Mallini - yes, Oody - yes, Prevatt - yes, Woody - yes.

Approval of Board Meeting Minutes of January 22, 2013

401.500, 12-13

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held January 22, 2013, are presented for approval.

Board Action Requested:

Approval

Action: Motion to approve: Lee

Second: Oody

Vote: Hudson - yes, Jackson - yes, Lee - yes, McRae - yes, Mallini - yes, Oody - yes,
Prevatt - yes, Woody - yes.

President's Report

Information Item

President Sasser recognized Mr. David Durkee, Student Government President; Ms. Debbie Blair, President of AFC; Ms. Marie Thomas, Career Service Council Chair; and Dr. David Price, College Senate President.

The president added that the annual President's Dinner is Friday night in the Fine Arts Hall and, although the dinner is sold out, seats are still available for the Lee Greenwood concert.

The annual Women of Distinction event will be held March 14 beginning at 4:30 p.m. in the Fine Arts Hall, with keynote speaker Lt. Governor Jennifer Carroll.

President Sasser noted that there is not a March board meeting, and the spring board workshop is scheduled for March 25 from noon to 5 p.m. at his home in Cedar Key.

Dr. Sasser noted that the Gainesville Chamber Orchestra is celebrating its 30th anniversary with a performance at the Fine Arts Hall on March 1. He and Mrs. Sasser are hosting a reception following the event and hoped they could all attend.

Dr. Sasser commented that the next board meeting is April 16 at the Andrews Cultural Center at 4 p.m.

Strategic Planning

Information Item
419.09, 12-18

Dr. Lisa Armour, Vice President for Assessment, Research and Technology, reviewed the online dashboard and highlighted the enrollment and FTE trends for the fall term. She pointed out changes from last year to this year, including declines in various categories. She explained that the information is not posted until it is officially accepted by Integrated Postsecondary Education Data System, IPEDS, which normally occurs in January. Dr. Armour then went to the Strategic Plan tab and noted that in October, the State Board of Education approved Stepping Up: A Strategic Plan for the Florida College System, 2012-13 to 2017-18. She added that in 2012, the Florida College System's Council of Presidents approved the following mission statement for the system: to provide access to high-quality, affordable academic and career education programs that maximize student learning and success; develop a globally competitive workforce; and respond rapidly to diverse state and community needs. She then reviewed the goals and key performance indicators, which showed the baseline data for the system and the target for 2017-18.

President Sasser added that he would like Dr. Armour to update the board on the college's efforts to have paperless board meetings. Dr. Armour stated that the board support team evaluated three products with one, Diligent Boardbook, being superior but expensive. She noted another product, Share Point, already owned by the college, which is a Microsoft product, is designed to manage large amount of content and is very compatible. Dr. Sasser asked that she continue to explore the program and bring her recommendation to the March board workshop.

Standard Health Sciences Clinical Facilities Use Agreements with:	Information Item
Frank E. Lozano, Jr., DMD, PL, dba Lozano Dental Care - Dental Program	408.2036, 12-13
Carlos A. Piedra, DMD, PA - Dental Program	408.2037, 12-13
Standard Health Services Administration Professional Practice Agreement with:	
Suwannee River Area Health Education Center - Health Services Administration	408.2038, 12-13

The board has authorized the Provost and Vice President for Academic Affairs to execute standardized form clinical facilities and professional practice agreements without further action by the board. Such agreements have been executed with Frank E. Lozano, Jr., DMD, PL, and Carlos A. Piedra, DMD, PA, for students enrolled in the Santa Fe Dental program, and with Suwannee River Area Health Education Center for students in the Health Services Administration program.

Discussion: President Sasser noted in regard to item 2.5 that these changes will assist the college in demonstrating compliance as part of its annual Equity Report and the onsite equity review to be conducted by the Division of Florida Colleges. He stated that he has provided a letter from Ms. Lynda Earls, Director of Equity and Civil Rights Compliance, for their review. He added that an extensive review will take place the week of April 22-26 and he would be providing them additional information in the next few weeks.

Community Education "EnRich!" Brochure for Spring 2013

Information Item
415.146, 12-13

In accordance with Rule 7.11, the president is authorized to approve course fees for Community Education on a course-by-course basis. Total fees collected must be equal to at least 100% of the total costs of the Community Education program within the fiscal year. A draft of the Community Education brochure entitled "Enrich!" was reviewed and approved by the president at the February 11, 2013, Cabinet meeting and is provided for reporting to the board.

Amended Rule 2.8: Policy Prohibiting Discrimination and Harassment and
Deletion of Rule 2.9: Sexual Assault and Other Sexual Misconduct

Information Item
410.469, 12-13

Technical changes to Rule 2.8 Prohibition Against Discrimination and Harassment are being recommended for adoption by the board to assure compliance with state and federal law, and interpretations thereof, including the guidance set forth in the Dear Colleague Letter (DCL) dated April 4, 2011, from the Office of Civil Rights (OCR), U.S Department of Education. The OCR enforces the civil rights laws and implementing regulations. This DCL is defined as a significant guidance document regarding Title IX of the Education Amendments of 1972, which prohibits discrimination based on sex.

The college also proposes to merge Rule 2.9 into Rule 2.8 based on the written guidance clarifying that sexual violence is a form of sexual harassment and, accordingly, should be treated consistently with other Title IX issues under Rule 2.8. Accordingly, Rule 2.9 should be deleted in its entirety upon adoption of the revised Rule 2.8.

These changes will assist the college in demonstrating compliance in connection with the Annual Equity Report and the onsite equity review to be conducted later this year by the Division of Florida Colleges.

Discussion: See item 2.3 (408.2036).

CONSENT

District Board of Trustees
February 19, 2013

Agenda Item: 3.1

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

Contract Staff (Faculty)

402.753, 12-13

The individuals listed below are being recommended for appointment for 2012-2013, or a portion of the 2012-2013 year, as stated in the individual employee's contract.

Appointment

Part Time

Name

Linda Gendreau
Lindsey Hirst
Maureen LaTour
Kevin Mazorra
Marc Minno
Miranda Rogers
Ryan Scott
Terry Thomas
Donna Waller
Candace White
Rachael Wilkerson
Matthew Yakubsin

Board Action Requested:

Approval

Action: Motion to approve consent items 3.1 through 3.5 and items 3.7 through 3.13: Mallini
Second: Jackson
Vote: Hudson - yes, Jackson - yes, Lee - yes, McRae - yes, Mallini - yes, Oody - yes,
Prevatt - yes, Woody - yes.

C O N S E N T

District Board of Trustees
February 19, 2013

Agenda Item: 3.2

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

Contract Staff (Administrative and Professional)

411.361, 12-13

The individuals listed below are being recommended for appointment for 2012-2013, or a portion of the 2012-2013 year, as stated in the individual employee's contract.

Name	<u>Position</u>
<u>Executive/Managerial</u>	
Appointment	
John McNeely <i>M.S., Murray State University</i>	Associate Vice President, Career and Technical Education
Promotion	
Daniel Rodkin <i>Ph.D., University of Florida</i>	Associate Vice President of Student Affairs
<u>Technical/Professional</u>	
Appointment	
Full Time	
Amanda Hernandez <i>B.S., University of Florida</i>	Coordinator, Media Relations, Communications Department
Wesley Robinson <i>A.S., Santa Fe College</i>	Interim Application Developer, Information Technology Services
Jasmine Snell <i>A.S., Santa Fe College</i>	Application Developer/Web Designer, Information Technology Services
Part Time	
^ John Barnes	Specialist for Student Life
Lisa Bouffard	Specialist for the Library
* Lorraine Goodall	Specialist for Career Pathways
Terrance Grasty	Specialist for Science for Health Programs
Trisha Kannan	Specialist for the Writing Lab
Jessica McNeil	Specialist for Fine Arts – Life Model
Sarah Mixon	Specialist for the Watson Center
Spencer Rosenfeld	Specialist for Math Studio
* Shalonda Sokson	Specialist for Upward Bound
* Grant funded	
^ Funded by student activity and service fees	

Board Action Requested: Approval

Approved. See item 3.1 (402.753).

C O N S E N T

**District Board of Trustees
February 19, 2013**

Agenda Item: 3.3

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

Community and Continuing Workforce Education Contract Staff

404.413, 12-13

The individuals listed below are being recommended for appointment for 2012-2013, or a portion of the 2012-2013 year, as stated in the individual employee's contract.

Community Education

<u>Name</u>	<u>Class Name</u>
Ulysses Fann	Get the Most Out of Your iPad
Cynthia Mueller	Music: Bringing Us Together
Christina Parks	PC's for Beginners
Steve Stirrat	Puppy Playgroup
Murray Zolt	Effective Parenting

Continuing Workforce Education

<u>Name</u>	<u>Position</u>
Deborah Sanchez	Continuing Education Instructor

Board Action Requested:

Approval

Approved. See item 3.1 (402.753).

C O N S E N T

**District Board of Trustees
February 19, 2013**

Agenda Item: 3.4

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

Career Service Staff

403.502, 12-13

The individuals listed below are being recommended for appointment.

<u>Name</u>	<u>Position</u>
Full Time	
Michelle Hagan	Support Specialist, Zoo Animal Technology Department
Darrell Linzy	Program Support Specialist, Academic Foundations

Board Action Requested:

Approval

Approved. See item 3.1 (402.753).

C O N S E N T

District Board of Trustees
February 19, 2013

Agenda Item: 3.5

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

Leave of Absence

420.158, 12-13

Ms. Amanda Hernandez, Media Relations Coordinator, has requested a leave of absence from her technical/professional position for two weeks between now and the end of April 2013. The college recommends approval of requested leave commencing and ending on dates approved by the President in writing. This request is supported by the Director of Communications and Creative Services and the Vice President for Development.

Board Action Requested:

Approval

Approved. See item 3.1 (402.753).

C O N S E N T

District Board of Trustees
February 19, 2013

Agenda Item: 3.6

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

Continuing Contracts for 2013-2014

402.754, 12-13

The following faculty members have successfully completed three years of instructional service to the college with positive annual evaluations. This three-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 are recommended for continuing contracts beginning in the 2013-2014 contract year.

Steven Bingham	Assistant Professor, Fine Arts
Rhonda Felheim	Assistant Professor, Sciences for Health Programs
James Michael Flanagan	Assistant Professor, EMS/Fire Science Programs
Kathleen Gross	Assistant Professor, Nursing Programs
Catherine Hamilton	Assistant Professor, Nursing Programs
Louise Patterson	Assistant Professor, Nursing Programs
Christopher Raye	Assistant Professor, Social and Behavioral Sciences
Joshua Watson	Assistant Professor, Zoo Animal Technology

Board Action Requested:

Approval

Discussion: President Sasser thanked the board for the opportunity to discuss details of the college's rigorous three-year process that faculty members complete before obtaining continuing contracts. He asked Dr. Ed Bonahue, Provost and Vice President for Academic Affairs, to explain the procedures. Dr. Bonahue stated that this is a three-year evaluation process that includes extensive self-evaluation, review by a department chair or director, peer review, and a record of student success. He noted that each year it is very unusual not to lose at least one candidate for consideration, and this year three names have been removed from the list. He added that those three faculty members still have the opportunity to be considered for tenure next year, and the college offers preparation assistance in the form of peer guidance, professional development, and additional technology. There was a lengthy discussion and Trustee Mallini asked what rights continuing contract gives faculty members that they don't have already, what the criteria is for being granted a continuing contract, and what kind of review the college conducts as faculty members continue their careers. Dr. Sasser stated that the reason continuing contracts are valued so highly in higher education is that they protect academic freedom in classroom teaching, and that continuing contracts are reviewed every third year by a faculty member's department chair. Dr. Bonahue added that the criteria for continuing contract is based on student learning, which is assessed through a variety of measures; while students in career and technical programs take a licensure test,

student learning in the arts and sciences can be assessed by performance in successive courses. Dr. Sasser noted that receiving a continuing contract does not eliminate the obligation for continuing review, and the college, via chairs, directors, and the provost's office, monitors progress on an ongoing basis. Failure to meet standards could result in termination or other action by the college. Ms. Lela Frye, Director of Human Resources, pointed out that as an intermediate step to termination, the college has the ability to return faculty members to annual contracts. President Sasser concluded by saying the college supports the new rule change on continuing contracts being proposed to the State Board of Education, which preserves the core integrity of continuing contracts.

Action: Motion to approve: Jackson

Second: Woody

Vote: Hudson - yes, Jackson - yes, Lee - yes, McRae - yes, Mallini - yes, Oody - yes,
Prevatt - yes, Woody - yes.

C O N S E N T

District Board of Trustees
February 19, 2013

Agenda Item: 3.7

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

Amended 2012-2013 Salary Schedule

405.106, 12-13

An amendment to the previously approved 2012-2013 Salary Schedule is being presented for approval to include a section entitled Court Time - Police Officers into the Career Service Personnel section. This recommendation is for approval of compensation guidelines for police officers who are required to appear in court for Santa Fe College related cases. Court time consists of compensation to the officer for a minimum of three hours of time worked or actual time worked if court time exceeds three hours. Officers may also elect to receive witness fees in lieu of court time. This practice is consistent with other law enforcement agency compensation models for officers who are required to appear in court when they are otherwise not scheduled for work.

Approval to add the attached amendment to the 2012-2013 Salary Schedule, Career Service Personnel section following Holiday Pay is requested.

Board Action Requested:

Approval

Approved. See item 3.1 (402.753).

C O N S E N T

District Board of Trustees
February 19, 2013

Agenda Item: 3.8

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, 2012-2013 Roll Forward Funds -- Grant

409.1927, 12-13

Perkins Postsecondary 132 Roll Forward funds will be used to enhance the original project serving career and technical students at Santa Fe College and the Bradford County School District. The increased grant funds will be used to provide personnel for tutoring services to promote increased student success through TEAM Careers and TEAM Health program services. The increased funds will also provide additional consortium services for Bradford County, and additional capital outlay funding will provide new technology for programmatic and instructional purposes for career and technical and Workforce Development programs.

The amount of funds requested from the State of Florida, Department of Education, Division of Career and Adult Education, is \$25,065, with no matching funds from Santa Fe College.

Duration of this project is July 1, 2012, through June 30, 2013.

Operating budget impact: None

Board Action Requested:

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

Approved. See item 3.1 (402.753).

C O N S E N T

District Board of Trustees
February 19, 2013

Agenda Item: 3.9

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

Prime Conduit Quick Response Training -- Grant

409.1928, 12-13

The Quick Response Training program is designed to meet the workforce skill needs of existing, new, and expanding industries. The purpose of this project is to offset training costs associated with Prime Conduit's product line expansion at their High Springs plant. The project will add three decking extrusion production lines that will require on-the-job-training for at least 40 new employees. Santa Fe College will serve as the fiscal agent for Workforce Florida, Inc. and will provide no training. The Council for Economic Outreach facilitated development of this project with Santa Fe College. This is year two of a two-year project.

The amount of funds requested from Workforce Florida, Inc. is \$59,057, with no matching funds from Santa Fe College.

Duration of this project is December 1, 2012, through December 12, 2013.

Operating budget impact: None

Board Action Requested:

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

Approved. See item 3.1 (402.753).

C O N S E N T

District Board of Trustees
February 19, 2013

Agenda Item: 3.10

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

Santa Fe College Spring Arts Festival -- Grant

409.1929, 12-13

The purpose of this project is to request in-kind services from the City of Gainesville for the 2014 Santa Fe College Spring Arts Festival. The services requested include police security, maintenance and clean-up, traffic engineering, code enforcement, dumpsters, and the use of the city-owned Thomas Center. Approximately 110,000 area residents attend this festival annually. This is year two of a two-year project.

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

Duration of this project is July 1, 2013, through June 30, 2014.

Operating budget impact: None

Board Action Requested:

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

Approved. See item 3.1 (402.753).

C O N S E N T

**District Board of Trustees
February 19, 2013**

Agenda Item: 3.11

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

Report of Purchases for January 2013

202.597, 12-13

Below are the total amounts and a summary of purchases for the month of January 2013.

Purchasing	\$1,582,627.24
Risk Management Consortium	<u>43,974.71</u>
Total	<u>\$1,626,601.95</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y46346 (Fund 1)	\$ 150,842.00	Exempt	Instructure	Canvas Learning Management System Information Technology
Y46485 (Fund 7)	\$649,901.00	Contract	Scherer Construction	Building K Roof Replacement General Roofing Renovation/Remodel
Y46508 (Fund 7)	\$193,596.50	Contract	Scherer Construction	Alan J. Robertson Administration Building Restrooms Renovation Renovation/Remodel
	<u>\$994,339.50</u>			

Purchase orders for previously awarded contracts: 6 (All Temp Force)	Amount: \$ 65,763.94
Purchase orders \$0-\$35,000: 291	Amount: \$566,498.51

Board Action Requested:

Approval

Approved. See item 3.1 (402.753).

C O N S E N T

District Board of Trustees
February 19, 2013

Agenda Item: 3.12

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

Colonel Harry M. Hatcher, Jr., Property Survey 13-04

200.823, 12-13

Below and on the attached page are requests from the various custodians to remove property from their inventory for the reasons indicated. The college has a Property Survey Committee composed of representatives from around the college who review the departmental requests before they are presented to the board. The board is informed of the requests approved by the Property Survey Committee and the request of surplus that needs the approval of the board.

The Property Survey Committee met via email on January 22, 2013, 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	2	\$10,498.69	\$10,498.69	\$0.00
Total	<u>2</u>	<u>\$10,498.69</u>	<u>\$10,498.69</u>	<u>\$0.00</u>

Notes

Surplus Property is generally offered to Alachua and Bradford counties schools first. If the counties are not interested in these items, they will be offered to other non-profit organizations that have requested them. Items that are not requested will then be sold at a surplus auction.

Board Action Requested:

Approval

Approved. See item 3.1 (402.753).

C O N S E N T

**District Board of Trustees
February 19, 2013**

Agenda Item: 3.13

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

Acceptance of Donations, 13-02

200.822, 12-13

Donation #1

Adbiz, Inc./Terry Chester has donated the items listed below to the Information Technology Education program.

<u>Quantity</u>	<u>Description</u>	<u>Cost</u>
1	Printer, HP LaserJet 8000N	\$ 195.00
58	Image Library CDs	2,030.00
2	Pantone Sample Books	375.00
	Total	<u>\$2,600.00</u>

Donation #2

Victor Technologies has awarded the items listed below to the Welding program as the prize for winning the student cutting and welding contest.

<u>Quantity</u>	<u>Description</u>	<u>Cost</u>
1	Plasma Cutting Machine, Thermadyne Cutmaster 42	\$1,400.00
1	Welder, Thermal Arc Fabricator 211i	1,400.00
	One Torch and Two Auto Dark Welding Helmet	1,200.00
	Total	<u>\$4,000.00</u>

Board Action Requested:

Approval

Approved. See item 3.1 (402.753).

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

P Building Remodel for Communications and College Services and Academic Technologies - Revision in Scope

412.1109, 12-13

Project Description:

This project originally consisted of the remodeling of space on the second floor of P building occupied by what is now known as Communications and Creative Solutions (formerly College Relations) and Academic Technologies. These two departments have occupied this space for many years, with significant functional limitations. This project is part of the overall college space reallocation project (putting students first) and is aimed at making both departments function better both internally and externally.

Architect/engineer	Craig Salley & Associates
Contractor/construction manager	To be determined
Uniform building inspector	In-house
Estimated project budget	\$748,500
Source of funds	Other Local-Transferred from Operating Budget

Project Status:

During preliminary design of the second floor of P building it was determined that there was not enough square footage to meet the needs of both Communications and Creative Services and Academic Technologies due to the inability to utilize planned corridor space that is restricted by life safety code requirements. Staff has determined that the second floor of P building can be renovated to accommodate Communications and Creative Services (phase I), and identified space on the first floor of P building that can be renovated (phase II) for use by Academic Technologies.

This change in scope creates the need to split this project into two phases; each phase will include its own construction documents, guaranteed maximum price, and schedule. In order to keep the revision to this planned project (breaking it out into two phases) on schedule, college staff requests approval from the board to proceed with phase I (second floor of P building for Communications and Creative Solutions) during the month of March when there is no board meeting. College staff will bring the phase III construction documents and guaranteed maximum price for phase I of this project to the board in April as information. Phase III construction documents and guaranteed maximum pricing for phase II of this project will be provided to the board at the April board meeting for review and approval.

Board Actions Requested:

Approval for college staff to proceed with phase I (Communications and Creative Services second floor building P) of this project providing phase III construction documents and guaranteed maximum price for information at the next board meeting.

Agenda Item 4.1
February 19, 2013
Page 2

Discussion: Mr. Bill Reese, Associate Vice President for Facilities Services, reviewed item 4.1.

Action: Motion to approve: McRae

Second: Woody

Vote: Hudson - yes, Jackson - yes, Lee - yes, McRae - yes, Mallini - yes, Oody - yes,
Prevatt - yes, Woody - yes.

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 2013

201.742, 12-13

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, 2013.

The following summary provides a comparison of actual revenues and expenditures for 2012-2013 vs. 2011-2012.

	2012-2013		2011-2012	
	<u>Dollar Amount</u>	<u>Percent of Budget</u>	<u>Dollar Amount</u>	<u>Percent of Total Year</u>
Revenue	46,876,598	64.38	49,873,220	67.38
Expenditures	35,619,909	42.71	33,955,096	48.08

Board Action Requested:

Approval of report

Discussion: Ms. Ginger Gibson, Vice President for Administrative Affairs and CFO, reviewed items 5.1 through 5.2 individually.

Action: Motion to approve items 5.1 and 5.2: Mallini

Second: Oody

Vote: Hudson - yes, Jackson - yes, Lee - yes, McRae - yes, Mallini - yes, Oody - yes, Prevatt - yes, Woody - yes.

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

Report of Investments, Quarter Ending December 31, 2012

201.743, 12-13

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%
Interest earnings, quarter	\$0
Interest earnings, fiscal year to date	\$0

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

Participant yield, at December 31, 2012	0.25%
Interest earnings, quarter	\$7,767
Interest earnings, fiscal year to date	\$15,863

Investments remaining in the Local Government Surplus Trust Funds Investment Pool, Fund B, administered by the State Board of Administration, are recorded at estimated fair value each month.

Fair value factor, at December 31, 2012	98.3%
Interest earnings, quarter	\$12,745
Interest earnings, fiscal year to date	\$57,675

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, 2012	2.17%
Interest earnings, quarter	\$187,487
Interest earnings, fiscal year to date	\$406,041

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	1.83 years
Yield-to-maturity at cost	0.90%
Earnings, quarter	\$105
Earnings, fiscal year to date	\$21,897

Interest Earnings Comparison:

Total interest earnings fiscal year to date 2012/2013	\$501,476
Total interest earnings fiscal year to date 2011/2012	\$521,364

Board Action Requested:

Approval of report

Action: Approved. See item 5.1 (201.742).

Awarding of Honorary Bachelor of Applied Science Degree

400.582, 12-13

In recognition of service, dedication, and generosity to Santa Fe College, the college recommends awarding an honorary Bachelor of Applied Science degree, which will be presented at the President's Dinner. The president will bring this item forward at the board meeting.

Board Action Requested:

Approval

Discussion: President Sasser noted he would like to honor a special person who has given generously to the college as a charter member of the Foundation board. He added that he would like to present the degree Friday evening at the dinner to Mr. Ralph Cellon and asked that everyone keep it secret.

Action: Motion to approve: Mallini

Second: Woody

Vote: Hudson - yes, Jackson - yes, Lee - yes, McRae - yes, Mallini - yes, Oody - yes,
Prevatt - yes, Woody - yes.

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

Department of Defense Voluntary Education Partnership Memorandum of Understanding

408.2039, 12-13

The Department of Defense (DoD) has released a revised DoD Voluntary Education Partnership Memorandum of Understanding (MOU). In November of 2011, the board approved the president to execute the original MOU. Many institutions and higher education groups requested clarification to the original terms of the DoD MOU. College staff has reviewed the revised MOU and recommends accepting the revised DoD MOU.

The intent of the DoD Voluntary Education Partnership MOU is to ensure that all educational providers are familiar with DoD policies prior to enrolling a service member into the institution. The college is committed to continuing to educate this group of service members and recommends entering into this revised MOU.

Board Action Requested:

Approval for the president or his designee to execute (electronic acceptance) the revised Department of Defense Voluntary Education Partnership MOU effective March 1, 2013.

Action: Motion to approve items 7.1 through 7.3: Jackson

Second: Oody

Vote: Hudson - yes, Jackson - yes, Lee - yes, McRae - yes, Mallini - yes, Oody - yes, Prevatt - yes, Woody - yes.

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

Memorandum of Understanding with University of Florida Board of Trustees on Behalf of the College of Engineering 408.2040, 12-13

Santa Fe College and the University of Florida will deepen their institutional collaboration with the introduction of this new program. "Gator Engineering @ Santa Fe" is a program whereby the University of Florida will identify well-qualified incoming freshmen applicants and direct those students to admission at Santa Fe, where the students will take prerequisite classes required for various majors in the College of Engineering. Upon successful completion of certain gateway classes and maintenance of an acceptable GPA, the students will be admitted to the University of Florida and entitled to all the rights and privileges of such students. However, even while registered as degree-seeking students at UF, the students will generally remain on the SF campus, completing additional prerequisite and general education requirements, as well as certain pre-engineering courses that the UF College of Engineering will offer on the SF campus. UF agrees that despite their acceptance of such students prior to completion of their AA degree, they will cooperate to ensure that all students complete and are awarded their AA by Santa Fe College.

Board Action Requested:

Approval

Action: Approved. See item 7.1 (408.2039).

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

Bradford County Community Visioning and Economic Development Project

409.1930, 12-13

The goal of this project is to develop a comprehensive economic development plan and strategy for rural Bradford County. This project will convene community leaders and stakeholders in a visioning exercise to build consensus leading to a comprehensive economic development plan and strategy for Bradford County. The scope of work will include a visioning and strategic planning project intended to add order, clarity, and structure to concerted efforts to build a stronger economy for Bradford County. A portion of the plan may include expansion of existing community-based entrepreneurship training and business start-up support through incubation, focused job creation, and new programs related to providing a trained workforce.

The amount of funds requested from FloridaWorks - Alachua Bradford Regional Workforce Board is \$27,380, with no matching funds from Santa Fe College.

Duration of this project is May 1, 2013, through April 30, 2014.

Operating budget impact: None

Board Action Requested:

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

Action: Approved. See item 7.1 (408.2039).

Santa Fe College Foundation Liaison Update and Board Members' Remarks

Reporting for the Santa Fe College Foundation, Inc., Trustee Mallini stated that the next few months are very busy with activities. The annual President's Dinner is February 22, with a tribute to the Armed Forces that includes a special performance by country music artist Lee Greenwood. The Gainesville Chamber Orchestra is celebrating its 30th anniversary with a gala concert on March 1 in the Fine Arts Hall at 7:30 p.m. The following day, the 2013 Santa Fe Athletics Hall of Fame enshrinement ceremony will be held at the baseball complex starting at 11 a.m., followed by a BBQ lunch and baseball game. Also, the annual Women of Distinction ceremony is scheduled for March 14 in the Fine Arts Hall starting at 4:30 p.m. The keynote speaker for the event will be Lieutenant Governor Jennifer Carroll. The Spring Arts Festival poster unveiling will be on April 4 at 6:30 p.m. in the Fine Arts Hall with a special tribute to the featured artist Lennie Kesl.

President Sasser asked the board to welcome Dr. Dan Rodkin to his first board meeting as Associate Vice President for Student Affairs. The board acknowledged Dr. Rodkin's new position with applause.