



Santa Fe College
District Board of Trustees

Minutes of Board Meeting Held April 16, 2013
Andrews Center Cultural Building, Starke, Florida

Members present: Robert C. Hudson, Bessie G. Jackson, Caridad E. Lee, G. Thomas Mallini,
Arley W. McRae, Lisa M. Prevatt, Robert I. Woody

Members absent: Jeffrey L. Oody

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 Andrews Center Cultural Building in Starke, Florida, followed by the Pledge of Allegiance.

Chair Hudson welcomed everyone to Bradford County and noted this would be the first board meeting going paperless and using the iPads to conduct the meeting. Action was taken on the agenda items as indicated on the summary sheets.

The president asked Mr. Chad Farnsworth, the newly elected superintendent of the Bradford County School District, to address the board about the local dual enrollment program. Mr. Farnsworth thanked the board for giving him the opportunity to meet them and share the wonderful opportunities they afford the students of Bradford High School through the dual enrollment program. He stated that he is a product of Santa Fe College and takes pride in his education and the knowledge he gained while attending Santa Fe. It was noted how valuable the program is for students who have unique circumstances that might not allow them to attend college and the financial relief that it offers. He stated that he looks forward to a continued and enhanced relationship with Santa Fe that will provide additional learning opportunities for students. Trustee Prevatt added that Superintendent Farnsworth has transitioned well into his position and has a wonderful working relationship with the students, parents and community.

The meeting adjourned at 4:48 p.m.

Arley W. McRae
Vice Chairman of the Board

Jackson N. Sasser
Secretary to the Board



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of April 16, 2013, at 4 p.m.
Andrews Cultural Center, Starke, Florida**

Agenda

Adoption of Agenda

Agenda Item: 1.1
418.511, 12-13

1. General Functions
 - Pledge of Allegiance
 - 1.1 Adoption of Agenda for Board Meeting of April 16, 2013
 - 1.2 Approval of Board Meeting Minutes of February 19, 2013
2. Information Items
 - 2.1 President's Report
 - 2.2 Strategic Planning
 - 2.3 Standard Health Sciences Clinical Facilities Agreements with:
 - Institute of Cardiovascular Excellence, PLLC, Ocala - Cardiovascular TechnologyStandard Health Services Administration Professional Practice Agreement with:
 - North Central Florida Hospice, Inc., dba Haven Hospice, Gainesville
 - Stillpoint Therapy Center, LLC, GainesvilleStandard Health Information Technology Management Professional Practice Affiliation Agreements with:
 - Alliance Pediatrics, P.A., Gainesville
 - High Springs Pediatrics, LLC, High Springs
 - Innocent Odocha, M.D., P.A., Gainesville
 - Michael B. Rozboril, M.D., P.A., GainesvilleStandard Emergency Medical Services Clinical Facilities Agreement with:
 - Starke HMA, LLC, dba Shands Starke Regional Medical Center
 - 2.4 Standard Career Pathways Articulation Agreement with School Board of Hamilton County
 - 2.5 Community Education "EnRich!" Brochure for Summer 2013 and Continuing Workforce Education "Enhance" Brochure for Summer 2013
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
 - Agreements, Grants
 - 3.5 Information Technology Professionals in Health Care: Community College Consortia to Educate Information Technology Professionals in Health Care -- Grant

- 3.6 Displaced Homemaker Program: Focus on the Future -- Grant
- 3.7 Grooveshark - Quick Response Training -- Grant
- 3.8 RTS Discount Bus Pass Program Grant - Displaced Homemaker Program -- Grant

Finance Items

- 3.9 Report of Purchases for February and March 2013
- 3.10 Colonel Harry M. Hatcher, Jr., Property Survey 13-05

4. Facilities Items

- 4.1 P Building Remodel for Communications and College Services and Academic Technologies
- 4.2 Annual Comprehensive Safety Inspection Report for Fiscal Year 2012-2013

5. Finance Items

- 5.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for March 2013
- 5.2 Santa Fe College Financial Audit Report #2013-143, Year Ended June 30, 2012 (Information Item)

6. General Institutional Items

- 6.1 Summer Flex Schedule Proposal
- 6.2 Approval of Expenditures from the Dr. Philip Benjamin Matching Grant Program from the Automotive Equipment Fund
- 6.3 Educational Equity Act Report for 2012-2013

7. Rules

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

8. Agreements/Grants

- 8.1 Fourth Amendment to School Affiliation Agreement with North Florida Regional Medical Center - Removal of Biotechnology Program from List of Approved Programs
- 8.2 Memorandum of Understanding with University of Florida Board of Trustees on Behalf of the College of Engineering
- 8.3 Support for Santa Fe College Automotive Technology Program - Ford Capital Grant
- 8.4 Women's Giving Circle Economic Empowerment Project -- Grant
- 8.5 New Leaf Book Club - Dollar General -- Grant
- 8.6 VetSuccess on Campus -- Grant

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

10. Citizen's Requests

11. Adjournment

Board Action Requested:

Approval

Discussion: Chair Hudson asked if there were any consent items that the board would like to have removed for discussion, and hearing none, the agenda was approved as presented.

Action: Motion to approve: Jackson

Second: Woody

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

Approval of Board Meeting Minutes of February 19, 2013

401.501, 12-13

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held February 19, 2013, are presented for approval.

Board Action Requested:

Approval

Action: Motion to approve: Mallini

Second: Lee

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

President's Report

Information Item

Dr. Sasser thanked Ms. Cheryl Canova and her staff for hosting today's meeting and providing the fresh Bradford County strawberries.

President Sasser recognized Ms. Debbie Blair, President of AFC; Ms. Marie Thomas, Career Service Council Chair; and Ms. Audry Holt, the newly elected College Senate Vice President. Mr. David Durkee, Student Government President, was unable to attend.

The president noted that next week is the college's civil rights review and he thanked Vice President Gibson and Ms. Lela Frye for all their hard work and preparation for the visiting team.

President Sasser noted that on April 26 there will be the student awards ceremony at 5:30 p.m. in the Fine Arts Hall. Also, commencement ceremonies are May 3 with health related programs at 3 p.m. and all other programs at 7 p.m. He added that the guest speaker for the evening ceremony is Mr. Craig Fugate, Administrator for the Federal Emergency Management Agency (FEMA).

Dr. Sasser added that Dr. Brown will be hosting Trustee Lee on May 9 from 1-3:30 p.m. for an orientation of the admission process and if others wanted to participate to let Tina know so the meeting could be advertised. The next board meeting is May 21 at the NW Campus starting at 4 p.m.

President Sasser noted that the college has two new staff members and asked Dr. Bonahue to introduce them. Dr. Bonanue, Provost and Vice President for Academic Affairs, said his leadership team is coming together with the addition of Mr. John McNeely, Associate Vice President for Career and Technical Education, and Ms. Lisa Ciardulli, Assistant Vice President for Academic Technologies. The board welcomed them to Santa Fe.

The president added that at 12:04 p.m. today, Dr. Vilma Fuentes, Assistant Vice President for Academic Affairs, informed him that the State Board of Education approved our sixth baccalaureate degree, Industrial Biotechnology, which will begin in fall 2013.

Strategic Planning

419.08, 12-13

Dr. Lisa Armour, Vice President for Assessment, Research and Technology, shared with the board the strengths, weaknesses, opportunities, and threat (SWOT) analysis handout that was compiled from the board workshop. She noted that the information had not been merged with any other analysis, because she wanted them to see its clarity and detail, but noted the information they provided had overlap with information from the Resource and Planning Committee (RPC). She added that the strengths outnumbered the weaknesses. The next step would include compiling the information into a more narrative format, which would show where the college would like to be in five years. From that information, the college will have a strategic plan for the college. Chairman Hudson asked if the board will be involved in the envisioning process and Dr. Armour replied yes.

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

Standard Health Sciences Clinical Facilities Agreements with:	Information Item
• Institute of Cardiovascular Excellence, PLLC, Ocala - Cardiovascular Technology	408.2041, 12-13
Standard Health Services Administration Professional Practice Agreement with:	
• North Central Florida Hospice, Inc., dba Haven Hospice, Gainesville	408.2042, 12-13
• Stillpoint Therapy Center, LLC, Gainesville	408.2043, 12-13
Standard Health Information Technology Management Professional Practice Affiliation Agreements with:	
• Alliance Pediatrics, P.A., Gainesville	408.2044, 12-13
• High Springs Pediatrics, LLC, High Springs	408.2045, 12-13
• Innocent Odocha, M.D., P.A., Gainesville	408.2046, 12-13
• Michael B. Rozboril, M.D., P.A., Gainesville	408.2047, 12-13
Standard Emergency Medical Services Clinical Facilities Agreement with:	
• Starke HMA, LLC, dba Shands Starke Regional Medical Center	408.2048, 12-13

The board has authorized the Provost and Vice President for Academic Affairs to execute standardized form agreements without further action by the board. Such agreements have been executed with the facilities listed above for students enrolled in the Santa Fe Cardiovascular Technology, Health Services Administration, Health Information Technology Management, and Emergency Medical Services programs.

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

New Standard Career Pathways Articulation Agreement with School Board of Hamilton County

Information Item
408.2049, 12-13

The A.S. program listed below has been identified as an accelerated path by which students will have the opportunity to receive college credit as described in the Career Pathways Articulation Agreement between Santa Fe College and the School Board of Hamilton County 2013-14.

Hamilton County

- Biotechnology Laboratory Technology A.S. - Plant Biotechnology

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

Community Education "EnRich!" Brochure for Summer 2013 and Continuing
Workforce Education "Enhance" Brochure for Summer 2013

Information Item
415.147, 12-13

In accordance with Rule 7.11, the president is authorized to approve course fees for Continuing Workforce Education (CWE) on a course-by-course basis. Total fees collected must fully support the expenditure of the CWE program within the fiscal year. A draft of the CWE brochure entitled "Enhance" was reviewed and approved by the president at the April 8, 2013, Cabinet meeting and is provided for reporting to the board.

In accordance with Rule 7.11, the president is authorized to approve course fees for Continuing Workforce Education (CWE) on a course-by-course basis. Total fees collected must fully support the expenditure of the CWE program within the fiscal year. A draft of the CWE brochure entitled "Enhance" was reviewed and approved by the president at the April 8, 2013, Cabinet meeting and is provided for reporting to the board.

C O N S E N T

**District Board of Trustees
April 16, 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)

402.755, 12-13

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

Part-time Appointment

Sarah Breedlove

Deborah Tarver

Board Action Requested:

Approval

Action: Motion to approve consent items 3.1 through 3.10: Mallini

Second: Woody

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

C O N S E N T

District Board of Trustees
April 16, 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)

411.362, 12-13

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

<u>Name</u>	<u>Position</u>
Full-time Appointment	
<u>Executive /Managerial</u>	
Lisa Ciardulli <i>M.Ed., Florida Atlantic University</i>	Assistant Vice President, Academic Technologies
<u>Technical/Professional</u>	
[^] Douglas Bagby <i>Ph.D., University of Florida</i>	Associate Director, Student Life Department
Christine Frank <i>M.Ed., University of South Carolina</i>	Coordinator, International Student Services
Eva Magruder <i>M.F.A., The New School</i>	Instructional Design Coordinator, Academic Affairs Department
* Karen Sheets <i>B.A., University of North Carolina at Asheville</i>	Specialist, Displaced Homemaker Program
Jon-Paul Wimer <i>M.A., Slippery Rock University</i>	Web Designer/Web Content Specialist, Communications and Creative Services Department
Part-time Appointment	
Jose Armenteros	Specialist, Athletics
Sarah Breedlove	Specialist, Adult Education
Gila Dikel	Specialist, Math Studio
Harold Gertner	Specialist, Adult Education
Madge Nipper	Specialist, Math Studio
[^] Tracey Reeves	Specialist, Student Life
* Deborah Tarver	Specialist, Adult Education
James Weichold	Specialist, Planetarium

[^] Funded by student activity and service fees

* Grant funded

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.755).

C O N S E N T

**District Board of Trustees
April 16, 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

404.414, 12-13

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

Community Education

<u>Name</u>	<u>Position</u>
Scott Clayman	Yoga
Nicole Dodds	Beekeeping
Corrie Gross	Modern Spirituality
Karin Kratina	Intuitive Eating
Kristen Stone	Creative Nonfiction

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.755).

C O N S E N T

**District Board of Trustees
April 16, 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

403.503, 12-13

The individuals listed below are being recommended for appointment.

Full-time Appointment

<u>Name</u>	<u>Position</u>
Joseph Buckland	Police Officer, Santa Fe College Police Department
William Mikulski	Senior Maintenance Technician, Facilities Services Department
Lindy Russell	Program Assistant, Academic Foundations Department

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.755).

C O N S E N T

District Board of Trustees
April 16, 2013

Agenda Item: 3.5

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

Information Technology Professionals in Health Care: Community 409.1932, 12-13
College Consortia to Educate Information Technology Professionals in Health Care -- Grant

The purpose of this project is to help develop and strengthen the health information technology (health IT) community by rapidly creating health IT education and training programs at community colleges or expand existing programs. Community colleges funded under this program will establish intensive, non-degree training programs that can be completed in six months or less. Training began in September 2010.

This is a collaborative partnership between Pitt Community College, North Carolina, as fiscal agent, Santa Fe College, and other members of the consortium for Region D.

As a collaborative partner site with expertise in health information technology, Santa Fe College will recruit, train, and assist with job placement for approximately 100 additional students for year four. Nationally-developed educational materials will be an additional resource, and Santa Fe will collaborate with other consortium members for evaluation and dissemination. This project was initially a two-year project, which has now been extended for a fourth year.

The amount of funds requested from the U.S. Department of Health and Human Services, Office of the National Coordinator, through Pitt Community College as fiscal agent, is \$302,566 for year four. Total funds requested for the four-year project is \$1,789,319. This initiative is funded by the American Recovery and Reinvestment Act (ARRA) of 2009 (Stimulus Funds).

Duration of this project is April 1, 2013, through September 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.

Action: Approved. See item 3.1 (402.755).

C O N S E N T

District Board of Trustees
April 16, 2013

Agenda Item: 3.6

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

Displaced Homemaker Program: Focus on the Future -- Grant

409.1932, 12-13

The purpose of this project is to provide assistance, without charge, to eligible displaced homemakers over 35 years of age who have lost financial support and have been unable to secure adequate employment in Alachua and surrounding counties in the north central Florida area. Services will be provided through classes and workshops on the topics of job counseling designed for a person entering the job market after a number of years as a homemaker; job training and placement including employability skills and basic computer skills; financial management; outreach and information; and educational exploration. This comprehensive program is designed to assist the individual toward independence and economic security. This is a performance-based contract with funding based on enrollment, program completion, and job placement. This is year two of a three-year project.

The amount of funds requested from the Florida Department of Economic Opportunity is \$114,729, with an in-kind match of \$25,595 from Santa Fe College and a cash and in-kind match of \$56,482 from various community resources.

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

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 Development, is authorized to execute any agreements and related documents associated with this grant.

Action: Approved. See item 3.1 (402.755).

C O N S E N T

District Board of Trustees
April 16, 2013

Agenda Item: 3.7

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

Groovesark – Quick Response Training -- Grant

409.1933, 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 provide specialized and on-the-job training, including proprietary processes, for approximately 28 new positions over a 24-month period. These are high-skill, high-wage jobs with excellent benefits. 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 one of a two-year project.

The amount of funds requested from the Workforce Florida is \$106,115, with no matching funds from Santa Fe College.

Duration of this project is April 15, 2013, through April 14, 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 3.1 (402.755).

C O N S E N T

**District Board of Trustees
April 13, 2013**

Agenda Item: 3.8

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

RTS Discount Bus Pass Program Grant - Displaced Homemaker
Program -- Grant

409.1937, 12-13

The purpose of this project is to purchase buy-one-get-one bus passes from the City of Gainesville Regional Transit System for Santa Fe College's Displaced Homemaker Program.

The amount of funds requested from the City of Gainesville and Regional Transit System is \$300, with a cash match of \$300 from Santa Fe College.

Duration of this project is February 8, 2013, through December 31, 2013.

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 Development, is authorized to execute any agreements and related documents associated with this grant.

Action: Approved. See item 3.1 (402.755).

C O N S E N T

**District Board of Trustees
April 16, 2013**

Agenda Item: 3.9

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

Report of Purchases for February and March 2013

202.598, 12-13

Below are the total amounts and a summary of purchases for the months of February and March 2013.

Purchasing	\$1,981,031.97
Risk Management Consortium	<u>100,000.00</u>
Total	<u>\$2,081,031.97</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y46637 (Fund 2)	\$ 39,885.00	Bid	Intermed X-Ray, Inc.	Digital Imaging Processors (2) Workforce Development
Y46682 (Fund 6)	\$ 100,000.00	Contract	Mercer Human Resources	Health Plan Consumerism Projects Risk Management Consortium
Y46697 (Fund 1)	\$ 129,523.68	Contract	Dell Marketing	Student Lab Computers (144) Information Technology
Y46703 (Fund 7)	\$ 210,702.50	Contract	Scherer Construction	Building R Second Floor Renovation Space Reallocation
Y46719 (Fund 7)	\$ 51,020.00	Contract	Affiliated Engineers	Design Renewable Energy Accessible Lab Renewable Energy
Y46896 (Fund 7)	\$ 48,226.44	Contract	OEC Business Interiors	Building R Furnishings for Renovation/Remodel Space Reallocation
Y46898 (Fund 1)	\$ 68,000.00	Exempt	Gartner, Inc.	Information Technology Department Assessment Information Technology
Y46917 (Fund 7)	\$ 244,433.00	Contract	Burns Brothers, Inc.	Andrews Center Restroom ADA Upgrades ADA Projects
Y46957 (Fund 2)	\$317,200.00	Contract	Mindtree Limited	Quick Response Training Mindtree
	<u>\$1,208,990.62</u>			

Agenda Item 3.9
April 16, 2013
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Purchase orders for previously awarded contracts: 0
Purchase orders \$0-\$35,000: 291

Amount: \$ 0.00
Amount: \$872,041.35

Board Action Requested:

Approval of report

Action: Approved. See item 3.1 (402.755).

C O N S E N T

District Board of Trustees
April 16, 2013

Agenda Item: 3.10

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

Colonel Harry M. Hatcher, Jr., Property Survey 13-05

200.824, 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 need the approval of the board.

The Property Survey Committee met via email on March 19, 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 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	8	\$172,003.76	\$172,003.76	\$0.00
TOTAL	<u>8</u>	<u>\$172,003.76</u>	<u>\$172,003.76</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

Action: Approved. See item 3.1 (402.755).

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 412.1110, 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 Services (formerly College Relations) and Academic Technologies. 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	TBD
Uniform building inspector	In-house
Estimated project budget	\$748,500
Source of funds	Other Local-Transferred from Operating Budget

Project Status:

In the February meeting, the board approved creating two phases to this project; by department and by floor. The board also granted permission to proceed with phase III construction documents and guaranteed maximum pricing on both phases of the work. College staff is bringing the construction documents and guaranteed maximum prices to the board as information.

Guaranteed Maximum Price for Communications and College Services: \$204,565

Guaranteed Maximum Price for Academic Technologies: \$187,521

Board Action Requested:

Approval of phase III construction documents and guaranteed maximum price for phase II Academic Technologies

Discussion: Ms. Ginger Gibson, Vice President for Administrative Affairs and CFO, reviewed items 4.1 and 4.2 individually. Chairman Hudson thanked those involved and noted the positive work accomplished in having a good annual safety inspection report.

Action: Motion to approve items 4.1 and 4.2: McRae

Second: Prevatt

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

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

Annual Comprehensive Safety Inspection Report for Fiscal Year 2012-2013

412.1111, 12-13

In accordance with Florida Statutes, Section 1013.12, and Florida Administrative Code Section 6A-2.0010, the Board of Trustees must ensure that all educational facilities meet the requirements of law, rule, and the State Requirements for Educational Facilities (SREF) that provide for enforcement of the 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 on March 25, 26, and 28, 2013, 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 Brian Webber and all of the items noted as a deficiency have been corrected at this time or are scheduled to be corrected by June 30, 2013.

Board Action Requested:

Approval of report

Action: Approved. See item 4.1 (412.1110).

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 201.744, 12-13
March 2013

The attached Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report reflects the status of the college in relation to the percentage of unrealized and unencumbered funds as of March 31, 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	55,881,977	76.75	56,723,636	76.63
Expenditures	46,343,993	55.57	44,632,195	63.20

Board Action Requested:

Approval of report

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

Action: Motion to approve: McRae

Second: Prevatt

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

**District Board of Trustees
April 16, 2013**

Agenda Item: 5.2

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

Santa Fe College Financial Audit Report #2013-143, Year Ended
June 30, 2012

Information Item
201.745, 12-13

The Financial Audit for the fiscal year ended June 30, 2012, has been released. This report is available on the State of Florida Auditor Generals website at the following link:
http://www.myflorida.com/audgen/pages/pdf_files/2013-143.pdf

Summer Flex Schedule Proposal

400.583, 12-13

A proposal for optional flex scheduling from May 6 through August 12, 2013, is recommended. The weeks of May 27 through May 31 and July 1 through July 5, 2013, are excluded from the summer flex schedule due to the Memorial Day and July 4th holidays. The proposal has been reviewed and endorsed by the president's expanded Cabinet, pending board approval, with the following caveats:

- A. It applies only to 12-month employees.
- B. It is based on four ten-hour work days.
 - Suggested work plan options:
 - Monday - Friday 7:30 am to 6:00 pm
With any day (Monday, Tuesday, Wednesday, Thursday, or Friday) off per week
 - Monday - Friday 7:00 am to 5:30 pm
With any day (Monday, Tuesday, Wednesday, Thursday, or Friday) off per week
- C. Any combination of days and time that equal 40 hours, as approved by the appropriate department head and Human Resources, is acceptable.
- D. Supervisors may require employees to return to the regular workweek if option is not serving students and the college in a favorable manner.

Board Action Requested:

Approval

Discussion: Ms. Lela Frye, Director of Human Resources, explained that the summer flex schedule is a huge benefit to employees who participate in the program. It is noted that all offices are covered to serve students and the community. Trustee Mallini asked how long the college has offered the flex schedule and Ms. Frye replied at least 14 years.

President Sasser then asked Ms. Frye to give an overview of the 2012-2013 Equity Report. Ms. Frye noted that the college's performance with African American males and females was good, but Hispanics and other minorities were down. She noted the successful results for African American males were enhanced by programs like My Brother's Keeper and Shadowing Day, in which high school black males shadow college students. Also, the report reviews equity in college athletics, as well as waivers for admissions and course substitutions for students with disabilities. Furthermore, the report documents the college's progress in attaining equity in employment of executive and managerial staff, faculty recruitment and retention, and in awarding continuing contracts.

Action: Motion to approve items 6.1 through 6.3: Mallini

Second: Woody

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

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

Approval of Expenditures from the Dr. Philip Benjamin Matching Grant Program 400.584, 12-13
from the Automotive Equipment Fund

The Santa Fe College Foundation requests permission to expend Dr. Philip Benjamin Matching Grant Program funds as listed below for the Automotive program:

Automotive Equipment

The purchase of the following equipment will be used to train approximately 70 students in the fields of vehicle operation, diagnosis, and repair. These skills are necessary for students to gain employment in the automotive repair field.

Two Pre-owned Vehicles: Total cost of the two vehicles will not exceed \$12,400
Note: The vehicles will be used for training aid only and are not intended to be licensed or driven.

NEC MultiSync V551 - 55" LCD flat panel display and full motion wall mount. 2,600
This flat panel display will be used in conjunction with the dynamometer to allow training vehicles to be put in a test drive scenario.

Total purchase amount \$15,000

Board Approval Requested:

Approval

Action: Approved. See item 6.1 (400.583).

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

Education Equity Act Report for 2012-2013

400.584, 12-13

The Educational Equity Act Report for 2012-2013 documents the college's progress to overcome underrepresentation of students, and reviews retention and completion success as well as goals and strategies for the next year for the identified population. Additionally, it forms a plan for improvement if needed in those areas. It also reviews equity in college athletics as well as waivers for admissions and course substitutions for students with disabilities. Further, the report documents the college's progress in attaining equity in employment of executive and managerial staff, faculty recruitment and retention, and awarding of continuing contracts. If approved by the board, the 2012-2013 Equity Act Report will be posted on-line and submitted to the Department of Education.

Board Action Requested:

Approval

Action: Approved. See item 6.1 (400.583).

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

410.470, 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.

Please note that any changes proposed since the presentation of this item at the February board meeting are highlighted for convenience in reviewing.

Board Action Requested:

Approval

Action: Motion to approve: Lee

Second: Mallini

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

District Board of Trustees
April 16, 2013

Agenda Item: 8.1

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

Fourth Amendment to School Affiliation Agreement with North Florida Regional Medical Center - Removal of Biotechnology Program from List of Approved Programs 408.2051, 12-13

The attached amendment removes Santa Fe's Biotechnology program from the list of approved programs for student learning experiences at North Florida Regional Medical Center.

Board Action Requested:

Approval

Action: Motion to approve items 8.1 through 8.6: Mallini

Second: Woody

Vote: Hudson - yes, Jackson - yes, Lee - yes, McRae - yes, Mallini - 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

408.2050, 12-13

At its February meeting, the board approved a new partnership with the UF College of Engineering. After the board's approval, representatives from the University of Florida asked for several changes to the document, which do not substantively alter the overall structure of the agreement or SF's commitment. Nevertheless, due to the changes, the item is presented once again for approval.

As stated in the February agenda item summary, 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 8.1 (408.2051).

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

Support for Santa Fe College Automotive Technology Program -
Ford Capital Grant

409.1934, 12-13

The purpose of this project is to enable the Santa Fe College Automotive Technology program to deliver a more current, relevant curriculum for students who work in internships in the automotive industry. Experience and training on new equipment will give students the necessary preparation and skills to make them immediately employable to industry. Funds will be used to purchase a chassis dynamometer system, aligner with premium large cabinet and 32" widescreen LCD display, sensors-electrically operated vertical camera lift, and a cordless remote indicator.

The amount of funds requested from the Ford Foundation is \$85,688, 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.

Action: Approved. See item 8.1 (408.2051).

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

Women's Giving Circle Economic Empowerment Project -- Grant

409.1935, 12-13

The purpose of this project is to expand the services provided by the existing Displaced Homemaker Program by including younger women (ages 25-35). The Displaced Homemaker Program provides assistance, without charge, to eligible displaced homemakers over 35 years of age who have lost financial support and have been unable to secure adequate employment in Alachua and surrounding counties in the north central Florida area. Services will be provided through classes and workshops on the topics of job counseling designed for a person entering the job market after a number of years as a homemaker; job training and placement including employability skills and basic computer skills; financial management; outreach and information; and educational exploration. This comprehensive program will assist between 20 to 30 participants who are currently not eligible under the existing Displaced Homemaker Program.

The amount of funds requested from the Community Foundation of North Central Florida is \$50,000, 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.

Action: Approved. See item 8.1 (408.2051).

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

New Leaf Book Club - Dollar General -- Grant

409.1936, 12-13

The purpose of this project is to increase literacy among a diverse, inclusive group of adults enrolled in the adult education classes at SF's NW Campus through the creation of a sustainable, classics book club entitled The New Leaf Book Club. Students will be drawn from three groups already enrolled: the Adults with Disabilities program; the Adult Basic Education program; and the English as a Second Language program. Students will be provided with a dynamic, weekly opportunity, guided by two special educators, to increase their reading and language skills (decoding, word recognition, vocabulary, and comprehension, as well as spoken and written expression) while also increasing their general knowledge, cultural literacy, computer literacy, and enjoyment of reading. They will do so with and alongside students who have developmental disabilities, including Down Syndrome, intellectual impairments, Autism, and Cerebral Palsy, as well as other students who are honing their basic academic skills or abilities in English.

The amount of funds requested from the Dollar General Literacy Foundation is \$10,380, 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.

Action: Approved. See item 8.1 (408.2051).

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

VetSuccess on Campus -- Grant

409.1938, 12-13

The purpose of this partnership with the Department of Veterans Affairs (VA) and Santa Fe College (SF) is to provide services for the successful readjustment of veterans into the civilian workforce. In order to advance, improve, and expand the employment opportunities for disabled and non-disabled veterans, both parties are committed to active cooperation in meeting the needs of these veterans. The VA and SF will work together to provide services that will help veterans succeed in their educational programs and transition to suitable employment in the civilian workforce. Santa Fe will make available the use of office space for VA personnel to provide services and assistance, including on-campus outreach to veterans, transition support services, referrals for VA medical and mental health services, adjustment and career counseling services specific to Veterans, and job placement assistance.

Duration of this project is April 15, 2013, through April 14, 2014.

Operating budget impact: There are no funds that will come directly to the college.

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 8.1 (408.2051).

Santa Fe College Foundation Liaison Update and Board Members' Remarks

Reporting for the Santa Fe College Foundation, Inc., Trustee Mallini stated that the Foundation office has been busy with activities and asked Mr. Chuck Clemons to summarize. Mr. Clemons said that over a year ago the Foundation began using a new on-line scholarship application software program called Stars. He added that the online scholarship application process has been very successful, and this year the scholarship process will have three phases. The first phase is from January-February for high school seniors, the second phase is from May-June for all students planning to enroll for the fall 2013 term, and phase three will open in September for students who enroll in the spring 2014 term. The Lennie Kesl Tribute held on April 4 in the Fine Arts Hall was very successful with over 350 in attendance. Also, the annual Spring Arts Festival was April 6-7 in which Lennie Kesl was the featured artist. It was estimated that over 100,000 were in attendance for the festival. On April 17 at 7:30 p.m., The Village presents a piano performance by new SF faculty member Mr. Mitch McKay in the Fine Arts Hall. During this program, Santa Fe will acknowledge Mr. Marvin Gresham for his generous donation to purchase the Steinway pianos. On May 21 at the Northwest Campus from 2:30-4 p.m. in R-01, the college will have on display a letter opener collection that was donated by Dr. Bill Brown. In October 2012, the college received notification that this collection of 5,000 openers holds the world record as verified by Guinness World Records.

President Sasser thanked Mr. Fred Evans and Mr. Ulysses Fann for setting up the monitors and assisting with the paperless process. The board expressed their appreciation with applause.