



Santa Fe College
District Board of Trustees

Minutes of Board Meeting Held July 17, 2013
Watson Center, Keystone Heights, Florida

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

Members absent: G. Thomas Mallini, Jeffrey L. Oody, Lisa M. Prevatt

Chairman Robert C. Hudson called the regular meeting of the District Board of Trustees of Santa Fe College to order at 4:30 p.m. at the Watson Center in Keystone Heights, Florida, followed by the Pledge of Allegiance.

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

President Sasser asked Mr. Bob Wolfson, Director of the Watson Center, to provide an update on activities at the Center. Mr. Wolfson thanked Mr. Chuck Clemons and the Santa Fe Foundation for their excellent work. Due to their fundraising, 23 Watson scholarships were awarded to Keystone Heights High School graduates, with Ms. Womack joining Mr. Wolfson to present them at their awards ceremony. Also, during the awards event, 26 dual enrollment students were awarded blue cords to wear at their high school graduation. The cord signifies that the student earned an AA degree at Santa Fe. He expressed special thanks to Professor Bobby Hom for assisting with bringing honors classes to the Center. The Watson Center now offers Honors ENC1102 (English) and Honors POS2041 (American National Government) and envisions being able to offer enough honors classes to allow students to earn the honors certificate with their degrees. Also, Bradford County FloridaWorks provided funding for two work-study positions for veterans at the Watson Center, which will give them the opportunity to earn money while in school. They will be trained to help other veterans at the Watson Center navigate through the system without having to travel to the Veterans Affairs office on the main campus. Mr. Wolfson added they just completed the week-long Super Summer Camp with 36 campers aged 5 to 12. Students made rockets, tested electrical circuits, studied geology, and dissected bugs.

The meeting adjourned at 5:02 p.m.

Robert L. Woody
Board Vice Chairman

Jackson N. Sasser
Secretary to the Board



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of July 16, 2013, at 4 p.m.
Watson Center, Keystone Heights, Florida**

Agenda

Adoption of Agenda

Agenda Item: 1.1

418.514, 13-14

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Board Meeting of July 16, 2013
- 1.2 Organization of the Board for 2013-2014
- 1.3 Approval of Board Meeting Minutes of June 18, 2013

2. Information Items

- 2.1 President's Report
- 2.2 College Catalog for 2013-2014
- 2.3 Interinstitutional Articulation Cooperative Agreement for Career Pathways - School Board of Marion County
- 2.4 Standard Facilities Use Agreements with:
 - Magnolia Pediatrics, LLC, Lake City - Health Information Technology Management
 - Starke HMA, LLC, dba Shands Starke Regional Medical Center - Clinical Laboratory Sciences
- 2.5 Community Education "EnRich!" Brochure - Fall A Term
- Continuing Workforce Education "Enhance" Brochure - Fall Term
- 2.6 President's Service Award - Honorary Degree

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 Renewal of Agreement with Builders Association of North Central Florida - Apprenticeship Program
- 3.6 University of Florida Air Force ROTC Crosstown Agreement
- 3.7 Renewal of Agreement with University of Florida Department of Tourism, Recreation, and Sport Management - Athletic Internship
- 3.8 Adults with Disabilities -- Grant
- 3.9 Criminal Justice Trust Training Funds -- Grant

- 3.10 Bank of America Talent Recruitment and Retainment Project -- Grant
- 3.11 Rape Aggression Defense (RAD) Training and "Safe Santa Fe" Initiative --
Byrne Grant 2013

Finance Items

- 3.12 Report of Purchases for June 2013
- 3.13 Colonel Harry M. Hatcher, Jr., Property Survey 14-01

4. Finance Items

- 4.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for June 2013
- 4.2 Budget Amendment #1, 2013-2014 Operating Budget, Current Unrestricted (Fund 1)
- 4.3 Recommendation of Award for RFP #05-13: College Bookstore and Related Services

5. Rules

- 5.1 Amended Rule 7.19: Graduation with Honors

6. Agreements/Grants

- 6.1 Service Agreement with ProctorU, Inc.
- 6.2 Affiliation Agreement with Orlando Health, Inc. - Cardiovascular Technology, Biomedical Engineering Technology, Health Information Management Technology
- 6.3 APP-IT (Accelerated Placement Program - Information Technology) Department of Labor -- TAACCCT Grant
- 6.4 American Education Network for Health Information Assurance and Security Department of Labor -- TAACCCT Grant
- 6.5 Florida SHIELD Public Safety and Homeland Security Department of Labor -- TAACCCT Grant
- 6.6 Tourism Product Development Program Grant - Tourism Product Development Program - *Showcase Santa Fe* -- Grant

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

8. Citizen's Requests

9. Adjournment

Board Action Requested:

Approval

Discussion: Chairman 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: McRae

Second: Lee

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

Organization of the Board for 2013-2014

416.131, 13-14

Chairman Hudson stated in the absence of Trustee Mallini, President Sasser would give his nomination of the organization of the board. Dr. Sasser stated Trustee Mallini serving as the nominating committee for the organization of the board for 2013-2014, recommended Colonel Arley McRae to serve as chair and Mr. Robert Woody to serve as vice chair. Trustees McRae and Woody accepted the nominations.

Board Action Requested:

Approval

Action: Motion to approve: Jackson

Second: Lee

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

President Sasser thanked Chairman Hudson and Vice Chairman McRae for their distinguished service and leadership over the past year. Dr. Sasser then presented Trustee Hudson with a memento in appreciation for his service. Chairman McRae noted that Trustee Hudson has been an exceptional leader and praised him for all his contributions he has brought forward to the board, one being taking the board paperless.

Approval of Board Meeting Minutes of June 18, 2013

401.504, 13-14

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held June 18, 2013, are presented for approval.

Board Action Requested:

Approval

Action: Motion to approve: Woody

Second: Lee

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

President's Report

Information Item

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

Dr. Sasser noted there will be no August board meeting; the next meeting will take place September 17 at the Northwest Campus.

Convocation is scheduled for August 20 beginning at 8:30 a.m. with light refreshments, and the program starting at 9 a.m. in the Fine Arts Hall. Special guest will be Dr. Martha Kanter, Under Secretary of Education.

President Sasser then asked Trustees McRae and Lee and Student Government President Mr. Daniel Freed to comment on the Bradford Envision 2023 meeting that was held yesterday. Chair McRae noted that attendance was good for both the first meeting and the meeting yesterday. He noted that he was looking forward to the benefit that the Envision Bradford 2023 initiative will bring to Bradford County over the next ten years. He added the two most valuable contributions would be to strengthen education and workforce programs. Trustee Lee added it was a great experience and commended the fine job the facilitator did to lead the process. She said she looked forward to reviewing the strategic plan. Mr. Freed stated it was an eye-opening experience for him as a student and someone who has grown up in Bradford County. He praised Dr. Sasser and the college for taking the lead to help bring innovation to the county and help grow the community. He also noted that he was proud to take part in such a significant event.

College Catalog for 2013-2014

Information Item
400.590, 13-14

The Santa Fe College Catalog, which is published annually, sets out a variety of academic information and requirements, college policies, and various student procedures, all of which shall be in effect in the year ahead. Although the online version of the catalog is often updated to reflect the addition of new programs (e.g., new baccalaureate programs that may be added mid-year) and to update other information as needed, the college prints a small number of hard copies for internal use. The 2013-2014 catalog is presented herewith for information and can be found at this site: http://www.sfcollege.edu/docs/catalog/2013_14-SFCATALOG.pdf

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

Interinstitutional Articulation Cooperative Agreement for Career Pathways
School Board of Marion County

Information Item
408.2067, 13-14

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

Cardiovascular Technology A.S. Respiratory Care A.S.	- Allied Health Assisting
Biotechnology Laboratory Technology A.S.	- Industrial Biotechnology
Building Construction Technology A.S.	- Building Construction Technology
Digital Media Technology A.S.	- Digital Design
Digital Media Technology A.S.	- Digital Video Production
Digital Media Technology A.S.	- Television Production
Digital Media Technology A.S.	- Web Design

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

Standard Facilities Use Agreements with:	Information Item
Magnolia Pediatrics, LLC, Lake City - Health Information Technology Management	408.2074, 13-14
Starke HMA, LLC, dba Shands Starke Regional Medical Center - Clinical Laboratory Sciences - Clinical Lab Sciences	408.2068, 13-14

The board has authorized the Provost and Vice President for Academic Affairs to execute standardized form clinical facilities agreements without further action by the board. Such agreements have been executed with Magnolia Pediatrics in Lake City for Santa Fe students enrolled in the Health Information Technology Management Program and with Shands Starke Regional Medical Center for students in the Clinical Laboratory Sciences program.

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

Community Education "EnRich!" Brochure - Fall A Term	Information Item
Continuing Workforce Education "Enhance" Brochure - Fall Term	415.149, 13-14

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 ("Enrich!") was reviewed and approved by the president at the July 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 ("Enhance") was reviewed and approved by the president at the July 8, 2013, Cabinet meeting and is provided for reporting to the board.

President's Service Award - Honorary Degree

Information Item
400.591, 13-14

When a member of the community or college family serves the mission of Santa Fe College in an extraordinary manner, the president will award the President's Service Award. The recipient will be given an honorary Santa Fe College degree.

This is a person who:

- Demonstrates exceptional commitment to Santa Fe College
- Demonstrates outstanding service to the college that will have a lasting impact on our community and our students
- Shows a committed work ethic that exceeds the call of duty
- Displays a desire to make a positive difference whether leading or as a member of the team
- Exemplifies outstanding personal qualities, including a positive rapport with diverse individuals and groups
- Exhibits compassion and caring in serving the needs of others
- Demonstrates impeccable character and integrity
- Inspires others to become involved
- Strives to be of service to others despite personal challenges and unforeseen events

At the June 2013 college-wide budget presentation, the award was presented to Ms. Ginger Gibson, Vice President for Administrative Affairs and CFO.

C O N S E N T

**District Board of Trustees
July 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)

402.578, 13-14

The individuals listed below are being recommended for appointment for 2013-2014, or a portion of 2012-2013, as stated in the individual employee's contract.

<u>Name</u>	<u>Position</u>
Appointment	
Full Time	
Georgia Bianchi <i>Ph.D., University of Florida</i>	Interim Assistant Professor, Social and Behavioral Sciences
Amy Coker <i>B.S., Nova Southeastern University</i>	Assistant Professor, Nuclear Medicine Technology

Part Time
Brittany Coleman
Justin Grant
Kendra Holmes
Donald Suereth
Andrew Noss
Frances Tanner

Board Action Requested:

Approval

Action: Motion to approve consent items 3.1 through 3.13: Hudson
Second: Woody
Vote: Hudson - yes, Jackson - yes, Lee - yes, McRae - yes, Woody - yes.

C O N S E N T

District Board of Trustees
July 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)

411.365, 13-14

The individuals listed below are being recommended for appointment for 2013-2014, or a portion of 2012-2013, as stated in the individual employee's contract.

<u>Name</u>	<u>Position</u>
<u>Technical /Professional Appointment Full Time</u>	
Eric Flagg <i>M.A., University of Florida</i>	Coordinator, Digital Media and Graphic Design, Technology Department
Mary Fowler <i>M.S., Nova Southeastern</i>	Interim Assistant Comptroller, Office of Finance

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.578).

C O N S E N T

**District Board of Trustees
July 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

404.417, 13-14

The individuals listed below are being recommended for appointment for 2013-2014, 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>
Kristina Norford	College for Kids
Sara Sapp	College for Kids
Rebecca Stark	College for Kids
Kristen Stone	Creative Nonfiction
Angelica Suarez	College for Kids

Continuing Workforce Education

<u>Name</u>	<u>Position</u>
Laurie Frank	Continuing Education Instructor
Arthur Grant	Continuing Education Instructor
Melissa Irwin	Continuing Education Instructor
Maureen Johnson	Continuing Education Instructor
Gertrude Jordan	Continuing Education Instructor
Sandra Milner	Continuing Education Instructor
Deloris Paul	Continuing Education Instructor
Rita Revak-Lutz	Continuing Education Instructor
Cheryl Woelfle	Continuing Education Instructor

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.578).

C O N S E N T

**District Board of Trustees
July 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

403.506, 13-14

The individuals listed below are being recommended for appointment.

<u>Name</u>	<u>Position</u>
Full Time Juliun Kinsey	Contact Center Representative, Call Center
Part Time Andrew Fears Chad Milliken Deonte Moore	Athletic Department Support Specialist Athletic Department Support Specialist Athletic Department Support Specialist

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.578).

C O N S E N T

District Board of Trustees
July 16, 2013

Agenda Item: 3.5

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

Renewal of Agreement with Builders Association of North Central Florida -
Apprenticeship Program

408.2069, 13-14

This is a renewal of an agreement that provides a partnership with the Builders Association of North Central Florida for Santa Fe College to promote the advancement of apprenticeship training for students enrolled in the Electrical, Plumbing, Building Construction, and Heating, Air Conditioning, and Ventilation programs. Each apprentice is sponsored by an employer associated with a Local Education Agency (LEA) representative. Santa Fe College serves as the LEA representative of the builders association. The program is funded by the state following Florida state apprenticeship standards. The apprenticeship programs provide opportunities and training for students to enter these different fields, and also provides training for career advancement for those already working. These are four-year programs, which include on-the-job training combined with classroom studies.

The agreement commences on July 1, 2013, and is effective for one year.

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.578).

C O N S E N T

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

Agenda Item: 3.6

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

University of Florida Air Force ROTC Crosstown Agreement

408.2070, 13-14

Santa Fe College has had a decades-long agreement with the Air Force ROTC detachment at the University of Florida. Under this agreement, Santa Fe lists certain courses required for ROTC cadets in its College Catalog and facilitates student registration in those courses in order to facilitate the efficient transcribing of credit. With the addition of baccalaureate degrees at SF, eligible cadets will have the option of continuing junior- and senior-level ROTC coursework under the same agreement.

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.578).

C O N S E N T

District Board of Trustees
July 16, 2013

Agenda Item: 3.7

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

Renewal of Agreement with University of Florida Department of Tourism,
Recreation, and Sport Management - Athletic Internship

408.2072, 13-14

The attached is the annual renewal agreement between the University of Florida Department of Exercise and Sport Sciences and SF Athletics Department. This is a continuation of the arrangement the college has had with the University of Florida where UF students in the Department of Tourism, Recreation, and Sport Management serve as interns in the Santa Fe Athletic Department. This arrangement allows UF student valuable experience within their field of study and affords SF athletics support staffing for events and projects throughout the year. There is no cost to the college; the term of the agreement is for one year.

Board Action Requested:

Approval

Action: Approved. See item 3.1 (402.578).

C O N S E N T

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

Agenda Item: 3.8

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

Adults with Disabilities -- Grant

409.1953, 13-14

The purpose of this project is to provide literacy instruction, independent living skills training, enrichment activities, and pre-vocational training for adults with disabilities in order to improve quality of life and facilitate long-term goals toward self-sufficiency. This program will serve approximately 60 students.

The amount of funds requested from the Florida Department of Education, Division of Vocational Rehabilitation, is \$52,765, 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 3.1 (402.578).

C O N S E N T

District Board of Trustees
July 16, 2013

Agenda Item: 3.9

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

Criminal Justice Trust Training Funds -- Grant

409.1954, 13-14

The purpose of this project is to provide advanced and specialized training to approximately 1,078 law enforcement, correctional, and probation and parole officers in the college's service district. Courses include Hostage Negotiations, Instructor Techniques, Breath Test Operator, Speed Measurement, Defensive Tactics Instructor, Crisis Intervention Team Training, Field Training Officer, Line Supervision, Stress Management Techniques, Advanced Report Writing, Emergency Preparedness for Correctional Officers, Profiling and Professional Traffic Stops and Domestic Violence/Juvenile Sexual Offender, Narcotics and Dangerous Drug Investigations, and other specialized courses as requested by local criminal justice agencies.

The amount of funds requested from the Florida Department of Law Enforcement is \$43,120, 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 3.1 (402.578).

C O N S E N T

District Board of Trustees
July 16, 2013

Agenda Item: 3.10

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

Bank of America Talent Recruitment and Retainment Project -- Grant

409.1955, 13-14

The purpose of this project is to develop new curriculum for an ongoing series of design-thinking workshops, which will ignite innovation in small businesses and provide experiential learning opportunities for students. Design thinking is a proven and repeatable problem-solving protocol that any business or profession can employ to achieve extraordinary results. This grant will help SF develop training for both prospective employees and employers by changing the way both employers and students think. Design-thinking training will give students the ability to combine empathy for the context of a problem, creativity in the generation of insights and solutions, and rationality to analyze and fit solutions to the context of solving problems.

The amount of funds requested from the Bank of America is \$5,000, 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 3.1 (402.578).

C O N S E N T

District Board of Trustees
July 16, 2013

Agenda Item: 3.11

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

Rape Aggression Defense (RAD) Training and Safe Santa Fe Initiative -- Grant 409.1956, 13-14

The purpose of this project is to help fund the Rape Aggression Defense (RAD) and Safe Santa Fe Initiative at Santa Fe College. RAD is a national model recognized for training and empowering citizens in intensive personal defense. Santa Fe College has partnered with Alachua County Sheriff's Office in frequent training classes. These funds will cover the cost of one instructor to participate and train for one year of classes.

Funds will also be used for Safe Santa Fe Initiatives. This program began in late 2011 and was implemented to reinforce actual safety and the perception of a safe college and effective learning environment. Safe Santa Fe has recently started CampusWatch, training for SF College staff, personal defense orientation training, public messaging, surveillance and equipment enhancements, and partnerships with Student Government, Student Senate, and veterans, to name a few.

The amount of funds requested from the Edward Byrne Memorial Justice Assistance Grant Program is \$5,450, with no matching funds from Santa Fe College.

Duration of this project is October 1, 2013, through September 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 3.1 (402.578).

C O N S E N T

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

Agenda Item: 3.12

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

Report of Purchases for June 2013

202.601, 13-14

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

Purchasing	\$386,279.59
Risk Management Consortium	<u>72,847.54</u>
Total	<u>\$459,127.13</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y48121 (Fund 1)	\$ 72,929.10	Bid	CAE Healthcare, Inc.	Patient Simulator Emergency Medical Degree
Y48123 (Fund 6)	\$ 41,642.44	Contract	Barr Systems	Interior Alterations Risk Management Consortium
	<u>\$114,571.54</u>			

Purchase orders for previously awarded bids/contracts: 1 Amount: \$ 1,100.00
(Temp Force)

Purchase orders \$0-\$35,000: 141 Amount: \$343,455.59

Board Action Requested:

Approval of report

Action: Approved. See item 3.1 (402.578).

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

Colonel Harry M. Hatcher, Jr., Property Survey 14-01

200.831, 13-14

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 June 25, 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	5	\$39,505.72	\$39,505.72	\$0.00
TOTAL	5	\$39,505.72	\$39,505.72	\$0.00

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 (402.578).

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 June 2013

201.751, 13-14

Closing for the fiscal year ending June 30, 2013, will be completed on August 15, 2013. The attached Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report is PRELIMINARY and does not reflect all of the accounting activity for the 12-month period. The Annual Financial Report for fiscal year 2012-2013 will be presented at the September meeting.

Board Action Requested:

Acceptance of report

Discussion: Ms. Ginger Gibson, Vice President for Administrative Affairs and CFO, reviewed items 4.1 through 4.3 individually. Trustee Hudson commended Ms. Gibson on the analysis for item 4.3 (Recommendation of Award for RFP #05-13: College Bookstore and Related Services).

Action: Motion to approve items 4.1 through 4.3: Jackson

Second: Hudson

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

District Board of Trustees
July 16, 2013

Agenda Item: 4.2

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

Budget Amendment #1, 2013-2014 Operating Budget, Current Unrestricted (Fund 1) 201.755, 13-14

The first amendment to the Fund 1 (Current Unrestricted) Operating Budget is submitted for approval. Approval is requested in order to incorporate the estimated budget required to pay capital obligations and unspent technology fee revenue carried forward from prior years.

Board Action Requested:

Approval of budget amendment

Action: Approved. See item 4.1 (401.751).

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

Recommendation of Award for RFP #05-13: College Bookstore and Related Services

200.830, 13-14

A request for proposal (RFP) for the management of the college bookstore and related services was posted on March 14, 2013. The term of the agreement is for five years, with an option to renew for two additional five-year periods.

Four vendors submitted proposals: Barnes & Noble College Booksellers, LLC; BBA Corporation; Follett Higher Education Group, Inc.; and Neebo (A Division of Nebraska Book Company).

In addition to submitting a proposal, each vendor gave a 45-minute presentation on their ability to provide the requested services.

Each RFP evaluation committee member read the proposals on their own, then the committee as a whole conducted meetings over a period of four days (May 31, June 10, June 11, and June 19) to consider the proposals. The committee reviewed the responses and found Barnes & Noble to have the best proposal. Each proposal was scored based on seven criteria:

- Ability to provide required services (250 possible points)
- Pricing, buyback, and refund policies (150 points)
- Compensation to the college (150 points)
- Ability to provide desired services (100 points)
- Renovations (100 points)
- Quality of proposal (50 points)
- Bonus points (50 points)

A summary of the rankings (in rank order) appears below:

<u>Proposer</u>	<u>Required Services</u>	<u>Pricing, Buyback, Refund</u>	<u>Compensation</u>	<u>Desired Services</u>	<u>Renovations</u>	<u>Quality of Proposal</u>	<u>Bonus Points</u>	<u>Total</u>
Barnes & Noble	245.00	117.55	126.09	78.00	100.00	50.00	10.00	726.64
Neebo	230.00	116.05	141.34	67.00	45.32	45.00	37.00	681.71
Follett	235.00	102.30	150.00	35.00	28.50	30.00	0.00	580.80
BBA	107.00	131.50	93.77	85.00	35.00	30.00	30.00	512.27

Highlights of the Barnes & Noble Proposal:

- Lower costs to students than current rates. Bookstore margin rate on the sales of educational materials will either be maintained or decrease, depending on the type of educational materials purchased.

- Commission rate to the college will increase as follows (current annual gross sales are approximately \$7.5 million):
 - Current Rate: 8.6% of all gross sales up to \$2 million; 10.6% of all gross sales over \$2 million
 - Proposed Rate: 14.1% of all gross sales up to \$7 million; 15.1% of all gross sales over \$7 million
- \$1 million for renovations to existing Bookstore/Coffee 101 Facilities. (If full \$1 million is not needed, any amount left over provided to the college to designate at college's discretion.)
- \$5,000 annually for bookstore scholarships
- \$6,000 annually for supplies to college centers

Board Action Requested:

1. **Approval for Vice President for Administrative Affairs/CFO to negotiate agreement(s) with Barnes & Noble College Booksellers subject to approval by college legal counsel**
2. **Permission for board chair to execute agreement(s) without further action by the board**
3. **Permission to negotiate with next-highest ranked proposer if negotiations with Barnes & Noble College Booksellers are unsuccessful**

Action: Approved. See item 4.1 (401.751).

Amendment to Rule 7.19: Graduation with Honors

410.747, 13-14

Santa Fe College began offering baccalaureate degrees in 2008 and had its first baccalaureate students graduate in the fall of 2010. Rule 7.19, which stipulates the conditions under which students may graduate with honors, currently only recognizes Associate of Arts and Associate of Science graduates. The proposed rule change would enable the college to recognize the achievements of all its degree-seeking students who have graduated with a 3.5 GPA or higher by awarding them the distinction of graduation with honors.

Board Action Requested:

Approval

Action: Motion to approve: Woody

Second: Lee

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

College Goal: Delivery Alternatives - Assess student needs and outcomes as well as create innovative and flexible learning opportunities

Service Agreement with ProctorU, Inc.

408.2071, 13-14

ProctorU is a service that allows students who cannot come to the Big Open Lab to complete their assessments from any location while still ensuring the academic integrity of the exam for the institution. Recently, an ad hoc committee was formed by the College Senate to examine faculty perceptions of online teaching and the equivalency of online and onsite courses. One of the recommendations of this committee was that at least 20% of the testing for an online course be taken in a proctored environment. With ProctorU, students are required to have a web cam attached to their computers and are monitored by a remote proctor during their exams to ensure that they do not consult unauthorized references, either human or printed. The charge associated with the service is paid by the students, not the college.

Board Action Requested:

Approval

Action: Motion to approve items 6.1 through 6.6: Jackson
Second: Hudson
Vote: Hudson - yes, Jackson - yes, Lee - yes, McRae - yes, Woody - yes.

Affiliation Agreement with Orlando Health, Inc. - Cardiovascular Technology, 408.2073, 12-13
Biomedical Engineering Technology, Health Information Management Technology

This agreement continues the relationship with Orlando Health, Inc., that provides opportunities for students in the Cardiovascular Technology, Biomedical Engineering Technology, and Health Information Management Technology programs to gain experience in a hospital setting.

Board Action Requested:

Approval

Action: Approved. See item 6.1 (408.2071).

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

APP-IT (Accelerated Placement Program - Information Technology)
Department of Labor -- TAACCCT Grant

409.1957, 13-14

The purpose of this project is to create a competency-based IT certificate program with stackable, latticed, career pathways based on models developed by two previously funded TAACCCT projects. Competencies will be aligned to industry standards and the needs of local employers. The project will expand on these models to add online virtual tutoring from the sandbox lab; develop a speaker's bureau of ITE professionals to deliver a series of live, virtual seminars that will be recorded and published under the Creative Commons License; and develop an entrepreneurial style of capstone course coordinated by the SF Center for Innovation and Economic Development (CIED) and sponsored by local IT companies. Comprehensive student support services will include a student navigator, hands-on virtual labs, video conferencing support services, instructional mentors, and student tutors. The proposed evidence-based strategies and comprehensive integrated plan to work collaboratively with the public workforce system and local employers ensures that the educational and training programs developed meet industry needs and prepare TAA-eligible and other dislocated workers, including unemployed veterans, for high-growth, high-demand careers in information technology. This is year one of a four-year project.

The amount of funds requested from the U.S. Department of Labor - Employment and Training Administration, for the first year is \$868,560, with no matching funds from Santa Fe College. Total funding for the four-year project will be approximately \$2.74 million.

Duration of year one of this project is October 1, 2013, through September 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 6.1 (408.2071).

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

American Education Network for Health Information Assurance and Security - Department of Labor -- TAACCCT Grant

409.1958, 13-14

The purpose of this project is to develop and deliver a cutting edge cybersecurity education program that targets the unique needs of the healthcare vertical. The AENHIAS Project is a response to a Department of Labor solicitation for grant applications which seeks to provide educational solutions which produce graduates with new practical skills and competencies that enable the candidates to obtain gainful employment on a longitudinal career track at a family-sustaining wage in two years or less. The programs established under this proposal may be certificates and or degrees, both for credit and not. The degrees and certificates developed or leveraged by AENHIAS must stack and lattice with one another and other credentials and offerings from outside the program. The courses offered through the AENHIAS project will be delivered through a blending of in-person delivery and state-of-the-art distance education facilities. Instructors and students will be free to engage in the educational process in the way that is most appropriate for them. This is year one of a four-year project.

This is a collaborative partnership with Sam Houston State University (TX) as the lead college and fiscal agent and Santa Fe College as a member of this multi-state consortium project.

The amount of funds requested from the U.S. Department of Labor - Employment and Training Administration, for the first year is \$290,163, with no matching funds from Santa Fe College. Total funding for the four-year project will be approximately \$1.4 million.

Duration of year one of this project is October 1, 2013, through September 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 6.1 (408.2071).

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

Florida SHIELD Public Safety and Homeland Security Department of Labor -- 409.1959, 13-14
TAACCCT Grant

The purpose of this project is to develop online courses to be delivered by two-way video conferencing technology on a shift schedule and online learning through a network infrastructure to provide access for students who cannot attend a traditional college schedule due to shift work, which consists of 24-hours on-shift and 48-hours off-shift. This will include development of shift-based course scheduling and on-demand, 24/7, online courses through a learning management system. Many of these students have previously obtained non-degree certification(s) without college credit. Development of bridge course(s) to be delivered by this network infrastructure will provide a means for these students to earn college credit toward an AS degree. Additionally, this project will assist veterans who are nationally certified and need state certification or those who require additional preparation to earn State of Florida certification to work as an EMT/Paramedic in Florida. This is year one of a four-year project.

This is a state-wide collaborative partnership with Valencia College as the lead college and fiscal agent and Santa Fe College as one of the 22 consortium members.

The amount of funds requested from the U.S. Department of Labor - Employment and Training Administration, for the first year is \$178,650, with no matching funds from Santa Fe College. Total funding for the four-year project will be \$554,684.

Duration of this project is October 1, 2013, through September 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 6.1 (408.2071).

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

Tourism Product Development Program Grant - Tourism Product
Development Program - *Showcase Santa Fe* -- Grant

409.1960, 13-14

The purpose of this project is to enhance Santa Fe College Spring Arts Festival, Santa Fe College Zoo, and other Santa Fe College events that have the demonstrated potential to aid in the development of the tourism economy for Alachua County. Santa Fe College Spring Arts Festival provides residents of Alachua County and visitors from across the United States the opportunity to appreciate works of arts by some of the country's finest artists. Santa Fe Spring Arts attracts more than 100,000 visitors each year. This project will also enhance Santa Fe College Teaching Zoo through improved signage to encourage tourism. Advertising will also be provided for other college events.

The amount of funds requested from the Alachua County Tourist Development Council is \$50,000, with a cash match of \$83,389 and an in-kind match of \$82,353 from Santa Fe College.

Duration of this project is October 1, 2012, through September 30, 2013.

Operating budget impact: In-kind and cash match 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 6.1 (408.2071).

Santa Fe College Foundation Liaison Update and Board Members' Remarks

Information Item

Reporting for the Santa Fe College Foundation Corporation, Mr. Chuck Clemons stated the next Foundation board meeting is August 27, at 4:30 p.m., at the Blount Center. He noted that the next Bradford Envision 2023 meeting is August 7 at 10 a.m., and then Dr. Sasser will give the State of the College address on September 10, beginning at noon at the Charley Johns Conference Center. Also, he noted that the Hemingway Cocktail Companion party with Mr. Philip Greene was a success, raising more funds for scholarships. Over 70 people were in attendance, with 30 being new to Foundation activities. The Foundation is in the third cycle of presenting scholarships, with much success for all three cycles.

Trustee Hudson congratulated Chairman McRae on his appointment.