



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

**Minutes of Board Meeting Held October 15, 2013**  
**Perry Center, Alachua, Florida**

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Members present: Bessie G. Jackson, Caridad E. Lee, Arley W. McRae (by phone - not counted for quorum), G. Thomas Mallini, Jeffrey L. Oody, Lisa M. Prevatt, Robert L. Woody

Member absent: Robert C. Hudson

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Vice Chairman Robert L. Woody called the regular meeting of the District Board of Trustees of Santa Fe College to order at 4:05 p.m. at the Perry Center, in Alachua, Florida, followed by the Pledge of Allegiance.

Action was taken on the agenda items as indicated on the summary sheets. For good cause, upon unanimous consent of the board, the October 15, 2013, board agenda was amended as follows:

**Deleted:** Item 8.2 - Interlocal Agreement with City of Gainesville - GTEC Incubator Management Services

President Sasser asked Ms. Julie Crosby, Coordinator for the UF@SF Center, to give an update on Santa Fe's relationship with the University of Florida in terms of bachelor's degrees programs. She noted that UF@SF is the "Hub" of bachelor's degree advising, with information about bachelor's degrees, transferring to the University of Florida, and opportunities in Santa Fe bachelor's degrees programs. She added that over 75 UF advisers for different UF colleges visit the Hub to advise and assist students with her and program assistant Mr. Joseph Stevens. She added that the center offers three computer stations and two study rooms for students, as well as walk-in advising sessions. The center also helps coordinate Gator Day@Santa Fe where all UF programs are represented to provide students with information and additional assistance to make the transfer process a smooth one. This year's Gator Day is tomorrow from 10 a.m. to 2 p.m. in R-01.

The meeting adjourned at 5:10 p.m.

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Robert L. Woody  
Vice Chair of the Board

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Jackson N. Sasser  
Secretary to the Board



**The District Board of Trustees  
Santa Fe College, Florida  
Board Meeting of October 15, 2013 at 4 p.m.  
Perry Center, Alachua, Florida**

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**Amended Agenda**

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**Adoption of Agenda**

**Agenda Item: 1.1**  
418.516, 13-14

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Board Meeting of October 15, 2013
- 1.2 Approval of Board Meeting Minutes of September 17, 2013

2. Information Items

- 2.1 President's Report
- 2.2 Strategic Planning
- 2.3 Contract Review Committee for the President's Contract
- 2.4 Standard Construction and Technical HVAC Program Agreements for Student Field Experience with:
  - Bertie Heating & Air Conditioning, LLC
  - Comfort Temp Company
  - Newmans Heating and Air Conditioning, Inc.
  - Pro Quality Air, Inc.
  - The Ware Group, LLC, d.b.a. Johnstone Supply
  - United Refrigeration, Inc. of Pennsylvania, d.b.a. United Refrigeration, Inc.

3. Consent Items

Personnel

- 3.1 Contract Staff (Faculty)
- 3.2 Contract Staff (Administrative and Professional)
- 3.3 Community and Continuing Workforce Education Contract Staff
- 3.4 Career Service Staff
- 3.5 Leave of Absence

Agreements, Grants

- 3.6 Suwannee River Area Health Education Center, Inc. - Tobacco Training and Cessation (ATTAC) Program -- Grant

Finance Items

- 3.7 Report of Purchases for September 2013
- 3.8 Colonel Harry M. Hatcher, Jr., Property Survey 14-02

4. Facilities Items

4.1 Building I Renovation - Budget, Phase III Drawings, and Guaranteed Maximum Price

5. Finance Items

5.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for September 2013

6. General Institutional Items

6.1 College Calendar for 2014-2015

6.2 Appointment of Trustee to Serve as Hearing Officer

6.3 Study-abroad Programs:

China: Beijing and Xi'an (Summer A 2014)

Sweden: Stockholm and Orebro (Summer A 2014)

Ukraine: Drohobych and L'viv (Summer A 2014)

Ecuador: Quito, Cotacachi, and Rio Blanco (Spring 2014)

Puerto Rico: Rio Grande, Culebra, and Cayey, Guánica (Spring 2014)

7. Rules

7.1 Amended Rule 1.4: Board Meetings

7.2 New Rule 2.15: Threat Assessment and Management Team

8. Agreements/Grants

8.1 Memorandum of Understanding for Computer-based Testing for State Officer Certification Examination - Florida Department of Law Enforcement Acting in Support of and with the Authorization of the Florida Criminal Justice Standards and Training Commission

8.2 Interlocal Agreement with City of Gainesville - GTEC Incubator Management Services (DELETED)

8.3 Nationwide Insurance - Quick Response Training Grant

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

10. Citizen's Requests

11. Adjournment

**Board Action Requested:**

**Approval**

Discussion: For good cause, upon unanimous consent of the board, the board agenda was amended to delete item 8.2. Then Vice Chairman Woody 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: Lee

Second: Mallini

Vote: Jackson - yes, Lee - yes, McRae - yes (by phone), Mallini - yes, Oody - yes,  
Prevatt - yes, Woody - yes.

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Approval of Board Meeting Minutes of September 17, 2013

401.506, 13-14

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The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held September 17, 2013, are presented for approval.

**Board Action Requested:**

**Approval**

Action: Motion to approve: Mallini

Second: Lee

Vote: Jackson - yes, Lee - yes, McRae - yes (by phone), Mallini - yes, Oody - yes,  
Prevatt - yes, Woody - yes.

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President's Report

Information Item

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The president announced that Chair McRae is joining today's meeting by telephone. Chair McRae said he was much better and looked forward to being back on the job very soon.

Dr. Sasser thanked Ms. Mary El-Semarani, Interim Biotech Coordinator, for hosting today's board meeting in the absence of Ms. Eileen Monck, Interim Director.

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.

The president noted that the fall board workshop is October 21 beginning at noon at Trustee Mallini's home. Driving directions are provided at their places. Also, the next board meeting will be November 19 at the Andrews Cultural Center in Starke.

He added that Boo at the Zoo is October 31 and candy and other donations are welcomed.

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Strategic Planning

Information Item  
419.14, 13-14

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Dr. Lisa Armour, Vice President for Assessment, Research and Technology, demonstrated the college's new cloud-based SMART Objectives app. She noted that the app was created to support unit-level planners in consistently logging both their strategic objectives and their significant operational objectives, as required for documentation of institutional effectiveness. It prompts planners to describe their objectives in terms of specific outcomes, assessment measures, targets, and summary data.

During the demonstration, a SMART Objective recently completed by Institutional Research (IR) was unveiled. IR's achievement of the objective has produced a set of online "Fall Facts" for years 2007 through 2012, now dynamically populated with state-reported data displayed graphically. Board members can easily access "Fall Facts" by clicking on the Facts tab at <http://www.sfcollege.edu/boardoftrustees/>. Hovering over portions of each graph will produce popups containing details. IR Director Gary Hartge was commended for his work on this important objective.

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Contract Review Committee for the President's Contract

Information Item  
411.368, 13-14

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Regarding this item, Vice Chair Woody noted, in the absence of Trustee Hudson, that Mr. Hudson had accepted the position of serving as the committee to review the president's contract and report back to the board at the November board meeting.



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Standard Construction and Technical HVAC Program Agreements for Student Field Experience with:	Information Item 408.2086, 13-14
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Bertie Heating & Air Conditioning, LLC

Comfort Temp Company

Newmans Heating and Air Conditioning, Inc.

Pro Quality Air, Inc.

The Ware Group, LLC, d.b.a. Johnstone Supply

United Refrigeration, Inc. of Pennsylvania, d.b.a. United Refrigeration, Inc.

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The board has authorized the Provost and Vice President for Academic Affairs to execute standardized form field experience agreements without further action by the board. Such agreements have been executed with the companies listed above for students enrolled in the Santa Fe Heating, Ventilation, and Air Conditioning program. All the companies are located in Gainesville.

**C O N S E N T**

**District Board of Trustees  
October 15, 2013**

**Agenda Item: 3.1**

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

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Contract Staff (Faculty)

402.760, 13-14

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

**Appointment**

**Part Time**

Name

Bernadette Cesar-Lee

John Feiber

Leslee Fugate

Polly Haldeman

Carl Henriksen

Edmund Kellerman

Amy Oxner

Hayward Simonton

Charles Westfall

**Board Action Requested:**

**Approval**

Action: Motion to approve consent items 3.1 through 3.8: Mallini

Second: Jackson

Vote: Jackson - yes, Lee - yes, McRae - yes (by phone), Mallini - yes, Oody - yes,  
Prevatt - yes, Woody - yes.

## C O N S E N T

District Board of Trustees  
October 15, 2013

Agenda Item: 3.2

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

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Contract Staff (Administrative and Professional)

411.367, 13-14

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

### Technical/Professional

<u>Name</u>	<u>Position</u>
<b>Appointment</b>	
<b>Full Time</b>	
Margaret Arens <i>M.S., Troy University</i>	Specialist, Student Services, Watson Center
Aaron Day <i>M.F.A., Wake Forest University</i>	Multimedia Specialist, Communications and Creative Services Department
/ Shannon A. Ganstine <i>B.S., Troy State University</i>	Enterprise Risk Manager II (FCSRMC)
Stewart King <i>M.B.A., Georgia State University</i>	Associate Director, Human Resources Department
^ Leanna Marcus <i>B.S., University of Florida</i>	Specialist, Student Leadership Activities
/ Justin Piazza <i>B.A., The Baptist College of Florida</i>	Enterprise Risk Manager I (FCSRMC)
Casie Sellers-Bird <i>M.H.S., University of Florida</i>	Counseling Specialist, Quality Enhancement Program

### Promotion

Sharon Loschiavo <i>M.Ed., University of Florida</i>	Coordinator, Advisement for Transfer and Completion
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### Part Time

Sevcan Agdas	Specialist, Math Studio
Sheri Butler	Specialist, Math Lab
* Krista Chipman	Specialist, Adult Education
Barbara Elliott	Specialist, ESL lab
* Marcella Humphlett	Specialist, Adult Education
Reza Hajikordestani	Specialist, Math Lab
Oscar Lastres	Specialist, Math Lab
* Teresa Osoba	Specialist, Student Life Business Office
Gypsy Price	Specialist, Math Studio

\* Grant funded

^ Funded by student activity and service fees

/ FCSRMC

Administrative and Professional, part time, cont.

- \* Mary Anne Primack                      Specialist, Pathways to Scholars
- \* Faye Robinson                         Specialist, Adult Education and Family Literacy
- John Peter Roe                         Specialist, Fine Arts
- Frances Tanner                         Specialist, Clinical Lab Sciences, Perry Center

- \* Grant funded
- ^ Funded by student activity and service fees
- / FCSRMC

**Board Action Requested:**

**Approval**

Action: Approved. See item 3.1 (402.760).

**C O N S E N T**

**District Board of Trustees  
October 15, 2013**

**Agenda Item: 3.3**

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

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Community and Continuing Workforce Education Contract Staff

404.419, 13-14

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

**Community Education**

Name	Class
Linda Bair	Landscape Painting in Acrylics
Janice Garry	Intro to Backyard Beekeeping
Michael Garvin	Tea Tasting
Lytha Nicholson	Explore Painting on Wood
Pattie Reiter	Boutique Dress Making
Marisela Socorro de Arraiz	Spanish for Beginners

**Board Action Requested:**

**Approval**

Action: Approved. See item 3.1 (402.760).

**C O N S E N T**

**District Board of Trustees  
October 15, 2013**

**Agenda Item: 3.4**

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

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Career Service Staff

403.508, 13-14

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The individuals listed below are being recommended for appointment or promotion.

<u>Name</u>	<u>Position</u>
<u>Full Time</u> Melinda Pulliam Lexley Shelton	Student Financial Services Accountant, Office for Finance Audio/Visual Equipment Operator, Media Studio Department
<u>Promotion</u> Delia Carr Precious Ford Darrell Linzy	Administrative Assistant 2, Downtown Blount Center Police Officer, Santa Fe College Police Department Office Supervisor, Academic Foundations Department
<u>Part Time</u> Stephanie Norman	Toddler Teacher

**Board Action Requested:**

**Approval**

Action: Approved. See item 3.1 (402.760).

**C O N S E N T**

**District Board of Trustees  
October 15, 2013**

**Agenda Item: 3.5**

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Leave of Absence

420.160, 13-14

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Ms. Dorothy Taylor, Program Support Specialist, Institute of Public Safety, has requested a leave of absence from her career service position for the time period of November 11, 2013, through January 31, 2014. This request is supported by the Director, Institute of Public Safety, the Associate Vice President for Academic Affairs, and Provost and Vice President of Academic Affairs.

**Board Action Requested:**

**Approval**

Action: Approved. See item 3.1 (402.760).

## CONSENT

District Board of Trustees  
October 15, 2013

Agenda Item: 3.6

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Suwannee River Area Health Education Center, Inc. - Tobacco Training and Cessation (ATTAC) Program -- Grant

409.1969, 13-14

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The purpose of this project is to implement a tobacco education and use prevention initiative for future health professionals at Santa Fe College. This project seeks to reduce tobacco use and per capita tobacco consumption among youth, adults, and special populations. This project will train Santa Fe College students enrolled in the Imaging and Respiratory Care programs. Instruction shall incorporate the CDC's *Best Practices for Comprehensive Tobacco Control Programs Prevention* and the U.S. Public Health Service's *Clinical Practice Guideline for the Treatment of Tobacco Use and Dependence*.

The amount of funds requested from the Suwannee River Area Health Education Center, Inc. is \$1,000, 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 (402.760).



**C O N S E N T**

**District Board of Trustees  
October 15, 2013**

**Agenda Item: 3.7**

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

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Report of Purchases for September 2013

202.603, 13-14

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

Purchasing	\$583,782.59
Risk Management Consortium	<u>14,008.04</u>
<b>Total</b>	<b><u>\$597,790.63</u></b>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y49579 (Fund 7)	\$ 37,400.00	Sole Source	Archon Power, LLC	LED Pole Top Lighting in Parking Lots 14, 16, and 17 Energy Rebate
Y49703 (Fund 7)	\$ 36,740.00	Contract	Affiliated Engineers	Energy Education Project Energy Rebate
Y49704 (Fund 7)	\$ 39,989.85	Contract	Affiliated Engineers	Entrance Sign Engineer Services Campus Signage
	<u>\$114,129.85</u>			

Purchase orders for previously awarded bids/contracts: 8 (All Temp Force)	Amount: \$ 36,880.89
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<u>Other Purchases \$0 - \$35,000.00</u> Number of purchase orders: 319	Amount: \$446,779.89
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**Board Action Requested:**

**Approval of report**

Action: Approved. See item 3.1 (402.760).

## C O N S E N T

District Board of Trustees  
October 15, 2013

Agenda Item: 3.8

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

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Colonel Harry M. Hatcher, Jr., Property Survey 14-02

200.834, 13-14

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Below and on the attached page are requests from the various custodians to remove property from their inventory for the reason 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 September 24, 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 the item is attached.

<b>Category</b>	<b>Number of Items</b>	<b>Original Cost or Value Items &gt; \$5,000 to be Removed from Inventory and Financial Records</b>	<b>Depreciation of Items &gt; \$5,000</b>	<b>Total Book Value Items to be Removed from Inventory and Financial Records</b>
Surplus Property	1	\$6,201.00	\$6,201.00	\$0.00
<b>TOTAL</b>	<b><u>1</u></b>	<b><u>\$6,201.00</u></b>	<b><u>\$6,201.00</u></b>	<b><u>\$0.00</u></b>

### **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 (402.760).

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

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Building I Renovation - Budget, Phase III Drawings, and Guaranteed  
Maximum Price

412.1115, 13-14

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Project Description:

This project involves the renovation and remodeling of approximately 4,500 square feet of the east portion of building I. The departments to be incorporated into the renovated areas are: Perkins Workforce, the administration offices for Technical Programs, CROP, Upward Bound, and two general education classrooms. Extensive reconfiguration of interior walls is necessary to comply with fire egress codes of occupied space with students. Due to the age of the building, upgrades to the mechanical systems are required to correct deficiencies and bring them up to code.

Architect/engineer	Affiliated Engineers SE
Contractor/construction manager	To be determined
Uniform building inspector	In-house
Estimated project budget	\$590,945
Source of funds	Other local

Project Status:

When this project was first implemented, the total estimated cost of construction was below the threshold requiring board approval. Through numerous changes at the request of the end users and the addition of fairly extensive mechanical replacements, the estimated cost has surpassed that threshold. College staff is requesting approval of the project budget in the amount of \$590,945 and the phase III construction documents. In order to have this space available for summer term, staff has received and negotiated a guaranteed maximum price (GMP) in the amount of \$442,883 and is requesting board approval of the GMP.

**Board Actions Requested:**

- A. Approval of project budget in the amount of \$590,945**
- B. Approval of phase III drawings**
- C. Approval of a guaranteed maximum price of \$442,883**

Discussion: Ms. Ginger Gibson, Vice President for Administrative Affairs and CFO, reviewed item 4.1.

Action: Motion to approve: Mallini  
Second: Oody  
Vote: Jackson - yes, Lee - yes, McRae - yes (by phone), Mallini - yes, Oody - yes,  
Prevatt - yes, Woody - yes.

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

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Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report  
for September 2013

201.758, 13-14

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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 September 30, 2013.

The following summary provides a comparison of actual revenues and expenditures for 2013-2014 vs. 2012-2013.

	2013-2014		2012-2013	
	<u>Dollar Amount</u>	<u>Percent of Budget</u>	<u>Dollar Amount</u>	<u>Percent of Total Year</u>
Revenue	23,358,765	31.79	23,087,881	32.15
Expenditures	13,368,746	15.74	13,929,661	19.91

**Board Action Requested:**

**Approval of report**

Discussion: Ms. Ginger Gibson, Vice President for Administrative Affairs and CFO, reviewed item 5.1.

Action: Motion to approve: Lee

Second: Mallini

Vote: Jackson - yes, Lee - yes, McRae - yes (by phone), Mallini - yes, Oody - yes, Prevatt - yes, Woody - yes.

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College Calendar for 2014-2015

414.66, 13-14

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The college calendar for 2014-2015 is presented to the board for approval. The calendar has been approved and endorsed by the Calendar Committee, which includes representative votes from Student Government, Career Service Council, and the College Senate. The calendar coincides with the University of Florida calendar, which is important to students at both institutions who are often jointly enrolled. The exception to the calendar is the summer semester, which begins on May 11, 2015.

**Board Action Requested:**

**Approval**

Action: Motion to approve items 6.1 and 6.3: Mallini

Second: Oody

Vote: Jackson - yes, Lee - yes, McRae - yes (by phone), Mallini - yes, Oody - yes,  
Prevatt - yes, Woody - yes.

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

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Appointment of Trustee to Serve as Hearing Officer

402.761, 13-14

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The First District Court of Appeal has determined that a former instructor, Ingrid Herrmann, is entitled to a formal hearing to consider the termination of her employment on July 17, 2012. The board is requested to appoint a trustee to serve as the hearing officer in this matter. After hearing the matter, the appointed trustee will make a recommendation to the full board for final agency action in this matter.

**Board Action Requested:**

**Approval of appointment of trustee to serve as hearing officer**

Discussion: Vice Chair Woody appointed Trustee Jackson to serve as the hearing officer for the Herrmann Case. Trustee Jackson agreed to serve in this capacity. After hearing the matter, Trustee Jackson will make a recommendation to the full board for final agency action in this matter.

Action: Motion to approve: Lee  
Second: Mallini  
Vote: Jackson - yes, Lee - yes, McRae - yes (by phone), Mallini - yes, Oody - yes,  
Prevatt - yes, Woody - yes.

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Study-abroad Programs: 101.91, 13-14

China: Beijing and Xi'an (Summer A 2014)  
Sweden: Stockholm and Orebro (Summer A 2014)  
Ukraine: Drohobych and L'viv (Summer A 2014)  
Ecuador: Quito, Cotacachi, and Rio Blanco (Spring 2014)  
Puerto Rico: Rio Grande, Culebra, and Cayey, Guánica (Spring 2014)

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**China: Beijing and Xi'an (David Price and Li Ren Kaplan): Summer A 2014**

Cost: \$3,500 (includes airfare, accommodations, required activities, and most meals)

Courses: HUM 2410 Asian Humanities (Dr. Ren-Kaplan)  
CHI 1125 Chinese III (Dr. Ren-Kaplan)  
INR 2002 International Relations (Dr. Price)  
CPO 2001 Comparative Politics (Dr. Price)

Instructional intent: To provide opportunities for students to develop Chinese language skills and intercultural competency; to gain knowledge in the history, religions, and philosophy of China; to develop familiarity with sites important to Chinese history and humanities; to explore Chinese business and economy; and to learn about Chinese education, family life, and social issues

Courses:

HUM 2410 will focus on general topics in the humanities of China. Student skill outcomes to be developed include development of Chinese language skills and intercultural competency; student knowledge outcomes include basic introductions to the history, religions, and philosophy of China; familiarity with sites important to Chinese history and humanities; Chinese business and economy; and Chinese education, family life, dating, and sexuality. In addition, HUM 2410 Asian Humanities will further explore China's relationship with other Asian countries and cultures by investigating their mutual influence through arts, religions, philosophies, and historical interaction. For example, as the capital city of the Tang Dynasty when Chinese culture integrated with surrounding Asian cultures and as the starting point of the Silk Road, Xi'an offers students tremendous opportunities to explore the dynamic relationships between China and other Asian countries.

CHI 1125 continues the introduction begun in CHI 1120 and CHI 1121 of students to the Chinese language and culture. Chinese III is designed for students who have had an introduction to Chinese and have completed their language requirement, but would like to increase their Chinese proficiency. The content of this course is designed to complete the structural aspect of the language started in CHI 1120 and CHI 1121, and to strengthen the student's ability to communicate in the language. Cultural readings, class discussions, videos, and a variety of activities will be used to help the student improve speaking, listening, reading, and writing skills. The Chinese language will be presented within the context of contemporary Chinese culture.

INR 2002 is the introductory course to the field of political science known as international relations. International relations is the study of interactions between countries and between countries and a host of what political science jargon calls "non-state actors." To better prepare our political science transfer students for success in upper level courses, SF's political science faculty chose to make international relations an Inquiry and Discourse course, thereby requiring students to do discipline-

specific original research as part of the course. Teaching this course with a study-abroad component enhances the learning outcomes of the course and provides a unique educational experience in international relations in several ways.

CPO 2001 is the introductory course to the field of political science known as comparative politics, which is the study of political systems other than those in the U.S. (for those interested in the difference between the two courses INR and CPO, INR covers relations between actors in the global system, while CPO examines relations within the political systems of other countries). CPO 2001 meets the Social Science A general education requirement, which has the following learning outcomes: development of the skills necessary for analysis, synthesis, evaluation, decision-making, critical and creative thinking, and the creative process.

Faculty Leaders:

Dr. David Price has an M.A. in Political Science, with a concentration in International Relations and a Ph.D. in History. He wrote a dissertation examining the initial creation of GATT, the international trading agreement that laid the basis for contemporary economic globalization. He first went to China in 2005 with Santa Fe's first study-abroad trip there under Professor Robin Hardee and gained basic familiarity with travel in China and how to lead study-abroad groups. Dr. Price and Dr. Li Ren-Kaplan took SF students on this proposed trip with this itinerary in 2010 and 2012. In addition, Dr. Price spent two weeks at Beijing Union University, the host school for this trip, in 2012 as part of Santa Fe's faculty exchange with that institution. This will be his fourth time in and around the BUU area and time working with BUU faculty, staff, and students.

Dr. Li Ren-Kaplan holds a Ph.D. in intercultural communications and completed research in various media and government public-relations campaigns in China. She attended Peking University as an undergraduate, is fluent in Mandarin, and travels in China annually. She is personally familiar not only with the logistics of travel in China, but also with many important sites in Beijing. Professor Ren-Kaplan successfully co-led a SF study abroad program to Beijing in 2010 and 2012 with Dr. Price.

*The capacity for this program is 20.*

**Sweden: Stockholm and Orebro (Douglas Diekow): Summer A 2014**

Cost: \$2,950 (includes airfare, accommodations, required activities, and some meals)

Courses: SYG 2430 Marriage and Family  
SYG 1920 Group Study

Instructional intent: Cross-cultural study of culture and gender roles using an interdisciplinary social scientific perspective. Students will develop an understanding of the impact culture has on our social experiences through immersion in Swedish culture.

Courses:

SYG 2430 studies marriage, family, and intimate relationships, utilizing the sociological perspective. Particular attention will be given to gender roles, forming relationships, parenting, family and work, and divorce. The Swedish study-abroad program offers Santa Fe students the opportunity to use the sociological perspective while engaging in a cross-cultural travel experience.



SYG 1920 studies marriage, family, and intimate relationships, utilizing the sociological perspective. Particular attention will be given to gender roles, forming relationships, parenting, family and work, and divorce. This is a one-credit group study course offered as an alternative to the three-credit course SYG 2430.

Mr. Douglas Diekow has taught sociology at Santa Fe for thirteen years, and has been a strong supporter of internationalizing the curriculum at the college. He has been at the forefront of developing the partnership between Santa Fe College and Tullängsskolan, and has coordinated the visits to Santa Fe by a Swedish delegation from Tullängsskolan in the fall of 2010 and 2013.

*This trip is capped at 15 students.*

**Ukraine: Drohobych and L'viv (Charles Stephenson): Summer A 2014**

Cost: \$2,850 (includes airfare, accommodations, required activities, and most meals)

Courses: GEB 1011 Introduction to Business  
IDS 2930 Group Study  
GEB 2350 International Business

Instructional intent: This two-week program is designed to provide students with instructions regarding Ukrainian business, history, culture, manners, and mores, as well as the current business practices of an emerging market (one that is newly industrialized, plus those with the potential to become newly industrialized).

Courses:

GEB 1011. The purpose of this course is to acquaint students with the field of business, as well as its procedures and terminology. Such subjects as economics, capitalism, ethics, management, marketing, accounting, banking, and the stock market will be briefly covered. One valuable feature of this course is that a student may be better able to decide on whether they want to major in business and, if so, which area of business most interests them.

IDS 2930 focuses on special problems and current issues or trends. Course content and subjects are variable.

GEB 2350 is an introductory course in international business. The major topics covered are the theoretical basis for trade, cultural differences that influence business transactions, the impact of trade regulation, exchange rates, investment in other countries, and the movement of production between countries.

Faculty Leader:

Dr. Charles Stephenson has been a full-time instructor at Santa Fe College for eight years. He has a Masters' degree in Business Management and a Doctorate in Business Administration. Dr. Stephenson has studied international business at Michigan State University (short course) and international business at *Academia de Profesores Privados de Español* in Antigua, Guatemala. He has participated in study-abroad programs led by Dr. Ed Bonahue that took students to London and has made this trip to Ukraine four times, taking students on three occasions. Past trips to Ukraine

were made through a partnership with Community Colleges for International Development (CCID), along with two other schools.

The capacity for this program is 20.

**Ecuador: Quito, Cotacachi, Rio Blanco (Heather Hall and Heidi Lannon): Spring 2014**

Cost: \$3,150 (includes airfare, accommodations, required activities, and some meals)\*

Courses:   ANT 2140   Introduction to World Prehistory (Focus on pre-Columbian cultures of Ecuador)  
              GEO 2200   Physical Geography

Instructional intent: To use various techniques from cultural ethnography to study the relationship between the natural environment, social and cultural structures, and the phenomenon of cultural change among several communities in Ecuador; and to explore cultural geography in the field and engage in cross-cultural analysis from the sociological perspective.

Courses:

ANT 2140 is an introductory archaeology course, which focuses on pre-historic culture from the earliest stone tools to the appearance of civilization, with an emphasis on the relationship between culture change and the natural environment. The international portion of this course is designed to explore the cultural development of the peoples of Ecuador through the anthropological sub-fields of archaeology and ethnology.

GEO 2200C is an introduction to the systematic study of the field of physical geography using Geographic Information Science (GIS). The student will master the terminology, general concepts, and relationships between the atmosphere, the biosphere, the lithosphere, and the hydrosphere.

Faculty Leaders:

Ms. Heather Hall has traveled extensively throughout Europe, the Caribbean, South and Central America, as well as Hong Kong and other parts of China. She has co-led ten very successful study-abroad programs at Santa Fe, including programs to Peru, Ecuador, Costa Rica, and Egypt. This will be her seventh study-abroad trip to Ecuador.

Dr. Heidi Lannon holds a Ph.D. in Geography and Urban Planning and a Master's degree of Public Administration and Coastal Management. She teaches Cultural and World Regional Geography at Santa Fe. She routinely takes students into the field as a component of Physical Geography classes and led the study-abroad program to Ghana in 2011. She also participated in the study-abroad trip to Costa Rica in 2010 and the study-abroad trip to Ecuador in 2012 and 2013.

The maximum capacity for this trip is set at 18 students

**Puerto Rico: Rio Grande, Culebra, Cayey, Guánica (Denise Guerin): Spring 2014**  
**Cost: \$2,100 (includes airfare, accommodations, required activities, and some meals)**

Course: BSC 2050 Energy and Ecology

Instructional intent: To foster an understanding of the interconnectedness and commonality that exists between different places and cultures worldwide. Experiences will focus on cultural diversity as well as fieldwork in biological diversity.

Course:

BSC 2050 Energy and Ecology is intended to foster an understanding of the interconnectedness and commonality that exists between different places and cultures worldwide. Experiences will focus on cultural diversity as well as fieldwork in biological diversity. The study of ecology, biology, culture, and pre-history of Puerto Rico will provide students with a new perspective of the world and their role in it.

Professor Denise Guerin has a Master's degree in Botany and a Bachelor's degree in Wildlife Ecology. Her extensive knowledge of vegetative communities and ecosystem diversity enables her to help students formulate interesting questions and plausible conclusions for their coursework. She has lead study-abroad trips to Costa Rica in the past and visited Mexico four times, providing her with a working knowledge of Latin American culture and languages.

The maximum capacity for this trip is set at 10 students.

**Note:** *All cost estimates are subject to change. Trips may or may not occur, based on enrollment.*

**Board Action Requested:**

**Approval**

Action: Approved. See item 6.1 (414.66).

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Amended Rule 1.4: Board Meetings

410.477, 13-14

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Amendment of Rule 1.4 is recommended to comport with Florida Statute §286.0114, which states that members of the public shall be given a reasonable opportunity to be heard on a proposition before a board. Accordingly, it is recommended that the Citizens' Comments section be moved from the end of the agenda to a spot prior to any voting items to allow members of the public an opportunity to be heard regarding any item to be considered by the board at the meeting.

The new statute further states that rules or policies of a board that govern the opportunity to be heard are limited to those that provide guidelines regarding the amount of time an individual has to address the board; prescribe procedures for allowing representatives of groups or factions on a proposition to address the board, rather than all members of such groups or factions, at meetings in which a large number of individuals wish to be heard; prescribe procedures or forms for an individual to use; or designate a specified period of time for public comment.

**Board Action Requested:**

**Approval**

Action: Motion to approve items 7.1 and 7.2: Lee

Second: Prevatt

Vote: Jackson - yes, Lee - yes, McRae - yes (by phone), Mallini - yes, Oody - yes,  
Prevatt - yes, Woody - yes.

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New Rule 2.15: Threat Assessment and Management Team

410.478, 13-14

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This rule is established to assist in promoting a safe and secure work and learning environment through the formation of a Threat Assessment and Management Team (“TAM Team”).

The college is authorized to create a TAM Team to identify, assess, and respond to behavior that may pose a threat of harm to Santa Fe College students, employees, and invitees, thereby encouraging an environment of increased safety. The TAM Team should provide a coordinated referral system, a detailed behavioral assessment process, an internal communications structure, an intentional intervention strategy, and a comprehensive monitoring system to allow for follow-up and support. The TAM Team shall be a multidisciplinary team composed of individuals from various departments of the college to allow for maximal collaboration and coordination of efforts; the president shall appoint TAM Team members.

**Board Action Requested:**

**Approval**

Action: Approved. See item 7.1 (410.477).

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

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Memorandum of Understanding for Computer-based Testing for State Officer Certification Examination - Florida Department of Law Enforcement Acting in Support of and with the Authorization of the Florida Criminal Justice Standards and Training Commission 408.2087, 13-14

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The purpose of this memorandum of understanding is to establish an agreement with the Florida Department of Law Enforcement (FDLE) and the Criminal Justice Standards and Training Commission to provide an approved test site for the State Officer Certification Exam (SOCE) for law enforcement and corrections officers in the State of Florida. The Institute of Public Safety graduates approximately 115 law enforcement and corrections students per year. These students must pass the SOCE in order to be certified in the state. Currently, FDLE provides test sites where students take a pencil and paper test. However, FDLE plans to convert all tests to computer-based testing by October 2014. Testing will be held in the Northwest Campus testing center located in technology building N.

**Board Action Requested:**

**Approval of the memorandum of understanding and delegation of authority to the Training Center Director to complete and sign the application on behalf of the college**

Discussion: President Sasser noted that he has asked Mr. Dug Jones, Associate Vice President for Economic Development, to update the board on the Interlocal Agreement with the City of Gainesville involving the management of the GTEC Incubator, even though the item has been deleted from the agenda today. Mr. Jones noted that for twelve years the City of Gainesville and the Community Redevelopment Agency (CRA) have operated a technology business incubator known as GTEC on Hawthorne Road in southeast Gainesville. With the success of the Santa Fe CIED in fostering new businesses, the college was approached in 2012 about the possibility of managing GTEC. After a review of the facility, occupancy rates, and previous years' finances and operations, college staff concluded that the facility could represent a viable opportunity for expansion of the CIED's programming. He also explained that the GTEC site focus differs from the CIED, with a stronger emphasis on light manufacturing and hardware technologies. The college will assist CRA with the transitioning of the two current large GTEC tenants to new spaces within the community. Mr. Jones noted that under the current working agreement, Santa Fe would assume management of GTEC operations for a five-year period with the option to renew for up to five additional years. The city would be responsible for all major maintenance of the facility, and the college would be responsible for managing the incubator. Also, the city will provide \$150,000 in initial support, which the college may draw from over a period of five years. After a brief discussion, the board thanked Mr. Jones, Dr. Sasser, and others who have worked hard on the negotiations and said they looked forward to receiving the agreement at the next board meeting.

Agenda item 8.1  
October 15, 2013  
Page 2

Action: Motion to approve items 8.1 and 8.3: Mallini

Second: Prevatt

Vote: Jackson - yes, Lee - yes, McRae - yes (by phone), Mallini - yes, Oody - yes,  
Prevatt - yes, Woody - yes.

**DELETED**

**District Board of Trustees  
October 15, 2013**

**Agenda Item: 8.2**

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

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Interlocal Agreement with City of Gainesville - GTEC Incubator Management Services

408.2088, 13-14

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For many years, the City of Gainesville and the Community Redevelopment Agency have operated a technology business incubator known as GTEC on Hawthorne Road in southeast Gainesville. Due to the success of the Santa Fe CIED in fostering new businesses, the college was approached in 2012 regarding the possibility of managing GTEC as well.

After a thorough review of the facility, occupancy rates, and previous years' finances and operations, college staff concluded that the facility could represent a viable opportunity for expansion of the CIED's programming.

Therefore, authority is requested to finalize negotiations for an agreement with the City of Gainesville to assume management of GTEC operations for a five-year period with the option to renew for up to five additional years. The city and the college agree that the city shall be responsible for all major maintenance of the facility, and the college will be responsible for managing a business incubator program. In order to support the transition to college management of operations, the city will further provide \$150,000 in initial support, which the college may draw on over a period of five years.

**Board action requested:**

**Approve the agreement in concept and delegate authority to the acting board chair to sign the agreement after approval by college officials and recommendation by the president**

See item 8.1 for discussion of this item.



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

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Nationwide Insurance – Quick Response Training Grant

409.1970, 13-14

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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 110 Associate Claims Specialist positions over a 24-month period. These are full-time, permanent, highly-skilled, salaried positions with benefits. The training includes introduction to property and casualty insurance, the organization, and job function. Technical skills, including auto and homeowner policy review and standard operating procedures for multiple processes, are covered. Trainers and claims managers will then conduct one-on-one training for the first few days of claims handling. 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 Workforce Florida, Inc. is \$160,965, 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 8.1 (408.2087).

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Santa Fe College Foundation Liaison Update and Board Members' Remarks

Information Item

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Reporting for the Santa Fe College Foundation Corporation, Trustee Mallini stated that Evening Under the Oaks is Friday, November 22, at the home of Heather and Jim Doughton. He noted that this is a scholarship fundraiser. Also, the annual board of directors meeting is Tuesday, November 26, at the Blount Center beginning at 4:30 p.m.