



Santa Fe College
District Board of Trustees

Minutes of Board Meeting Held January 21, 2014
Wattenbarger Student Services Building, Gainesville, Florida

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

Member absent: Robert L. Woody

Chairman Arley W. McRae called the regular meeting of the District Board of Trustees of Santa Fe College to order at 4 p.m. in the Wattenbarger Student Services Building, in Gainesville, Florida, followed by the Pledge of Allegiance.

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

Upon unanimous consent of the board, and for good cause, the January 21, 2014 board agenda was amended as follows:

Added: Item 7.2 –Out-of-Country Travel Request: Model United Nations Conference
Toronto, Canada, February 20-23, 2014

Trustee Lee had a prior commitment and departed the meeting during the General Institution items.

President Sasser asked Ms. Joann Wilkes, Coordinator of the Displaced Homemakers Program, to give an update on the program. She thanked Dr. Sasser and the board for their continued support of the program. Since July 2013 they have welcomed 119 new participants, with 73 completing an activity or a service plan and 28 placed in jobs or upgraded positions. She noted that working moms and single women in the program are encouraged to attend financial literacy classes through Peaceful Paths or Catholic Charities. She said there are several grants that supplement basic needs by providing financial support for classes, books, uniforms, gas cards, bus passes and other expenses that might be barriers to employment. Agencies providing these grants include Lydia B. Stokes Foundation, Wells Fargo, and Peaceful Paths. She introduced Ms. Pat Brady who is a graduate of the program and works at Santa Fe. Ms. Brady stated that she moved to Gainesville from Maryland and was introduced to the program through Peaceful Paths. The program provided her with computer, and financial literacy skills and other assistance. For over seven years she has worked at Santa Fe, where she is extremely happy and thankful for the support she has received in the program as well as from everyone at the college. Ms. Wilkes recognized her staff, Ms. Karen Sheets and Ms. Wanda Howard-Holmes, for their contributions to the program's success.

The meeting adjourned at 5:30 p.m.

Arley W. McRae Chairman

Jackson N. Sasser, Secretary



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of January 21, 2014, at 4 p.m.
Wattenbarger Student Services Building, Gainesville, Florida**

Amended Agenda

Adoption of Agenda

Agenda Item: 1.1
418.518, 13-14

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Board Meeting of January 21, 2014
- 1.2 Approval of Board Meeting Minutes of November 19, 2013

2. Information Items

- 2.1 President's Report
- 2.2 Strategic Planning
- 2.3 Continuing Contracts Candidates for 2014-2015
- 2.4 Fee Waiver Report for Fall Term 2013
- 2.5 Financial Audit Report 2014-077, Year Ended June 30, 2013
- 2.6 Amended Rule 3.38: Prohibition of Firearms and Weapons on College Premises and Amended Rule 7.23: Student Conduct Code

3. Citizens' Requests

4. Consent Items

Personnel

- 4.1 Contract Staff (Faculty)
- 4.2 Contract Staff (Administrative and Professional)
- 4.3 Community and Continuing Workforce Education Contract Staff
- 4.4 Career Service Staff

Agreements, Grants

- 4.5 Florida Department of Law Enforcement Criminal Justice User Agreement
- 4.6 Carl D. Perkins, Career and Technical Education Postsecondary Programs, Section 132, 2013-2014 Roll Forward Funds -- Grant
- 4.7 The Wells Fargo Employment Assistance Program - Displaced Homemaker Program -- Grant

Finance Items

- 4.8 Report of Purchases for November and December 2013
- 4.9 Colonel Harry M. Hatcher, Jr., Property Survey 14-04

5. Facilities Items

- 5.1 Project Report and Action Request - P Building Remodel for Communications and College Services and Academic Technologies - Accept as Complete
- 5.2 Approval of Agreement for Architect/Engineer's Services (continuing contracts) with:
Kail Partners, LLC
Walker Architects, Inc.

6. Finance Items

- 6.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for December 2013

7. General Institutional Items

- 7.1 Developmental Education Implementation Plan
- 7.2 Out-of-Country Travel Request: Model United Nations Conference - Toronto, Canada, February 20-23, 2014 (ADDED)

8. Rules

- 8.1 Amended Rule 4.2: Grading System

9. Agreements/Grants

- 9.1 Student Affiliation Agreement with Munroe Regional Medical Center
- 9.2 Interlocal Agreement with City of Gainesville - GTEC Incubator Management Services
- 9.3 AARP Foundation - Back to Work 50+ -- Grant
- 9.4 Feathr, Inc. - Quick Response Training -- Grant

10. Santa Fe College Foundation Liaison's Update and Remarks

11. Santa Fe College Board Members' Remarks

12. Adjournment

Board Action Requested:

Approval

Discussion: Upon unanimous consent of the board, and for good cause, the board agenda was amended to add item 7.2. Chairman McRae 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: Hudson

Second: Mallini

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

Approval of Board Meeting Minutes of November 19, 2013

401.508, 13-14

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

Board Action Requested:

Approval

Action: Motion to approve: Mallini

Second: Prevatt

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

President's Report

Information Item

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

President Sasser noted that Ms. Marie Thomas asked to address the board regarding the recent Department of Labor audit and the new time, leave, and attendance policy. Ms. Thomas stated that a Department of Labor audit was conducted at Santa Fe that resulted in a settlement for some Career Service employees. The targeted area of the audit was the Financial Aid department. She added that various statements were made by the college administration after the settlement was reached and Career Service feels that the trustees were given only a partial report, which Career Service employees are concerned may have presented a negative view of Career Service employees. She expressed concern that Career Service employees may not have the continued support of the Board. She added that Career Service employees received a narrative from the auditor that she felt should have accompanied the report Trustees had received earlier. President Sasser responded that comments in the narrative were not consistent with those from the leadership team and the college disagreed with several statements in the report. In response to a question from Mr. Mallini, Ms. Locascio stated that the narrative provided by Ms. Thomas to the President appeared to be working papers of the investigator and that the College never had a chance to refute or corroborate the facts as it was not provided to the college by the investigator; she further stated that the college does not disagree with the salient recommendations from the DOL investigator although many of the facts presented in the narrative are in dispute. Ms. Thomas stated that Career Service Council conducted its own research and found that the college's pilot program may not be consistent with legal requirements found on the DOL website. President Sasser added that while there are opportunities for improvement, there is not an option regarding changes needing to be made to time, leave, and attendance recordkeeping; the college currently is following the law and will continue to follow the law in this area. He noted the college is working through the process of trying to find the best method of recording time, leave, and attendance, and hopes to have something in place by March 1. After further discussion, during which support for Career Service employees was reaffirmed, Dr. Sasser noted that the College will continue those efforts and provide the board with an update, and thanked Marie Thomas for her continued leadership to the Career Service Council.

The President noted that Trustees Lee and Woody will be attending the Annual AFC Trustee Legislative Conference and Governor's Reception on February 3-4 in Tallahassee and encouraged other Trustees to attend as well.

Dr. Sasser noted that the next board meeting is February 18 at the Blount Center and the annual President's Dinner is February 21 at 6 p.m. in the Fine Arts Hall.

President Sasser called on Trustee Lee to discuss the annual Women of Distinction event. Trustee Lee said this year's Women of Distinction ceremony is scheduled for March 13 at 5 p.m. in the Fine Arts Hall. The Women of Distinction committee has established a new scholarship and is actively fundraising. They have called upon past honorees to assist, which has worked out wonderfully. She encouraged everyone to purchase a ticket and attend this year's event.

Agenda Item 2.1
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The President added that this afternoon he and Dr. Bonahue met with John Kraft, Dean of the University of Florida's Warrington College of Business Administration, about the ability of Santa Fe students to transfer. Dr. Bonahue explained that just before the holidays SF received information that the business college would no longer accept transfer students. Dr. Sasser said he was pleased to announce that the business college has reconsidered its position and will continue to allow our students to transfer and SF will be getting this information out to students. Dr. Bonahue is also very pleased with the decision to keep this traditional pathway open, with the number of transfers to remain steady.

Strategic Planning

Information Item
419.16, 13-14

Discussion: Dr. Lisa Armour, Vice President for Assessment, Research and Technology, discussed with the board outcomes of the first visioning workshop held on November 21. She noted the meeting was very productive and several potential themes or areas of emphasis for the college's next five years emerged. The next step in creating a new strategic plan is to refine those themes and agree on their relative promise and importance, and consider strategies for achieving a shared vision. She distributed a summary handout exhibiting the three cultural themes and the four strategically important targets in keeping with the college mission.

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

Continuing Contracts Candidates for 2014-2015

Information Item
402.763, 13-14

The following faculty members have successfully completed three years of instructional service to the college with positive annual evaluations. The three-year evaluation process culminated with an extensive self-evaluation, peer review, and ultimately a peer vote. Based on satisfactory evaluation, affirmative peer vote, review, and recommendation by the academic department supervisor with the support of the Provost and Vice President of Academic Affairs and the college President, the following may be recommended for continuing contracts beginning in the 2014-2015 contract year.

William Faulk	Assistant Professor, Construction and Technical Programs
Jason Harrington	Assistant Professor, Mathematics
Sandra Milner	Assistant Professor, Nursing Programs
Aaron Hirko	Assistant Professor, Clinical Laboratory Sciences
Chihiro Oshima	Assistant Professor, Mathematics
Cheryl Porkorny	Assistant Professor, Nursing Programs
Leslie Viguers Rios	Assistant Professor, Sciences for Health Programs
Jorie Scholnik	Assistant Professor, Student Development Instruction
Jacob Searcy	Assistant Professor, Business Programs
Zahir Small	Assistant Professor, English
Eugenio Zaldivar	Assistant Professor, Humanities and Foreign Language

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

Fee Waiver Report for Fall Term 2013

Information Item
 200.837, 13-14

Pursuant to Rule 7.13, the college grants fee waivers for course fees (excluding Technology, Transportation, Access, Lab, and Distant Learning fees). Below are the waivers granted by the college for the fall term. This report shows the number of students granted waivers, along with the dollar amount waived in each category.

<u>Term – Fall 2013</u>	<u>Number of Waivers</u>	<u>Amount</u>
<u>Credit</u>		
College Employee	3	\$1,464.60
Senior Citizens	37	20,668.89
State of Florida Employees	85	39,474.06
Purple Heart	5	10,801.93
Employee Dependents	7	3,158.26
Total	<u>137</u>	<u>\$75,567.74</u>

Community Education

Employee	4	\$25.00
Senior Citizens	38	1,961.00
Total	<u>42</u>	<u>\$1,986.00</u>

Totals

Credit	137	\$75,567.74
Community Education	42	\$1,986.00
Total	<u>179</u>	<u>\$77,553.74</u>

**District Board of Trustees
January 21, 2014**

Agenda Item: 2.5

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

Financial Audit Report 2014-077, Year Ended June 30, 2013

Information Item
200.838, 13-14

The Financial Audit for the fiscal year ended June 30, 2013, has been released. This report is available on the State of Florida Auditor General's website at the following link:

<http://www.myflorida.com/audgen/pages/subjects/ccollege.htm>

College Goal: Student Affairs - Provide research-based, learner-centered program of services that supports access and student engagement from matriculation to goal attainment

Amended Rule 3.38: Prohibition of Firearms and Weapons on College Premises and Amended Rule 7.23: Student Conduct Code Information Item 410.481, 13-14

In the case of Florida Carry, Inc. and Alexandria Lainez v. University of North Florida and John Delaney, the First District Court of Appeal in Florida ruled on December 10, 2013, that state universities could no longer waive the exception under Florida statute that would allow individuals to keep firearms securely encased in their vehicles while on school property. Historically, Santa Fe College has, like most colleges and universities, waived this exception under Florida law such that individuals were prohibited from bringing weapons on campus even in their vehicles. This waiver was located in both Rule 3.38: Prohibition of Firearms and Weapons on College Premises and Rule 7.23: Student Conduct Code. This recent case appears to require universities, and colleges by analogous reasoning, to modify their rules to eliminate this exception and, thus, to allow certain firearms to be stored in vehicles. Accordingly, College staff recommends this change to the rules to comport with this clarification of the law. This does not modify the other prohibitions contained in the rules.

Discussion: Regarding item 2.6, Dr. Sasser commented that the First District Court of Appeal in Florida ruled on December 10, 2013, that state universities could no longer waive the exception under Florida Statute that would allow individuals to keep firearms securely encased in their vehicles while on school property. Santa Fe, like other colleges, has waived this exception under Florida law with the result that individuals were prohibited from bringing weapons on campus even in their vehicles. This recent case appears to require universities and colleges, by analogous reasoning, to modify their rules to eliminate this exception and allow certain firearms to be stored in vehicles.

Citizens' Requests

423.24

Subject to exceptions set forth in Florida law, members of the public shall be permitted to be heard on a proposition pending before the board during this agenda item prior to the board taking action on the proposition. An individual wishing to be heard shall complete the Citizen's Request form maintained by the board secretary (College President) at least 15 minutes in advance of the meeting and shall be allotted up to three minutes to address any issues, whether the issue is on the board agenda or not; the board chair may allow limited extended time at the chair's discretion. If a group consisting of more than five individuals wishes to be heard on a subject, the group must designate a representative to speak on its behalf.

Discussion: Chair McRae asked if there were any citizens' requests and in hearing none, the chair moved to the next board item.

C O N S E N T

District Board of Trustees
January 21, 2014

Agenda Item: 4.1

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

Contract Staff (Faculty)

402.764, 13-14

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

<u>Name</u>	<u>Position</u>
Appointment Full Time	
Lila Decubellis M.S., University of Illinois at Chicago	Interim Assistant Professor, Cardiovascular Programs
Matthew Whitehead M.F.A., University of Florida	Interim, Assistant Professor, Photography, Fine Arts Department
Part Time	
Vincent Adejumo	Pedro Mora Medina
Ana Arreola	Gregory Marshall II
Steven Arnett	Shelcher Mohan
Shantelle Barta	Sushma Ogram
Gerard Bencen	Brian Pope
Adam Bilinski	Megan Walker-Radtke
Emilio Cagmat	Jonathan Rolfs
Lisa Ciardulli	Jade Salamone
Megan Chesser	Javier Sampedro
Chiu Chu-Chuan	Shelley Sanderson
Giancarlo Cuadra	Eleta Sucsy
Dustin Fridkin	Elizabeth Suda
Boris Goldengorin	Ann Thebaut
Kelli Harker	Walter Theus
Angel Harris	Myra Urso
Wendy Heimann	Suna Uzun
Kelly Jackman	Shakesa Valentine
Michael Krames	Jon Van Denend
Richard LaLonde	Anna Wendt
Brain Lee	Daniel Williams
Sarah Lopez	Miranda Williams
Andrea Lybrand	Marcie Wilson

Board Action Requested:

Approval

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Discussion: President Sasser noted that within the consent items was the appointment of Dr. Naima Brown as Vice President of Student Affairs. The board congratulated Dr. Brown on her permanent appointment.

Action: Motion to approve items 4.1 through 4.9: Hudson

Second: Lee

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

C O N S E N T

District Board of Trustees
January 21, 2014

Agenda Item: 4.2

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

Contract Staff (Administrative and Professional)

411.371, 13-14

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

<u>Name</u>	<u>Position</u>
Executive/Managerial Promotion	
Naima Brown Ph.D., University of Florida	Vice President, Student Affairs
Michael Hutley M.B.A., Saint Leo University	College Registrar
Kalpana Swamy M.A., Bangalore University, India	Interim Chair, Student Development Instruction
Technical/Professional Appointment Full Time	
Michael Anderson B.S., Saint Leo University	EMS Lab Coordinator, Institute of Public Safety
^Nick Cheronis B.S., Ball State University	Women's Volleyball Coach
Jason Frank M.A., University of Idaho	Coordinator, Instructional Design
Joshua Hoffenberg B.A., University of Florida	Advisement Specialist
Helen Hutley A.A., Santa Fe College	Business Manager, Facilities Services
Lesley LeBaron Ph.D., University of Florida	Interim, Counseling Specialist
*Caronne Rush B.A., University of Florida	Adult Education Career Preparation Program Specialist
Emily Waldman B.S., University of Florida	Interim Lab Manager, Sciences for Health Department
Promotion	
Lara Zwillig M.S., University of Florida	Coordinator, Counseling Center

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Part Time

^Sandra Angelou

Specialist, Athletics

Diane Archer-Banks

Specialist, EPI

*Adrienne Provost

Specialist, Talent Search

Emily Waldman

Specialist, Science for Health Programs

*Grant funded

^Funded by student activity and service fees

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.764).

C O N S E N T

District Board of Trustees
January 21, 2014

Agenda Item: 4.3

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

Community and Continuing Workforce Education Contract Staff

404.421, 13-14

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

<u>Name</u>	<u>Program/Class</u>
Community Education	
Part Time	
Daniel Blumberg	Learn to Fly RC Quadcopter
Zona Gale	Writing from Within
Doug Jones	PC's for Beginners
Elizabeth Labbe	Avant Garde Art
Mark Rapp	Frugal Venturing/Urban Trekkin
Wallace Russell	MS Word 2013 for Beginners
Brenda Thornton	Enhancing your Photographs
Elizabeth Treese	MS Word and Excel 2013
Denise Weber	Making Soil & Compost Tea
Karin Weinrich	Introduction to Ceramics

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.764).

C O N S E N T

District Board of Trustees
January 21, 2014

Agenda Item: 4.4

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

Career Service Staff

403.510, 13-14

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

<u>Name</u>	<u>Position</u>
Full Time Appointments	
Dawn Arnett	Police Officer
Tiffany Escobar	Administrative Assistant, Communications & Creative Services
Marina Jordan	Office Assistant 2, Counseling Center
Promotion	
Karen Coles	Program Assistant, Assessment Center
Kathy Koontz	Administrative Assistant 1, Student Development Instruction
Helen Legall	Office Supervisor, Santa Fe College Police Department

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.764).

C O N S E N T

District Board of Trustees
January 21, 2014

Agenda Item: 4.5

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

Florida Department of Law Enforcement Criminal Justice User Agreement

408.2091, 13-14

It is requested that the board approve the standardized update to the agreement between the Florida Department of Law Enforcement and Santa Fe College Police Department which allows access to law enforcement related databases and the operation of dispatch. The agreement does not contain financial obligations for either party. The agreement has been previously updated several times, most recently in 2011.

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.764).

C O N S E N T

District Board of Trustees
January 21, 2014

Agenda Item: 4.6

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

Carl D. Perkins, Career and Technical Education Postsecondary Programs,
Section 132, 2013-2014 Roll Forward Funds -- Grant

409.1973, 13-14

Perkins Postsecondary 132 Roll Forward funds will be used to enhance the original project serving career and technical students at Santa Fe College and the Bradford County School District. Increasing the current expense budget will provide travel, printing, repair and maintenance, and contract non-instructional services (TempForce) for Santa Fe College Career and Technical programs and students. Increasing the current expense budget will also provide consortium purchased services for Bradford County. Increasing the capital outlay budget will provide equipment for programmatic and instructional purposes for Career and Technical Education and Workforce Development programs.

The amount of funds requested from the State of Florida, Department of Education, Division of Career and Adult Education is \$30,423, 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 4.1 (402.764).

C O N S E N T

District Board of Trustees
January 21, 2014

Agenda Item: 4.7

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

The Wells Fargo Employment Assistance Program -
Displaced Homemaker Program -- Grant

409.1974, 13-14

The purpose of this project is to provide training funds for women who meet the qualifications for the Displaced Homemaker Program (DHP): (35 years of age, work in the home, are not adequately employed, having difficulty finding employment and have been dependent on income from another person which is no longer available, or are dependent on federal assistance and cannot receive Federal financial aid). Upon completion of the DHP 60 hour program, they will be encouraged to continue with job training to enhance their skills so that they are more employable. This leads to economic self-sufficiency for themselves and their families. Often the short-term certificate programs are not eligible for Federal financial aid; hence, this grant would be used to assist these women by paying for courses in the certificate programs.

The amount of funds requested from the Wells Fargo Foundation is \$5,500, with no matching funds from Santa Fe College.

Duration of this project is December 1, 2013, through November 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 4.1 (402.764).

C O N S E N T

District Board of Trustees
January 21, 2014

Agenda Item: 4.8

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

Report of Purchases for November and December 2013

202.605, 13-14

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

Purchasing	\$1,711,830.00
Risk Management Consortium	<u>2,146.42</u>
Total	<u>\$1,713,976.42</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y50227 (Fund 1)	\$ 41,751.00	Exempt	GradesFirst	QEP Software Quality Enhancement Plan
Y50235 (Fund 1)	\$ 44,365.00	Contract	Higher One, Inc.	Credit Card Processing Information Technology
Y50309 (Fund 1)	\$ 53,224.00	Exempt	Yankovitch & Associates	Service Excellence Consultant Staff & Program Development
Y50431 (Fund 1)	\$ 72,000.00	Exempt	WT Cox Subscriptions, Inc.	Periodicals & Subscriptions Library
Y50443 (Fund 7)	\$ 131,570.00	Contract	Scherer Construction	Building M Roof Replacement General Maintenance
Y50444 (Fund 7)	\$ 252,802.00	Contract	Scherer Construction	Building E Roof Replacement General Maintenance
Y50583 (Fund 7)	\$ 167,223.00	Contract	Scherer Construction	Building V Air Handler Units Replacement General Maintenance
Y50589 (200) (Fund 1)	\$ 197,592.00	Exempt	Dell Marketing	Classroom/Lab Computers Information Technology
	\$ 960,527.00			

C O N S E N T

District Board of Trustees
January 21, 2014

Agenda Item: 4.9

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

Colonel Harry M. Hatcher, Jr. Property Survey 14-04

200.839, 13-14

Below and on the attached pages 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 December 10, 2013 to consider departmental requests to be relieved from inventory accountability. The committee members approved the following requests to remove the items listed below from the active property control inventory records. A detailed list of all items from each category is attached.

Category	Number of Items	Original Cost or Value Items > \$5,000 to be Removed from Inventory and Financial Records	Depreciation of Items > \$5,000	Total Book Value Items to be Removed from Inventory and Financial Records
Surplus Property	2	\$23,800.00	\$23,800.00	\$0.00
TOTAL	<u>2</u>	<u>\$23,800.00</u>	<u>\$23,800.00</u>	<u>\$0.00</u>

Notes

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

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.764).

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

Project Report and Action Request - P Building Remodel for Communications and College Services and Academic Technologies - Accept as Complete 412.1118, 13-14

Project Description:

This project consisted of remodeling space on the second floor of P Building occupied by what is now known as Communications and Creative Services (formerly College Relations) and Academic Technologies. This project is part of the overall college space reallocation project (putting students first) and is aimed at making both departments function better both internally and externally.

Architect/engineer		Craig Salley & Associates
Contractor/construction manager		Charles Perry Partners, Inc.
Uniform building inspector		In-house
Approved project budget		\$748,500.00
Design	\$ 55,034.00	
Construction	529,116.50	
Miscellaneous	<u>14,340.00</u>	
Total	\$598,490.50	<u>\$598,490.50</u>
Project Savings		\$150,009.50
Source of funds		Other Local-Transferred from Operating Budget

Project Status:

This project reached substantial completion on August 4, 2013 and final completion on September 3, 2013. Staff is requesting the Board accept this project as complete.

Board Action:

Accept project as complete

Discussion: Mr. Bill Reese, Associate Vice President for Facilities Services, reviewed items 5.1 and 5.2 individually.

Action: Motion to approve items 5.1 through 5.2: Jackson
Second: Prevatt
Vote: Hudson - yes, Jackson - yes, Lee - yes, McRae - yes, Mallini - yes, Oody - yes, Prevatt – yes.

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

Approval of Agreement for Architect/Engineer's Services (continuing contracts) with:
Kail Partners, LLC.
Walker Architects, Inc

412.1119,13-14

Project Description:

In its October 2012 meeting, the Board granted permission to advertise, select and negotiate continuing contracts with architectural firms for the design of minor projects for the College. The results of that process were reported to the Board at the September 2013 meeting, and College staff is requesting the Board approve continuing contracts for the following architectural firms as attached:

Kail Partners, LLC, Gainesville Florida
Walker Architects, Gainesville Florida

The college has utilized a continuing contract process for many years, and College staff has taken the opportunity to update some of the contract provisions. The most significant changes to the contracts are as follows: an increase in the project amount from \$500,000 to \$2,000,000 as authorized in Florida statute, and the change in Article 2 from a project addendum process to a more streamlined purchase order process.

In addition, the following updates have been made:

- All references to Florida Statutes and the Florida Administrative Code.
- Uniform Building Code Inspector now referred to as Florida Building Code Inspector
- Reference to current version of State Requirement for Educational Facilities (SREF) rather than a specific year.
- Technical requirements of SREF are now contained in Section 423 of the Florida Building Code.
- Insurance limits changed to reflect the current college requirements.

Board Action:

**Approval of the agreement for architect's/engineer's services for:
Kail Partners, LLC, of Gainesville, FL
Walker Architects of Gainesville, FL**

Action: Approved. See item 5.1 (412.1118).

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 December 2013 201.761, 13-14

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 December 31, 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 Actual</u>
Revenue	\$42,404,512	57.71	\$42,366,949	59.01
Expenditures	\$31,741,365	37.36	\$30,778,963	43.99

Board Action Requested:

Approval of report

Discussion: Ms. Ginger Gibson, Vice President for Administrative Affairs and CFO, reviewed item 6.1. The board congratulated Dr. Sasser and Ms. Gibson on the recent audit.

Action: Motion to approve item 6.1: Mallini

Second: Oody

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

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

Developmental Education Implementation Plan

101.93, 13-14

Senate Bill 1720 requires Florida College System institutions to reform developmental education by offering tailored strategies to increase student success in College-level courses. Under Senate Bill 1720, two groups of students are exempt from the requirement of taking the common placement test or enrolling in developmental education: 1) Students who entered 9th grade in a Florida public school in 2003-2004 or thereafter and who earned a standard Florida high school diploma; or 2) Students who are serving as active duty members of the United States Armed Services.

Santa Fe College's Developmental Education Implementation Plan is submitted for Board approval in compliance with Senate Bill 1720. The College's plan addresses new advisement policies and procedures, measures of student achievement considered during advisement, optional developmental education strategies, financial aid opportunities, student success data collection and professional development for faculty and advisors.

Board Action Requested:

Approval

Discussion: Regarding item 7.1, Dr. Bonahue explained that Senate Bill 1720 requires Florida College System institutions to reform developmental education by offering tailored strategies to increase student success in college-level courses. The college is submitting its Developmental Education Implementation Plan in order to be in compliance with SB 1720. Santa Fe College's plan addresses new advisement policies and procedures, measures of student achievement considered during advisement, optional developmental education strategies, financial aid opportunities, student success data collection and professional developmental for faculty and advisors. He noted implementation will be Fall 2014.

Action: Motion to approve items 7.1 through 7.2: Jackson

Second: Mallini

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

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

Out-of-Country Travel Request: Model United Nations Conference
Toronto, Canada, February 20–23, 2014 (ADDED)

101.94, 13-14

Santa Fe's Model United Nations (MUN) is requesting permission to send fourteen students to participate in the North American Model United Nations (NAMUN) Conference in Toronto on February 20-23, 2014. This will be the third overseas conference for our college's well-established MUN team. NAMUN is Canada's oldest university-level Model United Nations conference and one of the largest such conferences in North America. NAMUN is hosted by the University of Toronto, Canada's most influential and prestigious research institution. Participants from all over the world will be given the opportunity to engage each other in international diplomacy and learn about United Nations Agencies such as the General Assembly, Security Council, World Health Organization, and United Nations Environmental Programme. Santa Fe College's participation in NAMUN will contribute significantly to our college's ongoing efforts to promote international education and give our students a unique understanding of how international organizations operate to solve global challenges. In addition, our students will gain practical experience in public speaking, bargaining, and negotiating before an international group of peers. Santa Fe College's Model United Nations team will be accompanied by their advisor, Professor Jennifer Forshee, who has led several domestic MUN trips in the past, and Professor Dustin Fridkin. Professors Forshee and Fridkin teach political science at Santa Fe College.

Board Action Requested:

Approval

Action: Approved. See item 7.1 (101.93).

College Goal: Student Affairs - Provide research-based, learner-centered program of services that supports access and student engagement from matriculation to goal attainment

Amended Rule 4.2: Grading System

410.480, 13-14

Amendment of Rule 4.2 is recommended to establish the "XF" grade which will indicate academic misconduct. This grade may be assigned as a sanction by the student conduct officer as an outcome of a student conduct process with a finding of academic misconduct.

Board Action Requested:

Approval

Action: Motion to approve item 8.1: Hudson

Second: Mallini

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

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

Student Affiliation Agreement with Munroe Regional Medical Center

408.2092, 13-14

This amendment to the agreement with Munroe Regional Medical Center provides opportunities for students in the Health Services Administration program to gain experience in a hospital setting.

Board Action Requested:

Approval

Discussion: President Sasser asked Mr. Dug Jones to discuss item 9.2. Mr. Jones, Associate Vice President for Economic Development, said that he was very excited for the opportunity for the college to enter into this Interlocal Agreement with the City of Gainesville to oversee the management of the GTEC Incubator. He added that under the current 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. Also, the City will provide \$150,000 in initial support, which the college may draw over a period of five years. Mr. Jones distributed to the board a 53-month budget estimate, proposed organizational chart, and rental chart for available space. Dr. Sasser thanked Provost Bonahue, Ms. Ginger Gibson, Ms. Patti Locascio, and Dug Jones for their many hours of work in preparing the contract.

Action: Motion to approve items 9.1 through 9.4: Mallini

Second: Hudson

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

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

Interlocal Agreement with City of Gainesville - GTEC Incubator Management Service

408.2093, 13-14

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, College staff recommends Board approval of this 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.

In addition, it is important to note that this agreement includes a sample lease agreement attached as Exhibit E. Schedule A and a sample Rate Sheet attached to said lease agreement contain a range of fees and costs to be charged to tenants for which board approval is also specifically requested. The College will choose amounts within the range approved by the board based on factors including but not limited to the availability of space, whether the tenant is a service provider or an incubating company, the rental market, the quantity of space being rented, the location of the space within the building, and the benefit to the entrepreneurial community at GTEC. Costs for services such as the multi-function printer will be aligned with and intended to cover the college's direct costs.

Board Action Requested:

Approval of the Interlocal Agreement, including but not limited to the fees and costs set forth in Schedule A and the sample Rate Sheet of Exhibit E (sample lease agreement).

Action: Approved. See item 9.1 (408.2092).

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

AARP Foundation - Back to Work 50+ -- Grant

409.1975, 13-14

The purpose of this project is to provide pathways to full-time employment and self-sufficiency for members of the community ages 50-64 seeking jobs in Nursing Assistant, Medical Coding and Billing, and Office Assistant. Each of these programs qualifies as short-term training opportunities, developed in collaboration with community employers. Santa Fe and community partners will conduct outreach sessions to reach a minimum of 45 candidates each quarter. Participants will have the opportunity to attend Career Fairs, Health Career Opportunities Nights, Soft Skills and College Navigation Workshops, Resume writing and interview preparation, Job Fairs and Financial Literacy counseling. Coaching will be provided for 12 candidates each quarter and training scholarships will be provided for 8 individuals in each cohort. Grant funds will provide for training scholarships for 32 participants each year for two years. Recruitment and training support activities will impact a minimum of 260 people per year.

The amount of funds requested from the AARP Foundation is \$82,600, with \$62,677 in matching funds from Santa Fe College for the first grant year. Total funding for the two-year project is \$165,200.

Duration of this project is January 28, 2014, through December 31, 2014.

Operating budget impact: Funds 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 9.1 (408.2092).

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

Feathr, Inc. - Quick Response Training -- Grant

409.1976, 13-14

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 10 new positions over a 24 month period. These are full-time, permanent, highly-skilled, salaried positions with benefits which include Android Developers, iOS Developer, Front/Back End developer, Graphic Designer, Data Scientist and Product Account Managers. 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 \$79,463, with no matching funds from Santa Fe College.

Duration of this project is January 1, 2014, through December 31, 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 9.1 (408.2092).

Santa Fe College Foundation Liaison Update and Board Members' Remarks

Reporting for the Santa Fe College Foundation Corporation, Trustee Mallini stated the annual President's Dinner is February 21 at 6 p.m. in the Fine Arts Hall. This year's theme celebrates 50 years of James Bond. He noted that Trustee Lee covered the Women of Distinction event, which is March 13 at 5 p.m. in the Fine Arts Hall and he joins her in encouraging everyone to attend.