



Santa Fe College
District Board of Trustees

Minutes of Board Meeting Held February 18, 2014
Blount Downtown Center, Gainesville, Florida

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

Member absent: Jeffrey L. Oody

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

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

President Sasser asked Dr. Karen Cole-Smith, Executive Director of Community Outreach and East Gainesville Instruction (EGI), to give an update on the program. She thanked Dr. Sasser and the board for their continued support of the program. She noted that expanding the college's outreach efforts in East Gainesville was one of Dr. Sasser's three major initiatives established in 2002. The other two were internationalizing the curriculum and expanding bachelor's degree programs. Dr. Cole-Smith explained that the responsibilities of EGI are to maintain relationships in the East Gainesville community; partner with educational entities, schools, businesses, faith-based institutions and community leaders; and identify ways the college can successfully connect resources with the needs of the community. She added that EGI develops a strategic plan every five years, and the initial plan in 2005-2011 has been followed by the current one for 2011-2016, which was included in the information distributed to the trustees. Based on local needs, the plan identifies top priorities as expressed by members of diverse groups within the community. EGI has over 40 partners that help provide many services for East Gainesville and a complete list of these partners can be found on the back of the strategic plan. Dr. Cole-Smith noted one EGI partner is NASA, which will provide a STEM workshop for middle school students during the summer. After much discussion from the board, the trustees thanked Dr. Cole-Smith for her continued commitment to an important initiative of the college for the community.

The meeting adjourned at 5:17 p.m.

Arley W. McRae, Chairman

Jackson N. Sasser, Secretary



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of February 18, 2014, at 4 p.m.
Charles R. Blount Downtown Center, Gainesville, Florida**

Agenda

Adoption of Agenda

Agenda Item: 1.1
418.519, 13-14

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Board Meeting of February 18, 2014
- 1.2 Approval of Board Meeting Minutes of January 21, 2014

2. Information Items

- 2.1 President's Report
- 2.2 Strategic Planning
- 2.3 Standard Health Sciences Clinical Facilities Agreement with:
The Cardiac and Vascular Institute – Cardiovascular Technology
Flagler Hospital, Inc. – Cardiovascular Technology
- 2.4 Community Education "Enrich" Brochure for Spring 2014

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 Staff
- 4.4 Career Service Staff
- 4.5 Continuing Contracts Candidates for 2014-2015

Grants

- 4.6 Mindtree Limited Quick Response Training -- Grant
- 4.7 Santa Fe College Spring Arts Festival -- Grant
- 4.8 Title III Eligibility -- Grant

Finance

- 4.9 Report of Purchases for January 2014
- 4.10 Colonel Harry M. Hatcher, Jr., Property Survey 14-05

5. Facilities Items

- 5.1 Information Item - Construction Management Services with:
Charles Perry Partners, Inc.
Scherer Construction of North Florida, LLC
D.E. Scorpio Corporation
Blakeland, LLC

6. Finance Items

- 6.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for January 2014
- 6.2 Report of Investments, Quarter Ending December 31, 2013

7. General Institutional Items

- 7.1 Non-Student International Travel

8. Rules

- 8.1 Amended Rule 3.38: Prohibition of Firearms and Weapons on College Premises
- 8.2 Amended Rule 7.23: Student Conduct Code

9. Agreements/Grants

- 9.1 Affiliation Agreement with Sarasota Memorial Health Care System
- 9.2 Ratification of Emergency Signature Authority for Addendum 1 to Memorandum of Understanding with University of Florida College of Engineering
- 9.3 Aligning the University of Florida and Santa Fe College with Florida Employers in Computer Occupations -- Grant
- 9.4 ReFOCUS at Santa Fe College - Plum Creek Foundation -- Grant
- 9.5 The Scientific Inquisition: Development of a unique experiential research course for entry level college students - National Science Foundation -- Grant

10. Santa Fe College Foundation Liaison Update and Remarks

11. Santa Fe College Board Members' Remarks

12. Adjournment

Board Action Requested:

Approval

- Action: Motion to approve: Jackson
Second: Woody
Vote: Hudson - yes, Jackson - yes, Lee - yes, McRae - yes, Mallini - yes,
Prevatt - yes, Woody - yes.

Approval of Board Meeting Minutes of January 21, 2014

401.509, 13-14

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held January 21, 2014, are presented for approval.

Board Action Requested:

Approval

Action: Motion to approve: Mallini

Second: Woody

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

President's Report

Information Item

Dr. Sasser thanked Ms. Benny Alligood and her staff for hosting today's board meeting.

President Sasser recognized Ms. Rebecca Rogers, Vice President of AFC; Ms. Marie Thomas, Career Service Council Chair; Dr. David Price, College Senate President; and Ms. Rupa Bose, Student Senate President.

The President noted that on January 24 he granted Administrative Leave from 1-4:30 p.m. for employees within the Human Resources Department due to work being done on the roof of the building to correct a problem of fumes entering through the ventilation system.

President Sasser added the college will be closed for Spring Break from March 3 through March 7.

Dr. Sasser thanked Chairman McRae and Gladys for hosting the spring board workshop on March 21 and noted that driving directions to the meeting site have been distributed to each trustee.

Dr. Sasser noted that the next board meeting is April 15 at the Andrews Cultural Center.

Strategic Planning

Information Item
419.17, 13-14

Dr. Lisa Armour, Vice President for Assessment, Research and Technology, noted that 100 faculty and staff members participated in the strategy workshop on January 24. Participants in the workshop and members of the Resource and Planning Council have generated a long list of potential strategies for achieving their shared vision for the college's future. Some potential strategies were proposed during freeform table discussions to promote the goals of access, connection, direction, and achievement. Others were created in a more structured process through use of a TOWS matrix, which is similar to a SWOT analysis. She distributed a summary handout that highlighted five potential strategies, which she discussed. She added that before a final draft of the new strategic plan is presented for consideration by the board, the Resource and Planning Council will review and discuss potential strategies brought forward, create an initial draft of the strategic plan, and then provide the draft to the college community for discussion. At this point the draft will be ready to present at the spring board workshop in March.

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

Standard Health Sciences Clinical Facilities Agreement with:	Information Item
The Cardiac and Vascular Institute – Cardiovascular Technology	408.2094, 13-14
Flagler Hospital, Inc. – Cardiovascular Technology	408.2095, 13-14

The board has authorized the Provost and Vice President for Academic Affairs to execute standardized form clinical facilities agreements without further action by the board. Such agreements have been executed with The Cardiac and Vascular Institute and Flagler Hospital, Inc. for students enrolled in the Santa Fe College Cardiovascular Technology program.

***College Goal: Delivery Alternatives – Assess student needs and outcomes
and create innovative and flexible learning opportunities.***

Community Education “Enrich” Brochure for Spring 2014

Information Item
415.152, 13-14

As required by the State Board of Education regulations, the schedule of Community Education Enrich courses for Spring 2014 is presented for Board of Trustee information and approval. Term dates are April 4 through May 16, 2014. Registration will begin on March 19, 2014, and continue throughout the term. The schedule is subject to further changes as certain classes may be added or deleted from the schedule. Generally, additions are made only for online classes from contract vendors as such classes become available. Deletions may be based on instructor and space availability. Changes, additions and deletions will be represented in the online schedule.

Citizens' Requests

423.25, 13-14

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
February 18, 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)

402.765, 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.

Appointment

Part Time

Name

Rosanne Conliffe

Angela Harris

Lindsey Hartman

Wesley Hoy

Kevin Lynn

Eva Magruder

John Rimes

Assi Timaha

Whitney Wall

David Wolfe

Michael Wolfe

Board Action Requested:

Approval

Action: Motion to approve: Hudson

Second: Woody

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

C O N S E N T

District Board of Trustees
February 18, 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)

411.373, 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.

**Technical/Professional
Appointment
Part Time**

<u>Name</u>	<u>Position</u>
*Beth Alexander	Specialist, Adult Education
*David Baldwin	Specialist, College Reach Out Program
Reeves Byrd	Specialist, Math Studio
Nancy Dale	Specialist, Math Studio
*Dewayne DuBose	Specialist, College Reach Out Program
^Nicholas Graham	Specialist, Athletics
Sarah Girand	Specialist, Fine Arts
*Sammie Jones	Specialist, College Reach Out Program
*April Smith	Specialist, Adult Education
*Diane Steiner	Specialist, College Reach Out Program
^Stephanie Wyatt	Specialist, Athletics

*Grant funded

^Funded by student activity and service fees

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.765).

C O N S E N T

District Board of Trustees
February 18, 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 Staff

404.422, 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.

**Appointment
Continuing Workforce Development**

Name

Daniel Williams

Position

Continuing Education Instructor

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.765).

C O N S E N T

District Board of Trustees
February 18, 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

403.511, 13-14

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

Name

Position

Full Time

Karen Hamlow
Heather Morgan

Support Specialist 1, Academic Foundations
Support Specialist 2, Office for Development

Part Time

Donna Dixon

Toddler Teacher, Little School

Promotion

Mark Barley
Vinson Grimm

Santa Fe College Police Sergeant
Refrigeration Mechanic, Facilities Services Department

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.765).

CONSENT

District Board of Trustees
February 18, 2014

Agenda Item: 4.5

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

Continuing Contract Candidates for 2014-2015

402.766, 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 are recommended for continuing contracts beginning in the 2014-2015 contract year.

Jason Harrington	Assistant Professor, Mathematics
Sandra Milner	Assistant Professor, Nursing Programs
Aaron Hirko	Assistant Professor, Clinical Laboratory Sciences
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

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.765).

CONSENT

District Board of Trustees
February 18, 2014

Agenda Item: 4.6

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

Mindtree Limited Quick Response Training -- Grant

409.1977, 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 135 new IT service positions over a 24 month period. These are highly-skilled, high wage jobs with excellent benefits. Santa Fe College will serve as the fiscal agent for Workforce Florida, Inc. and will provide no training. The Council for Economic Outreach facilitated development of this project with Santa Fe College. This is year two of a two-year project.

The amount of funds requested from Workforce Florida, Inc. is \$160,256, with no matching funds from Santa Fe College.

Duration of this project is December 19, 2013 through December 18, 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 (402.765).

C O N S E N T

**District Board of Trustees
February 18, 2014**

Agenda Item: 4.7

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

Santa Fe College Springs Arts Festival -- Grant

409.1978, 13-14

The purpose of this project is to request in-kind services from the City of Gainesville for the 2015 Santa Fe College Spring Arts Festival. The services requested include police security, maintenance and clean-up, traffic engineering, code enforcement, dumpsters, and the use of the city-owned Thomas Center. Approximately 110,000 area residents attend this festival annually. This is year one of a two-year project.

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

Duration of this project is July 1, 2014, through June 30, 2015.

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 (402.765).

CONSENT

District Board of Trustees
February 18, 2014

Agenda Item: 4.8

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

Title III Eligibility -- Grant

409.1979, 13-14

Santa Fe College is requesting permission to apply for designation as a Title III eligible institution. A major benefit of obtaining the Title III eligibility designation is that it will permit the college to waive certain non-federal share requirements of the College Work-Study and Federal Supplemental Education Opportunity Grant programs authorized by Title IV of the Higher Education Act.

Operating budget impact: The College will have to allocate and budget approximately \$184,276 in matching funds for Title IV **IF** eligibility or a waiver is not obtained. Currently, the college neither spends this money nor budgets these funds because we have been consistently successful in obtaining eligibility or a waiver from the Department of Education.

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 (402.765).

C O N S E N T

District Board of Trustees
February 18, 2014

Agenda Item: 4.10

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

Colonel Harry M. Hatcher, Jr., Property Survey 14-05

200.840, 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 January 24, 2014, 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	3	\$22,109.18	\$22,109.18	\$0.00
TOTAL	<u>3</u>	<u>\$22,109.18</u>	<u>\$22,109.18</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 (402.765).

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

Information Item - Construction Management Services with:
Charles Perry Partners, Inc.
Scherer Construction of North Florida, LLC
D.E. Scorpio Corporation
Blakeland, LLC

Information Item
412.1120, 13-14

Project Status:

Following permission by the Board on September 17, 2013, to advertise, select, and negotiate continuing contracts for construction management services, a solicitation for continuing contract for construction management services was released by college staff, and thirteen (13) proposals were received for consideration. A seven-member selection committee met on November 22, 2013, to review, evaluate, rank and select the firms to invite for interviews based on the proposals received. The criteria used to evaluate and rank the proposals were as follows:

- Related Experience 0 – 25 points
- Recordkeeping & Administrative Ability 0 – 10 points
- Scheduling Ability 0 – 10 points
- Cost Estimating and Cost Control Ability 0 – 10 points
- Quality Control Capability 0 – 10 points
- Experience and Ability of Firm Employees 0 – 25 points
- Office Location 0 – 10 points

Each of the seven members scores were added together and the seven firms and their points following the review of the proposals were as follows:

<u>Points</u>	<u>Firm</u>
606	Scherer Construction of North Florida, LLC of Gainesville, FL
571	Charles Perry Partners, Inc. of Gainesville, FL
520	D.E. Scorpio Corporation of Gainesville, FL
520	Blakeland, LLC of Gainesville, FL
507	Cabot Construction, Inc. of Gainesville, FL
499	BBI Construction Management of Gainesville, FL
492	Parrish-McCall Constructors, Inc. of Gainesville, FL

On December 11, 2013, the selection committee interviewed the top seven firms noted above and used the following criteria to evaluate and rank the firms based on interviews:

- Understanding of Projects 0 – 25 points
- Approach/Method 0 – 25 points
- Ability to Provide Service 0 – 10 points

Each of the seven member's scores was compiled and the points and ranking of the top four firms were as follows:

<u>Points</u>	<u>Rank</u>	<u>Firm</u>
271	1	Charles Perry Partners, Inc.
268	2	Scherer Construction of North Florida, LLC
240	3	D.E. Scorpio Corporation
238	4	Blakeland, LLC

Annual continuing contracts for construction management services have no volume guarantees and construction costs are negotiated on a per-project basis. College staff is requesting the Board approve continuing contracts with the companies ranked 1-4 after interviews.

The first two firms, ranked 1 and 2, are long standing Gainesville companies that have held continuing contracts with the College in the past and are very familiar with our processes and expectations. The second two firms are new start-up companies that are made up, at least partially, of past employees of the first two firms, many of whom have worked successfully on College projects over the years. All four firms impressed the committee with their understanding of providing construction services to the College in a safe and efficient manner. This make up of firms allows the College to match projects by capabilities and overhead to get the best efficiencies while maintaining quality.

The college has utilized a continuing contract process for many years, and College staff is in the process of updating some of the contract provisions to include the following:

- Increase the project amount from \$500,000 to \$2,000,000 as authorized in Florida statute.
- Current 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.

It is anticipated that a final contract for each of the top four firms will be presented to the board chair for signature prior to the April board meeting to allow work to proceed in a timely manner. The contracts will then be presented for ratification at the April board meeting.

Discussion: Mr. Bill Reese, Associate Vice President for Facilities Services, reviewed item 5.1.

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

Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for January 2014 201.762, 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 January 31, 2014.

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	\$47,982,301	65.30	\$46,876,598	65.29
Expenditures	\$37,301,750	43.90	\$35,619,909	50.91

Board Action Requested:

Acceptance of report

Discussion: Ms. Ginger Gibson, Vice President for Administrative Affairs and CFO, reviewed items 6.1-6.2 individually.

Action: Motion to approve: Woody

Second: Mallini

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

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

Report of Investments, Quarter Ending December 31, 2013

201.763, 13-14

Demand deposits are maintained in the board's operating funds account with BBVA Compass. Daily collected balances earn interest at the average monthly federal funds rate less 50 basis points.

Average adjusted rate (not less than 0), month of September	0%
Interest earnings, quarter	\$0
Interest earnings, fiscal year to date	\$0

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

Participant yield, at December 31, 2013	0.16%
Interest earnings, quarter	\$7,068
Interest earnings, fiscal year to date	\$13,801

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

Fair value factor, at December 31, 2013	121.1%
Interest earnings, quarter	\$5,528
Interest earnings, fiscal year to date	\$5,935

Short-term investments are invested in the Florida Division of Treasury Special Purpose Investment Account (SPIA). Investments in the SPIA are recorded at cost each month.

Annualized effective rate, net, at December 2013	0.80%
Interest earnings, quarter	\$89,621
Interest earnings, fiscal year to date	\$166,078

Long-term investments are managed through the investment management services agreement with PFM Asset Management, LLC. Funds deposited in this account are those, which the college finance staff has calculated can be invested for a longer term in that the investment policy is based on a maximum effective maturity of three years.

Effective duration	1.73 Yrs
Yield-to-maturity at cost	0.66%
Earnings, quarter	\$5,576
Earnings, fiscal year to date	\$27,318

Interest Earnings Comparison:

Total interest earnings fiscal year to date 2013/2014	\$213,132
Total interest earnings fiscal year to date 2012/2013	\$501,477

Board Action Requested:

Approval of report

Action: Approved. See item 6.1 (201.762).

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

Non-Student International Travel

101.95, 13-14

The College is committed to international and intercultural education and globalization efforts. International education is an integral component of the College's mission, and the College seeks to create an environment where teaching and learning is augmented and enhanced by international study for faculty and by student-centered educational opportunities that prepare students for successful participation in the global community. International travel is just one of the ways in which the College's mission for international education is accomplished.

All international travel is subject to the requirements stated in the existing rules, regulations, and guidelines. As the College is now increasing its international travel it has been determined that it would be a best practice for the board to have final approval of all recommended international travel, regardless of funding source or destination.

The College requests permission to allow full-time faculty to participate in the international travel opportunities described below. No travel warnings have been issued by the U.S. State Department for any of these destinations. Each party requesting travel has presented a detailed itinerary detailing proposed transportation and accommodations, and these plans are reviewed to minimize any concerns related to safety and security. Additionally, the Assistant Vice President for Academic Affairs consults with each traveler, reviewing their academic and professional development plans, as well as any logistics that require forethought.

Prof. Audrey Holt and Prof. David O'Gorman travel to India, February 20-March 9, 2014

Professor Holt, a full-time professor in the English Department, and Professor O'Gorman, a full-time professor in the Business Department, will travel to six cities in India: Delhi, Mumbai, Agra, Mysore, Bangalore, and Dharma Sala. The goal of their travel is to establish a new study abroad program, explore student internship opportunities, and find partner postsecondary institutions in that country. Transportation between Indian cities will take place via plane, train, and bus. This international travel will be funded with matching funds from the Title VI grant "Opening Doors to Asia" and the International Education Office.

Dr. Alejandra Maruniak travel to Brazil March 14-30, 2014

Dr. Maruniak, a full-time professor in the Biotechnology Program, will visit and lecture in two campuses belonging to the *Universidade Estadual Paulista "Julio de Mesquita Filho"* (UNESP) located in the cities of Sao Paulo and Botucato as part of a new faculty exchange program. All transportation in Brazil will take place by bus and in the company of staff from UNESP. Dr. Maruniak has lived previously in Brazil and is fluent in Portuguese. This travel will be funded with matching funds from UNESP and the International Education Office.

Dr. Corrine Greenberg travel to Japan, May 2-23, 2014

Dr. Greenberg, a full-time professor in the Education Department, will visit universities and childcare centers in Kyoto and Osaka to observe early childhood education practices in Japan and help her enhance the early childhood education curriculum at Santa Fe with a greater focus on Asia. Transportation will take place via train between Osaka and Kyoto and via bus within those cities, as arranged by an in-country host. This travel will be funded by the Title VI grant, "Opening Doors to Asia."

Dr. Raechel Soicher travel to China, May 15-29, 2014*

Dr. Soicher, a full-time professor in the Behavioral Sciences Department, will accompany Santa Fe's Study Abroad Program to Beijing and Xi'an in order to learn more about this student travel and prepare to lead it in the near future. Transportation between these two Chinese cities will occur via train as arranged by our partners at Beijing Union University. This travel will be funded by the Title VI grant, "Opening Doors to Asia."

Prof. Linda Tyson travel to South Africa, May 15-June 15, 2014

Professor Tyson, a full-time professor in Santa Fe's Natural Sciences Department, will be traveling to Johannesburg and Kruger National Park in northeast South Africa as part of a professional development opportunity sponsored by the University of Florida's Center for African Studies. Travel between Johannesburg and Krueger National Park will be arranged by UF. Professor Tyson will spend three weeks in the Southern African Wildlife College gaining first-hand knowledge on how humans impact wildlife and their habitat. This travel will be funded entirely by the University of Florida.

Dr. Li Ren-Kaplan travel to China, May 15-June 22, 2014*

Dr. Ren-Kaplan, a full-time professor in the Humanities and Foreign Languages Department, will travel to eight cities in China: Beijing, Xi'an, Shanghai, Hangzhou, Changsha, Chengdu, Shenzhen, and Hong Kong. The goal of this trip will be to develop a new course in contemporary Asian studies. Travel between these Chinese cities will take place by train or plane and within these cities via bus or subway; Dr. Ren-Kaplan, a native of China, will be traveling independently within country, but she is fluent in Mandarin and is very familiar with local travel in China. This travel will be funded by the Title VI grant, "Opening Doors to Asia."

Dr. Kezia Awadzi travel to Thailand, May 19-30, 2014*

Dr. Awadzi, a full-time professor in Santa Fe's Business Department, will be attending a CCIE International Faculty Development seminar in Wat Khampramong, Thailand, that will focus on community-based approaches to healthcare and integrated healthcare systems in that country. CCIE is a well-known provider of international professional development opportunities for faculty, and SF's previous experience with this agency has been outstanding. This travel experience will be used to enhance several upper-division courses in Santa Fe's BAS in Health Services Administration. This travel will be funded with matching funds from the Title VI grant, "Opening Doors to Asia," and the International Education Office.

Prof. Heather Hall travel to Thailand, Vietnam, and Cambodia, June 9-27, 2014*

Professor Hall, a full-time professor in Santa Fe's Social and Behavioral Sciences Department, will be traveling to Bangkok, Chiang Mai, and Chiang Rai in Thailand; Hanoi, Halong Bay, and Hue in Vietnam; and Hoi Ann, Tra Que, Angkor Thom, Siem Reap, and Danang in Cambodia. Transportation between these cities will take place by bus or train. As an experienced field anthropologist, Professor Hall is widely traveled and very experienced traveling in less developed regions. The goal of this travel is to enhance the College's anthropology classes with a greater focus on Southeast Asia. This travel is funded by the Title VI grant, "Opening Doors to Asia."

Prof. Filomena Ventura-Smolenski travel to Brazil, June 9-26, 2014

Professor Ventura-Smolenski, a full-time professor in the Natural Sciences Department, will be travelling to Sao Paolo, Sao Vicente, Aparecida do Norte and Minas Gerais in order to plan and organize a new study abroad program to Brazil on behalf of the College. Transportation between these cities will take place through bus. This travel will be funded by UNESP and the International Education Office. Additionally, Professor Ventura-Smolenski is a native of Brazil and is widely traveled within that country.

Dr. Jacob Searcy travel to China Summer 2014*

Dr. Searcy, a full-time professor in the Business Department, will be travelling to Beijing in order to establish international internship opportunities for Santa Fe students enrolled in the BAS in Organizational Management. Transportation in the city will occur through bus and subway. This travel will be facilitated by contacts at Beijing Union University, and will be funded by the Title VI grant, "Opening Doors to Asia."

* These are tentative travel dates. Tickets have yet to be purchased, and the departure and arrival dates will be contingent on securing the best travel rates.

Board Action Requested:

Approval

Discussion: Dr. Bonahue explained that the college is committed to international and intercultural education for our faculty and students. Recently the college received funds from the Title IV grant "Opening Doors to Asia" and the International Education office, which provided significantly more opportunities for faculty to gain professional development abroad. He added that these international trips will enhance the curriculum within the college. Dr. Fuentes stated this was a wonderful opportunity for faculty members and as a condition of the grant they are required to summarize their experience in a report once they return. In light of the recent experience of faculty members in South Sudan, Dr. Bonahue stated at present there are no U.S. State Department travel warnings issued for any of these countries. Also, Ms. Gibson is working with the Florida College System Risk Management Consortium to gain a better understanding of the existing insurance coverage, liability issues and limitations for faculty members traveling abroad. In response to Mr. Hudson's suggestion regarding a waiver or release form to be signed by faculty similar to what students sign, Ms. Locascio noted that this is a good time to implement such safeguards and to obtain informed consent from each traveler regarding the risks of such travel and the roles of each party. Prior to this time, students (but not faculty members) sign an agreement that holds the college harmless during international travel and contains a detailed informed consent provision. Trustee Mallini requested that once all 2014 faculty trips are completed that the board receive a presentation on how the college and faculty benefitted. President Sasser said presentations will be planned for a later board meeting.

Action: Motion to approve: Jackson

Second: Lee

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

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 410.482, 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.

Board Action Requested:

Approval

Discussion: Regarding items 8.1 and 8.2, Dr. Sasser said that this was the second reading of two amended rules that would bring the college into compliance with the First District Court of Appeal of Florida ruling from December 10, 2013 that state universities could no longer waive the exception under Florida Statute allowing individuals to keep firearms securely encased in their vehicles while on school property. After further discussion the board approved the changes to Rule 3.38 and Rule 7.23.

Action: Motion to approve: Mallini

Second: Woody

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

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 7.23: Student Conduct Code

410.483, 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.

Board Action Requested:

Approval

Action: Approved. See item 8.1 (410.482).

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

Affiliation Agreement with Sarasota Memorial Health Care System

408.2096, 13-14

This agreement with Sarasota Memorial Health Care System provides opportunities for students in the Santa Fe College Cardiovascular Technology program to gain experience in a hospital setting.

Sarasota Memorial Hospital is located in Sarasota, Florida. Upon approval, this agreement is effective for the duration of one year with automatic renewal for successive one year terms. Each party may terminate the agreement by giving thirty days written notice to the other party.

Board Action Requested:

Approval

Action: Motion to approve: Hudson

Second: Woody

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

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

Ratification of Emergency Signature Authority for Addendum 1 to Memorandum Of Understanding with University of Florida College of Engineering 408.2097, 13-14

The board has authorized the chair, or vice chair in the chair's absence, to execute documents, contracts, and change orders requiring board approval during the period between board meetings, which actions if delayed until next regularly scheduled board meeting would create difficulties.

Based on the justification for set forth in the attached memorandum, Vice Chair Robert Woody signed the first addendum to the memorandum of understanding with University of Florida College of Engineering to secure financial backing for math and science tutoring for Santa Fe College students.

Board Action Requested:

Ratification of Addendum 1 to the Memorandum of Understanding with University of Florida College of Engineering

Action: Approved. See item 9.1 (408.2096).

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

Aligning the University of Florida and Santa Fe College with Florida Employers
in Computer Occupations -- Grant

409.1980, 13-14

In partnership with the University of Florida (UF) College of Engineering, this project will support acceleration of student progress through the pre-engineering curriculum and matriculation into targeted engineering majors at UF. Two new courses in chemistry will be created as an alternate pathway designed specifically for pre-engineering students seeking entry to Information Technology (IT) related majors where chemistry is not an essential component. The new courses will focus on basic concepts within the core chemistry curriculum, with an emphasis on simulations and modeling of chemical principles and processes rather than on traditional lab skill.

This project will also support and enhance the Gator Engineering @ Santa Fe program by creating an integrated calculus/physics learning community. A double cohort of students will participate in a joint class of calculus and physics with daily instructional reinforcements in both subjects. Grant funds will also provide for additional faculty lecturers and instructional design support; provide for supplemental instruction through expanded use of peer-to-peer student tutors; and provide support for faculty professional development in the math, science and Information Technology departments. Grant funds will also be used to provide new software and an in-class video suite. UF will serve as the fiscal agent. This is a five-year project; however, all grant funds must be fully expended by June 30, 2015.

The amount of funds requested from the University of Florida through the State University System of Florida, Board of Governors is \$355,655, with no matching funds from Santa Fe College.

Duration of this project is May 1, 2014, through June 30, 2015.

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 (408.2096).

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

ReFOCUS at Santa Fe College – Plum Creek Foundation -- Grant

409.1981, 13-14

The purpose of the ReFOCUS project is to provide up to 100 underserved and minority men in the East Gainesville community, ages 18-24, with mentors and support to refocus and re-engage in educational and career goals. Housed at the Santa Fe College Blount Center in downtown Gainesville, the project is designed to assist two cohorts (50 participants each) build purposeful connections and relationships through focused, faith-based mentoring from local pastors and the committed sponsorship of members of the education and business community. Participants will be assisted in identifying personal, professional, educational, and workplace goals, and each will create a personalized Individual Life Plan (ILP). Major components of the project include: weekly technology classes; field trips to workplace sites; and up to 30 informational sessions, workshops, and presentations led by professionals, consultants, and faith-based and educational leaders of the community.

The amount of funds requested from the Plum Creek Foundation is \$10,000, with an in-kind match of \$20,299 from existing resources at Santa Fe College.

Duration of this project is May 1, 2014 through April 30, 2015.

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 (408.2096).

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

The Scientific Inquisition: Development of a unique experiential research course for entry level college students – National Science Foundation -- Grant 409.1982, 13-14

The purpose of this project is to investigate two leading and one emerging teaching strategy to identify in which classroom environment today's students best learn and leads to greater retention of students in STEM disciplines. Preliminary data indicated that the flipped classroom approach to teaching, where students view lectures online and participate in active-learning during class time, led to greater student satisfaction and achievement with increased critical thinking. Therefore, the central hypothesis is undergraduate students enrolled in a fundamentals of basic research course when taught in a hybrid format will display greater gains in academic achievement and critical thinking, with a greater percentage of students pursuing a STEM degree compared to students instructed in a traditional lecture or online-only delivery format. A new course, named ***The Scientific Inquisition: Unmasking Research***, is to introduce and facilitate active application of the scientific method to incoming collegiate students at 2-year and 4-year institutions of higher learning to foster a positive scientific experience that will lead to further growth and retention of STEM degree seeking students. This course will be a required course for students in the Zoo Animal Technology Program, especially students interested in pursuing an advanced degree, and enroll a maximum of 45 students per semester, serving approximately 400 students over the 3-year project.

This is a collaborative partnership between the University of Florida and Santa Fe College.

The amount of funds requested from the University of Florida through the National Science Foundation is \$15,331 over the 3-year project, with no matching funds from Santa Fe College.

Duration of this project is January 1, 2015 through December 31, 2015.

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 (408.2096).

Santa Fe College Foundation Liaison Update and Board Members' Remarks

Reporting for the Santa Fe College Foundation, Trustee Mallini stated the President's Dinner is February 21 at 6 p.m. in the Fine Arts Hall and tickets are sold out. The Women of Distinction ceremony, with guest speaker Doris Weatherford, is March 13 at 5 p.m. in the Fine Arts Hall. Unveiling of the 2014 Spring Arts poster is March 17 at 2:30 p.m. in the President's Lobby area and the Spring Arts Festival is April 5-6 in downtown Gainesville. Also, Santa Fe Athletics Hall of Fame enshrinement ceremony is March 29 at 11 a.m. at the baseball and softball complex on the Northwest Campus, followed by a barbeque lunch and baseball and softball games.

Board Members' Remarks

Chairman McRae acknowledged his wife Gladys for assisting with his rehabilitation by sharing a personal story about his military experience and fellowship he had with other airmen, in which he noted the highest honor was to receive a coin referred to as a "triple nickel." To receive this honor a person must exemplify the three "C's"; courage, character, and commitment. He said that his wife, Gladys, has earned her triple nickel and he appreciated all that she has done for him. The board expressed gratitude to Mrs. McRae too.