



Santa Fe College
District Board of Trustees

Minutes of Board Meeting Held April 15, 2014
Andrews Cultural Center, Starke, Florida

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

Member absent: G. Thomas Mallini

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

Action was taken on the agenda items as indicated on the summary sheets. For good cause, upon unanimous consent of the board, the April 15, 2014, board agenda was amended as follows:

Deleted: Item 4.5 College Level Examination Program (CLEP) Agreement Renewal

Trustee Oody was delayed and arrived during the President's Report. His vote is reflected in all items following the President's Report.

President Sasser invited Mr. Brad Bishop, Career Specialist at Bradford-Union Technical Center, to provide an overview of the relationship between Bradford-Union Technical Center (BUTC) and Santa Fe College. Mr. Bishop expressed the enormous impact grants have on BUTC and the ways in which Santa Fe has consistently partnered with BUTC on grant applications. Marketing efforts have become critical since the name change of BUTC in 2013. Mr. Bishop highlighted two advertisement campaigns that have developed in collaboration with Santa Fe College: "GED ASAP" and "Big Rig Ready." Grant money was also put to excellent use by transitioning the BUTC application process from a cumbersome paperwork system to fully online. Mr. Bishop pointed out the dually beneficial nature of the Gold Seal Scholarship offered by the state of Florida. Students have the opportunity to earn this valuable scholarship at BUTC and apply it at Santa Fe as they pursue higher education. Mr. Bishop concluded by saying BUTC is under the organizational structure of Bradford County School System and serves approximately 150-200 students at this time.

The meeting adjourned at 5:03 p.m.

Arley W. McRae, Chairman

Jackson N. Sasser, Secretary



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of April 15, 2014, at 4 p.m.
Andrews Cultural Center, Starke, Florida**

Amended Agenda

Adoption of Agenda

Agenda Item: 1.1
418.520, 13-14

1. General Functions
 - Pledge of Allegiance
 - 1.1 Adoption of Agenda for Board Meeting of April 15, 2014
 - 1.2 Approval of Board Meeting Minutes of February 18, 2014

2. Information Items
 - 2.1 President's Report
 - 2.2 Strategic Planning
 - 2.3 Standard Health Sciences Clinical Facilities Agreement with:
Tift Regional Medical Center, Tifton, Georgia - Cardiovascular Technology
 - 2.4 Community Education "EnRich!" Brochure for Summer 2014 and Continuing Workforce Education "Enhance" Brochure for Summer 2014
 - 2.5 Amended Rule 5.4: Cash

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 College Level Examination Program (CLEP) Agreement Renewal (DELETED)
 - 4.6 Cybersecurity Program Development at Santa Fe College (FL) - National Science Foundation - Grant
 - 4.7 Grooveshark - Quick Response Training Grant

 - Finance Items
 - 4.8 Report of Purchases for February and March 2014
 - 4.9 Colonel Harry M. Hatcher, Jr., Property Survey 14-06
 - 4.10 Acceptance of Donations, 14-03

5. Facilities Items
 - 5.1 Administration Road Signage and Roadway Construction - Roadway Only - Approval of Phase III Construction Documents and Guaranteed Maximum Price
 - 5.2 Project Report and Action Request - Renewable Energy Program - Revised Budget

6. Finance Items
 - 6.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for March 2014
7. General Institutional Items
 - 7.1 Non-Student International Travel
 - 7.2 Approval of Expenditures from the Dr. Philip Benjamin Matching Grant Program from the Automotive Equipment Fund
 - 7.3 Approval of Expenditures from the Dr. Philip Benjamin Matching Grant Program from the Dental Equipment Fund
 - 7.4 Approval of Expenditures from the Dr. Philip Benjamin Matching Grant Program from the Fine Arts Enhancement Fund
 - 7.5 Approval of Expenditures from the Dr. Philip Benjamin Matching Grant Program from the Nursing Equipment Fund
 - 7.6 Approval of Expenditures from the Dr. Philip Benjamin Matching Grant Program from the Nursing Equipment Fund for Other Health Related Programs
8. Agreements/Grants
 - 8.1 Commission on Dental Accreditation Business Associate Agreement
 - 8.2 Professional Services Agreement with Nelnet Business Solutions - Guaranteed Tuition Installment Plan
 - 8.3 Ratification of Emergency Signature Authority for Approval of Agreements for Construction Management Services with:
 - Charles Perry Partners, Inc.
 - Scherer Construction of North Florida, LLC
 - D.E. Scorpio Corporation
 - Blakeland, LLC
9. Santa Fe College Foundation Liaison Update and Board Members' Remarks
10. Adjournment

Board Action Requested:

Approval

Discussion: For good cause, upon unanimous consent of the board, the board agenda was amended to delete item 4.5. The agenda was approved as amended.

Action: Motion to approve: Hudson

Second: Lee

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

Approval of Board Meeting Minutes of February 18, 2014

401.510, 13-14

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held February 18, 2014, are presented for approval.

Board Action Requested:

Approval

Action: Motion to approve: Jackson

Second: Woody

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

President's Report

Information Item

The president thanked Ms. Cheryl Canova, Director of the Andrews Center, for hosting today's board meeting and securing Bradford County strawberries for the meeting.

Dr. Sasser recognized Mr. Tom Mason, President of AFC; Ms. Carol Pugh, Career Service Representative; Dr. David Price, outgoing College Senate President; Dr. Marin Smilov, incoming College Senate President; and Mr. Austin Browning, Student Government Vice President. Dr. Sasser also recognized City of Gainesville Traffic Operations Manager Mr. Matt Wiseman as an influential factor in the donation of the SmartTraffic system donated to the College as reflected in item 4.10.

The president emphasized the importance of upcoming commencement ceremonies and thanked the trustees for scheduling their attendance at several different ceremonies in order to show the Board's support for all students graduating. He highlighted the guest speakers for this year, Dr. Lois Ellis, Director for Nursing Programs, and Dr. Naima Brown, Vice President for Student Affairs, at the 3 p.m. ceremony and 7 p.m. ceremonies respectively.

Dr. Sasser referred the trustees to their calendars to note the next board meeting will be on May 20 at the Northwest Campus in Gainesville.

Strategic Planning

Information Item
419.18, 13-14

The Strategic Planning Steering Committee's draft of the Strategic Plan will be presented.

Discussion: Dr. Lisa Armour, Vice President for Assessment, Research and Technology, presented four possible themes for the new strategic plan. Access, connection, direction, and achievement have each been strongly supported and refined as themes proposed by attendees participating in the visioning workshops. Each theme has two or more strategies and tactics assigned to it that detail how the theme would be applied. Dr. Armour described why each theme would be beneficial for the new strategic plan and distributed a handout listing the themes, along with their strategies and tactics.

Trustee Hudson commented on the excellence with which Dr. Armour has conducted the research involved in creating the new strategic plan. Dr. Armour assured the trustees their input is always welcome and there is still time to incorporate suggestions to the draft plan.

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
• Tift Regional Medical Center, Tifton, Georgia – Cardiovascular Technology	408.2098, 13-14

The board has authorized the Provost and Vice President for Academic Affairs to execute standardized form agreements without further action by the board. Such an agreement has been executed with the facility listed above for students enrolled in the Santa Fe Cardiovascular Technology program.

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

Community Education "EnRich!" Brochure for Summer 2014 and Continuing
Workforce Education "Enhance" Brochure for Summer 2014

Information Item
415.153, 13-14

In accordance with Rule 7.11, the president is authorized to approve course fees for Community Education (CE) on a course-by-course basis. Total fees collected must fully support the expenditure of the CE program within the fiscal year. A draft of the CE brochure entitled "EnRich!" was reviewed and approved by the president and is provided for reporting to the board.

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

Amended Rule 5.4: Cash

Information Item
410.484, 13-14

This rule has been amended to allow the board to prescribe direction and guidelines for control of funds. The title of the rule has been changed to "Control of Funds." The funds control system shall be compatible with the requirements of the *Accounting Manual for Florida's College System*, in compliance with the Statutes of the State of Florida, relevant rules of the State Board of Education, and good business practice.

Citizens' Requests

423.26, 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: Chairman McRae asked if there were any citizens' requests and in hearing none, the chair moved to the next item on the agenda.

CONSENT

District Board of Trustees
April 15, 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)

402.767, 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

Benjamin Atkinson
Bonnie Breitbeil
Sandra Comstock
Thomas Fitzsimmons
Abra Gibson
Karen Kearney
Wylie Lovelady
Cyprien Lokko
Tristan Vellinga
Charlyne Walker

Board Action Requested:

Approval

Discussion: Chairman McRae reminded the board that Item 4.5 should not be considered during approval of the consent items.

Action: Motion to approve items 4.1 through 4.10: Hudson

Second: Woody

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

C O N S E N T

District Board of Trustees
April 15, 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)

411.374, 13-14

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

**Executive/Managerial
Promotion**

<u>Name</u>	<u>Position</u>
William Dorman <i>M.B.A., University of Florida</i>	Interim Director, GTEC

**Technical/Professional
Appointment
Full Time**

Laurence Andrews <i>M.B.A., Babson College</i>	Interim, Business Manager, CIED
*Rachel Evans <i>M.S., University of Denver</i>	Interim, Advising Specialist, Upward Bound Program
SaDonna Smith <i>M.ED., Western Carolina University</i>	Advising Specialist
Sarah White <i>M.F.A., Florida State University</i>	Stage Manager, Fine Arts Department

Part Time

Michelle Adibe	Specialist, Science for Health Programs
Kandra Albury	Specialist, Admissions
Francisco Cubero	Specialist, Financial Aid
Christine Dabbs	Specialist, Admissions
Rachael Jukarainen	Specialist, Office of Diversity
Kevin Terry	Specialist, Fine Arts
*Jay Weininger	Specialist, CROP

*Grant funded

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.767).

C O N S E N T

**District Board of Trustees
April 15, 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

404.423, 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

Community Education

Name

Program/Class

James Bevon

College for Kids Spring Break Camp

Tina Gennaro

College for Kids Spring Break Camp

Robert Oehl

Aviation Ground School

Continuing Workforce Development

Name

Position

Kimberly Cianciolo

Continuing Education Instructor

Shanonda Sumesar-Rai

Continuing Education Instructor

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.767).

C O N S E N T

**District Board of Trustees
April 15, 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

403.512, 13-14

The individuals listed below are being recommended for appointment.

Full Time

Name

Position

Miriam Black

Preschool Teacher, Little School

Sarah Eiland

Office Assistant 2, CIED

Gretchen Moore

Student Financial Services Accountant, Office for Finance

Patricia Moore

Library Support Specialist 2

Stephanie Norman

Preschool Teacher, Little School

Kimberly Sowards

Administrative Assistant 1, Facilities Services Department

Part Time

Aremi Soto Taboada

Unclassified Part Time, Little School

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.767).

C O N S E N T

**District Board of Trustees
April 15, 2014**

Agenda Item: 4.5

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

College Level Examination Program (CLEP) Agreement Renewal

408.2099, 13-14

This agreement between Educational Testing Services (ETS) and Santa Fe College will allow the College to continue operating as an administrative site for the CLEP exam at no direct cost to the College. The CLEP exam tests mastery of college-level material and is widely used by students entering coursework after extended time away from an academic environment, military service members returning to college, and traditional college students attempting to place themselves in appropriate level courses. This exam is accepted by 2,900 colleges and universities nationwide.

Board Action Requested:

Approval

CONSENT

District Board of Trustees
April 15, 2014

Agenda Item: 4.6

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

Cybersecurity Program Development at Santa Fe College (FL) -
National Science Foundation -- Grant

409.1983, 13-14

The purpose of this project is to better respond to the needs of both private sector employers and the U.S. government for highly skilled and effective Cybersecurity technicians. This will be accomplished by expanding the Cybersecurity curriculum and improving the recruitment and retention of students in these programs. This project will concentrate on developing collaborative agreements with local secondary and rural vocational schools to offer industry-standard information systems curriculum, implementing strategies to recruit and mentor a diverse body of students (focusing on female students) and provide professional development for both college faculty and collaborating secondary school teachers. The four main objectives of this project are: 1) to increase the number and capacity of qualified information assurance professionals in the local workforce; 2) increase the diversity of the Networking Services Technology (NST) program student population; 3) develop and strengthen career pathways from local secondary schools and rural vocational schools to Santa Fe College's Information Technology Education (ITE) college credit programs; and 4) increase the faculty knowledge and skills for the classroom and provide industry recognized credentials. This is year two of a two-year project.

The amount of funds requested from the National Science Foundation for the second year is \$91,633 with no matching funds from Santa Fe College. Total funding for the two-year project will be \$200,000.

Duration of this project is June 1, 2014 through May 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 4.1 (402.767).

CONSENT

District Board of Trustees
April 15, 2014

Agenda Item: 4.7

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

Grooveshark - Quick Response Training Grant

409.1984, 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 28 new 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 the Workforce Florida is \$26,359, with no matching funds from Santa Fe College.

Duration of this project is April 15, 2014, through April 14, 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 (402.767).

C O N S E N T

**District Board of Trustees
April 15, 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 February and March 2014

202.607, 13-14

Below are the total amounts and a summary of purchases for the months of February and March 2014.

Purchasing	\$1,333,323.60
Risk Management Consortium	<u>11,002.06</u>
Total	<u>\$1,344,325.66</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y50915 (Fund 1)	\$ 37,129.40	Contract	Dell Marketing	Computers (30) Information Technology
Y50928 (Fund 7)	\$ 99,969.60	Sole Source	Automated Controls	Building Automation System Upgrade Energy Rebate
Y51093 (Fund 7)	\$ 54,770.00	Contract	Affiliated Engineers	Administration Road Sign Project Engineer Services Campus Signage
Y51232 (Fund 1)	\$ 35,850.00	Exempt	Kaplan Higher Education	Testing Materials Nursing
Y51415 (Fund 1)	\$ 109,234.90	Exempt	Morse Communications	Network Hardware Refresh Information Technology
Y51453 (Fund 1)	\$ 45,072.00	Exempt	Smarthinking, Inc.	Tutoring Services Academic Affairs
	\$ 382,025.90			

Purchase orders for previously awarded bids/contracts: 3
(All Temp Force)

Amount: \$20,610.00

Purchase orders \$0 - \$35,000.00: 540

Amount: \$941,689.76

Board Action Requested:

Approval of report

Action: Approved. See item 4.1 (402.767).

C O N S E N T

District Board of Trustees
April 15, 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 14-06

200.841, 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 March 18, 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	7	\$149,220.24	\$149,220.24	\$0.00
TOTAL	<u>7</u>	<u>\$149,220.24</u>	<u>\$149,220.24</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 (402.767).

C O N S E N T

District Board of Trustees
April 15, 2014

Agenda Item: 4.10

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

Acceptance of Donations, 14-03

200.842, 13-14

UF Health has donated the item listed below to the Biotechnology Laboratory Program.

<u>Quantity</u>	<u>Description</u>	<u>Cost</u>
1	Tissue Tek 5 Embedding Station	<u>\$3,538.69</u>
	Total	<u>\$3,538.69</u>

Alachua County has donated the item listed below to the Santa Fe College Police Department.

<u>Quantity</u>	<u>Description</u>	<u>Cost</u>
1	Smart Traffic System (computer and accessories, software, labor, and materials)	<u>\$12,512.82</u>
	Total	<u>\$12,512.82</u>

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.767).

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

Administration Road Signage and Roadway Construction - Roadway Only - 412.1121, 13-14
Approval of Phase III Construction Documents and Guaranteed Maximum Price

Project Description:

This project is part of a multi-year effort to upgrade the primary entrance signs to the Northwest campus and design them in such a way as to create a feeling of destination. This specific portion of work also includes a complete rework of the college's main entrance, from NW 83rd street at Administration Road, to conform to the concept in our master plan. This will also include the reconfiguration of parking lot #2.

Architect/engineer:	Affiliated Engineers SE
Contractor/construction manager:	Scherer Construction
Uniform building inspector:	In-house
Estimated project budget:	\$972,165.00
Source of funds:	Capital Improvement Fee (CIF)

Project Status:

In keeping with the intent of the college's facilities master plan to improve the primary entrance to the college, staff recommends that the roadway portion of this project proceed in order to accomplish the work during the summer term. Therefore, college staff is requesting approval of the Phase III construction documents for the roadway portion of this project. College staff is also requesting the Board approve the guaranteed maximum price in the amount of \$494,050.00 for the roadway portion of the work.

Board Action Requested:

- A. Approval of Phase III Construction Documents for the entrance roadwork and associated parking lot reconfiguration of this project.**
- B. Approval of Guaranteed Maximum Price in the amount of \$494,050.00 for the entrance roadwork and associated parking lot reconfiguration of this project.**

Discussion: Mr. Bill Reese, Associate Vice President for Facilities Services, was called upon by Dr. Sasser to review items 5.1 and 5.2 individually. During his overview of item 5.1, Mr. Reese notified the board that construction on the Administration parking area at the Northwest Campus would begin this summer and will disrupt traffic patterns in that area temporarily. Mr. Reese presented item 5.2 by showing a brief visual presentation about the REAL lab. The new renewable energy program solar system is planned to be as accessible as possible for students, including a solar pavilion at the centerpiece of this environmental learning lab.

Agenda Item 5.1
April 15, 2014
Page 2

Dr. Sasser commended Mr. Reese on his commitment to energy conservation, his work elevating the college to a premier example of smart energy choices, and his tireless dedication to our students. This project incorporates a unique educational component for the benefit of our students. When asked if the project reflected the college's master plan, Mr. Reese responded that the master plan is conceptual and allows for progressive new technology to be adopted by the college.

Action: Motion to approve items 5.1 through 5.2: Lee

Second: Prevatt

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

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

Project Report and Action Request - Renewable Energy Program
- Revised Budget

412.1122, 13-14

Project History:

The college has an unmatched history of energy conservation in that it has reduced electrical energy on the northwest campus each year since 2003-04 totaling more than 3.6 million kWh, all while adding new facilities. Santa Fe is one of the only institutions served by Gainesville Regional Utilities that was prepared to take part in the feed-in-tariff program introduced in early 2009. The college now has four solar installations on campus; two thermal and two photovoltaic which generate nearly 100,000 watts of power.

If there is a downside to our existing solar systems it is in the fact that they are only accessible to our staff and students through our energy dashboard <http://sfenergy.sfcollege.edu/> or a live link in the lobby of the library. We therefore re-focused our efforts in order to make this project more of a hands-on or accessible learning experience. Hence the new name: (REAL) lab for Renewable Energy Accessible Lab.

Architect/engineer:	Affiliated Engineer, Inc.
Contractor/construction manager:	TBD
Uniform building inspector:	In-house
Original estimated project budget:	\$615,000.00
Revised estimated project budget:	\$892,027.00
Source of funds:	Capital Improvement Fee

Project Status:

Because the emphasis has historically been focused on education and not payback, during the design development phase of this project the idea of a solar pavilion that would contain an interactive educational component took shape and has made this project extremely unique. It has also made this project more costly therefore we are asking the Board to approve a revised budget in the amount of \$ 892,027.00.

Board Action Requested:

A: Approval of a revised budget in the amount of \$892,027.00

Action: Approved. See item 5.1 (412.1121).

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 March 2014 201.764, 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 March 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	\$56,358,363	76.70	\$55,881,977	77.83
Expenditures	\$48,533,074	57.12	\$46,343,993	66.24

Board Action Requested:

Acceptance of report

Discussion: Ms. Ginger Gibson, Vice President for Administrative Affairs and CFO, reviewed item 6.1.

Action: Motion to approve item 6.1: Woody

Second: Oody

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

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

Non-Student International Travel

101.96, 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 rules and 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 is seeking permission to allow the following individuals to participate in international travel opportunities in the coming months:

Professor Jay O'Leary travel to China, May 4-18, 2014

Professor O'Leary, a full-time professor in the English Program, will visit and lecture in Beijing Union University (BUU) as part of a faculty exchange program with that institution. Professor O'Leary will be the seventh Santa Fe faculty member to participate in this program. All transportation in China will take place via bus or train. This international travel will be funded with matching funds from the BUU and the International Education Office.

Professor Rebecca McKee travel to China, May 15-29, 2014

Professor McKee, a full-time professor in the Humanities and Foreign Languages 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. No travel alert or warning has been issued for China. This travel will be funded by the Title VI grant, "Opening Doors to Asia."

Lieutenant Ryan Woods travel to Montreal, QC, Canada, June 19-24, 2014

Lieutenant Woods will attend the International Association of Campus Law Enforcement Administrators annual conference as a voting delegate and as a member of two standing committees (2-year Institution and Special Topics).

Board Action Requested:

Approval

Discussion: President Sasser requested Dr. Vilma Fuentes, Assistant Vice President for Academic Affairs, discuss the faculty travel listed in item 7.1. Dr. Fuentes stated that Professor McKee had a sudden personal situation develop that may prevent her from traveling to China in May but felt that approval would still be warranted to cover all bases. President Sasser then called Santa Fe College Police Chief Ed Book forward to present Lieutenant Woods' travel. Chief Book described how actively Lieutenant Woods serves each committee he belongs to at the IACLEA annual conference. To present items 7.2 through 7.6 Dr. Sasser asked Mr. Chuck Clemons, Vice President for Development, to speak about the Dr. Philip Benjamin Matching Grant Program. Mr. Clemons told the board that no new monies are being devoted to this state program, but the funds requested in item 7.2 through 7.6 were awarded before the suspension of the program. Trustee Lee asked Mr. Clemons how each request is processed and Mr. Clemons responded that project directors are in place for each department to verify and coordinate all requests brought to the board.

Action: Motion to approve items 7.1 through 7.6: Jackson
Second: Woody
Vote: Hudson - yes, Jackson - yes, Lee - yes, McRae - yes, Oody - yes,
Prevatt - yes, Woody - yes.

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

Approval of Expenditures from the Dr. Philip Benjamin Matching Grant Program 400.594, 13-14
from the Automotive Equipment Fund

The Santa Fe College Foundation requests permission to expend up to \$15,000 from the C. L. Blount Automotive Equipment Fund. The purchase of the following equipment will be used to train approximately 70 students in the fields of vehicle operation, diagnosis, and repair. These skills are necessary for students to gain employment in the automotive repair field.

2 - 80043- DrFuelCell™ Science Kits	\$1,518
3 - Specialized Electronic Trainers (S.E.T.)	5,845
1 - EM-1100 Planetary Gear Set	595
1 - EM-200-28 Driveshaft Working Angle Trainer	2,995
1 - EC-430 Cutaway Open Rear Differential	1,495
1 - EC-425 Cutaway Clutch Type Differential	1,495
1 - EC-2100 Cutaway Expansion Valve	195
Consulab Shipping	<u>700</u>
Total purchase amount	<u>\$14,838</u>

Board Approval Requested:

- 1. Approval**
- 2. Upon legal review and approval, the president or his designee, Charles W. Clemons, Sr., Vice President for Development, is authorized to execute any agreements associated with this grant.**
- 3. Acceptance of the purchased items as donations from the Santa Fe College Foundation, Inc.**

Action: Approved. See item 7.1 (101.96).

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

Approval of Expenditures from the Dr. Philip Benjamin Matching Grant Program 400.595, 13-14
from the Dental Equipment Fund

The Santa Fe College Foundation requests permission to expend up to \$1,500 from the Dental Instructional Equipment Fund. The purchase of the equipment listed below will benefit approximately 59 students in the Dental Programs at Santa Fe College.

The Santa Fe College Dental Programs requested two curing lights at a cost of approximately \$1,500. The curing lights are used for the polymerization of light cure resins used in dentistry such as tooth colored restorations and sealants. The curing lights will be used by current and future dental hygiene and dental assisting students, as well as instructors for restorative procedures and in the instruction and placement of sealants.

2 - Patterson Dental Radii Plus Curing Lights	\$1,500
Total purchase amount	<u>\$1,500</u>

Board Approval Requested:

1. **Approval**
2. **Upon legal review and approval, the president or his designee, Charles W. Clemons, Sr., Vice President for Development, is authorized to execute any agreements associated with this grant.**
3. **Acceptance of the purchased items as donations from the Santa Fe College Foundation, Inc.**

Action: Approved. See item 7.1 (101.96).

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

Approval of Expenditures from the Dr. Philip Benjamin Matching Grant Program 400.596, 13-14
from the Fine Arts Enhancement Fund Fund

The Santa Fe College Foundation requests permission to expend up to \$15,000 from the Fine Arts Enhancement Fund for the benefit of various Fine Arts Programs at Santa Fe. The equipment listed below will assist faculty in training more than 400 students and will allow students to be active learners in their individual Fine Arts program.

Music Department	
15 Wireless headphones and receivers	\$5,314
Theatre Department	
Viking sewing machine for costume shop	599
Fine Arts Program – Master Classes	
3 classes per year in Music, Dance, and Theatre	7,500
Dance Department	
Aerial training from On the Fly Productions	<u>1,500</u>
Total purchase amount	<u>\$14,913</u>

Board Approval Requested:

1. **Approval**
2. **Upon legal review and approval, the president or his designee, Charles W. Clemons, Sr., Vice President for Development, is authorized to execute any agreements associated with this grant.**
3. **Acceptance of the purchased items as donations from the Santa Fe College Foundation, Inc.**

Action: Approved. See item 7.1 (101.96).

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

Approval of Expenditures from the Dr. Philip Benjamin Matching Grant Program 400.597, 13-14
from the Nursing Equipment Fund

The Santa Fe College Foundation requests permission to expend up to \$16,000 from the SF Nursing Equipment Fund for the benefit of the Nursing Programs at Santa Fe. The equipment will provide clinical simulation and clinical skill practice equipment for over 300 students as they prepare for nursing professions. The Nursing Department has requested the equipment listed below in order to maintain the clinical lab learning experience and provide firsthand experience to students before entering the clinical areas of local hospitals.

3 - CareFusion Alaris IV Infusion Pumps and Guardrails Software	\$10,635
2 - Gumbo Medical Hill-Rom Advanced Hospital Bed and IV pole	4,019
2 - Moore Medical Lower Torso Home Care Training Simulator	<u>1,300</u>
Total purchase amount	<u>\$15,954</u>

Board Approval Requested:

1. **Approval**
2. **Upon legal review and approval, the president or his designee, Charles W. Clemons, Sr., Vice President for Development, is authorized to execute any agreements associated with this grant.**
3. **Acceptance of the purchased items as donations from the Santa Fe College Foundation, Inc.**

Action: Approved. See item 7.1 (101.96).

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

Approval of Expenditures from the Dr. Philip Benjamin Matching Grant Program 400.598, 13-14
from the Nursing Equipment Fund for Other Health Related Programs

The Santa Fe College Foundation requests permission to expend up to \$4,000 from the SF Nursing Equipment Fund for the benefit of Other Health Related Programs at Santa Fe. The equipment listed below will assist faculty in training more than 200 students prior to being placed in the workforce. The equipment allows the students to be active learners in their program.

InterMed Biomedical Refurbished Philips Respironics BiPap Vision System	\$2,015
Shop Anatomical 7-part brain model	551
Shop Anatomical artery and vein model	256
Shop Anatomical dual-sex torso	797
Sun Surgical blood pressure cuffs – 5 regular size and 1 large size	<u>92</u>
Total purchase amount	<u>\$3,711</u>

Board Approval Requested:

1. **Approval**
2. **Upon legal review and approval, the president or his designee, Charles W. Clemons, Sr., Vice President for Development, is authorized to execute any agreements associated with this grant.**
3. **Acceptance of the purchased items as donations from the Santa Fe College Foundation, Inc.**

Action: Approved. See item 7.1 (101.96).

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

Commission on Dental Accreditation Business Associate Agreement

408.2100, 13-14

The Commission on Dental Accreditation accredits dental and dental-related education programs and operates under the auspices of the American Dental Association. Santa Fe College desires our dental programs to be evaluated, and subsequently accredited, by the Commission. The agreement is effective until either party terminates.

Board Action Requested:

Approval

Discussion: Trustee Hudson asked if the agreement with Nelnet Business Solutions (Item 8.2) is a financial advantage for students. Ms. Gibson responded that it gives students an option that can be a positive alternative to credit card debt. In response to Trustee Hudson's question regarding the popularity of the option offered by Nelnet, Ms. Gibson said it was not a large contingency but sizable enough to warrant the college continuing to offer it.

Action: Motion to approve items 8.1 through 8.3: Prevatt

Second: Lee

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

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

Professional Services Agreement with Nelnet Business Solutions - Guaranteed Tuition Installment Plan 408.2101, 13-14

In March of 2010, the college entered into a tuition payment plan (or installment plan) agreement with Nelnet Business Solutions, Inc. (NBS). Currently, over half of the 28 state colleges in Florida are under contract with NBS to provide third party tuition payment plans to their students. Because of current statutory restrictions in Florida (i.e. the inability to extend credit), NBS still remains the only company offering guaranteed tuition installment plans to Florida colleges.

Tuition installment plans are a benefit to the students and the college because they allow students an option to schedule payments spread over a term to increase affordability and reduce uncollected tuition; students pay a nominal, fixed fee to participate rather than paying interest on a loan; and the college experiences reduced staff time involved in the drop/add process for late or non-payments.

NBS is a business leader in higher education and college staff recommends the continuation of this professional services agreement. In addition, with this agreement the college will expand fee payment options to include Visa.

Board Action Requested:

- 1) Approval of:
 - a. Professional Services Agreement Guaranteed Tuition Installment Plan
 - b. Master Agreement for American Express Card Acceptance Third Party Service Provider
 - c. Exhibit B-2 Addendum to Master Agreement
 - d. Merchant Transaction Processing Agreement – Merchant Application
- 2) Upon legal review and approval, the Vice President for Administrative Affairs/CFO, is authorized to execute any related documents, such as the Merchant Application, related to the agreement.

Action: Approved. See item 7.1 (408.2100).

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

Ratification of Emergency Signature Authority for Approval of Agreements for Construction Management Services with: 408.2102, 13-14
Charles Perry Partners, Inc.
Scherer Construction of North Florida, LLC
D.E. Scorpio Corporation
Blakeland, LLC

Agreements with the above listed parties were signed by the board chair prior to the April meeting in order to allow work to proceed in a timely manner. As required by Board Rule 1.1, the president indicated in writing the reason that the document should be executed prior to the board meeting, and his memorandum to the board chair is attached hereto. Pursuant to Board Rule 1.1, the board chair, or vice chair in the chair's absence, is authorized to execute the documents, contracts, and change orders requiring board approval during the periods between regularly scheduled board meetings, which actions if delayed until the next regularly scheduled meeting would create operational or financial difficulties for the college. At this time, the board may take any action that would not adversely affect any third party's rights.

The college has utilized a continuing contract process for many years, and College staff has clarified the process and updated 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).
- Technical requirements of SREF are now contained in Section 423 of the Florida Building Code.
- Insurance limits changed to reflect the current college requirements.

Final contracts for each of the top four firms have been presented to the board chair for signature prior to the April board meeting to allow work to proceed in a timely manner. The contracts are presented here for ratification.

Board Action Requested:

Ratification and approval

Action: Approved. See item 7.1 (408.2100).

Santa Fe College Foundation Liaison Update and Board Members' Remarks

Mr. Chuck Clemons reported for the Santa Fe College Foundation Corporation in Trustee Mallini's absence. The Foundation Scholarship Committee is preparing to meet for the awarding of approximately 405 scholarships for the fall 2014 and spring 2015 terms. There will be three award cycles again this year for students from traditional high school backgrounds as well as adult students. The 45th Annual Spring Arts Festival was held on April 5th and 6th amidst beautiful weather in downtown Gainesville. Mr. Clemons extended his appreciation to Ms. Canova for her fundraising efforts in Bradford County and emphasized that all money raised in Bradford County stays in Bradford County.

Board Members' Remarks

Trustee Hudson asked if licensure issues could develop from out-of-state agreements such as Item 2.3. Dr. Sasser answered by assuring the board the students are training under supervision and not yet licensed, so their training can be conducted in any facility with the proper equipment, personnel, and expertise.

Trustee Prevatt extended her appreciation to Brad Bishop, Dr. Sasser, Santa Fe College Foundation, the Andrews Center, and Ms. Canova for their hard work and support of Bradford County.

Dr. Sasser announced a possible date change for the annual Evening Under the Oaks event hosted by Jim and Heather Doughton. The event has been held in November in years past but it might be moved to October. Updated information will be forthcoming.