



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

**Minutes of Board Meeting Held May 20, 2014**  
**Wattenbarger Student Services Building, Gainesville, Florida**

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

Members absent: Jeffrey L. Oody

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Chair Arley W. McRae called the regular meeting of the District Board of Trustees of Santa Fe College to order at 4:05 p.m., at the Wattenbarger Student Services Building, in Gainesville, Florida, followed by the Pledge of Allegiance.

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

President Sasser asked Mr. Bill Reese, Associate Vice President for Facilities, to provide an update on the Institute of Public Safety (Kirkpatrick Center). Mr. Reese distributed the 2010 Capital Improvement Plan (CIP) for the Institute of Public Safety (Kirkpatrick Center) promoting the expansion of the center. He added that the Kirkpatrick Center has been on the CIP list since 2002. The Kirkpatrick Center opened with substantial attendance in 1995; portables were immediately moved to the site to accommodate students and staff. Mr. Reese displayed an architectural rendering that showed the placement of the proposed new building and options for two or three stories. Dr. Bonahue added that the original building lacks female-friendly facilities because few women were enrolled in the program when the building was designed and constructed. The new building features excellent, and equal, facilities for both male and female students. The building also meets the needs of the new Baccalaureate program and provides space for computer labs. President Sasser added that when the Governor was in town recently he suggested a signing take place at the Kirkpatrick Center. The Governor agreed this was an outstanding idea. Trustee Mallini asked if the firefighting program was included in the \$8.1 million request. Dr. Sasser replied that while the original request of \$15 million did include funding for the program, the college felt it would be best not to compete with Florida State Fire College in Ocala by requesting those dollars at this time. Also, Mr. Reese displayed a rendering of a possible remodel of the Blount Center, specifically where the Center for Innovation and Economic Development (CIED) office is located. Mr. Reese explained that the expansion and remodeling of this building has been on the CIP for two years.

The meeting adjourned at 5:00 p.m.

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Arley W. McRae, Chair

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Jackson N. Sasser, Secretary



**The District Board of Trustees  
Santa Fe College, Florida  
Board Meeting of May 20, 2014, at 4 p.m.  
Wattenbarger Student Services Building, Gainesville, Florida**

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**Agenda**

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**Adoption of Agenda**

**Agenda Item: 1.1**  
418.521, 13-14

1. General Functions
  - Pledge of Allegiance
  - 1.1 Adoption of Agenda for Board Meeting of May 20, 2014
  - 1.2 Approval of Board Meeting Minutes of April 15, 2014
  
2. Information Items
  - 2.1 President's Report
  - 2.2 Strategic Planning
  - 2.3 Proposed Board of Trustees Meeting Schedule for 2014-2015
  - 2.4 Amended Rule 7.8: College Entry Assessment, Course Placement, and Remediation Options
  - 2.5 Amended Rule 7.11: Student Fees and Refunds
  - 2.6 Fee Waiver Report, Spring Term 2014
  
3. Citizen's 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
  
  - Agreements, Grants
    - 4.5 First Amendment to Clinical Affiliation Agreement with Baptist Health System, Inc.
    - 4.6 Athletic Training and Service Agreement with University of Florida
    - 4.7 Mid-Florida College Reach-Out Consortium -- CROP Grant
    - 4.8 Criminal Justice Training Trust Funds Grant
    - 4.9 Bulletproof Vest Partnership Grant
  
  - Finance Items
    - 4.10 Report of Purchases for April 2014
    - 4.11 Colonel Harry M. Hatcher, Jr., Property Survey 14-07

5. Facilities Items
  - 5.1 Renewable Energy Program – REAL Lab – Approval of Phase III Construction Drawings and Guaranteed Maximum Price
  - 5.2 Administration Road Signage and Roadway – Signage Portion – Phase III Construction Drawings and Guaranteed Maximum Price
  - 5.3 Annual Comprehensive Safety Inspection Report for Fiscal Year 2013-2014
6. Finance Items
  - 6.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for April 2014
  - 6.2 Report of Investments, Quarter Ending March 31, 2014
7. General Institutional Items
  - 7.1 Summer Flex Schedule Proposal
  - 7.2 Ratification of Emergency Signature Authority for Educational Equity Act Report for 2013-2014
8. Rules
  - 8.1 Amended Rule 5.4: Control of Funds
9. Agreements/Grants
  - 9.1 Clinical Affiliation Agreement with Cardinal Health 414, LLC
  - 9.2 CIW Academy Agreement with Certification Partners, LLC
  - 9.3 Ratification of Emergency Signature Authority for Approval of College Level Examination Program (CLEP) Agreement Renewal
  - 9.4 Project ACE (Ambassadors for Conservation Education) – Levy County RESTORE Act Grant
10. Santa Fe College Foundation Liaison Update and Board Members' Remarks
11. Adjournment

**Board Action Requested:**

**Approval**

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

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Approval of Board Meeting Minutes of April 15, 2014

401.511, 13-14

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The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held April 15, 2014, are presented for approval.

**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.

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President's Report

Information Item

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The president will discuss a variety of information topics.

Today's special presentation will be given by Mr. Bill Reese, Associate Vice President of Facilities Services, on the expansion of the Kirkpatrick Center and the role legislative appropriations will play.

Calendar

June 16, 2014  
5-7 p.m.

**Board Budget Workshop and Dinner**  
Wattenbarger Student Services Building  
Dining Room - S-329

June 17, 2014  
4 p.m.

**Regular Board Meeting**  
Wattenbarger Student Services Building  
Board Room – S-332

July 15, 2014  
4 p.m.

**Regular Board Meeting**  
Watson Center  
Keystone Heights, FL

Discussion: President Sasser recognized Ms. Rebecca Rogers, Vice President of AFC; Ms. Lola Christian, Vice Chair for Career Service Council; Dr. Marin Smilov, College Senate President; and Mr. Michael Chartier, Student Senate President.

Dr. Sasser noted that the Evening Social is scheduled for June 9 at 5 p.m. and the annual Ice Cream Social is June 11 at 2:30 p.m. in R-01.

President Sasser added that the Board Budget workshop and dinner is Monday, June 16 at 5 p.m. in S-329 and the next board meeting is June 17 on the NW campus at 4 p.m.

District Board of Trustees  
May 20, 2014

Agenda Item: 2.2

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

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Strategic Planning

Information Item  
419.19, 13-14

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Dr. Lisa Armour, Vice President for Assessment, Research, and Technology, will provide an update on the strategic plan at the June 17, 2014 Board of Trustees meeting.

Discussion: Dr. Sasser stated that Dr. Lisa Armour has requested Career Service Council review the current draft of the Strategic Plan and generate feedback. She will have an update that includes their feedback at the June Board meeting.

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

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Proposed Board of Trustees Meeting Schedule for 2014-2015

Information Item  
416.133, 13-14

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Below is the proposed schedule of the Board of Trustees meetings for the 2014-2015 year. All meetings begin at 4 p.m.

**2014-2015 Board Meeting Schedule**

August	No Meeting
September 16, 2014	NW Campus
October 21, 2014	Perry Center
November 18, 2014	Andrews Cultural Center
December	No Meeting
January 20, 2015	NW Campus
February 17, 2015	Blount Center
March	No Meeting
April 21, 2015	Andrews Cultural Center
May 19, 2015	NW Campus, Zoo
June 16, 2015	NW Campus
July 21, 2015	Watson Center

Discussion: Chair McRae noted that the proposed 2014-2015 Board of Trustee schedule is presented and asked each trustee to carefully review the proposed schedule before the June meeting.

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

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Amended Rule 7.8: College Entry Assessment, Course Placement, and Remediation Options

Information Item  
410.485, 13-14

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During the 2013 legislative session, Senate Bill 1720 provided for substantial changes regarding the manner in which Florida College System institutions assess student readiness for college-level work, deliver developmental education, and provide academic advising for incoming students. This Rule change provides for the college to be in compliance with current state law and FAC rule.

Specific changes to the rule include:

- explaining the categories of students who are exempt from required placement tests and development education classes;
- clarifying the college-level coursework grade requirement which must be earned by non-exempt transfer students so they may avoid development education courses;
- stating that the college will no longer administer a placement test in the local service area school districts; and
- clarifying the options for remediation offered by the college.



District Board of Trustees  
May 20, 2014

Agenda Item: 2.5

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

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Amended Rule 7.11: Student Fees and Refunds

Information Item  
410.486, 13-14

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The Florida Legislature has agreed to no increase in the *standard tuition* rate for both lower and upper division credit courses (Advanced and Professional, Post Secondary Vocational, Developmental Education, and Educator Preparatory), and non-credit courses (Postsecondary Adult Vocational) offered by the college. Fees for students enrolled in Adult Education and Vocational Preparatory programs were changed resulting in single block tuition of \$30 per term for all students as it eliminates the reference to non-residents.

Recommended changes to fees will be presented by a proposed change to college Rule 7.11 in its entirety at the June Board of Trustee meeting. Any recommended fee increases are to be effective with the beginning of the fall term registration.

If the *maximum* tuition and discretionary fee rates were adopted (including the transportation fee at \$3 per credit hour), the estimated total annual increase for a full-time student taking 30 semester hours per year would be approximately \$408.00 for lower division credit courses.

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

Fee Waiver Report, Spring Term 2014

Information Item  
 200.843, 13-14

Pursuant to Rule 7.13, the college grants fee waivers for course fees (excluding technology, transportation, access, lab, and distant learning fees). Below are the waivers granted by the college for the spring 2014 term. This report shows the number of students granted waivers, along with the dollar amount waived in each category.

<u>Term – Spring 2014</u>	<u>Number of Waivers</u>	<u>Amount</u>
	<u>Credit</u>	
College Employees	32	\$10,429.86
Senior Citizens	41	25,058.10
State of Florida Employees	72	33,935.73
Purple Heart	7	11,450.12
Dependents of College Employees	<u>44</u>	<u>21,858.76</u>
<b>Total</b>	<b><u>196</u></b>	<b><u>\$102,732.57</u></b>
	<u>Community Ed.</u>	
Senior Citizens	14	642.00
<b>Total</b>	<b><u>14</u></b>	<b><u>642.00</u></b>
	<u>Totals</u>	
<b>Credit</b>	<b>196</b>	<b>\$102,732.57</b>
<b>Community Education</b>	<b><u>14</u></b>	<b><u>642.00</u></b>
<b>Total</b>	<b><u>210</u></b>	<b><u>\$103,374.57</u></b>

Discussion: President Sasser asked Vice President Gibson to discuss item 2.6. Ms. Gibson stated that the spring term 2014 fee waiver report reflects the different categories of students to which the college grants fee waivers. She noted that some of the waivers are statutorily required and others are granted by College Board rule. She reminded the board that most of the waivers that are statutorily required or allowed such as those for PSAV, Purple Heart recipients, classroom teachers, and state employees are able to be reported and counted in the college's FTE, but college employees, dependents of college employees, and senior citizens are not counted in FTE. She noted that over the past four years the amount waived for college employees and dependents of college employees averaged \$265,000 per year.

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Citizen's Requests

423.27, 13-14

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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 requests from citizens and in hearing none, the chair moved to the next board item.

**C O N S E N T**

**District Board of Trustees  
May 20, 2014**

**Agenda Item: 4.1**

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

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Contract Staff (Faculty)

402.768, 13-14

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

Appointment

Name

**Part Time**

Meghan Barboza  
Jennifer Bennett  
Mary-Claire Blackburn  
Glen Blanchard  
William Chestnut  
George Fletcher  
Janice Hill  
Jessica McDonald  
Jason McRae  
Jeremy Nichols  
Vania Reed  
Clinton Rubiano  
Ryan Stahl  
Shefali Tripathi

**Board Action Requested:**

**Approval**

Action: Motion to approve items 4.1 through 4.11: Jackson  
Second: Hudson  
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  
May 20, 2014

Agenda Item: 4.2

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

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Contract Staff (Administrative and Professional)

411.375, 13-14

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

### **Executive/Managerial**

<u>Name</u>	<u>Position</u>
Jennifer Thomas <i>M.S., Canisius College</i>	Associate Registrar
William Stephenson <i>M.A., University of Florida</i>	Chair, Humanities and Foreign Languages
David Tegeder <i>Ph.D., University of Florida</i>	Chair, Social and Behavioral Sciences

### **Promotion**

#### **Technical/Professional**

#### **Appointment**

#### **Full Time**

Patrick Carmichael <i>M.A., University of Florida</i>	Coordinator, Math Studio
Wesley Robinson <i>A.S., Santa Fe College</i>	Interim, Application Developer, Information Technology Services
James Thompson <i>P.h.D., University of Maryland Baltimore County</i>	Lab Manager, Sciences for Health

#### **Part Time**

*Carolyn Das	Specialist for AARP Back to Work 50 Plus
Lauren Forrest	Specialist for Health Science Recruiting
^Nathaniel Lopez	Specialist for Multicultural Program
^Christian McCarter	Specialist for Athletics
*Maria Morales	Specialist for Upward Bound Program

\*Grant Funded

^Student Activities Funded

### **Board Action Requested:**

#### **Approval**

Action: Approved. See item 4.1 (402.768).

**C O N S E N T**

District Board of Trustees  
May 20, 2014

Agenda Item: 4.3

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

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Community and Continuing Workforce Education Staff

404.424, 13-14

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The individual listed below are being recommended for appointment for 2013-2014 as stated in the individual employee's contract.

**Appointment**

**Community Education**

**Part Time**

Name

Tara Ivie

Norman Lund

Wendy Thornton

Annette Verschaeve

Program/Class

Gardening in Florida

Aces of Aerial Combat

Publishing Your Work

Connecting to the Spirit

**Board Action Requested:**

**Approval**

Action: Approved. See item 4.1 (402.768).

**C O N S E N T**

District Board of Trustees  
May 20, 2014

Agenda Item: 4.4

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

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Career Service Staff

403.513, 13-14

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The individuals listed below are being recommended for appointment.

Name

Jessica Brown  
Diane Rowe

Position

Accountant, Office for Finance  
Health Information Technology Assistant

**Promotion**

Loretta Barrington

Mailroom Clerk

**Board Action Requested:**

**Approval**

Action: Approved. See item 4.1 (402.768).

**C O N S E N T**

**District Board of Trustees  
May 20, 2014**

**Agenda Item: 4.5**

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

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First Amendment to Clinical Affiliation Agreement with Baptist Health System, Inc.

408.2103, 13-14

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Baptist Health System in Jacksonville has asked Santa Fe College to amend the original affiliation agreement to include newly acquired clinical sites. These sites are used by students in the Cardiovascular Technology program.

**Board Action Requested:**

**Approval**

Action: Approved. See item 4.1 (402.768).



## CONSENT

District Board of Trustees  
May 20, 2014

Agenda Item: 4.6

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

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Athletic Training and Service Agreement with University of Florida

408.2104, 13-14

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This agreement between the University of Florida Department of Applied Physiology and Kinesiology, College of Health and Human Performance and the SF Athletics Department provides an opportunity for a University of Florida graduate student to serve as an athletic trainer at Santa Fe for the 2014-2015 school year. The trainer will help plan, organize, coordinate, and supervise the sports medicine program for all intercollegiate sports within the college's intercollegiate athletic programs for an average of 25 hours per week at a cost not to exceed \$19,076.82. The terms and conditions are similar to last year's agreement. The contract runs from August 15, 2014, through May 31, 2015.

**Board Action Requested:**

**Approval**

Action: Approved. See item 4.1 (402.768).

## CONSENT

District Board of Trustees  
May 20, 2014

Agenda Item: 4.7

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

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Mid-Florida Consortium – College Reach-Out Program (CROP) Grant

409.1985, 13-14

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The purpose of this project is to strengthen the educational motivation and preparation of economically and educationally disadvantaged students in grades 6-12. The project will provide a four-week summer college experience for eligible 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders. Additionally, the 9<sup>th</sup> graders will participate in a one-week residential component at the University of Florida. The project will also provide parent information sessions, after school homework club, orientation programs, career counseling, cultural field trips, student mentoring and guest speakers. SF will be in a consortium with the University of Florida as the fiscal agent. Santa Fe College will serve a minimum of 145 students.

The amount of funds requested from the Florida Department of Education – Curriculum, Instruction and Student Services is \$66,342, with a cash match of \$35,585 and an in-kind match of \$40,154 from Santa Fe College and various community partners.

Duration of this project is August 1, 2014, through July 31, 2015.

Operating budget impact: From existing college budget.

**Board Action Requested:**

**Approval of grant. Upon legal review and approval, the president or his designee, Charles W. Clemons, Sr., Vice President for Development, is authorized to execute any agreements and related documents associated with this grant.**

Action: Approved. See item 4.1 (402.768).

## CONSENT

District Board of Trustees  
May 20, 2014

Agenda Item: 4.8

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

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Criminal Justice Training Trust Funds Grant

409.1986, 13-14

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

The amount of funds requested from the Florida Department of Law Enforcement is \$43,120, with no matching funds from Santa Fe College.

Duration of this project is July 1, 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 (402.768).

## C O N S E N T

District Board of Trustees  
May 20, 2014

Agenda Item: 4.9

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

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Bulletproof Vest Partnership Grant

409.1987, 13-14

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The purpose of this project is to replace the bulletproof vests for the Santa Fe College Police Department officers. Over the next two years, vests that need replacement according to the replacement cycle indicated by the Bulletproof Vest Partnership will be purchased upon their expiration. The U.S. Department of Justice will reimburse Santa Fe College 50% for the cost of the vests and vest carriers. Grant funds will be used to purchase 13 vests over two years for Santa Fe College Police Department officers.

The amount of funds requested from the U.S. Department of Justice is \$3,775, with a cash match of \$3,775 from Santa Fe College.

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

Operating budget impact: From existing college budget.

**Board Action Requested:**

**Approval of grant. Upon legal review and approval, the president or his designee, Charles W. Clemons, Sr., Vice President for Development, is authorized to execute any agreements and related documents associated with this grant.**

Action: Approved. See item 4.1 (402.768).

## C O N S E N T

District Board of Trustees  
May 20, 2014

Agenda Item: 4.10

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

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Report of Purchases for April 2014

202.608, 13-14

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Below are the total amounts and a summary of purchases for the month of April 2014.

Purchasing	\$1,219,163.55
Risk Management Consortium	<u>1,268,306.00</u>
<b>Total</b>	<b><u>\$2,487,469.55</u></b>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y51609 (Fund 6)	\$ 820,356.00	Contract	Gallagher Bassett Services	Claims Administration Risk Management Consortium
Y51611 (Fund 6)	\$ 128,050.00	Exempt	Fire Prevention Services, Inc.	College SREF Inspections Risk Management Consortium
Y51612 Administration (Fund 6)	\$ 272,952.00	Contract	FBMC Benefits Management	Employee Benefits Risk Management Consortium
Y51728 (Fund 7)	\$ 83,181.00	Bid	Rayware Hardware, Inc.	Door Hardware & Locks ADA Projects
Y51735 (Fund 1)	\$ 63,753.50	Contract	Dell Marketing	Computers (50) Information Technology
Y51824 (Fund 1)	\$ 143,981.00	Contract	Dell Marketing	Computers (100) Information Technology
Y51828 (Fund 1)	\$ 138,249.33	Exempt	Logisoft Computer Products	Microsoft Campus Agreement Information Technology
Y51850 (Fund 1)	\$ 66,040.66	Contract	Dell Marketing	Laptop Computers (36) Information Technology
Y51851 (Fund 1)	\$ 41,328.00	Exempt	Apple Computer, Inc.	Computers (18) Information Technology
	<u>\$1,757,891.49</u>			

Purchase orders for previously awarded bids/contracts: 4  
(All Temp Force)

Amount: \$7,851.24

Other Purchases \$0 - \$35,000.00

Number of purchase orders: 384

Amount: \$721,726.82

**Board Action Requested:**

**Approval of report**

Action: Approved. See item 4.1 (402.768).

## C O N S E N T

District Board of Trustees  
May 20, 2014

Agenda Item: 4.11

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

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Colonel Harry M. Hatcher, Jr., Property Survey 14-07

200.844, 13-14

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Below and on the attached page are requests from the various custodians to remove property from their inventory for the 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 April 15, 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	8	\$861,497.95	\$861,497.95	\$0.00
Transfer	1	\$18,355.00	\$18,355.00	\$0.00
<b>TOTAL</b>	<b><u>9</u></b>	<b><u>\$879,852.95</u></b>	<b><u>\$879,852.95</u></b>	<b><u>\$0.00</u></b>

**Notes:**

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

Transfer: This item was purchased with a grant and per grant agreement will be transferred to another Florida College.

**Board Action Requested:**

**Approval**

Action: Approved. See item 4.1 (402.768).

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

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Renewable Energy Program – REAL Lab – Approval of Phase III Construction Documents and Guaranteed Maximum Price 412.1123, 13-14

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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 2003-2004 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
Revised estimated project budget	\$ 892,027
Source of funds	Capital Improvement Fee

Project Status:

College staff has received, reviewed and approved the Phase III construction documents for this project and is requesting the Board approve them as well. College staff has also received, negotiated and approved a Guaranteed Maximum Price for this project in the amount of \$827,522

**Board Action(s) Requested:**

- A: Approval of the Phase III Construction Documents**
- B: Approval of a Guaranteed Maximum Price in the amount of \$ 827,522**

Discussion: Mr. Bill Reese, Associate Vice President for Facilities Services, reviewed items 5.1 through 5.3 individually. Trustee Hudson commended the excellent work of college staff in regards to the Annual Comprehensive Safety Inspection Report for the 2013-2014 year.

Action: Motion to approve items 5.1 through 5.3: Lee  
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***

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Administration Road Signage and Roadway – Signage Portion – Approval of Phase III Construction Drawings and Guaranteed Maximum Price 412.1124, 13-14

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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 83<sup>rd</sup> 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
Original estimated project budget	\$ 972,165
Revised budget	\$ 1,059,165
Source of funds	Capital Improvement Fee (CIF)

Project Status:

Following Board approval last month to proceed with the roadway portion of this project, college staff has received, reviewed and approved the phase III construction documents for the clock tower and gateway signs for this project and is requesting the Board approve them as well. After reviewing bids, college staff is requesting a budget increase in the amount of \$87,000 bringing the total budget to \$1,059,165 for the combined roadway, clock tower and gateway signage. College staff has also received, negotiated and approved a guaranteed maximum price for the clock tower and gateway signs in the amount of \$ 495,321 and is requesting the Board approve the same. The clock tower and gateway signs will be added to the existing purchase order for the roadway portion of the project by change order.

**Board Action(s) Required:**

- A. Approval of Phase III Construction Documents for the clock tower and gateway signs**
- B. Approval to increase budget \$ 87,000 for a new budget totaling \$1,059,165**
- C. Approval of Guaranteed Maximum Price in the amount of \$ 495,321 for the clock tower and gateway signs**

Action: Approved. See item 5.1 (412.1123).

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

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Annual Comprehensive Safety Inspection Report for Fiscal Year 2013-2014

412.1125, 13-14

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In accordance with Florida Statutes, Chapter 1013.12 and Florida Administrative Code 6A-2.0010 the Board of Trustees must ensure that all educational facilities meet the requirements of law, rule, and State Requirements for Educational Facilities (SREF) that provide for enforcement of the life safety, health, sanitation, and other standards. The board shall ensure that every building on each site within its jurisdiction, whether owned, leased or lease-purchased, receives an annual comprehensive sanitation and casualty safety inspection conducted by an inspector.

The College's annual inspection was conducted on March 31 and April 1, 2014 with Fire Prevention Specialists, Inc., through the Florida College System Risk Management Consortium in conjunction with college staff. The Annual Comprehensive Safety Inspection Report was prepared by inspectors Jeb Bynum and Brian Webber and all of the items noted as a deficiency have been corrected at this time.

**Board Action Requested:**

**Approval of report**

Action: Approved. See item 5.1 (412.1123).

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

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Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report  
for April 2014

201.765, 13-14

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The attached Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report reflects the status of the college in relation to the percentage of unrealized and unencumbered funds as of April 30, 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 Total Year</u>
Revenue	63,759,127	86.77	62,137,800	86.54
Expenditures	54,385,822	64.01	51,715,548	73.92

**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 items 6.1 through 6.2: Mallini

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**

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Report of Investments, Quarter Ending March 31, 2014

201.766, 13-14

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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 March		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 March 31, 2014		0.15%
Interest earnings, quarter	\$	7,359
Interest earnings, fiscal year to date	\$	<b>21,160</b>

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 March 31, 2014		126.9%
Interest earnings, quarter	\$	4,032
Interest earnings, fiscal year to date	\$	<b>9,967</b>

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 March 31, 2014		0.98%
Interest earnings, quarter	\$	76,808
Interest earnings, fiscal year to date	\$	<b>242,886</b>

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		1.74
Yield-to-maturity @ cost		Yrs
Earnings, quarter	\$	0.68%
Earnings, FYTD	\$	15,539
	\$	<b>42,857</b>

Board Item 6.2  
May 20, 2014  
Page 2

Interest Earnings Comparison:

Total interest earnings fiscal year to date 2013/2014 \$ **316,870**  
Total interest earnings fiscal year to date 2012/2013 \$ **668,122**

**Board Action Requested:**

**Approval of report**

Action: Approved. See item 6.1 (201.765).

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

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Summer Flex Schedule Proposal

400.599, 13-14

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A proposal for optional flex scheduling from June 1 through August 9, 2014, is recommended. The week of June 30 through July 4, 2014, is excluded from the summer flex schedule due to July 4<sup>th</sup> holiday. The proposal has been reviewed and endorsed by the president's expanded Cabinet, pending board approval, with the following caveats:

- A. It applies only to 12-month employees.
- B. It is based on four ten-hour work days.
  - Suggested work plan options:
    - Monday – Friday 7:30am to 6:00pm
    - With any day (Monday, Tuesday, Wednesday, Thursday, or Friday) off per week
  - Monday – Friday 7:00am to 5:30pm
  - With any day (Monday, Tuesday, Wednesday, Thursday, or Friday) off per week
- C. Any combination of days and time that equal 40 hours, as approved by the appropriate department head and Human Resources, is acceptable.
- D. Supervisors may require employees to return to the regular workweek if option is not serving students and the college in a favorable manner.

**Board Action Requested:**

**Approval**

Discussion: Dr. Sasser stated that the summer flex schedule proposal only applies to 12-month employees and the schedule will be in place from June 1 through August 9, 2014. He added that even though not all employees in all departments can participate in the summer schedule option, many employees continue to request the option of the summer flex schedule.

Action: Motion to approve items 7.1 through 7.2: Mallini

Second: Woody

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

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

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Ratification of Emergency Signature Authority for Educational Equity Act Report for 2013-2014

400.600, 13-14

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The college is required to submit an annual equity report to the Department of Education. This report reflects on both student and employee measurements regarding representation of minority populations and includes analysis of historical data to assess trends. Student enrollment, retention, and completions for underrepresented populations and success in gatekeeper courses is included. For employees, 2012-2013 employment numbers for Executive and Managerial staff, full time faculty and achievement of continuing contract are compared to national census data. The report also includes a review of gender equality in athletics. Additionally, college policies related to harassment and discrimination, students with disabilities and feedback regarding evaluations of the President and other academic leaders were reviewed.

**Board Action Requested:**

**Approval**

Action: Approved. See item 7.1 (400.599).

*College Goal: Technology - Provide information technology systems and infrastructure to support the college's mission*

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Amended Rule 5.4: Control of Funds

410.487, 13-14

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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.

**Board Action Requested:**

**Approval**

Discussion: Ms. Gibson stated this rule has been amended to allow the board to prescribe direction and guidelines for control of funds and that the title of the rule has been changed to "Control of Funds".

Action: Motion to approve item 8.1: Woody

Second: Jackson

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



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

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Clinical Affiliation Agreement with Cardinal Health 414, LLC

408.2105, 13-14

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This agreement with Cardinal Health 414, LLC provides opportunities for students in the Santa Fe College Nuclear Medicine Technology program to gain experience in a clinical setting.

The agreement shall be in effect for one year and automatically renew for one year terms.

**Board Action Requested:**

**Approval**

Discussion: President Sasser called on Ms. Joan Suchorski, Associate Vice President for Development, Grants and Projects, to discuss item 9.4 in detail. Ms. Suchorski stated the purpose of this project is to expand access to the Seahorse Key Marine Lab, which is operated by the University of Florida and Santa Fe College in partnership through a Memorandum of Understanding. She added that this project will increase tourism, economic development, and appreciation for marine life and bird life. This is the first phase in an ambitious plan to expand access, conservation education, STEM education, and research at Seahorse Key. Provost Bonahue noted the project also offers unique learning opportunities for students in a variety of liberal arts disciplines such as history, literature, and geography. Santa Fe College and the University of Florida will be in a consortium with Santa Fe as the fiscal agent.

Action: Motion to approve items 9.1 through 9.4: Woody

Second: Hudson

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

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

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CIW Academy Agreement with Certification Partners, LLC

408.2106, 13-14

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This is a contract agreement for Information Technology Education to become a CIW Academy. CIW is a business leader in higher education Information Technology training and assessment.

As a CIW Academy, the ITE program will implement curriculum closely aligned to a recognized national industry standard which will utilize online training and assessment tools. Students who successfully complete the CIW Academy will earn nationally-recognized industry certifications making them a more competitive candidate in the current job market.

This agreement is valid for one year and includes the opportunity to renew annually.

The agreement represents no cost to Santa Fe College. Each CIW certified course will cost the student \$150 including printed materials, online assets and certification test, not significantly more than the combined cost of the textbook and online support for standard IT classes.

**Board Action Requested:**

**Approval**

Action: Approved. See item 7.1 (408.2105).

District Board of Trustees  
May 20, 2014

Agenda Item: 9.3

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

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Ratification of Emergency Signature Authority for Approval of College Level Examination Program (CLEP) Agreement Renewal 408.2107, 13-14

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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**

Action: Approved. See item 7.1 (408.2105).

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

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Project ACE (Ambassadors for Conservation Education) Levy County  
RESTORE Act Grant

409.1988, 13-14

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The purpose of this project is to expand access to the Seahorse Key Marine Lab which is operated by the University of Florida and Santa Fe College in partnership through a Memorandum of Understanding (MOU). Open House access days are proposed to encourage local residents, students and visitors to experience Levy County's marine resources. Eight well publicized events will be staffed by local experts, faculty and students. Refreshments by local vendors and subsidized transportation by local boat captains will be funded. A pavilion, touch tanks, educational and lab equipment are planned. This project will increase tourism, economic development, and the appreciation of marine life and bird protection during nesting season. This is the first phase in an ambitious plan to expand access, conservation/science (STEM) education and research at Seahorse Key. Major benefits for students will include new research opportunities, revised curriculum and updated equipment at the marine laboratory.

Santa Fe College and the University of Florida will be in a consortium with Santa Fe as the fiscal agent.

The total consortium funding requested from the Resources and Ecosystems Sustainability, Tourist Opportunities, and Revived Economies of the Gulf Coast States Act of 2012 (RESTORE Act) is \$237,805, with no matching funds required.

Duration of this project is September 1, 2014, through August 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 7.1 (408.2105).

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Santa Fe College Foundation Liaison Update and Board Members' Remarks

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Reporting for the Santa Fe College Foundation, Trustee Mallini stated the Foundation office is in the process of the second scholarship application cycle for students who plan to enroll at Santa Fe in the fall. The cycle will close June 13. The third application cycle will begin in September, with these awards designated for students in the spring term. The Edward K. Roberts Scholarship Fund received \$40,000. This scholarship is funded through the Community Foundation of Sarasota County. Preference is given to part-time students who may not qualify for other financial aid during the summer and fall terms. He added that this is the fourth year the Foundation has received this special scholarship funding. Mr. Mallini asked Mr. Clemons what the total assets for the Foundation are to date, to which he replied \$44 million, and noted this figure was \$33 million five years ago. The board commended the good work of the Foundation.

Trustee Hudson asked if the college has received any new information regarding matching funds. Dr. Sasser replied no and that it didn't seem promising since most of the legislators that have been supportive are no longer in office.

Chair McRae stated that he has received several requests for the wording of the "Code of Honor", which he talked about at the February Board meeting when he discussed the three C's; courage, character, and commitment. He read the Code: Every day, I will display the highest standard of courage, character, and commitment. To do less will prevent me from reaching my potential. He added that the Code of Honor has been beneficial in his recovery process.