



Santa Fe College
District Board of Trustees

Minutes of Board Meeting Held September 16, 2014
Perry Center for Emerging Technologies, Alachua, Florida

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

Members absent: Jeffrey L. Oody, Lisa M. Prevatt

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

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

President Sasser asked Mr. John Chapman, Director of Information Technology Services, to present the new smartphone application. Mr. Chapman introduced his staff that helped create the new app, Mr. James Skeen, Ms. Virginie Crisalle and Ms. Jasmine Snell. Mr. Skeen noted that since advertising the new app on August 22, 2014, that there have been over 6,800 downloads of the application. The app was designed to assist Santa Fe College students in navigating college processes. With the assistance of Ms. Crisalle, Mr. Skeen demonstrated and showcased the app to the board, beginning with log-in access and describing the features and menus. Mr. Chapman added that consistent use of the new app will greatly reduce volume of phone calls to the College on basic administrative queries. The president stated he will be presenting the new app at the League for Innovation board meeting tomorrow.

Dr. Sasser acknowledged and thanked Mr. Tim Nesler and his staff for all their hard work in developing the "My Status App" that will serve and greatly benefit our students.

The meeting adjourned at 5:17 p.m.



Robert L. Woody, Chair



Jackson N. Sasser, Secretary



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of September 16, 2014, at 4 p.m.
Perry Center, Alachua, Florida**

Agenda

Adoption of Agenda

Agenda Item: 1.1
418.524, 14-15

1. General Functions
 - Pledge of Allegiance

 - 1.1 Adoption of Agenda for Board Meeting of September 16, 2014
 - 1.2 Approval of Board Meeting Minutes of July 29, 2014

2. Information Items
 - 2.1 President's Report
 - 2.2 Strategic Planning
 - 2.3 Standard Health Sciences Clinical Facilities Agreement with:
 - The Orthopaedic Institute, LLC
 - Regional General Hospital Williston
 - The Primary Care Center of Lake City, Richard L. Wright, Jr., M.D., P.A.
 - 2.4 Standard Construction and Technical HVAC Program Agreement with:
 - Stellar Services of North Florida, LLC
 - 2.5 Interinstitutional Articulation Cooperative Agreements for Career Pathways with:
 - School Board of Baker County
 - School Board of Citrus County
 - School Board of Taylor County
 - 2.6 Fee Waiver Report for Summer Term 2014
 - 2.7 Community Education "Enrich!" Brochure for Fall B 2014 Term
 - 2.8 Honorary Degrees Awarded

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 Contract Staff
 - 4.4 Career Service Staff
 - 4.5 Amended Salary Schedule for 2014-2015

 - Agreements, Grants
 - 4.6 Amendment to Master Agreement with Shands
 - 4.7 Adults with Disabilities -- Grant
 - 4.8 Little School Food Program 2014-2015 -- Grant

- 4.9 Florida Educational Fund, Center of Excellence -- Grant
- 4.10 Wells Fargo Displaced Homemaker Education Support Initiative -- Grant
- 4.11 Mobiquity Inc. – Quick Response Training -- Grant

Finance Items

- 4.12 Report of Purchases for July and August 2014
- 4.13 Colonel Harry M. Hatcher, Jr., Property Survey 15-02
- 4.14 Acceptance of Donations 15-02

5. Facilities Items

- 5.1 Building I Renovation – Project Closeout

6. Finance Items

- 6.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for July and August 2014
- 6.2 Report of Investments, Quarter Ending June 30, 2014
- 6.3 Annual Financial Report, Year Ended June 30, 2014
- 6.4 2014-2015 Annual Budget, Unexpended Plant Fund (Fund 7)

7. General Institutional Items

- 7.1 Entry of Final Order (Ingrid Herrmann)
- 7.2 Certification of IRS Form 990 for 2013 as Required by Direct Support Organizations
- 7.3 Addendum to Credit and Postsecondary Adult Vocational Lab Fee Schedule for 2014-2015
- 7.4 Non-Student International Travel

8. Agreements/Grants

- 8.1 First and Second Addenda to Cooperation Agreement with UNESP
- 8.2 Walgreens Community Off-Site Clinic Agreement
- 8.3 Addendum #1 to GradImages Agreement
- 8.4 Clinical Education Affiliation Agreement with Greystone Healthcare Management Corporation
- 8.5 Associated Health Education Affiliation Agreement with Department of Veterans Affairs

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

10. Adjournment

Board Action Requested:

Approval

Discussion: Chairman Woody asked if there were any consent items that the board would like to have moved for discussion, and hearing none, the agenda was approved as presented.

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

Approval of Board Meeting Minutes of July 29, 2014

401.514, 14-15

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held July 29, 2014, are presented for approval.

Board Action Requested:

Approval

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

President's Report

Information Item

The president thanked Ms. Eileen Monck and her staff for hosting today's meeting. Ms. Monck welcomed the board to the Perry Center and explained that the center was a program-based center focusing on the biomedical field. It offers two Associate of Science degrees and two Baccalaureate programs. The staff was busy preparing for an accreditation site visit within the next two weeks.

President Sasser recognized Mr. Tom Mason, President of AFC and Ms. Nina Trombi, Chair for Career Service Council. Dr. Marin Smillov, College Senate President, and Mr. Michael Chartier, Student Senate President, were unable to attend.

President Sasser asked Trustee Mallini to provide his observations on Convocation. Trustee Mallini said that it was his first Convocation in the Fine Arts Hall as opposed to past convocation programs in the Gymnasium, and the setting was wonderful. He also praised the faculty and staff for their outstanding work and the student-focused nature of the program, adding that the entertaining and lighthearted closing remarks from Mr. Joshua Watson were excellently delivered, charging faculty and staff to make an impact on students this semester and beyond.

The president asked Trustee McRae to comment on the State of the College address on September 9, 2014, in Bradford County. Trustee McRae noted that Trustees Oody and Prevatt were able to attend along with many Bradford County community members. He stated that the editorial in the *Gainesville Sun* yesterday excellently summarized Dr. Sasser's vision for the college and Bradford County.

Chair Woody remarked on the Aspen Institute naming Santa Fe as one of the top ten colleges in the country as a validating measure of the college's hard work and dedication to students. He saluted our students, faculty, and staff for making this recognition possible and expressed pride in being part of such a wonderful college.

President Sasser noted that the Aspen team visit is October 21-22, and the next board meeting is October 21 on the Northwest Campus.

Dr. Sasser noted that this was the last board meeting Ms. Bennye Alligood, Associate Vice President of Educational Centers, would be attending as an employee. Ms. Alligood will be retiring from the college in October after 35 years of service. He added that Bennye was the first person he spoke with when he was considering the position of president at Santa Fe College. He noted that she is very intelligent and respectful, and exemplified the true meaning and spirit of Santa Fe College. The board and the audience then expressed appreciation to Bennye with robust applause.

Agenda Item 2.1
September 16, 2014
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Calendar

October 14, 2014
12:00 p.m. – 5 p.m.

Board Workshop
Trustee Lee's Lake Home
Melrose, Florida

October 21-22, 2014

Aspen Institute Visit to Northwest Campus

October 21, 2014
4 p.m.

Regular Board Meeting
Wattenbarger Student Services Building
Board Room, S-332

October 24, 2014
6 p.m.

Evening Under the Oaks
Jim and Heather Doughton's Home

October 31, 2014
3-7:30 p.m.

Boo at the Zoo
Northwest Campus

Strategic Planning

Information Item
419.23, 14-15

Dr. Lisa Armour, Vice President for Assessment, Research and Technology, gave an update on the Strategic Plan. She noted at its meeting this week, the Resource and Planning Council (RPC) will construct a call to college planning units to formalize 2014-2015 action plans to support achievement of the strategic plan. These action plans will be gathered and reported on the cloud-based app formerly known as the SMART Objectives database. The app will guide planning unit leaders through the process of identifying the strategies and tactics their action plans support, articulating specific outcomes associated with their action plans, and selecting relevant assessment measures and targets. The RPC will monitor action plans to support achievement of the strategic plan and will make budget recommendations to Dr. Sasser and his staff.

***College Goal: Workforce Development - Provide student-centered workforce programs
in collaboration with local employers and economic development agencies***

Standard Health Sciences Clinical Facilities Agreement with:	Information Item
The Orthopaedic Institute, LLC	408.2130, 14-15
Regional General Hospital Williston	408.2131, 14-15
The Primary Care Center of Lake City, Richard L. Wright, Jr., M.D., P.A.	408.2132, 14-15

The board has authorized the Provost and Vice President for Academic Affairs to execute standardized form clinical facilities agreements without further action by the board. Such agreements have been executed with the facilities listed above for students enrolled in the Santa Fe College Health Sciences Radiography, Clinical Laboratory Sciences, and Medical Imaging programs.

***College Goal: Workforce Development - Provide student-centered workforce programs
in collaboration with local employers and economic development agencies***

Standard Construction and Technical HVAC Program Agreement with:
Stellar Services of North Florida, LLC

Information Item
408.2133, 14-15

The board has authorized the Provost and Vice President for Academic Affairs to execute standardized form field experience agreements without further action by the board. Such an agreement has been executed with Stellar Services of North Florida, LLC for students enrolled in the Santa Fe College Air Conditioning, Refrigeration, and Heating Service Technology program. Stellar Services, LLC is located in Gainesville, Florida.

College Goal: Workforce Development - Provide student-centered workforce programs in collaboration with local employers and economic development agencies

Interinstitutional Articulation Cooperative Agreements for Career Pathways with:	Information Item
School Board of Baker County	408.2134, 14-15
School Board of Citrus County	408.2135, 14-15
School Board of Taylor County	408.2136, 14-15

The A.S. degree programs and certificate programs listed below have been identified as accelerated paths by which students will have the opportunity to receive college credit as described in the District Interinstitutional Cooperative Agreements for Career Pathways between Santa Fe College and the following school districts: School Board of Baker County, School Board of Citrus County and School Board of Taylor County.

School Board of Baker County

- Cardiovascular Technology A.S.
Nuclear Medicine A.S. - Nursing Assistant
Radiography A.S.
Respiratory Care A.S.
- Dental Hygiene A.S. - Nursing Assistant
Dental Assisting Certificate
- Surgical Technology Certificate. - Nursing Assistant

School Board of Citrus County

- Biotechnology Laboratory Technology A.S. - Biomedical Sciences
- Digital Media Technology A.S. - Digital Design
- Graphic Design Technology A.S. - Digital Design
- Biotechnology Laboratory Technology A.S. - Nursing Assistant

School Board of Taylor County

- Biotechnology Laboratory Technology A.S. - Biomedical Sciences

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

Fee Waiver Report for Summer Term 2014

Information Item
 200.850, 14-15

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

Term - Summer 2014 Number of Waivers Amount

Credit

College Employees	25	\$11,097.96
Senior Citizens	22	10,267.52
State of Florida Employees	70	30,318.10
Purple Heart	4	5,438.33
Employee Dependents	44	21,824.10
Veteran Out-of-State	<u>3</u>	<u>2,485.17</u>
Total	<u>168</u>	<u>\$81,431.18</u>

Community Education

Senior Citizens	<u>2</u>	<u>128.00</u>
Total	<u>2</u>	<u>\$128.00</u>

Totals

Credit	168	\$81,431.18
Community Education	<u>2</u>	<u>128.00</u>
Total	<u>170</u>	<u>\$81,559.18</u>

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

Community Education "EnRich!" Brochure for Fall B 2014 Term

Information Item
415.155, 14-15

In accordance with Rule 7.11, the president is authorized to approve course fees for Community Education courses and programs. Total fees collected must be equal to at least 100% of the total costs of the Community Education course or program within the fiscal year. A draft of the Community Education brochure entitled "Enrich!" containing the list of courses/programs and associated fees was reviewed and approved by the president at the September 8, 2014, Cabinet meeting and is provided for reporting to the board. Changes may be made as needed.

Honorary Degrees Awarded

Information Item
400.605, 14-15

Colonel Arley W. McRae – Bachelor’s degree

In July 2014, an honorary Bachelor’s degree was presented to Santa Fe College Trustee Colonel Arley W. McRae, United States Air Force, Retired, for his 15 years of dedicated service to the students of Alachua and Bradford Counties.

Jeremy W. Martin – Associate of Arts degree

In August 2014, Santa Fe College student Jeremy W. Martin received an honorary Associate of Arts degree at the recommendation of Dr. Jackson Sasser. Jeremy Martin has been diagnosed with terminal cancer. His spirit and dedication to learning will be symbolized by his time at Santa Fe, and by the honorary degree presented to him.

Discussion: Dr. Sasser noted that during Trustee McRae’s 80th birthday celebration in July he presented him with an honorary Bachelor’s degree in recognition of his 15 years of dedicated service to the board and students of Alachua and Bradford Counties. Also he noted that he presented an honorary Associate of Arts degree to Mr. Jeremy W. Martin, a student who has been diagnosed with terminal cancer. Trustee Lee noted that Jeremy has been placed in Hospice care. The board acknowledged, praised, and fully endorsed the president’s decision to present honorary degrees to Colonel Arley W. McRae and Mr. Jeremy W, Martin.

Citizen's Requests

423.30, 14-15

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 Woody 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
September 16, 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)

402.771, 14-15

The individuals listed below are being recommended for promotion or appointment for 2014-2015 as stated in the individual employee's contract.

Appointment

Full Time

Name

Position

Amy McBreen-Babb <i>Ph.D., Temple University</i>	Assistant Professor, Physical Therapy
Nikolas Bajorek <i>Admitted to Candidacy, University of Florida</i>	Interim Assistant Professor, English
Brenda Berryhill <i>M.S., University of South Alabama</i>	Assistant Professor, Nursing Programs
Jane Bucca <i>M.A., Florida Atlantic University</i>	Interim Assistant Professor, Business Programs (BAS)
Kimberley Ciancolo <i>Ph.D., University of Florida</i>	Interim Assistant Professor, Business Programs (HIT)
Lila DeCubellis <i>B.H.S., Florida Gulf Coast University</i>	Assistant Professor, Cardiovascular Technology
Wendy Edmonds <i>M.S., Florida Atlantic University</i>	Interim Assistant Professor, Nursing Programs
Mary El-Semarani <i>M.S., University of Florida</i>	Interim Assistant Professor, Biotechnology
Michelle Freas <i>M.A., University of North Florida</i>	Interim Assistant Professor, Humanities and Foreign Language Department (ASL)
Samuel Evans Haile <i>M.M., The Juilliard School</i>	Interim Assistant Professor, Fine Arts (Music)
Keren Hardee <i>M.S., University of Florida</i>	Interim Assistant Professor, Nursing Programs
Kelli Harker <i>M.S., University of Florida</i>	Assistant Professor, Nursing Programs
Margaret Howell <i>Ph.D., Life Chiropractic College West</i>	Interim Assistant Professor, SHP (Anatomy & Physiology)
Patrice Jones <i>M.S., University of Florida</i>	Assistant Professor, Business Programs (HSA)
Rebecca Lambird <i>M.A., Wake Forest University</i>	Interim Assistant Professor, Mathematics
Brian Lee <i>Ph.D., University of Toronto</i>	Interim Assistant Professor, Natural Sciences (Physics)

Faculty, cont'd.

Sherry Lindsay <i>M.S., University of Florida</i>	Interim Assistant Professor, Nursing Programs
Wylie Lovelady <i>M.S., Embry Riddle Aeronautical University</i>	Interim Assistant Professor, IPS Aviation Sciences
Amy Ridley <i>B.S., Carson-Newman College</i>	Assistant Professor, High School Dual Enrollment
Melanie Roberti <i>M.S., University of Missouri-Rolla</i>	Assistant Professor, Natural Sciences
Amy Satterlee <i>M.S.N., S.E. Missouri State Univ.</i>	Interim Assistant Professor, Sciences for Health (Chemistry)
Janis Skeath <i>B.S., Pennsylvania State University</i>	Interim Assistant Professor, Nursing Programs
Sara Smith <i>A.S., Florida Hospital College</i>	Assistant Professor, Nuclear Medicine Technology

Part Time

Laura Adamson
Brenton Allen
Farresa Allen-Rutledge
Michelle Amos
Donna Argus
Julie Bader
David Becker
Vickie Bone
Narada Bradman
Jessica Brady
Lauren Bowens
Karen Brown
Robert Brown
Debra Browning
Amanda Bush
Sarah Bushey
Eva Champagne
Jessica Collins
Marjorie Crittenden
Carol Demas
Andria Doty
Rachel Evans
Cosette Flores
Robert Frank
Ronald Gainey
Susan Gildersleeve
Steven Granieri
Brenda Hales

Faculty, cont.

Part Time

Arthur Haller
Petta-Gay Hannah
Jacqueline Harris
Susan Hatch
Delores Herman
Rachel Hofer
David Hope
Stephan Jahn
Sarika Joshi
Alison Kennedy-Benson
Ann Laffey
Deborah Lawrence
William Little
Stelio Marchionno
Grace Mayne
Rebecca McNulty
Jessica Metcalf
Vanessa Minevini
Cindy Montero
Casi Norman
Olabode Ogendengbe
Jillian Overby
Allysa Peyton
Giang Pham
Theresa Polo
Patrick Porter
Jamie Runyons-Hiers
Raechel Soicher
William Stewart-Silver
Gordon Taub
Mary Jo Thomas
Catherine Tillman
Brian Wanta
Claudia Youakim
Jeffrey Youngblood
Stefanie Zorilo

Board Action Requested:

Approval

Discussion: President Sasser asked Ms. Lela Frye, Director of Human Resources, to discuss item 4.5. Ms. Frye stated that it was necessary to amend the Salary Schedule to be in compliance with the implementation of the new time and attendance policy and procedures. She added that the Career Service Implementation Committee assisted by college staff has worked hard to develop this policy and the policy has received the endorsement of each branch of shared governance. Supervisors have been trained in the policy and Human Resources has partnered with the Finance Office to deliver training to 30 departments of Career Service employees (with supervisors present in the training presentation) on how to accurately record work time via a newly developed timesheet tool. Ms. Nina Trombi commented that the new policy complies with the law and is fair and clear, and Career Service employees are ready to start training in the new time recording procedure.

Action: Motion to approve items 4.1 through 4.14: Hudson
Second: Jackson
Vote: Hudson - yes, Jackson - yes, Lee - yes, McRae - yes, Mallini - yes,
Woody - yes

C O N S E N T

District Board of Trustees
September 16, 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)

411.378, 14-15

The individuals listed below are being recommended for appointment for 2014-2015 as stated in the individual employee's contract.

Executive/Managerial

Appointment

<u>Name</u>	<u>Position</u>
Thomas Ackerman <i>M.S., Michigan State University</i>	Academic Director, Institute of Public Safety
Nilanjana Caballero <i>Ph.D., University of Florida</i>	Interim Chair, Sciences for Health Programs
Heather Jodi Long <i>Ph.D., University of Florida</i>	Associate Vice President, Health Sciences
Rhonda Morris <i>Ph.D., University of Florida</i>	Director, Quality Enhancement Plan
Jennifer Thomas <i>M.S., Canisius College of Buffalo</i>	Associate Registrar
Eileen Monck <i>M.S., University of Florida</i>	Interim Academic Director, Center for Emerging Technologies

Technical/Professional

Appointment

Full Time

*Kandra Albury <i>M.A., University of Florida</i>	Interim Coordinator, College Reach Out Program
Laurence Andrews <i>M.S., Babson College</i>	Interim Business Manager, CIED
Lee Delaino <i>M.S., University of Trinity College Center</i>	Coordinator of Exploratory Advising
William Dorman <i>M.S., University of Florida</i>	Interim Director for GTEC
Mary Fowler <i>M.A., Nova Southeastern University</i>	Interim Assistant Comptroller, Finance
Lesley LeBaron <i>Ph.D., University of Florida</i>	Interim Counseling Specialist
Wesley Robinson <i>A.S., Santa Fe College</i>	Interim Application Developer, ITS
James Skeen <i>A.S., Santa Fe College</i>	Interim Administrator Information Systems, ITS

Part Time

Jessica Boulton	Specialist, ESL Lab
*Kimberly Brasington	Specialist, Adult Education & Family Literacy
*Priscilla Brown	Specialist, Adult Education & Family Literacy
O'Neshia Carney	Specialist, Sciences for Health
Spencer Chalifour	Specialist, Writing Lab
Elizabeth Chitwood	Specialist, Fine Arts
Clarinda Choice	Specialist, Admissions
*Rachel Evans	Specialist, Upward Bound Program
*Richard Farrow	Specialist, Adult Education & Family Literacy
Rhonda Felderhoff	Specialist, Math Lab
*Megan Flosdorf	Specialist, Pathways to Persistence
^Nicole Halbert	Specialist, Part Time Coach for Athletics
Felicia Hines	Specialist, Admissions
Valerie Houghtaling	Project Manager, Human Resources
^Benavia Jenkins	Assistant Coach
^Janay McCray	Assistant Coach
*Lisa McLeod	Specialist, Adult Education & Family Literacy
*Tyeshia Redden	Specialist, East Gainesville Instruction
*Lloyd Siegendorf	Specialist, Adult Education
^Jason Traylor	Assistant Coach
*John Woodward	Specialist, Adult Education & Family Literacy

*Grant Funded

^Student Activities Funded

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.771).

C O N S E N T

**District Board of Trustees
September 16, 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

404.427, 14-15

The individuals listed below are being recommended for appointment for 2014-2015 as stated in the individual employee's contract.

Community Education

Part Time

Name

Class

Kristie Ayers

College for Kids

Robert Craig

Fly Tying & Fishing

Katelyn Donovan

College for Kids

Gregg Hedley

College for Kids

Nicole Harris

College for Kids

Joseph Hartley

College for Kids

Jeffrey Jurgens

Improv Acting

Christopher Paul

College for Kids

Dena Robinson

College for Kids

Ilyssa Schatz

College for Kids

Stephanie Smith

College for Kids

Eoline Underhill

College for Kids

Russell Wesley

Running

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.771).

C O N S E N T

**District Board of Trustees
September 16, 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

403.516, 14-15

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

Name

Jalena Camps
Natalie Dyksterhouse
Mecca Senterfitt
Brenda Pozos

Position

Contact Center Representative
Risk Management Associate, FCSRMC
Administrative Assistant 2, Facilities Services
Preschool Teacher, Little School

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.771).

C O N S E N T

**District Board of Trustees
September 16, 2014**

Agenda Item: 4.5

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

Amended Salary Schedule for 2014-2015

405.110, 14-15

An amendment to the previously approved 2014-2015 Salary Schedule is being presented for approval to incorporate information related to the Time and Attendance policy proposed by the Career Service Implementation Committee as assisted by college staff.

The amendment also creates a new category of employees known as "variable hour employees" as warranted by the Affordable Care Act; at this time, the College proposes creating this categorization only for assistant coaches because of their unique qualifications and schedules.

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.771).

C O N S E N T

District Board of Trustees
September 16, 2014

Agenda Item: 4.6

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

Amendment to Master Agreement with Shands

408.2137, 14-15

The college requests approval of an amendment which outlines additional documentation for students attending clinical sites in order to gain clinical experience.

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.771).

C O N S E N T

District Board of Trustees
September 16, 2014

Agenda Item: 4.7

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

Adults with Disabilities -- Grant

409.2006, 14-15

The purpose of this project is to provide literacy instruction, independent living skills training, enrichment activities, and pre-vocational training for adults with disabilities in order to improve quality of life and facilitate long-term goals toward self-sufficiency. This program will serve approximately 60 students.

The amount of funds requested from the Florida Department of Education, Division of Vocational Rehabilitation, is \$52,765, 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 (402.771).

C O N S E N T

**District Board of Trustees
September 16, 2014**

Agenda Item: 4.8

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

Little School Food Program 2014-2015 -- Grant

409.2007, 14 -15

The purpose of this project is to provide funds for nutritionally balanced meals for children enrolled in the Little School. Using provisions from the U.S. Department of Agriculture, breakfast, lunch, and an afternoon snack will be provided to all children enrolled in the childcare program each day. The food is served family style, with emphasis on developing independence in eating, serving, and cleaning up. Serving nutritious meals encourages awareness of good nutrition, and adults initiate conversation about mealtime etiquette and nutrition. Approximately 90 children will be served on a daily basis.

The amount of funds requested from the U.S. Department of Agriculture, through the Florida Department of Health is \$48,436, with no matching funds from Santa Fe College.

Duration of this project is October 1, 2014, through September 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 (402.771).

CONSENT

District Board of Trustees
September 16, 2014

Agenda Item: 4.9

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

Florida Educational Fund, Center of Excellence -- Grant

409.2008, 14-15

The mission of the Florida Educational Fund has been implemented through a number of related programs intended to provide access and to create diversity programs which relate to education. The Center of Excellence mission includes: 1) assuming a more proactive stance in the education of youth; 2) employing the development of a group achievement module for African American elementary and secondary students; and 3) increasing the pool of African American and other historically disadvantaged and underrepresented minority students who are prepared, motivated and qualified to enter higher education. The Center of Excellence will support three chapters and reach an estimated 300 students. Chapters for the Achievers have been established in Gainesville, Alachua/High Springs, and Hawthorne. Grant funds are used to provide after-school tutoring, Brain Bowl competition and other activities designed to address motivation, education and cultural needs of students.

The amount of funds requested from the Florida Education Fund is \$26,000, 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 (402.771).

CONSENT

District Board of Trustees
September 16, 2014

Agenda Item: 4.10

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

Wells Fargo Displaced Homemaker Education Support Initiative -- Grant

409.2009, 14-15

The purpose of the Displaced Homemaker Program (DHP) is to provide job training and educational needs to Florida citizens who: are at least 35 years of age; have worked primarily in the home providing unpaid household services for family members; are not adequately employed (earning a self-sufficient wage); will likely have difficulty securing adequate employment; and have been dependent on the income of another family member, but are no longer supported by such income; or have been dependent on federal assistance. After many years of providing services, the Santa Fe College (SF) DHP continues to experience limitations of the program, especially in the age category. Funding will be used to expand this program to include those who are less than 35 years of age (25-34) who also meet the characteristics above that define a Displaced Homemaker. Funds awarded through this grant will provide assistance in the form of tuition, fees, educational materials, and transportation support for up to 20 participants who are 25-34 years of age.

The amount of funds requested from Wells Fargo is \$2,500, 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 (402.771).

CONSENT

District Board of Trustees
September 16, 2014

Agenda Item: 4.11

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

Mobiquity Inc. – Quick Response Training -- Grant

409.2010, 14-15

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 training for Mobiquity Inc., a leading professional services firm working to create engaging enterprise-class mobile solutions and apps that drive business value. Mobiquity helps customers develop and implement mobile strategies and applications that optimize investments in Systems Applications and Products (SAP) enterprise solutions. This project will provide on-the-job training (including proprietary processes) for approximately 250 new jobs which will include 125 Mobile App Developers, 75 Quality Assurance and 50 Technical Leads at an average starting wage between \$45,000 - \$55,000. 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 CareerSource Florida, Inc. is \$392,370 with no matching funds from Santa Fe College.

Duration of this project is November 26, 2014, through November 25, 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 (402.771).

C O N S E N T

**District Board of Trustees
September 16, 2014**

Agenda Item: 4.12

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

Report of Purchases for July and August 2014

202.611, 14-15

Below are the total amounts and a summary of purchases for the months of July and August 2014.

Purchasing	\$10,005,997.18
Risk Management Consortium	<u>601,749.68</u>
Total	<u>\$10,607,746.86</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y52586 (Fund 1)	\$ 156,800.00	Exempt	AT&T	Telephone, Ethernet, and Internet Services for Northwest and Blount Center Campuses Communication Services
Y52589 (Fund 1)	\$ 64,320.00	Exempt	Gainesville Regional Utilities	Annual Ethernet, Internet, and Transport Circuits Service Communication Services
Y52590 (Fund 1)	\$ 39,100.00	Exempt	State of Florida Dept. of Management Services	State of Florida Long Distance, 800 number, FIRN Internet, Alarm Circuits Communication Services
Y52661 (Fund 1)	\$ 40,000.00	Exempt	Baker & Taylor, Inc.	Books for Collection Library
Y52854 (Fund 1)	\$ 49,425.00	Exempt	Windstream	Internet and Phone Services for Alachua, Starke, and NW Campus Communication Services
Y52857 (Fund 3)	\$ 75,000.00	Exempt	Gainesville Regional Utilities	Utilities for GTEC Building GTEC
Y52963 (Fund 1)	\$ 65,000.00	Contract	LV Hiers Inc.	Fuel for Campus Vehicles and Equipment Automotive

Y52977 (Fund 1)	\$ 45,760.00	Exempt	Dimension Systems, Inc.	Annual Database Management Information Technology
Y52978 (Fund 1)	\$ 134,222.40	Exempt	Modis	Network Engineer Information Technology
Y53054 (Fund 2)	\$ 148,500.00	Exempt	University of Florida	Student Health Care Contract Student Health Care Center
Y53132 (Fund 1)	\$ 135,000.00	Exempt	U.S. Postal Service	Bulk and First Class Mail Mail and Receiving
Y53237 (Fund 1)	\$ 90,200.00	Exempt	City of Alachua	Perry Center Utilities Utilities
Y53238 (Fund 1)	\$ 35,100.00	Exempt	City of Starke	Andrews Center Utilities Utilities
Y53239 (Fund 1)	\$ 60,000.00	Exempt	National Computer Systems, Inc.	Smarthinking Online Tutoring Information Technology
Y53316 (Fund 1)	\$1,894,000.00	Exempt	Gainesville Regional Utilities	Electric, Water, Heating, and Stormwater Utilities
Y53322 (Fund 1)	\$ 45,000.00	Contract	Copyfax of Gainesville	Copier Maintenance Units
Y53346 (Fund 1)	\$ 59,921.04	Contract	Alachua County Sheriff	Training Officer's Agreement Criminal Justice
Y53347 (Fund 1)	\$ 42,071.04	Contract	City of Gainesville	Training Officer Agreement Criminal Justice
Y53353 (Fund 1)	\$ 39,960.00	Exempt	TeamExtension, LLC	Java Programming Consultant Information Technology
Y53358 (Fund 1)	\$ 113,760.00	Contract	Airwave Networks	Campus Wireless Information Technology
Y53371 (Fund 7)	\$ 49,737.00	Contract	Blakeland, LLC	Building R Student Affairs Renovations Minor Student Services Renovations/Remodel
Y53395 (Fund 1)	\$ 43,923.00	Contract	Johnson Controls, Inc.	Chiller Plant Maintenance HARV

Y53415 (Fund 2)	\$ 44,997.28	Contract	B&H Photo – Video, Inc.	Multimedia Video Production Technology Lab Equipment MVPT Lab
Y53421 (Fund 1)	\$ 45,419.20	Contract	Dell Marketing	Computers (32) Information Technology
Y53441 (Fund 1)	\$ 41,103.85	Contract	Simplex Grinnell	Annual Life/Safety Equipment Inspection/Certification Physical Plant Operations
Y53550 (Fund 1)	\$ 63,143.04	Contract	Dell Marketing	Computers (48) Information Technology
Y53610 (Fund 7)	\$ 80,797.00	Contract	Scherer Construction & Engineering	Veterans Affairs Area Renovation Minor Student Services Renovations/Remodel
Y53634 (Fund 1)	\$ 52,344.40	Contract	Dell Marketing	Computers (40) Information Technology
Y53647 (Fund 6)	\$ 79,890.00	Contract	Barr System	Lease Agreement Risk Management Consortium
Y53668 (Fund 6)	\$ 161,759.00	Bid	Aon E-Solutions, Inc.	Risk Management Information System Risk Management Consortium
Y53829 (Fund 6)	\$ 119,297.00	Exempt	Cavanaugh MacDonald	OPEB Valuations for Colleges Risk Management Consortium
Y53876 (Fund 2)	\$ 950,000.00	Contract	City of Gainesville	Unlimited Student Transportation Access Student Leadership & Activities
Y53895 (Fund 1)	\$ 50,000.00	Exempt	Grey Matter Consulting	Grant Research, Consulting, & Federal Lobbying Services Grant Development
Y54039 (Fund 6)	\$ 38,636.00	Exempt	Cavanaugh MacDonald	OPEB Valuations for Colleges Risk Management Consortium

\$5,154,186.25

Purchase orders for previously awarded bids/contracts: 105 Amount: \$2,152,883.14

97	Temp Force	(\$1,915,299.84)
2	City Wide Maintenance	(\$148,709.60)
2	Digital River, Inc. Enterprises	(\$47,000.00)
2	Republic Services of Florida	(\$14,361.90)
1	WCA of Florida	(\$10,000.00)
1	Mowrey Elevator	(\$17,511.80)

Other Purchases \$0 - \$35,000.00

Number of purchase orders: 1,454 Amount: \$3,239,576.35

Board Action Requested:

Approval of report

Action: Approved. See item 4.1 (402.771).

C O N S E N T

District Board of Trustees
September 16, 2014

Agenda Item: 4.13

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

Colonel Harry M. Hatcher, Jr., Property Survey 15-02

200.851, 14-15

Below and on the attached page are requests from the various custodians to remove property from their inventory for the reason indicated. The college has a Property Survey Committee composed of representatives from around the college who review the departmental requests before they are presented to the board. The board is informed of the requests approved by the Property Survey Committee and the request of surplus that needs the approval of the board.

The Property Survey Committee met via email on August 26, 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 the item 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	6	\$96,490.44	\$96,490.44	\$0.00
Trade-In	2	\$20,284.70	\$20,284.70	\$0.00
TOTAL	<u>8</u>	<u>\$116,775.14</u>	<u>\$116,775.14</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.

Trade-Ins are items that have been traded in on new equipment.

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.771).

C O N S E N T

District Board of Trustees
September 16, 2014

Agenda Item: 4.14

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

Acceptance of Donations 15-02

200.852, 14-15

Daikin AC – Goodman Manufacturing Company has donated the items listed below to the Heating, Air Conditioning, Refrigeration, and Ventilation Program.

Qty	Description	Cost
1	0.75-Ton Wall Mounted Unit, Daikin FTXN09KEVJU5	\$1,268.80
1	1.25-Ton Wall Mounted Unit, Daikin XS15LVJURXS15LVJU	2,708.00
1	0.5-Ton Wall Mounted Unit, Daikin CTXS07LVJU	551.00
1	Indoor Unit Model, Daikin FDXS09LVJU	1,027.14
1	Indoor Unit Model, Daikin FFQ09LVJU	1,225.00
1	ENVi Intelligent Thermostat Kit, Daikin DACA-TS1-1	420.00
1	2-Ton Multi-Split Outdoor Unit, Daikin 3MXS24JVJU	3,286.00
1	Navigation Remote Controller 2013, Daikin BRC1E72	<u>325.00</u>
	Total	<u>\$10,810.94</u>

Board Action Requested:

Approval of donations and delegation of signature authority to Provost to execute any agreements and related documents associated with the above donated items.

Action: Approved. See item 4.1 (402.771).

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

Building I Renovation – Project Closeout

412.1128, 14-15

This project involved the renovation and remodeling of approximately 4,500 square feet of the east portion of Building I. The departments in the renovated area were: Perkins Workforce, the administration offices for Technical programs, CROP, Upward Bound, and 2 general education classrooms. Extensive reconfiguration of interior walls was necessary to comply with fire egress codes of occupied space with students. Due to the age of the building, upgrades to the mechanical systems were required to correct deficiencies and bring them up to code as well.

Architect/engineer		Affiliated Engineers SE
Contractor/construction manager		TBD
Uniform building inspector		In-house
Approved project budget		\$590,945.00
Actual Cost		
Design	\$ 45,037.87	
Construction	428,616.50	
Furniture	85,059.13	
Misc.	2,118.34	
Total Cost	\$560,831.84	\$560,831.84
Project Savings		\$ 30,113.16
Source of funds	Capital Improvement Fee (CIF)	

Project Status:

This project reached final completion on May 19, 2014. College staff have received and approved all project closeout documentation and are requesting the Board accept this project as complete.

Board Action Requested:

Acceptance of project as complete

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

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

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 July and August 2014 201.772, 14-15

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 August 31, 2014. The following summary provides a comparison of actual revenues and expenditures for 2014-2015 vs. 2013-2014.

	2014-2015		2013-2014	
	<u>Dollar Amount</u>	<u>Percent of Budget</u>	<u>Dollar Amount</u>	<u>Percent of Actual</u>
Revenue	20,101,272	27.34	20,267,010	27.92
Expenditures	8,144,456	9.55	8,418,543	11.52

Board Action Requested:

Approval of report

Discussion: Ms. Ginger Gibson, Vice President for Administrative Affairs and CFO, reviewed items 6.1-6.4 individually. Regarding item 6.2, Ms. Gibson stated she was happy to report that after seven years the college has finally received all of its principal investment back from the State Board of Administration, Investment Pool, Fund B. She also thanked Ms. Nicol Brooks, and her staff for all of their hard work in completing the Annual Financial Report for the year ending June 30, 2014.

Action: Motion to approve items 6.1 through 6.4: Hudson
Second: Mallini
Vote: Hudson - yes, Jackson - yes, Lee - yes, McRae - yes, Mallini - yes,
Woody - yes

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

Report of Investments, Quarter Ending June 30, 2014

201.773, 14-15

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 June	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 June 30, 2014	0.16%
Interest earnings, quarter	\$ 7,273
Interest earnings, fiscal year to date	\$ 28,433

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 June 30, 2014	184.4%
Interest earnings, quarter	\$ 4,296
Interest earnings, fiscal year to date	\$ 14,263

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 June 30, 2014	1.47%
Interest earnings, quarter	\$ 124,524
Interest earnings, fiscal year to date	\$ 367,410

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	1.71 Yrs
Yield-to-maturity at cost	0.68%
Earnings, quarter	\$ 22,593
Earnings, fiscal year to date	\$ 65,450

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Interest Earnings Comparison:

Total interest earnings fiscal year to date 2013/2014 \$	475,555
Total interest earnings fiscal year to date 2012/2013 \$	767,255

Board Action Requested:

Approval of report

Action: Approved. See item 6.1 (201.772).

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

Annual Financial Report, Year Ended June 30, 2014

201.774, 14-15

The Annual Financial Report for the fiscal year 2013-14 was completed and filed with the Division of Florida College on August 15, 2014. Highlights of the report include:

REVENUE HIGHLIGHTS:

College revenues increased by \$524 thousand, or .5 percent, compared to the prior fiscal year as a result of the following factors:

➤ Operating Revenue

- Net student tuition and fees decreased \$1.4 million due to a decrease in fee paying enrollment.

➤ Nonoperating and Other Revenues and Gains

- State noncapital appropriations increased by \$1.2 million, or 3.5 percent, primarily due to increased funding in College Program funds.
- Federal and State grant revenue decreased by \$153 thousand, or .5 percent, due to a decrease in State and Federal scholarship and grant support.
- Other nonoperating revenues increased by \$758 thousand, or 1098.6 percent, principally due to the increase in investment income.
- State capital appropriations increased by \$1.3 million, or 296.7 percent. This was due to increased funding from the prior fiscal year for appropriated stated funding for capital projects
- Capital grants, contracts, gifts, and fees increased by \$646 thousand, or 14.2 percent, primarily due to capital contributions.

Annual Financial Report, cont.

EXPENSE HIGHLIGHTS:

College operating expenses decreased by \$234 thousand, or .22 percent, compared to the prior fiscal year as a result of the following factors:

- The College provided salary increases of 5 percent to each employee's 2012-13 base salary. These increases were offset by a reduction of approximately \$724 thousand in part-time instructional staff salaries and benefits as a result of a decrease in student enrollment. As a result, salary and benefits increased \$ 1.9 million or 3.4 percent from the prior year.
- Scholarships provided to students decreased by \$1.8 million or 9.2 percent due to decreases in Federal Title IV financial aid and the State's Bright Futures Scholarship Program. Scholarship expenses, like tuition and fees, are also shown net of scholarship allowances (amounts received from other than students and third party payers).
- Utilities and communication decreased by \$17 thousand primarily due to a decrease in water and sewer consumption offset by a slight increase in electrical and broadband expenses.
- Contractual services increased by \$558 thousand primary due to an increase in services for temporary employees and other contracted non-personnel services.
- Materials and supplies increased by \$678 thousand or 8.8 percent which is attributable to an increase in non-capitalized repairs and maintenance, non-capitalized equipment and slight increase in purchases of educational materials and supplies.
- Depreciation expense decreased by \$1.1 million or 14.2 percent as a result of several buildings and equipment reaching full depreciation in 2013-14.

GENERAL OPERATING FUND (FUND 1) HIGHLIGHTS:

- As a result of operations, reserve, board designated, and unallocated fund balance increased by \$225 thousand to \$33.9 million.
- Cash, Cash Equivalents, and Investments at year-end were \$38.6 million.
- Operating Revenue Results: State \$35.5 million, Student \$32.8 million, and Other \$4.3 million
- Operating Expenditure Results: Personnel \$55.9 million, Current \$14.9 million, and Capital \$2.2 million.

Annual Financial Report, cont.

PLANT FUND (FUND 7) HIGHLIGHTS:

- Fund Balance at year-end was \$16.5 million.
- Cash and Cash Equivalents at year-end were \$15.3 million.

STUDENT RECEIVABLES:

- At June 30 total net student receivables were \$4.3 million. These receivables are reported net of an \$814 thousand allowance for uncollectible student accounts.

Board Actions Requested:

Approval of the report

Action: Approved. See item 6.1 (201.772).

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

2014-2015 Annual Budget, Unexpended Plant Fund (Fund 7)

201.775, 14-15

The Fund 7 (Unexpended Plant Fund) is used to account for resources that are available for the acquisition or construction of physical property to be used for institutional purposes and resources designated for the major repair and/or replacement of institutional property, as well as associated liabilities.

The fiscal year 2014-2015 budget details by project the allocated budgets by fund source.

PECO (Public Education Capital Outlay): The primary source of funding for construction, remodeling, renovation, and repair of college facilities and for site acquisition. This source of funds comes from state-issued bonds backed by utilities services taxes.

CO and DS (Capital Outlay and Debt Service): Another source of funding for construction or remodeling of college educational facilities. These funds are provided directly to the college from an allocation of license tag fees. The board may elect to expend the funds directly or participate in a state bond issue backed by these funds.

CIF (Capital Improvement Fee): These funds are collected from the board approved discretionary student fee assessment to be used to maintain, improve, or enhance the educational facilities.

Matching Funds: These funds are generated from soliciting gifts from private sources and requesting and receiving matching funds from the state appropriations to build high priority instructional and community-related capital facilities. These funds can also be awarded through grants with matching requirements

Interest is earned by project on unexpended funds and is allocated monthly. Energy rebates are allocated to the energy conservation project budget as received.

Board Actions Requested:

Approval of the 2014-2015 Annual Fund 7 Budget

Approval to budget interest earnings and energy rebates to the related projects throughout the year as accumulated

Action: Approved. See item 6.1 (201.772).

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

Entry of Final Order (Ingrid Herrmann)

400.606, 14-15

At its July 17, 2012, meeting, the board terminated a contract with a faculty member in accordance with Rule 6A-14.0411(7)(a), F.A.C. The faculty member exercised her right to request an administrative hearing under Chapter 120, F.S., to challenge the board's action. After legal proceedings to determine whether the faculty member's petition was proper and timely, a hearing took place, with Dr. Bessie G. Jackson serving as the presiding officer.

At the hearing, both parties (the faculty member and the college) presented evidence, witnesses, and testimony, and the hearing was transcribed by a court reporter. After the hearing, the parties submitted their proposed orders to Dr. Jackson, who then issued a Recommended Order. The parties then had the opportunity to file exceptions to the order.

At this time, Dr. Jackson, as the presiding officer, has prepared a proposed Final Order for the board's consideration, and the board is charged with entering a Final Order in this case. The board's deliberation is limited to the record in this case pursuant to Section 120.57(1)(f), F.S.

The parties have the right to appeal the Final Order within 30 days of rendition (Section 120.68, F.S.).

Board Action Requested:

Approval of proposed Final Order and entry of Final Order.

Discussion: Trustee Hudson noted that a proposed final order was reviewed in the board workshop and made the motion to accept the final order. Trustee Jackson recused herself from voting on item 7.1.

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

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

Certification of IRS Form 990 for 2013 as Required by Direct Support Organizations

400.607, 14-15

In compliance with Florida Statute 1004.70, the board is asked to certify to the Florida Department of Education, Bureau of Budget Management, that the Santa Fe College Foundation has completed the appropriate IRS forms. The form submitted for certification is the federal IRS Return of Organization Exempt from Income Tax (Form 990) for 2013. Board certification is requested.

Board Action Requested:

Certification that the Santa Fe College Foundation has completed IRS Form 990 for 2013 in compliance with Florida Statute 1004.70.

Action: Motion to approve items 7.2 through 7.4: Mallini
Second: Jackson
Vote: Hudson - yes, Jackson - yes, Lee - yes, McRae - yes, Mallini - yes,
Woody - yes

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

Addendum to Credit and Postsecondary Adult Vocational Lab Fee Schedule
for 2014-2015

301.120, 14-15

The course lab fees listed below should be added to the credit and postsecondary adult vocational lab fee schedule which was approved by the Santa Fe College Board of Trustees on June 16, 2014.

These lab fees are applicable to students in the Professional Pilot A.S. Degree Program and will become effective fall term 2014.

ATF 2201 Commercial Flight 1	\$21,614.00
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ATF 2202 Commercial Flight 2	\$11,920.00
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Board Action Requested:

Approval

Action: Approved. See item 7.2 (400.607).

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

Non-Student International Travel

101.98, 14-15

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 Eric Flagg, Travel to Rome, Italy, September 26- October 3, 2014

Eric Flagg, the coordinator of and professor in the Digital Media Program, will travel to Rome, Italy to participate in the Maker's Faire EU. The goal of the travel is to present a keynote talk on *Terra Blight*, a documentary directed and produced by Eric Flagg, Isaac Brown, and Ana Habib as well as obtain critical professional development on how international and environmental issues are impacting and being impacted by new technological innovation. Eric Flagg's participation in this event will help internationalize the curriculum in Digital Media, particularly the new BAS in Multimedia and Video Production. Eric Flagg has travelled extensively in Europe and specifically to Rome five times. Transportation within Rome will take place via taxi, train, and bus. No travel alert or warning is currently in effect for Italy. This international travel will be funded by the International Education Office.

Florida College Risk Management Consortium (FCSRMC) Executive Director, Mr. Chauncey Fagler and one other Consortium Board Member, Travel to London, December 6-14, 2014

The purpose of the travel is to meet with the Lloyd's of London and various other London insurance markets to secure property coverage for the Consortium 27 member colleges. The 27 colleges represent \$7.4 billion in property, over 175 campuses, excess of 2400 buildings/contents including vehicles and watercraft.

This is the third year that the Executive Director and a Consortium board member have been approved by the Consortium board to make this trip. The Consortium board recognizes that this travel helps ensure proper coverage is solicited, at competitive rates for the colleges. The meetings with London insurance markets will occur Monday, December 8, 2014 through Thursday, December 11, 2014 and any extension of travel time will be personal.

Board Action Requested:

Approval

Action: Approved. See item 7.2 (400.607).

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

First Addendum to Cooperation Agreement with Universidade Estadual Paulista "Julio De Mesquita Filho" (UNESP)	408.2138, 14-15
Second Addendum to Cooperation Agreement with UNESP	408.2139, 14-15

The first addendum to the Cooperation Agreement was approved by the board on June 17, 2014. Since its approval, UNESP has requested the signature block of the first addendum be changed to reflect new leadership at their institution. The content of the first addendum, providing for a faculty exchange program, has not altered since approval.

The second addendum to the Cooperation Agreement allows Santa Fe College to host UNESP students, who will register as Santa Fe students, for a period of several weeks in the summer term to introduce international students to collegiate life in the United States and to help them improve their English skills. The program is intended to be self-supporting, and the second addendum contains fees to be approved by the board as part of the overall agreement.

Board Action Requested:

Approval

Action: Motion to approve items 8.1 through 8.5: McRae
Second: Lee
Vote: Hudson - yes, Jackson - yes, Lee - yes, McRae - yes, Mallini - yes,
Woody - yes

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

Walgreens Community Off-Site Clinic Agreement

408.2140, 14-15

Last year's health risk assessments indicated that the college's employees have low rates of vaccination against flu and pneumonia. Providing access to vaccines at work has become increasingly common and can increase vaccination rates and improve preventive care.

This agreement would allow Walgreens to administer flu and pneumonia vaccines onsite. College employees with Florida Blue health insurance would be able to receive the vaccines at no charge because Walgreens will bill insurance directly. Employees without Florida Blue would be able to pay Walgreens or present insurance cards for billing.

Employees who wish to receive the vaccines may do so during the work day at scheduled times.

At this time, Human Resources staff expect that vaccines will be provided on one day each at the NW Campus, the Blount Center-Downtown, and the Kirkpatrick Center-Institute of Public Safety. The first date is anticipated to be during the Human Resources benefit fair on September 26.

The college does not pay Walgreens for the service. The agreement with Walgreens lasts one year and can be canceled at any time.

Board Action Requested:

Approval

Action: Approved. See item 8.1 (408.2138).

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

Addendum #1 to GradImages Agreement

408.2141, 14-15

The master agreement with GradImages provides photography services for the college's commencement ceremonies. The Nursing Program's pinning ceremonies also secures photography services through GradImages under a separate agreement. Addendum #1 will add photography services for the Nursing Program's 2015 pinning ceremony to the existing master agreement, with the intent to establish a comprehensive agreement for photography services upon the expiration of the master agreement on December 31, 2015.

This service is provided at no cost to the college.

Board Action Requested:

Approval

Action: Approved. See item 8.1 (408.2138).

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

Clinical Education Affiliation Agreement with Greystone Healthcare Management Corporation

408.2142, 14-15

The college requests approval of a clinical facilities agreement with Greystone Healthcare Management Corporation. The clinical facility formerly known as Woodlands Care Center of Alachua County has been acquired by Greystone Healthcare Management Corporation and renamed Terrace Health and Rehabilitation Center. Greystone requires that an updated agreement be executed before students in the Santa Fe College Nursing Programs can be placed at the facility for clinical experience.

Board Action Requested:

Approval

Action: Approved. See item 8.1 (408.2138).

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

Associated Health Education Affiliation Agreement with Department of Veterans Affairs

408.2143, 14-15

The local VA Hospital will accept students in the last semester of their studies in the college's Heating, Ventilation, and Air Conditioning program to engage in a field experience where they will observe technicians performing live work. Costs are already included in regular instruction time that allows classroom hours to be used for monitoring of all students daily while performing Field Experience Technician (FET) training. This contract with the VA requires the use of the VA forms but the terms and conditions are consistent with the Santa Fe standard agreement.

Board Action Requested:

Approval

Action: Approved. See item 8.1 (408.2138).

Santa Fe College Foundation Liaison Update and Board Members' Remarks

Reporting for the Santa Fe College Foundation, Trustee Mallini stated the ribbon cutting ceremony for the new White-Handed Gibbon Enclosure will be October 15, 2014, at 10 a.m. at the Santa Fe College Zoo. He then asked Vice President for Development Mr. Chuck Clemons if he had any additional comments. Mr. Clemons stated that our Zoo is a gem that provides a direct connection to campus visitors and added that historically, tours have led to significant donations to the college in the form of financial support for scholarships and animal exhibits. He noted that Charles and Rainer Pinkoson were inspired to contribute the funds necessary for the new Gibbon exhibit during a tour of the zoo at which zoo administrator Jonathan Miot was extremely attentive and knowledgeable. The new exhibit was designed and constructed in large part by students in the zoo program as part of their extraordinary educational experience.

Trustee Mallini reminded the board that Evening Under the Oaks is October 24, 2014, from 6-10 p.m. at the home of Jim and Heather Doughton overlooking the prairie. He encouraged those who have not attended this fundraising event in the past to make a special effort to attend this year.

President Sasser acknowledged Mr. Clemons for his continued hard work and dedication to the college. He noted that Mr. Clemons recently joined him in North Carolina to meet with a possible donor and added he would update the board on the possibilities resulting from that meeting in the near future. Also, he noted that through a cultural grant obtained by Ms. Kathryn Lehman, Mr. Ruben Studdard will be performing Friday night in the Fine Arts Hall with two performances, at 6 and 8 p.m., along with three local choirs from the east Gainesville community.

Trustee Mallini inquired about the win-loss record of the SF women's volleyball team, to which Dr. Sasser replied the team has achieved 10 wins and 1 loss and announced that the ladies take the court at 7:30 p.m. in the college gymnasium this evening, September 16, 2014, against Trinity Baptist College.