



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

**Minutes of Board Meeting Held October 21, 2014**  
**Wattenbarger Student Service Building, Gainesville, Florida**

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

Members absent: G. Thomas Mallini, Jeffrey L. Oody

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Chair 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 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.

The meeting adjourned at 4:32 p.m.

  
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Robert L. Woody, Chair

  
\_\_\_\_\_  
Jackson N. Sasser, Secretary



**The District Board of Trustees  
Santa Fe College, Florida  
Board Meeting of October 21, 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**

418.525, 14-15

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Board Meeting of October 21, 2014
- 1.2 Approval of Board Meeting Minutes of September 16, 2014

2. Information Items

- 2.1 President's Report
- 2.2 Strategic Planning
- 2.3 Contract Review Committee for the President's Contract
- 2.4 Amended Rule 2.8: Prohibition Against Discrimination and Harassment
- 2.5 High School Dual Enrollment Agreements with Private Schools
- 2.6 Interinstitutional Articulation Cooperative Agreements for Career Pathways with:
  - School Board of Dixie County
  - School Board of Lake County
  - School Board of Suwannee County
  - School Board of Union County

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 Leave of Absence

Agreements, Grants

- 4.6 Amendment #1 to Manual Food Service Agreement with La Fortuna Latin Market & Deli, LLC.
- 4.7 Alachua County Public Schools Head Start Program Gant
- 4.8 Florida Campus Compact 2014 Campus Democracy Project Grant
- 4.9 Institutional Application to Participate in Federal Student Financial Aid Programs for Fiscal Year 2015-2016 Grant

Finance Items

- 4.10 Report of Purchases for September 2014
- 4.11 Colonel Harry M. Hatcher, Jr., Property Survey 15-03

5. Finance Items

- 5.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for September 2014

6. General Institutional Items

- 6.1 College Calendar for 2015-2016
- 6.2 Study Abroad Program: Brazil: Sao Paulo and San Vicente (Summer A 2015)
- 6.3 Addendum to Credit and Postsecondary Adult Vocational Lab Fee Schedule for 2014-2015
- 6.4 Non-Student International Travel

7. Agreements/Grants

- 7.1 FTCE/FETE Institution Confidentiality Agreement
- 7.2 National Institutes of Health (NIH) – SF2UF – Bridges to Baccalaureate Grant
- 7.3 Displaced Homemaker Program Grant
- 7.4 Project ACE (Ambassadors for Conservation Education) – BP Oil RESTORE Act/Seahorse Key Grant – Year 2

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

9. Adjournment

**Board Action Requested:**

**Approval**

Discussion: Chair 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: Hudson  
Second: McRae  
Vote: Hudson - yes, Jackson - yes, Lee - yes, McRae - yes,  
Prevatt - yes, Woody - yes

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Approval of Board Meeting Minutes of September 16, 2014

401.515, 14-15

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The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held September 16, 2014, are presented for approval.

**Board Action Requested:**

**Approval**

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

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President's Report

Information Item

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President Sasser recognized Mr. Tom Mason, President of AFC; Ms. Lola Christian, Vice Chair for Career Service Council; Dr. Marin Smillov, College Senate President; and Mr. Michael Chartier, Student Body President.

President Sasser asked Mr. Tom Mason to provide information on the upcoming Association of Florida Colleges annual meeting. Mr. Mason said the annual convention is October 29-31, in Destin, Florida and the college has 20 employees planning to attend. The college will have several presenters and the Communications and Creative Services department is anticipated to win several awards. Ms. Jesse Vander Biezen, Facilities Project Manager, will be sworn in as Facilities Commission Chair, and Dr. Dan Rodkin, Associate Vice President for Student Affairs, will be sworn in as Association President.

President Sasser noted that the Aspen team, which is currently visiting campus, has asked that people who have been in the meetings not share information until all campus visits have concluded. He is looking forward to giving a full report at the November board meeting. He also added that since Dr. Lisa Armour is with the Aspen team there will not be a Strategic Planning update today.

The president added that Evening Under the Oaks is Friday night at Jim and Heather Doughton's home and he is looking forward to a wonderful evening with friends and employees of the college.

Dr. Sasser reminded the trustees the annual Boo at the Zoo event is October 31, 2014, from 3-7 p.m., noting that this event has over 6,000 visitors each year, and encouraged everyone to attend. The next board meeting is November 18, 2014, at the Andrews Cultural Center in Starke.

Calendar

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
November 18, 2014 4 p.m.	<b>Regular Board Meeting</b> Andrews Cultural Center, Starke
December 12, 2014 7 p.m.	Commencement Gymnasium
January 5, 2015 8:30 a.m.	Convocation SF Fine Arts Hall

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Strategic Planning

Information Item  
419.24, 14-15

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Dr. Lisa Armour, Vice President, Assessment, Research, and Technology, is coordinating the site visit of representatives from The Aspen Institute and is currently accompanying the representatives throughout their scheduled events on campus. She plans to provide a strategic planning update at the November board meeting.

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Contract Review Committee for the President's Contract

Information Item  
411.379, 14-15

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Chair Woody asked Trustee Lee, and she agreed, to serve as the committee to review the president's contract and report back to the board at the November meeting.

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Amended Rule 2.8: Prohibition Against Discrimination and Harassment

Information Item  
410.492, 14-15

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This rule has been amended to add an email address for direct contact with the college's EA/EO coordinator (currently Human Resources Director Ms. Lela Frye) as well as updating language to comport with federal laws and regulations, including recommendations for best practices associated with the Violence Against Women Act (VAWA). Proposed changes to Rule 2.8 also clarify that gender identity, pregnancy, and sexual orientation can be included under the umbrella of sex discrimination, which supports recent requests from Santa Fe College students and the College Senate.



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High School Dual Enrollment Agreements with Private Schools

Information Item  
408.2144, 14-15

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The 2014 legislative session created new statutory requirements for all high school dual enrollment (HSDE) agreements, including the requirement that all HSDE students have the opportunity to earn up to 30 credits toward a college degree and an industry-recognized certification.

Additionally, over the summer, the College notified all private high school partners that beginning with the Fall 2014 semester, the College would seek reimbursement for the cost of providing instruction to HSDE students from private high schools (the same kind of reimbursement that has been authorized for HSDE students from public high schools).

At its September 2013 meeting, The District Board of Trustees approved the development of new agreements and authorized the Chair to sign each agreement after review by the High School Dual Enrollment Director, the Provost, and the General Counsel, and upon recommendation by the President. In accordance with that authorization, high school dual enrollment agreements are being developed with the following local private schools.

Florida Statute section 1007.271(24) authorizes the College to enter into dual enrollment articulation agreements with private secondary schools.

<b><u>School</u></b>	<b><u>County</u></b>
Bradford Christian Academy	Bradford
Christian Life Academy	Alachua
Cornerstone Academy	Alachua
Countryside Christian School	Alachua
Family Life Academy	Alachua
Forest Grove Christian Academy	Alachua
Grace Christian School	Alachua
Homelife Academy	Homeschool
Hope Christian Academy	Bradford
Kingdom Christian Academy	Bradford
Newberry Christian Community School	Alachua
Northside Christian Academy	Bradford
Oak Hall School	Alachua
Passage Christian Academy	Alachua
The Rock School	Alachua
Trilogy School	Alachua
Windsor Christian Academy	Alachua

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

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Interinstitutional Articulation Cooperative Agreements for Career Pathways with:	Information Item
School Board of Dixie County	408.2145, 14-15
School Board of Lake County	408.2146, 14-15
School Board of Suwannee County	408.2147, 14-15
School Board of Union County	408.2148, 14-15

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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 Dixie County, School Board of Lake County, School Board of Suwannee County, and the School Board of Union County. Upon legal review and approval, the Provost is authorized to execute career pathways agreements.

**School Board of Dixie County**

Postsecondary Program

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

Secondary Program

Nursing Assistant  
Nursing Assistant  
Nursing Assistant  
Nursing Assistant  
Nursing Assistant  
Nursing Assistant  
Nursing Assistant

**School Board of Lake County**

Biotechnology Laboratory Technology A.S.      Biomedical Sciences

**School Board of Suwannee County**

Cardiovascular Technology A.S.	Allied Health Assisting
Nuclear Medicine A.S.	Allied Health Assisting
Radiography A.S.	Allied Health Assisting
Respiratory Care A.S.	Allied Health Assisting
Surgical Technology Certificate	Allied Health Assisting
Automotive Service Technology Certificate	Automotive Service Technology
Automotive Service Management Technology A.A.S.	Automotive Service Technology

**School Board of Union County**

Building Construction Technology A.S.      Carpentry

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Citizen's Requests

423.31, 14-15

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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: 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  
October 21, 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)

402.772, 14-15

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

Appointment

Name

**Part Time**

Sherree Alvarez  
Keith Bennett  
Rebecca Craig  
Shaunte Duggins  
Crista Everett  
Rhonda Felderhoff  
Jason Frank  
N. Fred Hart  
Sergii Kutsak  
Amy Lowyns  
Jennifer Murphy  
Kellie Reynolds  
Jon-Paul Wimer

**Board Action Requested:**

**Approval**

Discussion: President Sasser asked Ms. Ginger Gibson, to discuss item 4.6. Ms. Gibson stated that this first amendment to the agreement with La Fortuna is made for the purpose of renewing the term of the agreement through April 30, 2019, and establishing a new monthly rent amount, effective January 1, 2015. She added that the college has been very satisfied with La Fortuna's food service. The original agreement provides an option for renewal for an additional five-year term. Both parties agree to extend renewal to April 30, 2019, slightly less than five years, to allow for a transition of food service vendors during summer term 2019 if needed. The proposed increase in rent is according to the original agreement, which allowed for an increase of between 2% and 5%. The increase from \$801.33 per month to \$825 per month is approximately 3%. The proposed rental rate is in line with current commercial rates in Gainesville, and after discussions with La Fortuna, both parties agree that the new rate is appropriate.

Action: Motion to approve items 4.1 through 4.11: Hudson  
Second: Prevatt  
Vote: Hudson - yes, Jackson - yes, Lee - yes, McRae - yes,  
Prevatt - yes, Woody - yes

## C O N S E N T

District Board of Trustees  
October 21, 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)

411.380, 14-15

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

### Technical/Professional

#### Appointment

##### Full Time

<u>Name</u>	<u>Position</u>
Brittany Geiger <i>B.A., Pennsylvania State University</i>	Bursar, Office for Finance
Catherine Lawton <i>M.Ed., University of Florida</i>	Advising Specialist, Business Programs

##### Part Time

Bryanna Keseloff	Specialist, Fine Arts, Life Model
NaToya Faughnder	Specialist, Writing Lab
Jose Garcia	Specialist, Multicultural Programs
*Denise George	Specialist, Adult Education
*Victor Jackson	Specialist, Adult Education
Ashley Keyser	Specialist, Downtown Learning Computer Lab
^Jeremy Lannon	Specialist, Athletics
Omega Sello	Specialist, Office of Diversity
Chelsea Smith	Specialist, Zoo Animal Technology
Cindy Woodruff	Specialist, Career Resource Center

\* Grant funded

^ Funded by student activity and service fees

/ FCSRMC

### **Board Action Requested:**

#### **Approval**

Action: Approved. See item 4.1 (402.772).

**C O N S E N T**

**District Board of Trustees  
October 21, 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 Contract Staff

404.428, 14-15

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

**Appointment**

**Community Education**

**Part Time**

<u>Name</u>	<u>Program/Class</u>
Pamela Bedford	Cooking
Herbert Platt	Portuguese

**Continuing Workforce Education**

**Part Time**

<u>Name</u>	<u>Program/Class</u>
Cynthia DeValerio	Florida Childcare Professional Certificate

**Board Action Requested:**

**Approval**

Action: Approved. See item 4.1 (402.772).

**C O N S E N T**

**District Board of Trustees  
October 21, 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

403.517, 14-15

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

**Full Time**

Name

Position

Tami Mandro-Weaver

Support Specialist 1, High School Dual Enrollment

Carmelita Milfort

Toddler Teacher

Judy Nickell

Custodian

Joseph Stevens

Advising Support Specialist II

Patricia Thornton

Office Assistant 2, Andrews Center

Promotion

**Board Action Requested:**

**Approval**

Action: Approved. See item 4.1 (402.772).

## CONSENT

District Board of Trustees  
October 21, 2014

Agenda Item: 4.5

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

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Leave of Absence

420.161, 14-15

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Mr. Joshua Watson, Associate Professor of Zoo Animal Technology, Santa Fe College Teaching Zoo, has requested a leave of absence from his faculty position for the time period of January 5, 2015 through January 4, 2016. This request is supported by Zoo Animal Technology Program Director Jonathan Miot, and the Provost and Vice President for Academic Affairs.

**Board Action Requested:**

**Approval**

Action: Approved. See item 4.1 (402.772).



## C O N S E N T

District Board of Trustees  
October 21, 2014

Agenda Item: 4.6

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

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Amendment #1 to Manual Food Service Agreement with La Fortuna Latin Market & Deli, LLC.

408.2149, 14-15

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This first amendment to the agreement with La Fortuna is made for the purposes of renewing the term of the agreement through April 30, 2019, and establishing a new monthly rent amount effective January 1, 2015. The term of the current Agreement was January 1, 2010, through December 31, 2014.

After a solicitation in 2009, La Fortuna was selected by a committee of students, faculty, and staff to occupy one of our three bays in the Food Court. La Fortuna is a locally owned restaurant (not a chain) that has serviced the College since that time. While La Fortuna primarily serves Latin fare, the restaurant has been very responsive to student requests, offering additional options such as hamburgers and chicken tenders. La Fortuna is the only restaurant in the food court that is able to meet the strict federal guidelines required to serve our high school dual enrollment students that participate in the free and reduced meal program (for breakfast and lunch). The College has been very satisfied with their food service.

The original agreement provides an option for renewal for an additional five-year term. Both parties agree to extend renewal to April 30, 2019, slightly less than the five years, to allow for a transition of food service vendors during the summer term 2019 if needed. The proposed increase in rent is according to the original agreement, which allowed for an increase of between 2% and 5%. The increase from \$801.33 per month to \$825 per month is approximately 3%. The proposed rental rate is in line with current commercial rates in Gainesville, and after discussions with La Fortuna, both parties agree that the new rate is appropriate.

### **Board Action Requested:**

#### **Approval of amendment**

Action: Approved. See item 4.1 (402.772).

## C O N S E N T

District Board of Trustees  
October 21, 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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Alachua County Public Schools Head Start Program Grant

409.2011, 14-15

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The purpose of this project is to provide Bachelor of Science, Associate of Science, Florida Child Care Professional Credential, and Child Care Worker Certification training for 45 – 50 trainees from the School Board of Alachua County Head Start program for staff and parents.

The amount of funds requested from the School Board of Alachua County is \$20,000, with no matching funds from Santa Fe College.

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

Operating budget impact: None

**Board Action Requested:**

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

Action: Approved. See item 4.1 (402.772).

## C O N S E N T

District Board of Trustees  
October 21, 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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Florida Campus Compact 2014 Campus Democracy Project Grant

409.2012, 14-15

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The purpose of this project is to engage students, faculty, staff and the community in civic learning and democratic practice. Santa Fe College will host four (4) dialogue sessions prior to Election Day, November 4, 2014 on the following topics: Environment (springs and water), Marijuana (impacts of legalization), Affordable Care Act (implication to today's college students) and A Crucible Moment: College Learning and Democracy's Future.

The amount of funds requested from the Florida Campus Compact is \$1,000, with a cash match of \$320 from Santa Fe College.

Duration of this project is September 5, 2014, through November 15, 2014.

Operating budget impact: None

**Board Action Requested:**

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

Action: Approved. See item 4.1 (402.772).

## C O N S E N T

District Board of Trustees  
October 21, 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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Institutional Application to Participate in Federal Student Financial Aid Programs 409.2013, 14-15  
for Fiscal Year 2015-2016 Grant

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The purpose of this project is to apply for federal funding for the Federal Supplemental Educational Opportunity Grant (FSEOG) and the Federal Work Study Program (FWSP). FSEOG is need-based gift aid and is awarded to exceptionally needy students. The program was designed to provide assistance to qualified students who have financial need. The FWSP provides part-time employment for students who demonstrate financial need. Approximately 1,000 students will benefit from these programs.

The amount of funds requested from the U.S. Department of Education, Office of Postsecondary Education is \$1,430,000, with no matching funds from Santa Fe College.

Duration of this project is July 1, 2015, through June 30, 2016.

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 (402.772).

**C O N S E N T**

**District Board of Trustees  
October 21, 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 September 2014

202.612, 14-15

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

Purchasing	\$1,205,479.49
Risk Management Consortium	<u>55,528.00</u>
<b>Total</b>	<b><u>\$1,261,007.49</u></b>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y54187 (Fund 1)	\$ 64,680.96	Contract	Dell Marketing	Computers (48) Information Technology
Y54200 (Fund 7)	\$ 60,000.00	Contract	Affiliated Engineers	Energy Management Services Facilities Operations
Y54218 (Fund 1)	\$ 260,655.00	Contract	University of Florida	Administration/Coordination of Santa Fe Dental Programs Dental Programs
Y54248 (Fund 6)	\$ 50,000.00	Contract	Shoes for Crews, LLC	Safety Shoes Pilot Program Risk Management Consortium
Y54272 (Fund 1)	\$ 41,751.00	Contract	GradesFirst	QEP Software Quality Enhancement Plan
Y54324 (Fund 1)	\$ 49,450.00	Exempt	ARMS	Dispatch System and Records Management Software Police Department
Y54432 (Fund 1)	\$ 181,240.00	Bid	Ash Enterprises	Projection System and Cove Lighting Planetarium
	<u>\$ 707,776.96</u>			

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

Amount: \$83,390.00

Other Purchases \$0 - \$35,000.00  
Number of purchase orders: 336

Amount: \$469,840.53

**Board Action Requested:**

**Approval of report**

Action: Approved. See item 4.1 (402.772).

## C O N S E N T

District Board of Trustees  
October 21, 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 15-03

200.853, 14-15

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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 September 23, 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.

<b>Category</b>	<b>Number of Items</b>	<b>Original Cost or Value Items &gt; \$5,000 to be Removed from Inventory and Financial Records</b>	<b>Depreciation of Items &gt; \$5,000</b>	<b>Total Book Value Items to be Removed from Inventory and Financial Records</b>
Surplus Property	1	\$6,615.00	\$6,615.00	\$0.00
<b>TOTAL</b>	<b><u>1</u></b>	<b><u>\$6,615.00</u></b>	<b><u>\$6,615.00</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.

### **Board Action Requested:**

#### **Approval**

Action: Approved. See item 4.1 (402.772).

***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 September 2014

201.776, 14-15

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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 September 30, 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 Total Year</u>
Revenue	22,628,179	30.78	23,358,765	32.18
Expenditures	13,752,065	16.13	13,368,746	18.30

**Board Action Requested:**

**Approval of report**

Discussion: Ms. Ginger Gibson, Vice President for Administrative Affairs and CFO, reviewed item 5.1.

Action: Motion to approve item 5.1: Hudson  
Second: Lee  
Vote: Hudson - yes, Jackson - yes, Lee - yes, McRae - 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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College Calendar for 2015-2016

414.68, 14-15

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The college calendar for 2015-2016 is presented to the Board for approval. The calendar has been approved and endorsed by the Calendar Committee, which includes representative votes from Student Government, the Career Service Council, and the College Senate. This calendar coincides with the University of Florida calendar, which is important to students at both institutions who are often jointly enrolled.

**Board Action Requested:**

**Approval**

Discussion: President Sasser asked Dr. Naima Brown to discuss the college calendar for the 2015-2016 academic term. Dr. Brown said the calendar has been approved and endorsed by the Calendar Committee, which includes representatives from Student Government, the Career Service Council, and the College Senate. This calendar coincides with the University of Florida calendar, which is important to students at both institutions, who are often jointly enrolled. Dr. Marin Smillov added it is always important to have the most instructional time for our students and efforts are being made to pursue creative scheduling. Mr. Michael Chartier said students are pleased that the committee considers the student perspective and they have an equal voice in the decision-making process. On another note, Dr. Brown added that the college will have three commencement services for the Spring term; one on Thursday, December 11, 2014, at 3 p.m. and two on Friday, December 12, 2014, at 3 p.m. and 7 p.m. Also, the college will now issue 4 tickets to students for guests to sit in the gymnasium, and additional guests may watch in the Fine Arts Hall, E Auditorium, or live stream the ceremony online.

Regarding item 6.2, Dr. Vilma Fuentes, Assistant Vice President for Academic Affairs, stated this new study abroad program in Brazil in Summer 2015 has been under development for two years. The instructors who will accompany the students are Dr. Filomena Ventura-Smolenski and Mr. Scott Smolenski. The courses in the program will include Interdisciplinary Study in Biology, Introduction to World Music, and Introduction to Portuguese, which will be taught by Dr. Regiani Zacarias, the Fulbright Scholar-in-Residence from Brazil who visited Santa Fe College two years ago. She added that through a memorandum of understanding between Santa Fe College and Sao Paulo State University (Universidade Estadual de Sao Paulo – UNESP), Santa Fe students will have a unique opportunity to experience the history and culture of Brazil by visiting Sao Paulo (the largest city in Brazil) and Sao Vicente (the oldest European settlement in the country). The broader objective of the program is to foster international cooperation between American students from Santa Fe College and Brazilian students from UNESP. In addition, participants will become acquainted with some examples of Brazil's coastal ecosystems by visiting ecologically significant sites on the Island of Sao Vicente.

President Sasser asked Dr. Brown and Ms. Patti Locascio to discuss prevention measures the college is taking in light of recent isolated incidences of Ebola in the United States. Dr. Brown stated that currently we have no students enrolled from the three Ebola-stricken countries in Africa. The college has acquired information from the Health Department and UF Health Shands Hospital and is being proactive in its efforts to provide information to students, including those who might travel during the holidays. Ms. Locascio stressed the importance of education and training so that students and employees know how to prevent the spread of viruses in general; information has been shared with students and employees in that regard. Dr. Brown added that the Perry Center is holding a STEM Fest event on November 17, with Dr. Psychas as the keynote speaker, who will be discussing Ebola, and encouraged everyone to participate.

Action: Motion to approve items 6.1 through 6.4: McRae  
Second: Prevatt  
Vote: Hudson - yes, Jackson - yes, Lee - yes, McRae - 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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Study Abroad Program: Brazil: Sao Paulo and San Vicente (Summer A 2015)

101.99, 14-15

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**Brazil: Sao Paulo and San Vicente (Filomena Ventura-Smolenski and Scott Smolenski)  
(Summer A 2015)**

Cost: \$3,600 (includes airfare, accommodations, required activities, and some meals)

Courses: ISC 1920 Interdisciplinary Study in Biology (Filomena Ventura-Smolenski)  
MUH2501 World Music (Scott Smolenski)  
POR 1120 Introduction to Portuguese (Regiani Zacarias)

Instructional intent: Through a memorandum of understanding between Santa Fe College and Sao Paulo State University (Universidade Estadual de Sao Paulo – UNESP), SF students will have a unique opportunity to experience the history and culture of Brazil by visiting Sao Paulo (the largest city in Brazil) and Sao Vicente (the oldest European settlement in the country). The broader objective of the program is to foster international cooperation between American students from SF and Brazilian students from UNESP. In addition, participants will become acquainted with some examples of Brazil's coastal ecosystems by visiting ecologically significant sites on the Island of Sao Vicente.

Courses:

ISC1920: Students will be exposed to the best sampling techniques for assessing biodiversity in the tropical coastal ecosystems of Sao Vicente. The cooperation between SF and UNESP students will bring an international component to the course and teach American students how to work effectively, alongside Brazilian students who speak Portuguese.

MUH2501: Introduction to World Music is a survey course of musical cultures from around the globe. There will be a special emphasis on Brazilian music and culture, for this course will culminate with a trip to the cities of São Paulo, São Vicente and Santos, where students will experience Brazilian culture, including music, first-hand.

POR1120: The content of this course is designed to introduce students to the structural aspects of the language and to strengthen their ability to communicate in Portuguese. Cultural readings, class discussions, intensive use of the internet, and a variety of activities including a full cultural immersion in Brazil will be used. The Portuguese language will be presented within the context of contemporary worldwide Portuguese-speaking peoples and cultures.

Faculty Leaders:

Mrs. Maria Ventura-Smolenski was born and raised in Brazil, speaks Portuguese fluently, and travels there frequently. She has a Master's Degree in Cell Biology and has been a professor at Santa Fe College since 1995. She has taught all levels of General Biology, Genetics and Evolution, Anatomy and Physiology, Microbiology, Biotechnology for both the Health Science and Natural Science Departments.

Mr. Scott Smolenski is earning his PhD in Brazilian ethnomusicology and has travelled extensively throughout Brazil. He is well versed in Brazilian culture and has a working knowledge of the Portuguese language. He has taught music at SF since 2005.

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Dr. Regiani Zacarias holds a PhD in Linguistics from the University of Sao Paulo and is a full time professor of linguistics at UNESP. From Fall 2012-Spring 2013 she was SF's Fulbright Scholar-in-Residence. She is currently teaching Portuguese online to SF students.

*The capacity for this program is 20.*

**Note:** *All cost estimates are subject to change. Trips may or may not occur, based on enrollment.*

**Board Action Requested:**

**Approval and delegation of authority to President to approve time-sensitive itinerary and personnel changes.**

Action: Approved. See item 6.1 (414.68).

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

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

301.121, 14-15

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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 taking the specific mathematics courses listed below and will become effective spring term 2015.

MGF1100 Math Readiness	\$17.51
MAT1032 Intermediate Algebra Part I	\$17.51
MAT1034 Intermediate Algebra Part II	\$17.51

**Board Action Requested:**

**Approval**

Action: Approved. See item 6.1 (414.68).

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

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International Travel

101.100, 14-15

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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:

**Dr. Vilma Fuentes travel to Indonesia, November 7 – 16, 2014**

Dr. Vilma Fuentes is project co-director for a U.S. State Department-funded Community College Administrator Program for Indonesia, a project developed in partnership with Florida State University and approved by the Santa Fe College Board of Trustees on July 29, 2014. Dr. Fuentes will be travelling to Jakarta and several cities in East Java to visit new community colleges in the country, learn about their needs and challenges, and gain a richer understanding of the socio-economic context within which they are operating. The goal of the trip will be to develop a more culturally-appropriate training-seminar for the Indonesian administrators that are scheduled to visit Santa Fe College in the Spring of 2015. Dr. Fuentes has travelled extensively in Europe, Central America, and South America for personal reasons and as part of official Santa Fe College travel. This will be her first trip to Asia. Transportation within Indonesia will take place via taxi, a chartered vehicle, and bus. No travel alert or warning has been issued for this country. This international travel will be funded by the Community College Administrator Program for Indonesia.

**Professor Eric Hushelpeck travel to Puerto Vallarta, February 12 – 15, 2015**

Erik Hushelpeck, an instructor in the Cardiovascular Technology Program, is traveling to Puerto Vallarta, Mexico, in February 2015, to participate in the annual board meeting of Cardiovascular Credentialing International (CCI). CCI is a credentialing agency for cardiovascular technologists. Erik is on the board and chairs the committee that writes the credentialing exam for cardiac catheterization technologists. The purpose of the meeting is to review the actions of the agency in the past year as well as develop future plans. Erik has attended this meeting in Puerto Vallarta for the past 5 years. The group meets at an all-inclusive resort that is in close proximity to the airport. CCI funds all of the expenses associated with Erik's travel.

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**Board Action Requested:**

**Approval**

Action: Approved. See item 6.1 (414.68).

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

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FTCE/FETE Institution Confidentiality Agreement

408.2150, 14-15

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The Florida Teacher Certification Examinations (FTCE)/Florida Educator Leadership Examinations (FELE) confidentiality agreement will enable institutions to share student results, as well as other reports, pertaining to individuals who took the FTCE and FELE.

The FTCE and FELE Reports are designed exclusively to assist higher education institutions in evaluating the effectiveness of their own educator preparation programs and in providing feedback and assistance to individual FTCE/FELE examinees affiliated with the institution.

**Board Action Requested:**

**Approval**

Action: Motion to approve items 7.1 through 7.4: Jackson  
Second: Prevatt  
Vote: Hudson - yes, Jackson - yes, Lee - yes, McRae - 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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National Institutes of Health (NIH) – SF2UF – Bridges to Baccalaureate Grant 409.2014, 14-15

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The purpose of this project is to develop new or expand existing effective institutional programs aimed at students transitioning from a two-year community college degree to a baccalaureate degree completion in biomedical and behavioral sciences. The long-term goal of this program is to enhance the pool of community college students from underrepresented groups who go on to research careers in biomedical and behavioral sciences. The short-term goal is to increase the number of underrepresented students who successfully transfer from SF to UF, and graduate with a baccalaureate degree in biomedical or behavioral science-related disciplines. This project will coordinate and align advising for transfer requirements through a two-day "Advising Summit", create a new chemistry and biology tutoring studio at SF; align student learning outcomes in chemistry and biology courses, develop and implement a new Entering Research Course at SF, and provide paid employment and research opportunities for SF students. For the proposed SF2UF Bridges program the College of Agricultural and Life Sciences, the College of Liberal Arts and Sciences, and the College of Health and Human Performance have agreed to guarantee transfer admission to SF2UF Bridges participants who have completed the program requirements at SF and meet the minimum UF and major-specific transfer requirements. Forty-eight students will be served during the five-year project. This is year one of a five-year project.

This project is a partnership between the University of Florida as fiscal agent and Santa Fe College as a subcontractor.

The amount of funds requested from the University of Florida through the U.S. Department of Health and Human Services, National Institutes of Health (NIH) for year one is \$179,458, with no matching funds from Santa Fe College. Total SF funding for the five-year project will be \$517,775.

Duration of this project is August 1, 2015, through July 31, 2016.

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 (408.2150).

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

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Displaced Homemaker Program Grant

409.2015, 14-15

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The purpose of this project is to provide assistance, without charge, to eligible displaced homemakers over 35 years of age who have lost financial support and have been unable to secure adequate employment in Alachua and surrounding counties in the north central Florida area. Services will be provided through classes and workshops on the topics of: job counseling designed for a person entering the job market after a number of years as a homemaker; job training and placement including employability skills and basic computer skills; financial management; outreach and information; and educational exploration. This comprehensive program is designed to assist the individual toward independence and economic security. This is a performance-based contract with funding based on enrollment, program completion and job placement. This is year one of a five-year project.

The amount of funds requested from the Florida Department of Economic Opportunity for year one is \$175,222, with an in-kind match of \$80,674 from Santa Fe College and \$42,325 in match from various community partners and sources. Total funding for the five-year project will be approximately \$876,110.

Duration of this project is November 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 7.1 (408.2150).

***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) – BP Oil  
RESTORE Act/Seahorse Key Grant – Year 2

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409.2016, 14-15

The main 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). This project will increase access to Seahorse Key and increase tourism and economic development to Levy County, and expand conservation / science, technology, engineering and math (STEM) education and research at Seahorse and Cedar Keys. This is an addendum to the original application to request Year Two funding for eight additional Open House events, to achieve these objectives.

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

The additional 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 \$149,018, with no matching funds required.

Duration of this project is September 1, 2015, through August 31, 2016.

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 (408.2150).

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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, Mr. Mike Curry, Assistant Vice President for Development, stated the Development staff has 114 guests planning to attend Evening Under the Oaks this Friday night at the home of Jim and Heather Doughton. He encouraged those who have not attended to use this opportunity to participate in this fundraising event to benefit our students. Also, at the recent Foundation retreat, the new "50 for 50" scholarship campaign was established, which projects 50 new scholarships will be added in honor of Santa Fe College's 50<sup>th</sup> anniversary. He was pleased to report that the first scholarship donated is from Cecil and Christine Shannon. This Automotive scholarship in the amount of \$262,500 will support five new automotive scholarship awards. The annual Board of Directors' meeting will be held at noon on December 4, 2014, at the CIED conference room.

Trustee Woody thanked Trustee Lee for hosting the recent Board workshop at her home.