



Santa Fe College
District Board of Trustees

Minutes of Board Meeting Held January 20, 2015
Wattenbarger Student Services Building, Gainesville, Florida

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

Members absent: Robert C. Hudson, Jeffrey L. Oody

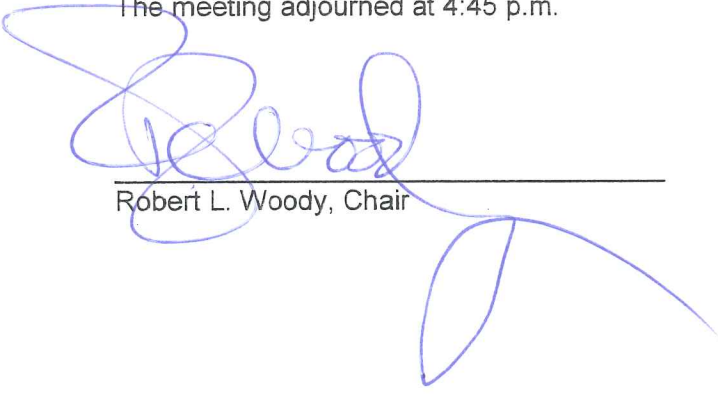
Chair Robert L. Woody called the regular meeting of the District Board of Trustees of Santa Fe College to order at 4 p.m., in the Wattenbarger Student Services Building in Gainesville, Florida, followed by the Pledge of Allegiance.

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

President Sasser asked Dr. Naima Brown, Vice President for Student Affairs, to highlight college efforts concerning sexual assault prevention. Dr. Brown acknowledged recent national attention focused on sexual violence, especially on college campuses. Statistics show that 1 in 5 women and 1 in 25 men are sexually assaulted while enrolled in college. Eighty percent of these victims live with long-term physical and/or psychological consequences. From January 2014 through December 2014, the counselors in the SF Counseling Center worked with 90 students who had reported experiencing sexual assault off campus. Ninety-four institutions currently are under investigation for how they handled, or failed to handle, cases involving sexual violence. Student Affairs, Academic Affairs, Human Resources and the SF Police Department are collaboratively working together on several different initiatives that make up the SF Sexual Violence Awareness and Prevention Program. Ms. Lisa Ciardulli and Academic Technologies are currently working to make the sexual violence awareness and prevention course available for students online. Beginning this summer, all new students will be required to complete the training during their first semester. This will help the College to meet its responsibility to ensure that our students know their rights and responsibilities, are familiar with college policies and state laws, are aware of what consent means, know warning signs of abusive behavior and ways to avoid a potential attack, and are aware of various resources on campus and in the community. In addition, our counselors are now offering bystander intervention training. This training is offered to students, faculty and staff. The goal of this training is to reinforce responsibility by encouraging the college community to notice situations happening around them and take steps to safely and effectively intervene. The SF Police Department, along with the Alachua County Sheriff's Office and the Gainesville Police Department, continues to offer the Rape Aggression Defense Program (RAD). This is a self-defense course specifically for women. Also, after review by the College Senate, Career Service Council and Student Government, College Rule 2.8, Prohibition of Discrimination and Sexual Harassment, as well as College Rule 7.23, the Student Conduct Code, are being updated to ensure that the college rules are in line with the Violence Against Women Act, Campus SAVE Act, Title IX and Clery.

Chair Woody welcomed Mr. Ben Boukari, City Commissioner and Vice Mayor of the City of Alachua. Dr. Marin Smilov stated that Mr. Boukari is the first President of the newly-formed Santa Fe College Alumni and Friends organization. Dr. Smilov was pleased to announce that they have had their first meeting with the committee, which included Ms. Nina Trombi and Michael Chartier, and they were excited to start the process of getting the word out about The SF Alumni Association.

The meeting adjourned at 4:45 p.m.



A large, stylized handwritten signature in blue ink, consisting of several overlapping loops and a long, sweeping tail that extends downwards and to the right.

Robert L. Woody, Chair



A handwritten signature in blue ink, appearing to read 'Jackson N. Sasser', written in a cursive style with a horizontal line extending to the right.

Jackson N. Sasser, Secretary



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of January 20, 2015, at 4 p.m.
Wattenbarger Student Services Building, Gainesville, Florida**

Agenda

Adoption of Agenda

Agenda Item: 1.1
418.527, 14-15

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Board Meeting of January 20, 2015
- 1.2 Approval of Board Meeting Minutes of November 18, 2014

2. Information Items

- 2.1 President's Report
- 2.2 Strategic Planning
- 2.3 Continuing Contracts Candidates for 2015-2016
- 2.4 Standard Construction and Technical HVAC Program Agreement with:
Browning Heating and Air Conditioning, LLC
- 2.5 Fee Waiver Report for Fall Term 2014

3. Citizens' Requests

4. Consent Items

- Personnel
- 4.1 Contract Staff (Faculty)
 - 4.2 Contract Staff (Administrative and Professional)
 - 4.3 Career Service Staff

Agreements, Grants

- 4.4 First Amendment to Athletic Training and Service Agreement with University of Florida

Finance Items

- 4.5 Report of Purchases for November and December 2014
- 4.6 Colonel Harry M. Hatcher, Jr., Property Survey 15-05

5. Finance Items

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

6. General Institutional Items
 - 6.1 International Travel
 - 6.2 Ratification of Emergency Signature Authority for Approval of International Travel
7. Rules
 - 7.1 Amended Rule 3.22: Criminal Background Checks
 - 7.2 Amended Rule 2.8: Prohibition Against Discrimination and Harassment
 - 7.3 Amended Rule 7.23: Student Conduct Code
8. Agreements/Grants
 - 8.1 Ratification of Emergency Signature Authority for Approval of VA Clinical Affiliation Agreement
 - 8.2 Ratification of Emergency Signature Authority for Approval of Lead Removal Agreement with E.N. Range, Inc.
 - 8.3 Ratification of Emergency Signature Authority for Approval of School Affiliation Agreement with North Florida Regional Medical Center
 - 8.4 FDLE Mutual Aid Agreement Child Abduction Reaction Team
 - 8.5 First Amendment to Dual Enrollment Articulation Agreement with School Board of Dixie County
 - 8.6 New Standard Health Sciences Clinical Affiliation Agreement
 - 8.7 Memorandum of Understanding with Florida Drivers License and Motor Vehicle Record Data Exchange
 - 8.8 AARP Foundation – Back to Work 50+: Women’s Economic Stability Initiative (WESI) Grant
9. Santa Fe College Foundation Liaison’s Update and Board Members’ Remarks
10. 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: Mallini
Second: Lee
Vote: Jackson – yes, Lee - yes, Mallini – yes, McRae - yes,
Prevatt - yes, Woody - yes

Approval of Board Meeting Minutes of November 18, 2014

401.517, 14-15

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

Board Action Requested:

Approval

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

President's Report

Information Item

President Sasser recognized Mr. Tom Mason, President of AFC; Dr. Marin Smillov, College Senate President; Mr. Michael Chartier, Student Government President; and Ms. Nina Trombi, Career Service Council Chair.

Dr. Sasser said Chair Woody and Trustees Jackson, Oody and Mallini will be attending the annual AFC Trustee Legislative Conference in Tallahassee on February 2-3, 2015.

The president noted the next board meeting is February 17 at the Blount Center and the annual President's Dinner is scheduled for February 21 at 6 p.m. in the Fine Arts Hall.

The annual Women of Distinction Awards ceremony is March 10 at 5:30 p.m. in the Fine Arts Hall. Three Women of Distinction and one Woman of Promise will be honored. Dr. Sasser added that one of the honorees is Trustee Bessie Jackson.

President Sasser thanked the board for considering all the possible dates for the Spring board workshop. The date selected was March 20, at 9 a.m. and the workshop will conclude with lunch at the Town of Tioga Meeting Hall.

Calendar

February 17, 2015
4 p.m.

Regular Board Meeting
Blount Center

February 21, 2015
6 p.m.

President's Dinner
Fine Arts Hall

March 10, 2015
5:30 p.m.

Women of Distinction Event
Fine Arts Hall

March 20, 2015
9 a.m.

Spring Board Workshop
Town of Tioga Meeting Hall

Strategic Planning

Information Item
419.26, 14-15

Discussion: Dr. Lisa Armour, Vice President for Assessment, Research and Technology, gave an update on the Strategic Plan. For the board's reference, Dr. Armour guided them to the Board of Trustees page on the Santa Fe College website, showing how to easily access the strategic plan. She added that on January 30, members of the Resource and Planning Council and unit-level planners will meet for an orientation to the college's new outcomes-based approach to planning. They will experience a hands-on introduction to the college's new online application tool: Outcomes, Planning and Assessment (OPA). OPA will be able to create action plans tied to operational outcomes, planning outcomes, and program-level student-learning outcomes. Users will also be able to create action plans contributing to achievement of the College's 2014-2019 Strategic Plan. She took the opportunity to access the app highlighting the Student Affairs Department area and walking the board through the process of navigating the app.

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

Continuing Contracts Candidates for 2015-2016

Information Item
402.774, 14-15

The following faculty members have successfully completed three years of instructional service to the college with positive annual evaluations. The three-year evaluation process culminated with an extensive self-evaluation, peer review, and ultimately a peer vote. Based on satisfactory evaluation, affirmative peer vote, review, and recommendation by the academic department supervisor with the support of the Provost and Vice President of Academic Affairs and the college President, the following may be recommended for continuing contracts beginning in the 2015-2016 contract year.

Elaine Badgerow	Assistant Professor, Dental Hygiene
Georgia Bianchi	Assistant Professor, Social and Behavioral Science (Sociology)
Victor Brennan	Assistant Professor, Mathematics
Patricia Clarke	Assistant Professor, Nursing
Melissa Flanagan	Assistant Professor, English
Teresa Goodman	Assistant Professor, Nursing
Arthur Grant	Assistant Professor, C & TP, (Air Conditioning)
Sarah Hartness-Sebastian	Assistant Professor, Fine Arts (Dance)
Mitch McKay	Assistant Professor, Fine Arts (Music)
Alejandra Maruniak	Assistant Professor, Biotechnology
Helda Montero	Assistant Professor, Student Development Instruction
Sindia Rivera-Jimenez	Assistant Professor, Natural Sciences (Chemistry)
Robert Sandbach	Assistant Professor, Mathematics
Kurt Strauss	Assistant Professor, Building and Construction Technology
Courtney Taylor	Assistant Professor, Social and Behavioral Sciences

District Board of Trustees
January 20, 2015

Agenda Item: 2.4

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

Standard Construction and Technical HVAC Program Agreement with:
Browning Heating and Air Conditioning, LLC

Information Item
408.2161, 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 Browning Heating and Air Conditioning, LLC for students enrolled in the Santa Fe Air Conditioning, Refrigeration and Heating Service Technology program. Browning Heating and Air Conditioning, LLC is located in Gainesville, Florida.

**District Board of Trustees
January 20, 2015**

Agenda Item: 2.5

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

Fee Waiver Report for Fall Term 2014

Information Item
200.855, 14-15

Pursuant to Rule 7.13, the college grants fee waivers for course fees (excluding Technology, Transportation, Access, Lab, and Distant Learning fees). The attached report identifies the waiver type granted by the college for the identified term(s) listed by waiver type, number of students granted waiver (count) and the dollar amount associated with the waiver type.

Citizens' Requests

423.33, 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: Chair 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
January 20, 2015

Agenda Item: 4.1

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

Contract Staff (Faculty)

402.775, 14-15

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

<u>Name</u>	<u>Position</u>
Appointment Full Time	
Christine Errico <i>M.S., Nova Southeastern University</i>	Interim, Assistant Professor, Accounting, Business Department
April Fitzgerald <i>A.S., Santa Fe College</i>	Interim, Assistant Professor, Graphic Design Department
Christopher Gay <i>B.S., University of Georgia</i>	Interim, Assistant Professor, Physics
Ranson Thomas <i>B.S., University of Central Florida</i>	Interim, Assistant Professor, Nursing

Part Time
Lisa Armour
Caroline Cusano
Eileen Dehouske
Joseph DiMartino
Joseph Doyle
NaToya Faughnder
Brent Ferraro
Timothy Fogarty
Joseph Gerken
Stephanie Guerra
Natalie Hadad
Brian Hunt
Lindsey Klingler
Stewart Kreitzer
Maranda Lake
Melanie Lantz
Dannielle Meissner
Melissa Molloy
Nancy Musen
Ana Peña
Martha Roberson
Caronne Rush
Patrick Sanders

Agenda Item 4.1
January 20, 2015
Page 2

Part Time cont'd.

Samantha Simet
Glenn Watson
Patricia Wooten
Elizabeth Ziffer

Board Action Requested:

Approval

Action: Motion to approve items 4.1 through 4.6: Jackson
Second: Prevatt
Vote: Jackson – yes, Lee - yes, Mallini – yes, McRae - yes,
Prevatt - yes, Woody - yes

C O N S E N T

District Board of Trustees
January 20, 2015

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)

411.384, 14-15

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

<u>Name</u>	<u>Position</u>
Technical/Professional Appointment Full Time	
Andrew Anderson <i>(Title change only)</i>	Coordinator, Blount Center Exploratory Advisement, Assessment & Learning Center
Bobbi Cabaret <i>B.S., University of Central Missouri</i>	Advising Specialist, Zoo
*Harold Gertner <i>M.S., Appalachian State University</i>	Interim, Adult Education Career Prep Program Specialist
Rabecca Hall <i>M.Ed., University of South Florida</i>	Coordinator, Financial Aid Client Services
Aminah Nichols <i>B.S., University of Florida</i>	Coordinator, My Brother's Keeper
Eric Olson <i>B.S., University of Central Florida</i>	Advising Specialist, Quality Enhancement Program
*Adrienne Provost <i>B.S., English Education</i>	Interim, Talent Search Specialist
*Ivan Ramos <i>B.S., University of Florida</i> Department	Application Developer, Information Technology Service
Jade Salamone <i>B.S., University of Central Florida</i>	Zoo Education Specialist
Robyn Sheppard <i>B.A., University of Florida</i>	Advising Specialist, Counseling and Career Center
Promotion	
Sandra Torres-Pintos <i>B.S., University of Florida</i>	Coordinator, Veterans Affairs

Agenda Item 4.2
January 20, 2015
Page 2

Part Time

^Jenna Hyde	Specialist, Student Life
*Cassandra McHugh	Specialist, Upward Bound
Antonia Quesada	Specialist, Library
^Kendra Saunders	Specialist, Student Life

*Grant funded

^Funded by student activity and service fees

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.775).

C O N S E N T

**District Board of Trustees
January 20, 2015**

Agenda Item: 4.3

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

Career Service Staff

403.519, 14-15

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

Name

Position

Full Time

Appointments

Scott Cutshall

Financial Aid Support Specialist

Jeremy Hall

Support Specialist 1, Admissions Department

Sharen Holway

Police Dispatcher

Katie Murphy

Administrative Assistant, Institute of Public Safety

Herbert Story

Mailroom Clerk, Facilities Services Department

Promotion

Deborah Scarboro

Financial Aid Assistant

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.775).

C O N S E N T

District Board of Trustees
January 20, 2015

Agenda Item: 4.4

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

First Amendment to Athletic Training and Service Agreement with
University of Florida

408.2162, 14-15

In August 2014, the college entered into an agreement with the University of Florida (Department of Applied Physiology and Kinesiology within the College of Health and Human Performance and the Department of Orthopaedics and Rehabilitation within the College of Medicine) for athletic training services during the academic year. The trainers help plan, organize, coordinate, and supervise the sports medicine program for all intercollegiate sports within the college's intercollegiate athletic programs.

The existing agreement provides for a trainer working an average of 25 hours a week. With the addition of a fifth sport (women's volleyball), the trainer has not been able to provide the desired coverage for approximately 100 student athletes. The attached amendment would add a second trainer for a total average of 50 hours a week from January through May 2015. The additional services would increase the cost by \$10,040 for a total of \$29,117.25 for the 2014-2015 academic year.

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.775).

C O N S E N T

District Board of Trustees
January 20, 2015

Agenda Item: 4.5

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

Report of Purchases for November and December 2014

202.614, 14-15

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

Purchasing	\$1,394,174.45
Risk Management Consortium	<u>16,925.00</u>
Total	<u>\$1,411,099.45</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y54928 (Fund 1)	\$ 77,940.60	Contract	Dell Marketing	Lab Computers (60) Information Technology
Y54977 (Fund 1)	\$ 60,000.00	Exempt	WT Cox Subscriptions, Inc.	Periodicals & Subscriptions Library
Y55124 (Fund 2)	\$ 60,000.00	Contract	Innovative Scheduling	Quick Response Training Grant Innovating Scheduling
Y55157 (Fund 1)	\$ 77,786.28	Contract	Airwave Networks	Wireless Equipment Information Technology
Y55175 (Fund 1)	\$ 72,030.00	Contract	Airwave Networks	Wireless Infrastructure Upgrade Information Technology
Y55190 (Fund 1)	\$ 36,276.35	Exempt	Kaplan Higher Education	Testing Materials Nursing
Y55241 (Fund 7)	\$ 45,135.00	Contract	D.E. Scorpio Corporation	Northwest and IPS Plumbing Upgrades ADA Projects
Y55257 (Fund 7)	\$ 202,157.00	Contract	Blakeland, LLC	Building V (Gym) Lobby Restroom Upgrades ADA Projects
	\$ 631,325.23			

Agenda Item 4.5
January 20, 2015
Page 2

Purchase orders for previously awarded bids/contracts: 5
(All Temp Force)

Amount: \$38,940.00

Other Purchases \$0 - \$35,000.00
Number of purchase orders: 441

Amount: \$740,834.22

Board Action Requested:

Approval of report

Action: Approved. See item 4.1 (402.775).

C O N S E N T

District Board of Trustees
January 20, 2015

Agenda Item: 4.6

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

Colonel Harry M. Hatcher, Jr. Property Survey 15-05

200.856, 14-15

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

The Property Survey Committee met on December 9, 2014 to consider departmental requests to be relieved from inventory accountability. The committee members approved the following requests to remove the items listed below from the active property control inventory records. A detailed list of all items from each category is attached.

Category	Number of Items	Original Cost or Value Items > \$5,000 to be Removed from Inventory and Financial Records	Depreciation of Items > \$5,000	Total Book Value Items to be Removed from Inventory and Financial Records
Surplus Property	1	\$22,769.00	\$22,769.00	\$0.00
Trade-In	3	\$26,959.50	\$26,959.50	\$0.00
TOTAL	<u>4</u>	<u>\$49,728.50</u>	<u>\$49,728.50</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 (402.775).

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 201.779, 14-15
December 2014

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 December 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	\$42,446,875	57.74	\$42,404,512	58.41
Expenditures	\$31,928,700	37.45	\$31,741,365	43.45

Board Action Requested:

Approval of report

Discussion: Ms. Ginger Gibson, Vice President for Administrative Affairs and CFO, reviewed item 5.1. She also stated the architect agreement for the Institute of Public Safety is expected to be presented at the February board meeting.

Action: Motion to approve item 5.1: Mallini
Second: Lee
Vote: Jackson – yes, Lee - yes, Mallini – 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.

International Travel

101.101, 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 to participate in international travel opportunities in the coming months:

Professor Heidi Lannon travel to Spain, February 13-16, 2015

Heidi Lannon, Professor of Geography at Santa Fe College, will be co-leading a study abroad trip to Ireland, Wales, and England in May of 2015 as was approved by the Santa Fe District Board of Trustees on July 29, 2014. EF Tours, the Study Abroad provider for this trip, has invited Ms. Lannon to participate in an intensive, four day professional development seminar in Barcelona, Spain from February 13-16, 2015 that will review safety, educational, and logistical details associated with her upcoming program. In addition, she will experience first-hand the type of accommodation and itinerary she and her students will be offered in May. This intensive, four-day program is provided only to faculty participating in EF Tours for the first time in order to educate them about the policies, procedures, and resources available to them.

Dr. Kalpana Swamy travel to India, February 25 - March 8, 2015*

Dr. Kalpana N. Swamy, Chair of the Student Development Instruction Department, will travel to four cities in India: Delhi, Bangalore, Chennai, and Hyderabad. The goal of the travel is to establish a new study abroad program and identify partner postsecondary institutions with whom to collaborate in 2016. Transportation between Indian cities will take place via plane, train, and bus. No travel alert or warning has been issued for India. This international travel will be funded from the Title VI grant "Opening Doors to Asia".

Dr. Vertigo Moody travel to Thailand, May 9-25, 2014*

Professor Moody, a full-time biology professor of Santa Fe's Natural Sciences Department, will travel to central and northern Thailand to explore the human and natural ecosystems, especially international food security and global climate change. He will be traveling to five cities--Bangkok, Ayutthaya, Sukhothai, Chiang Rai, and Chiang Mai--as well as rural areas. His travel will enhance the classrooms of a large number of students in such courses as Core Biology (1 and 2), General Biology, Introduction to Biology, as well as Animal Behavior and Ecology. No travel alert or warning has been issued for Thailand. This travel will be funded from the Title VI grant, "Opening Doors to Asia," as well as funds from the Natural Sciences Department.

Professor Jennifer Forshee travel to China, June 2- June 15, 2015*

Professor Forshee, a full-time political science professor in Santa Fe's Social Sciences Department, will be attending a CIEE International Faculty Development seminar in Beijing, China that will explore environmental, cultural, and economic sustainability in China's rural and urban landscape. This travel experience will enhance several lower-division political science courses. No travel alert or warning has been issued for China. This travel will be funded with matching funds from the Title VI grant, "Opening Doors to Asia," and the International Education Office.

UPDATE: Study Abroad Travel to China, Beijing and Xi'an, Summer A 2015

Faculty Leaders: Professor Jennifer Forshee is scheduled to replace Dr. David Price as co-leader of this study abroad program. As advisor to Santa Fe's Model United Nations team, Professor Forshee has lead several student group trips in the past two years. She led a group of twelve students on an international trip to Toronto in February 2014.

* Final trip dates may change after airfare is purchased.

Board Action Requested:

Approval of international travel

Discussion: Dr. Sasser explained the circumstances in which item 6.2 required emergency signature of the board chair. He said Ms. Susan Miller, Chair of the English Department, is co-leading a study abroad trip in May 2015 that was approved by the board in July 2014. Ms. Miller was given the opportunity to participate in an intensive four-day professional development seminar in Paris, France from January 15-19 that will provide safety, educational and logistical details associated with the upcoming trip.

Action: Motion to approve item 6.1 through 6.2: Mallini
Second: Jackson
Vote: Jackson – yes, Lee - yes, Mallini – 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.

Ratification of Emergency Signature Authority for Approval of
International Travel

101.102, 14-15

Susan Miller, Chair of the English Department at Santa Fe College, will be co-leading a study abroad trip to Ireland, Wales, and England in May of 2015 as was approved by the Santa Fe District Board of Trustees on July 14, 2014. EF Tours, the Study Abroad provider for this trip, has invited Ms. Miller to participate in an intensive, four day professional development seminar in Paris, France from January 15-19, 2015 that will review safety, educational, and logistical details associated with her upcoming program. In addition, she will experience first-hand the type of accommodation and itinerary she and her students will be offered in May. This intensive, four-day program is provided only to faculty participating in EF Tours for the first time in order to educate them about the policies, procedures, and resources available to them.

Board Action Requested:

Ratification of approval of international travel

Action: Ratified. See item 6.1 (101.101).

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

Amended Rule 3.22: Criminal Background Checks

410.495, 14-15

The primary change to the proposed rule is that criminal background checks will now be required of students who seek to be employed by the college. Language was also added to clarify that the issue of integrity in disclosure may be considered as a significant factor despite the nature or lack of severity of the past misconduct that was not disclosed.

Board Action Requested:

Approval

Discussion: Dr. Sasser asked Dr. Naima Brown to outline the changes to item 7.3, Amended Rule 7.23: Student Conduct Code. Dr. Brown stated that it has been nine years since the Student Conduct Code has been updated. Changes were considered by a committee, which included representation from Student Government, the Career Service Council, as well as faculty and staff from the College Senate. She noted that the overall philosophical change in the tone of the rule shifts away from judicial terminology toward a nationwide trend of using student misconduct as the standard language appropriate for an academic institution. The code also conforms to new and updated federal laws, including the Violence against Women Act, The Campus Save Act, Cleary and Title XI. Under the new code, faculty are able to report academic misconduct using an electronic form, academic misconduct will be handled with the same standard and process as other student misconduct, faculty are encouraged to meet with students before leveling charges of academic misconduct, and faculty are given more options for sanctioning first-time offenses of academic misconduct. The new code also outlines training for the Student Conduct Board, more rights for victims of dating violence, stalking or sexual violence, mediation for student-to-student issues, guidance for sanctioning and clarification on hazing, retaliation, unauthorized recordings, and use of phone, fax printers, and copiers. She added that the college is working on preparing a one-page summary of the code for new students.

Action: Motion to approve item 7.1 through 7.2: Prevatt
Second: Jackson
Vote: Jackson – yes, Lee - yes, Mallini – yes, McRae - yes,
Prevatt - yes, Woody - yes

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

Amended Rule 2.8: Prohibition Against Discrimination and Harassment

410.496, 14-15

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.

Board Action Requested:

Approval

Action: Approved. See item 7.1 (410.495).

College Goal: Student Affairs - Provide research-based learner-centered program of services that supports access and student engagement from matriculation to goal attainment.

Amended Rule 7.23: Student Conduct Code

410.497, 14-15

Changes to the Student Conduct Code were considered by a committee which included representation from Student Government, the Career Service Council, as well as faculty and staff from the College Senate.

An overall philosophical change in the tone of the rule shifts away from judicial terminology toward a nationwide trend of using student misconduct as the standard language appropriate for an academic institution. The new code also conforms with new and updated federal laws, including the Violence Against Women Act, The Campus Save Act, Clery and Title IX.

With regards to academic misconduct under the new Student Conduct Code, faculty are able to report academic misconduct using an electronic form, academic misconduct will be handled with the same standard and process as other student misconduct, faculty are encouraged (but not required) to meet with students before leveling charges of academic misconduct, and faculty are afforded more options for sanctioning first time offenses of academic misconduct.

The Student Conduct Code also outlines training for the Student Conduct Board, more rights for victims of dating violence, stalking or sexual violence, mediation for student-to-student issues, guidance for sanctioning and clarification on hazing, retaliation, unauthorized recordings, unauthorized use of phone, fax printers, copiers, gambling, failure to comply with no contact orders, and reporting criminal/disciplinary issues following admission.

Board Action Requested:

Approval

Action: Approved. See item 7.1 (410.495).

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

Ratification of Emergency Signature Authority for Approval of VA Clinical Affiliation Agreement

408.2163, 14-15

The college has been placing health sciences students in clinical rotations at the Malcolm Randall Veterans Affairs Medical Center and the Lake City Veterans Affairs Medical Center (collectively, VA) under an existing agreement. However, in late November, the VA requested a new agreement to comply with its internal policies. Waiting for the board's January meeting would have created operational difficulties for the college because clinical training begins at the start of the semester. In light of the need to place students at the hospitals, the president asked the board chair to execute the new agreement under the authority of College Rule 1.1. The agreement is now presented to the board for ratification.

The new agreement comprises two documents that are standard forms used at VA facilities. The first document establishes the terms of the affiliation between the college and VA for the clinical rotations. The second document ensures that the college will handle "protected health information" in accordance with the Health Insurance Portability and Accountability Act (HIPAA), which is typical throughout the health care field. The agreement remains in force until further notice, and either party may terminate the agreement 6 months in advance of the next training experience.

Board Action Requested:

Ratification

Discussion: None.

Action: Motion to ratify items 8.1 through 8.3 and approve items 8.4 through 8.8: Jackson
Second: Prevatt
Vote: Jackson – yes, Lee - yes, Mallini – yes, McRae - yes,
Prevatt - yes, Woody - yes

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

Ratification of Emergency Signature Authority for Approval of Lead Removal Agreement with E.N. Range, Inc. 408.2164, 14-15

The outdoor firing range berms at the college's Institute of Public Safety (IPS) must be periodically maintained by removing lead. In November, IPS located a company that was able to start work in January, and an agreement was finalized in December. Because of the shortage of companies that conduct lead removal and the need for maintenance to begin as soon as feasible, the president asked the board chair to execute the new agreement under the authority of College Rule 1.1. The agreement is now presented to the board for ratification.

Board Action Requested:

Ratification

Action: Ratified. See item 8.1 (408.2163).

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

Ratification of Emergency Signature Authority for Approval of School Affiliation Agreement with North Florida Regional Medical Center 408.2165, 14-15

The college has had a long relationship with North Florida Regional Medical Center for the placement of health sciences students in clinical rotations. The most recent agreement governing such placements expired on December 31, 2014. Although college and hospital staff began working on a new agreement in July 2014, the parties were not able to finalize the new agreement in time for the board's November meeting. Waiting for the board's January meeting would have created operational difficulties for the college because clinical training begins at the start of the semester. In light of the need to place students at the hospital, the president asked the board chair to execute the new agreement under the authority of College Rule 1.1. The agreement is now presented to the board for ratification.

The agreement allows the college to place students at the hospital for clinical training. The term is 5 years, and either party may terminate the agreement, as long as students are able to complete their clinical programs.

Board Action Requested:

Ratification

Action: Ratified. See item 8.1 (408.2163).

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

FDLE Mutual Aid Agreement Child Abduction Reaction Team

408.2166, 14-15

The Florida Department of Law Enforcement (FDLE) has asked the Santa Fe College Police Department to enter into a mutual aid agreement for assistance in child abduction cases. The agreement, which includes law enforcement agencies in 13 counties, allows the agencies to call on others for assistance to respond quickly, which is especially important in child abduction situations. The agreement sets forth the method for requesting assistance and gives the agencies authority to act outside their jurisdictions on approved activities. The agreement remains in force through December 31, 2018, though any party may withdraw by providing written notice to FDLE.

Board Action Requested:

Approval of mutual aid agreement and authorization for Chief Ed Book to execute the document on behalf of the Santa Fe College Police Department

Action: Approved. See item 8.1 (408.2163).

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

First Amendment to Dual Enrollment Articulation Agreement with
School Board of Dixie County

408.2167, 14-15

The College and the School Board of Dixie County (SBDC) entered into a Dual Enrollment Articulation Agreement effective August 1, 2013. The SBDC asked the College to amend the agreement to reflect that dual enrollment students can earn credits toward a baccalaureate degree in addition to a high school diploma and associate degree. The parties are also eliminating the age requirements for participation.

Board Action Requested:

Approval

Action: Approved. See item 8.1 (408.2163).

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

New Standard Health Sciences Clinical Affiliation Agreement

408.2168, 14-15

The College enters into agreements with health care facilities so that health sciences students can gain clinical experience. In 2009, the board approved a standard form agreement for clinical rotations, and the board delegated authority to the Provost and Vice President for Academic Affairs to sign such agreements. Each standard agreement has been reported to the board as an information item.

College staff request approval of a new standard form for a health sciences clinical affiliation agreement, and further request that authority be delegated as in the past. The new standard form clarifies and expands on the terms of the 2009 form. Standard agreements will continue to be reported to the board. Clinical affiliation agreements that do not conform to the standard form will continue to be presented to the board for approval.

Board Action Requested:

Approval of the new standard agreement and authorization for the Provost and Vice President for Academic Affairs to execute such agreements on behalf of the board without further review by the board. In addition, authorization for the Provost and Vice President for Academic Affairs to revise the standard agreement as warranted by changes in the law and changes in College rules without further review by the board. The Provost and Vice President for Academic Affairs will regularly report to the board as information items the agreements that have been entered into using this delegated authority.

Action: Approved. See item 8.1 (408.2163).

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

Memorandum of Understanding with Florida Drivers License and Motor Vehicle Record Data Exchange 408.2169, 14-15

The purpose of this agreement is to allow the college to access data held by the Florida Drivers License and/or Motor Vehicle Record Data Exchange for the purpose of establishing and verifying Florida residency for tuition purposes.

The agreement will remain in effect for three years.

Board Action Requested:

Approval

Action: Approved. See item 8.1 (408.2163).

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

AARP Foundation - Back to Work 50+: Women's Economic Stability Initiative (WESI) Grant

409.2023, 14-15

The purpose of this project is to provide pathways to employment and self-sufficiency for women ages 50-64 through training in high demand jobs in Alachua, Bradford and rural counties in north central, Florida. Core services include a series of two hour weekly workshops, career exploration, resume writing, interview techniques, social media, financial capability and networking. A computer lab is available every day for developing computer skills, updating resumes, job applications and job searching. A Coach/Outreach Specialist will provide individual sessions for career counseling, preparation for entry into training programs, research into course work and testing. An individualized session is arranged for candidates to develop their own action plan. Santa Fe College will serve 360 candidates over the three-year grant period. This is year one of a three-year project.

The amount of funds requested from the AARP Foundation is \$188,076, with \$193,501 in matching funds from non-federal grants and Santa Fe College for the first grant year. Total funding for the three-year project is approximately \$564,228.

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

Operating budget impact: Funds 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 8.1 (408.2163).

Santa Fe College Foundation Liaison Update and Board Members' Remarks

Reporting for the Santa Fe College Foundation, Trustee Mallini stated the annual President's Dinner is February 21 in the Fine Arts Hall and this year's theme is "The Many Colors of Soul". The performance is under the direction of Marion Caffey, producer of Amateur Night at the Apollo Theater in Harlem, New York. The night will feature timeless soul favorites from Motown, Atlantic and Stax Records, and hits from such artists as the Temptations, Marvin Gaye, the Jackson 5, Lou Rawls and Beyonce. Mr. Chuck Clemons, Vice President for Development, stated there are only 84 unsold tickets. The first scholarship award cycle of the year is open only for high school seniors to apply for scholarships to Santa Fe College. The deadline for submitting an application is February 25.