



Santa Fe College
District Board of Trustees

Minutes of Board Meeting Held February 17, 2015
Blount Downtown Center, Gainesville, Florida

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

Members absent: None

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 Charles R. Blount Downtown Center in Gainesville, Florida, followed by the Pledge of Allegiance.

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

President Sasser said that the college is sending a positive and encouraging message for all students who just missed being accepted to our best partner, the University of Florida, which announced its admissions decisions for the Fall semester this past Friday. He shared a short video that highlighted our past Phi Theta Kappa All-USA Team winner, Mr. Christian Keen, who was denied admission to UF, opted to attend Santa Fe and then transferred to the University of Florida after completing his AA degree at Santa Fe. The board agreed the video was excellent and Dr. Sasser expressed his appreciation to Mr. Chuck Clemons and his staff in the Communications and Creative Services department for creating such a high-quality tool for outreach.

The meeting adjourned at 4:50 p.m.


Robert L. Woody, Chair


Jackson N. Sasser, Secretary



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of February 17, 2015, at 4 p.m.
Charles R. Blount Downtown Center, Gainesville, Florida**

Agenda

Adoption of Agenda

Agenda Item: 1.1
418.528, 14-15

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Board Meeting of February 17, 2015
- 1.2 Approval of Board Meeting Minutes of January 20, 2015

2. Information Items

- 2.1 President's Report
- 2.2 Strategic Planning
- 2.3 Standard Construction and Technical HVAC Program Agreements with:
 Bounds Heating & Air, Inc.
 Mark Hurm and Co., LLC
- 2.4 Community Education "Enrich!" Brochure for Spring 2015

3. Citizens' Requests

4. Consent Items

Personnel

- 4.1 Contract Staff (Faculty)
- 4.2 Contract Staff (Administrative and Professional)
- 4.3 Community and Continuing Workforce Education Staff
- 4.4 Career Service Staff
- 4.5 Continuing Contracts Candidates for 2015-2016
- 4.6 Amended Salary Schedule

Grants

- 4.7 Title III Eligibility Grant
- 4.8 Carl D. Perkins Career and Technical Education Postsecondary Programs, Section 132,
 2014-2015 Roll Forward Funds – Grant
- 4.9 Santa Fe College Spring Arts Festival Grant
- 4.10 Google Computer Science Engagement Small Grants Program

Finance

- 4.11 Report of Purchases for January 2015
- 4.12 Colonel Harry M. Hatcher, Jr., Property Survey 15-06

5. Facilities Items
 - 5.1 Institute of Public Safety (IPS) Expansion – Approval of Agreement for Professional Architectural/Engineering (A/E) Services
6. Finance Items
 - 6.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for January 2015
 - 6.2 Report of Investments, Quarter Ending December 31, 2014
7. General Institutional Items
 - 7.1 International Travel
 - 7.2 PSAV Certificate in Plumbing – Program Initiation
8. Agreements/Grants
 - 8.1 Mutual Aid Agreement with City of Alachua Police Department
 - 8.2 Lake City Medical Center Clinical Affiliation Agreement
 - 8.3 Student Support Services Grant
 - 8.4 Displaced Homemaker Program Grant
 - 8.5 Sep-Bécalos-Santander Universidades Scholarship Project for Mexican Students – Grant
 - 8.6 Nanotherapeutics Quick Response Training 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: Hudson
Vote: Hudson – yes, Jackson – yes, Lee - yes, Mallini – yes, McRae - yes,
Oody – yes, Prevatt - yes, Woody - yes

Approval of Board Meeting Minutes of January 20, 2015

401.518, 14-15

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held January 20, 2015, are presented for approval.

Board Action Requested:

Approval

Action: Motion to approve: Prevatt

Second: Oody

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

President's Report

Information Item

Dr. Sasser thanked Mr. Dug Jones, Associate Vice President for Economic Development, for hosting today's meeting at the Charles R. Blount Downtown Center.

President Sasser recognized Mr. Tom Mason, President of AFC; Dr. Marin Smilov, College Senate President; Mr. Benjamin Myers, Director of Internal Affairs with Student Government; and Ms. Nina Trombi, Career Service Council Chair.

The annual Women of Distinction awards ceremony will be March 10 at 5:30 p.m. in the Fine Arts Hall. The Spring board workshop is March 20, starting at 9 a.m. and will conclude with lunch at the Town of Tioga Meeting Hall.

The president noted the next board meeting is April 21 at the Andrews Center in Starke. The previously announced location of the Andrews Cultural Center has been changed to the Andrews Center boardroom to accommodate the planned multimedia presentation.

Also, the president welcomed Mr. Robert McDaniel, President of BBVA Compass Bank, and Mr. Greg Fleming, Vice President of BBVA Compass Bank.

Calendar

February 21, 2015
6 p.m.

President's Gala
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
Tioga Club House

April 21, 2015
4 p.m.

Regular Board Meeting
Andrews Center Boardroom

Strategic Planning

Information Item
419.27, 14-15

Discussion: Dr. Lisa Armour, Vice President for Assessment, Research and Technology, gave an update on the Strategic Plan. Dr. Armour said the first annual “State of the Strategic Plan” meeting was held this past Friday. There were close to 100 participants and among them were technical/professional staff, Career Service staff, and faculty. The event included a straw poll for the “favorite action theme” among Access, Achievement, Connection and Direction. The race was close, but Direction won, with Connection and Achievement tying and Access a close fourth place. The participants engaged in three rounds of activity titled: “shining moments”, “reality check” and “life is good.” During the “shining moments” round, participants documented projects executed over the last year that correspond to a strategy or tactic on the strategic plan and made notes on those that seem most ready for action within the next twelve months. In the “reality check” round, participants logged challenges that have the potential to delay progress on specific strategies or tactics, and discussed which would be difficult to overcome over the next twelve months versus which could likely be overcome in that timeframe. Finally, during the “life is good” round, participants took the opportunity to express enthusiasm for selected strategies and tactics. Then they assessed the subjects of their enthusiasm to determine which were institutionally “ready to go” and which would benefit from another year’s preparation. She added that the Strategic Planning Steering Committee and the Resource Planning Council plan to process all workshop input and use it as they formulate budget recommendations to the president’s staff.

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

Standard Construction and Technical HVAC Program Agreements with:	Information Item
Bounds Heating & Air, Inc.	408.2170, 14-15
Mark Hurm and Co., LLC	408.2171, 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 agreements have been executed with Bounds Heating & Air, Inc., located in Newberry, Florida, and Mark Hurm and Co., LLC, located in Gainesville, Florida.

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

Community Education “Enrich!” Brochure for Spring 2015

Information Item
415.157, 14-15

In accordance with Rule 7.11, the president is authorized to approve course fees for Community Education courses and programs. Total fees collected must be equal to at least 100% of the total costs of the Community Education course or program within the fiscal year. A draft of the Community Education brochure entitled “Enrich!” containing the list of courses/programs and associated fees was reviewed and approved by the president at the February 9, 2015, Cabinet meeting and is provided for reporting to the board. Changes may be made as needed.

Citizens' Requests

423.34, 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.

CONSENT

District Board of Trustees
February 17, 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)

402.776, 14-15

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

Appointment

Full Time

Name

Mari Jayne Frederick

Ph.D., Nova Southeastern University

Brady Nash

M.A., University of Florida

James Weichold

M.S., University of North Dakota

Position

Interim, Assistant Professor, Information Technology
Department

Interim, Assistant Professor, Mathematics

Interim, Assistant Professor, Natural Sciences

Part Time

Erik William Anderson

Lokenga Badinga

Rafael Giro

Stephen Hayes

Melody Kaufmann

Donald Kelly

George Lebo

Robert Leach

Ryan Mackey

Melissa O'Steen

Madine Rawe

Chelsea Smith

Board Action Requested:

Approval

Discussion: Regarding item 4.5, the president asked Provost Bonahue to explain the continuing contract process. Dr. Bonahue said the faculty members listed for recommendation for continuing contract for the 2015-2016 year 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, observed by the chair of the department, peer review and ultimately a peer vote. The candidates also self-evaluate to help strengthen areas for improvement and development. In regard to a question from Trustee Hudson, Dr. Bonahue responded that one difference between UF and SF's process is the timeline, whereas SF's process can be from four to five years, UF's is generally seven years, with UF's standards tied heavily to grant and research productivity.

Dr. Bonahue noted that the law has been changed so that the process will require a minimum of five years teaching for the College in the future, and the College is in a good position to implement this change. Trustee Hudson followed up with a question regarding the rigor with which continuing contract faculty are evaluated in the years after being awarded continuing contract, and Provost. Bonahue and President Sasser described the review process.

Action: Motion to approve items 4.1 through 4.12: Hudson
Second: Jackson
Vote: Hudson - yes, Jackson – yes, Lee - yes, Mallini – yes, McRae - yes,
Oody – yes, Prevatt - yes, Woody - yes

C O N S E N T

**District Board of Trustees
February 17, 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)

411.385, 14-15

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

Technical/Professional

Appointment

Full Time

Name

Position

Gary Cothren

Director of Operations, Facilities Services Department

B.S., Nova Southeastern University

Dominic Sheppard

Instructional Designer, Center for Academic Technologies

B.A., University of Florida

Part Time

Stephanie Borglum

Writing Lab Specialist

Alejandra Delgado

Counseling Specialist

Crista Everett

College Prep Specialist

Samantha Grenrock

Writing Lab Specialist

Nathan Hall

Math Lab Specialist

*Susan Hood

Team Health Specialist

^James Ledvina

Athletics Specialist, Fitness Center

Lee Malis

Adult Education Lab Specialist

*Grant funded

^Funded by student activity and service fees

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.776).

C O N S E N T

District Board of Trustees
February 17, 2015

Agenda Item: 4.3

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

Community and Continuing Workforce Education Staff

404.430, 14-15

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>
Kaila Ames	Puppy Play Group
Judith Kavanagh	Quilting
Sima Mellman	Quilting
Henry Sheldon	History

Continuing Workforce Education

Part time

Wendy Edmonds	Florida Laws and Rules
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Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.776).

C O N S E N T

District Board of Trustees
February 17, 2015

Agenda Item: 4.4

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

Career Service Staff

403.520, 14-15

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

Name

Noel Castellano

Judy Williams

Position

Police Officer

Program Assistant, Assessment Center

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.776).

CONSENT

District Board of Trustees
February 17, 2015

Agenda Item: 4.5

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

Continuing Contract Candidates for 2015-2016

402.777, 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 are recommended for continuing contracts beginning in the 2015-2016 contract year.

Elaine Badgerow	Assistant Professor, Dental Hygiene
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 Harkness-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

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.776).

CONSENT

District Board of Trustees
February 17, 2015

Agenda Item: 4.6

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

Amended Salary Schedule

405.111, 14-15

An amendment to the previously approved 2014-2015 Salary Schedule is being presented for approval to include additional position titles listed below. The recommendation includes a more accurate reflection of the position duties for positions located in the Disabilities Resource Center formerly known as "Counseling Specialist" to "Access Specialist" and moving the position of "Dean" which is currently vacant, to pay grade C from pay grade D, executive managerial salary range. Specifically, the College requests to amend the 2014-2015 Salary Schedule, Contract Personnel (Administrative and Professional) section as follows:

- Add the title "Access Specialist" to pay grade C of the Technical and Professional Salary Range found on Page 13 of the printed Salary Schedule.
- Move the title "Dean" from pay grade D to pay grade C of the Executive and Managerial Salary Range found on page 15 of the printed Salary Schedule.

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.776).

CONSENT

District Board of Trustees
February 17, 2015

Agenda Item: 4.7

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

Title III Eligibility Grant

409.2024, 14-15

Santa Fe College is requesting permission to apply for designation as a Title III eligible institution. A major benefit of obtaining the Title III eligibility designation is that it will permit the college to waive certain non-federal share requirements of the College Work-Study and Federal Supplemental Education Opportunity Grant programs authorized by Title IV of the Higher Education Act.

Operating budget impact: The College will have to allocate and budget approximately \$184,276 in matching funds for Title IV **IF** eligibility or a waiver is not obtained. Currently, the college does not spend this money nor budget these funds because we have been consistently successful in obtaining eligibility or a waiver from the Department of Education.

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 (402.776).

C O N S E N T

District Board of Trustees
February 17, 2015

Agenda Item: 4.8

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

Carl D. Perkins Career and Technical Education Postsecondary Programs,
Section 132, 2014-2015 Roll Forward Funds - Grant

409.2025, 14-15

Perkins Postsecondary 132 Roll Forward funds will be used to enhance the original project serving career and technical students at Santa Fe College and the Bradford County School District. Increasing the current expense budget will provide consortium purchased services for Bradford County. Increasing the capital outlay budget will provide equipment for programmatic and instructional purposes for Career and Technical Education and Workforce Development programs.

The amount of funds requested from the State of Florida, Department of Education, Division of Career and Adult Education is \$51,981, with no matching funds from Santa Fe College.

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

Operating budget impact: None

Board Action Requested:

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

Action: Approved. See item 4.1 (402.776).

C O N S E N T

District Board of Trustees
February 17, 2015

Agenda Item: 4.9

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

Santa Fe College Springs Arts Festival Grant

409.2026, 14-15

The purpose of this project is to request in-kind services from the City of Gainesville for the 2016 Santa Fe College Spring Arts Festival. The services requested include police security, maintenance and clean-up, traffic engineering, code enforcement, dumpsters, and the use of the city-owned Thomas Center. Approximately 110,000 area residents attend this festival annually. This is year two of a two-year project.

The amount of funds requested from the City of Gainesville is \$20,486, 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 (402.776).

CONSENT

District Board of Trustees
February 17, 2015

Agenda Item: 4.10

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

Google Computer Science Engagement Small Grants Program

409.2027, 14-15

The purpose of this project is to develop and support a new Computer Concepts course for individuals with no previous computer science or information technology coursework insight into the world of computer technology. It includes the history of computers and how technology has impacted our world, a survey of professions in the IT field, the basic components of computers and computer terminology, how operating systems work, how the Internet works and how to manage a digital lifestyle, and how to manage data – on a computer, in the Cloud, and in a digital lifestyle. Various careers in computer programming, computer forensics and security, and networking will be discussed including software development, computer science, artificial intelligence, and web development.

The amount of funds requested from Google and the National Center for Women & Information Technology (NCWIT) is \$5,000, with no matching funds from Santa Fe College.

Duration of this project is January 12, 2015, through January 11, 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 (402.776).

C O N S E N T

District Board of Trustees
February 17, 2015

Agenda Item: 4.11

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

Report of Purchases for January 2015

202.615, 14-15

Below are the total amounts and a summary of purchases for the month of January 2015.

Purchasing	\$758,906.03
Risk Management Consortium	<u>6,798.40</u>
Total	<u>\$765,704.43</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y55307 (Fund 1)	\$ 46,175.48	Contract	Mainline Information Systems	Data Storage Maintenance Information Technology
Y55344 (Fund 1)	\$ 40,840.00	Exempt	IBM	Passport Software Maintenance Information Technology
Y55390 (Fund 1)	\$ 139,199.00	Contract	Dell Marketing	Computers (100) Information Technology
Y55414 (Fund 7)	\$ 45,185.00	Contract	Scherer Construction	Ramp for Building C ADA Projects
	<hr/> \$ 271,399.48			

Purchase orders for previously awarded bids/contracts: 0 Amount: \$0.00

Other Purchases \$0 - \$35,000.00
Number of purchase orders: 322 Amount: \$494,304.95

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.776).

C O N S E N T

District Board of Trustees
February 17, 2015

Agenda Item: 4.12

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

Colonel Harry M. Hatcher, Jr., Property Survey 15-06

200.857, 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 via email on January 27, 2015, 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	3	\$56,640.18	\$56,640.18	\$0.00
TOTAL	<u>3</u>	<u>\$56,640.18</u>	<u>\$56,640.18</u>	<u>\$0.00</u>

Notes

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

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.776).

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

Institute of Public Safety (IPS) Expansion – Approval of Agreement for Professional Architectural/Engineering (A/E) Services

408.2172, 14-15

Project Description:

This project involves the design and construction of a 24,635 Gross Square Footage (GSF) expansion to the Institute of Public Safety (IPS). Programming documentation, provided by the IPS staff and contained in the colleges most recent Capital Improvement Plan, includes vocational labs, offices, and other educational support space.

Project Status:

Following permission by the Board at its June 17, 2014 meeting (agenda item 5.2) to advertise, select and negotiate a contract for architectural design services for this project, college staff prepared and posted Request for Qualifications #01-15F Architectural Services for Kirkpatrick Center IPS Expansion and received nineteen (19) proposals. A six member selection committee met on September 10, 2014 to review, evaluate and rank the firms proposals in order to create a short-list of firms to invite for interviews. The criteria used to evaluate and rank the proposals was as follows:

- Relevant experience of the firm and project team. (0 – 60 points)
- Ability to perform scope of services. (0 – 30 points)
- Office location (0 – 10 points)

Each of the six committee member's total score per proposal were added together and the top five firms and their point totals were as follows:

<u>Points:</u>	<u>Firm:</u>
498.33	Clemons, Rutherford & Associates, Tallahassee, Florida
459.75	Ponikvar & Associates, Gainesville, Florida
458.75	Walker Architects, Gainesville, Florida
438.75	Flad Architects, Gainesville, Florida
410.00	Kail Partners LLC, Gainesville, Florida

The above five firms were interviewed by the committee on October 9, 2014. The criteria used to evaluate and rank the firms interviews was as follows:

- Understanding of the project (0 – 25 points)
- Approach or method (0 – 25 points)
- Ability to provide service (0 – 10 points)

Each of the six committee member's total score per firm interview were added together and the final ranking was as follows:

<u>Points:</u>	<u>Firm:</u>
339	Clemons, Rutherford & Associates, Inc., Tallahassee, Florida
303	Walker Architects, Gainesville, Florida
282	Flad Architects, Gainesville, Florida
270	Ponikvar & Associates, Gainesville, Florida
213	Kail Partners LLC, Gainesville, Florida

Clemons, Rutherford & Associates, Inc. was unanimously selected by the committee. The committee felt they understand the intricacies of designing a police and EMS training facility, relayed an outstanding approach to be employed in the design and also presented a team that could deliver the project.

An agreement for professional services has been negotiated with Clemons, Rutherford & Associates and finalized by staff for the architectural/engineering services of the IPS expansion project.

Board Action:

Approval of the agreement for professional architectural/engineering services for the IPS expansion with Clemons, Rutherford & Associates, Inc.

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

Action: Motion to approve items 5.1: Mallini
Second: Oody
Vote: Hudson - yes, Jackson – yes, Lee - yes, Mallini – yes, McRae - yes,
Oody – yes, Prevatt - yes, Woody - yes

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

Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for 201.780, 14-15
January 2015

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 January 31, 2015.

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	\$45,920,867	62.46	\$47,982,301	66.09
Expenditures	\$37,686,303	44.20	\$37,301,750	51.06

Board Action Requested:

Acceptance of report

Discussion: Ms. Ginger Gibson, Vice President for Administrative Affairs and CFO, reviewed items 6.1-6.2 individually. Ms. Gibson noted that last Friday the chair and Dr. Sasser were present for the 2014-2015 State Audit Entrance meeting, where a lengthy list of items were discussed. She added that within three weeks board members will receive the 2013-2014 Financial Audit results. Also, she stated the SPA Fund Pool B has closed out. The college received back about one third of the principal balance, which is about \$41,000.

Action: Motion to approve items 6.1 and 6.2: Prevatt

Second: Lee

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

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

Report of Investments, Quarter Ending December 31, 2014

201.781, 14-15

Demand deposits are maintained in the board's operating funds account with BBVA Compass. Daily collected balances earn interest at the average monthly federal funds rate less 50 basis points.

Average Adjusted rate (not less than 0), Month of December		0%
Interest earnings, quarter	\$	0
Interest earnings, fiscal year to date	\$	0

Short-term investments are invested in the Florida PRIME investment pool administered by the State Board of Administration. Investments in the Florida PRIME investment pool are reported at fair value, which is amortized cost.

Participant Yield, at December 31, 2014		0.16%
Interest earnings, quarter	\$	6,655
Interest earnings, fiscal year to date	\$	13,416

Investments in the Local Government Surplus Trust Funds Investment Pool, Fund B, administered by the State Board of Administration (SBA), have been recorded at estimated fair value each month based on the monthly reported Fair Value Factor and the College's pro rata share of the investment pool. As of September 26, 2014, sales have been completed of all the collateral assets of the pool. Pursuant to Florida Law, all funds remaining after the original principal has been returned to participants, must be transferred back to Florida PRIME. Currently, no fair value increase in the investments has been provided to participants, only principal returned. Therefore, the loss realized this quarter includes the reversal of the fair value reserve and corresponding loss in the current month (moves the asset back to the principal value). Should there be any further distribution of earnings this will occur in the Florida PRIME account at a later date.

Fair Value Factor, at December 31, 2014		0%
Realized loss, quarter	\$	0
Realized loss, fiscal year to date	\$	(35,917)

Short-term investments are invested in the Florida Division of Treasury Special Purpose Investment Account (SPIA). Investments in the SPIA are recorded at cost each month.

Annualized effective rate, net, at December 31, 2014		1.81%
Interest earnings, quarter	\$	154,397
Interest earnings, fiscal year to date	\$	279,241

Long-term investments are managed through the investment management services agreement with PFM Asset Management, LLC. Funds deposited in this account are those, which the college finance staff has calculated can be invested for a longer term in that the investment policy is based on a maximum effective maturity of three years.

Effective Duration	1.75 Years
Yield-to-maturity at cost	0.78%
Earnings, quarter	\$ 16,077
Earnings, FYTD	\$ 17,535

Interest Earnings Comparison:

Total interest earnings fiscal year to date 2014/2015 **\$ 274,275**

Total interest earnings fiscal year to date 2013/2014 **\$ 213,132**

Board Action Requested:

Approval of report

Action: Approved. See item 6.1 (201.780).

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

International Travel

101.103, 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 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 the international travel opportunities in the coming months:

Dr. John Graney travel to Canada, March 25-28, 2015*

Dr. John Graney, professor for English as a Second Language, will travel to Toronto, Ontario to attend and deliver a presentation at the TESOL (Teachers of English to Speakers of Other Languages) International Conference. No travel alert or warning has been issued for Canada.

Dr. Vilma Fuentes travel to India, March or April 2015

Dr. Vilma Fuentes will be traveling to India to meet representatives from the Indian Ministry of Education, state government officials, and select community colleges as part of a U.S. State Department-funded Community College Administrator Program for Multiple Countries. The specific dates of travel are being managed by the U.S. State Department, but travel could take place in late March or April. The goal of this travel will be to learn about the needs and challenges faced by India's community college system and develop a more culturally-appropriate training-seminar for the Indian administrators selected to visit Santa Fe College in Fall 2015. Dr. Fuentes has traveled extensively in Europe, Central America, and South America. This will be her second trip to Asia. Transportation within India will take place via taxi, a chartered vehicle, and domestic planes. No travel alert or warning has been issued for this country. This international travel will be funded by the Community College Administrator Program for Multiple Countries.

* Final trip dates may change slightly after airfare is purchased.

Board Action Requested:

Approval

Discussion: Dr. Sasser asked Mr. John McNeely, Associate Vice President for Academic Affairs and CTE, to discuss item 7.2. Mr. McNeely explained that area employers have expressed a need for the college to have skilled plumbers in the workforce more quickly than is possible through the currently offered four-year apprenticeship program. He added that the labor market data suggests Alachua/Bradford counties will have 209 openings for plumbers with the current increase in demand for construction. The timeline for the new certificate program will begin with the Fall semester and 10-12 students are anticipated to start at that time. Approval from the Department of Education is pending and currently the only expense to the college will be hiring one additional faculty member. With this new certificate program, students who complete the certificate can anticipate average starting pay estimated at \$18.75 an hour.

Action: Motion to approve items 7.1 and 7.2: Jackson
Second: Lee
Vote: Hudson - yes, Jackson – yes, Lee - yes, Mallini – yes, McRae - yes,
Oody – yes, Prevatt - yes, Woody - yes

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

PSAV Certificate in Plumbing – Program Initiation

101.104, 14-15

The College has received information from area employers suggesting that the 4-year apprenticeship curricula currently in place to provide education in the skilled construction trades is too long for meeting labor market conditions. Employers bidding on and beginning projects in the region have a more immediate demand for workers who are prepared to enter the trade but not necessarily at the journeyman level. Although the College intends to continue the apprenticeship programs, permission is also requested to offer a new one-year certificate in one of the skilled trades areas—Plumbing—in order to supplement the number of workers trained in apprenticeships.

Board Action Requested:

Approval

Action: Approved. See item 7.1 (101.103).

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

Mutual Aid Agreement with City of Alachua Police Department

408.2173, 14-15

This agreement gives both the Santa Fe College Police Department and City of Alachua Police Department authority to provide operational support to the other party for the purpose of requesting and rendering assistance in law enforcement-intensive situations and emergencies, and for assistance of a routine law enforcement nature that crosses jurisdictional lines. Examples of use may include joint investigations, traffic enforcement efforts, and special events. This is a standard mutual aid agreement governed by Florida law and is similar to those we have with other local law enforcement agencies. The term of the agreement is one year with automatic one year renewals. Either party can cancel the agreement at any time.

Board Action Requested:

Approval

Discussion: Dr. Sasser asked Dr. Dan Rodkin, Associate Vice President for Student Affairs, to discuss item 8.5. Dr. Rodkin stated that this grant was a great opportunity for Santa Fe College to host 32 Mexican students participating in the 2015 Becalos-Santander Universities program, designed to provide merit-based scholarships to Mexican STEM students for the Fall 2015 semester. Students will enroll in one ESL and two STEM courses, earning credits that can be used toward a degree program at SF or any accredited institution. They will live in on-campus housing at UF and be provided free RTS transportation. There is no cost to the college, and will be a great enrollment opportunity that will add to the international experience, not only for the Mexican students, but SF and UF students.

Action: Motion to approve items 8.1 through 8.6: Mallini
Second: Jackson
Vote: Hudson - yes, Jackson – yes, Lee - yes, Mallini – yes, McRae - yes,
Oody – yes, Prevatt - yes, Woody - yes

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

Lake City Medical Center Clinical Affiliation Agreement

408.2174, 14-15

The agreement with Lake City Medical Center will allow students in the Cardiovascular Technology, Clinical Laboratory Science, Computed Tomography, Diagnostic Medical Sonography, Nuclear Medicine Technology, Radiography, Respiratory Care, and Surgical Technology Programs to participate in clinical training at the hospital. The college has placed students at Lake City Medical Center in the past, and both college and hospital staff have been interested in reestablishing an affiliation.

Board Action Requested:

Approval

Action: Approved. See item 8.1 (408.2173).

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

Student Support Services Grant

409.2028, 14-15

The purpose of this project is to provide supplementary support services to low-income, first-generation, or disabled college students in order to increase student success as measured by retention, graduation, and transfer rates. Individual counseling, tutoring, and other extensive work in the basic academic subjects (mathematics, sciences, reading, and writing) will be the substance of the program. An additional part of the program includes a 2-year/4-year initiative section, the purpose of which is to assist Santa Fe College project students in securing admission to and financial assistance for enrollment in four-year institutions of higher education. This is year one of a new five-year project. This project will serve approximately 200 students per year.

The amount of funds requested from the U.S. Department of Education, Office of Postsecondary Education, for the first year is \$281,511 with an in-kind match of \$29,262. Total funding for the five-year project will be approximately \$1.4 million.

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

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 8.1 (408.2173).

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

Displaced Homemaker Program Grant

409.2029, 14-15

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 \$151,962, with an in-kind match of \$83,170 from Santa Fe College and \$35,640 in match from various community partners and sources. Total funding for the five-year project will be approximately \$814,602.

Duration of this project is February 1, 2015, 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 8.1 (408.2173).

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

Sep-Bécalos-Santander Universidades Scholarship Project for Mexican Students - Grant

409.2030, 14-15

The purpose of this proposal is to host 32 Mexican students participating in the 2015 Bécalos-Santander Universities program, designed to provide merit-based scholarships to Mexican STEM students for the Fall 2015 semester. Bécalos students will enroll in one ESL and two STEM-field courses, earning credits which may be used towards a degree program at Santa Fe College or any regionally accredited institution, live in on-campus housing at the University of Florida, and enjoy the rich cultural and educational experiences that come with studying in North Central Florida, USA.

The amount of funds requested from Sep-Bécalos-Santander Universidades is \$389,152, with no matching funds from Santa Fe College.

Duration of this project is February 16, 2015, through February 15, 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 8.1 (408.2173).

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

Nanotherapeutics Quick Response Training Grant

409.2031, 14-15

The Quick Response Training Program is designed to meet the workforce skill needs of existing, new and expanding industries. The purpose of this project is to provide specialized and on-the-job training (including proprietary processes) for approximately 64 new positions over a 24 month period. These are full-time, permanent, highly-skilled, salaried positions with benefits which include positions such as Automation Engineer, Upstream Operations Tech, Downstream Operations Tech and Microbiology/EM Analyst. Santa Fe College will serve as the fiscal agent for CareerSource Florida and will provide no training. The Council for Economic Outreach facilitated development of this project with Santa Fe College. This is year one of a two-year project.

The amount of funds requested from CareerSource Florida is \$118,230, with no matching funds from Santa Fe College.

Duration of this project is November 26, 2014, through November 25, 2015.

Operating budget impact: None

Board Action Requested:

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

Action: Approved. See item 8.1 (408.2173).

Santa Fe College Foundation Liaison Update and Board Members' Remarks

Reporting for the Santa Fe College Foundation, Trustee Mallini stated the annual President's Gala is Saturday 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. Mr. Clemons stated the event is sold out.

Women of Distinction is March 10 at 5:30 p.m. in the Fine Arts Hall. Trustee Lee added the guest speaker is Paula Welch, the first head coach of the UF women's basketball team. They will be honoring three exceptional women with the College's own Trustee Jackson as one of the honored women. The annual Spring Arts Festival poster unveiling is March 24 at 2 p.m. in the President's lobby, with the Festival on April 11-12, 2015 in downtown Gainesville. Santa Fe College Athletics Hall of Fame enshrinement ceremony is March 28 at 10:30 a.m. in the Fine Arts Hall, followed by a BBQ lunch.