



Santa Fe College
District Board of Trustees

Minutes of Board Meeting Held April 21, 2015
Andrews Center, Starke Florida

Members present: Blake Fletcher, Robert C. Hudson, Caridad E. Lee, Arley W. McRae,
Lisa M. Prevatt, Robert L. Woody

Members absent: G. Thomas Mallini, 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 Andrews Center in Starke, Florida, followed by the Pledge of Allegiance. He welcomed everyone to Starke and the Number One College in the Nation. He gave special thanks to all of the staff for their hard work and dedication in making this recognition possible for Santa Fe College. He also welcomed our new board member Mr. Blake Fletcher to his first official board of trustees meeting.

Action was taken on the agenda items as indicated on the summary sheets. Upon unanimous consent of the board, and for good cause found by the board chair, the April 21, 2015, board agenda was amended as follows:

Added: Item 7.6 – First Addendum to Affiliation Agreement with Sarasota Memorial Hospital

President Sasser introduced Ms. Cheryl Calhoun, Professor of ITE Networking, who provided an overview of her recently developed course, Ethical Hacking. Dr. Sasser took the opportunity to congratulate Ms. Calhoun, who recently accepted the position as the Director of the Blount Center and Dean for Educational Centers. Ms. Calhoun thanked Dr. Sasser and the board and explained that the Ethical Hacking course is new and part of the cybersecurity curriculum developed under The National Science Foundation "NSF" ATE Grant. The course provides the fundamental knowledge necessary for a student to become proficient in understanding the techniques of computer hacking and how to respond to hacking-related incidents. The students are introduced to the techniques of penetration testing (white-hat hacking). The course starts with a review of legal and ethical practices as they relate to cyberspace, and finishes with hands-on activities where students learn how server and information services are exploited by known hacking methods. All hands-on activities take place inside a secure sandbox NETLAB environment provided by the college.

The meeting adjourned at 4:55 p.m.


Robert L. Woody, Chairman


Jackson N. Sasser, Secretary



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of April 21, 2015, at 4 p.m.
Andrews Center, Starke, Florida**

Amended Agenda

Adoption of Agenda

Agenda Item: 1.1
418.529, 14-15

1. General Functions
 - Pledge of Allegiance
 - 1.1 Adoption of Agenda for Board Meeting of April 21, 2015
 - 1.2 Approval of Board Meeting Minutes of February 17, 2015

2. Information Items
 - 2.1 President's Report
 - 2.2 Strategic Planning
 - 2.3 Standard Construction and Technical HVAC Program Agreement with:
 Goodman Manufacturing Company, L.P.
 - 2.4 Community Education "EnRich" Brochure for Summer 2015 and Continuing Workforce
 Education "Enhance" Brochure for Summer 2015
 - 2.5 Amended Rule 7.3: College Admission and Readmission Procedures
 - 2.6 Financial Audit Report 2015-108, Year Ended June 30, 2014

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 Contract Staff
 - 4.4 Career Service Staff
 - 4.5 Leave of Absence

 - Agreements, Grants
 - 4.6 Mindtree Limited – Quick Response Training Grant

 - Finance Items
 - 4.7 Report of Purchases for February and March 2015
 - 4.8 Colonel Harry M. Hatcher, Jr., Property Survey 15-07

5. Finance Items
 - 5.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for March 2015

6. General Institutional Items
 - 6.1 International Travel
 - 6.2 Educational Equity Act Report for 2014-2015
 - 6.3 Revised College Calendar 2015-2016
 - 6.4 Final Order Terminating Continuing Contract
 - 6.5 Approval of Expenditures from the Dr. Philip Benjamin Matching Grant Program from the Automotive Equipment Fund
 - 6.6 Approval of Expenditures from the Dr. Philip Benjamin Matching Grant Program from the Dental Equipment Fund
 - 6.7 Approval of Expenditures from the Dr. Philip Benjamin Matching Grant Program from the Fine Arts Enhancement Fund
 - 6.8 Approval of Expenditures from the Dr. Philip Benjamin Matching Grant Program from the Roszel Equipment Fund
 - 6.9 Approval of Expenditures from the Dr. Philip Benjamin Matching Grant Program from the Nursing Equipment Fund
 - 6.10 Approval of Expenditures from the Dr. Philip Benjamin Matching Grant Program from the Nursing Equipment Fund for Other Health Related Programs

7. Agreements/Grants
 - 7.1 Service Provision Agreement with Partnership for Strong Families' Resource Centers
 - 7.2 Health Sciences Clinical Facilities Agreement with Phoebe Putney Memorial Hospital
 - 7.3 NSF – Collaborative Research: GP-EXTRA: Geoscience Engagement and Outreach (GEO) – High-Impact Integrated Academic and Professional Experiences Grant
 - 7.4 Women's Giving Circle – RISE@SF Road to Independence and Self-empowerment (RISE) Grant
 - 7.5 Steelcase Active Learning Center Grant
 - 7.6 First Addendum to Agreement with Sarasota Memorial Hospital **ADDED**

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

9. Adjournment

Board Action Requested:

Approval

Discussion: Upon unanimous consent of the board, and for good cause found by the chairman, the board agenda was amended to add item 7.6. Chair Woody asked if there were any consent items that the board would like to have removed for discussion, and hearing none, the agenda was approved as presented.

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

Approval of Board Meeting Minutes of February 17, 2015

401.519, 14-15

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held February 17, 2015, are presented for approval.

Board Action Requested:

Approval

Action: Motion to approve: McRae

Second: Lee

Vote: Fletcher - yes, Hudson - yes, Lee - yes, McRae - yes,
Prevatt - yes, Woody - yes.

President's Report

Information Item

Dr. Sasser thanked Ms. Cheryl Canova, Director of the Andrews Center, for hosting today's meeting and providing Bradford County strawberries for our trustees, staff, and meeting attendees.

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

The president asked Mr. Tom Mason to discuss the recent AFC trip to Tallahassee. Mr. Mason said the event known as Legislative Days was two weeks ago in Tallahassee along with the Florida College System Student Government Association annual meeting. Our legislative delegation met with the students as well as the AFC members from our college.

Dr. Sasser noted that tomorrow is the celebration of the Aspen award for all employees from 11:30 a.m. to 1 p.m. in the gymnasium on the Northwest Campus. He encouraged board members to attend if their schedule allowed.

Commencement is fast approaching with three ceremonies for the spring. First, on April 30 at 3 p.m. is graduation for all Health Related students, with Trustee Lee bringing greetings on behalf of the board. There are two ceremonies on May 1 at 3 p.m. and 7 p.m. Bringing greetings on behalf of the board will be Vice Chair Oody at 3 p.m. and Chair Woody at the 7 p.m. ceremony.

The president noted the next board meeting is May 19, 2015, at the Santa Fe College Teaching Zoo located on the Northwest Campus. He added that the meeting will be primarily outdoors and asked that all attendees wear appropriate attire.

The president welcomed Mr. John Carmean, the new Director for Communications and Creative Services, to the college and noted that we would all miss Mr. Bill Reese when he retires from the college in May.

Calendar

April 30, 2015
3 p.m.

Health Related Commencement
Ceremony

May 1, 2015
3 p.m.
7 p.m.

Commencement Ceremonies
Non-Health Related and Bachelor Degrees
AA Degrees

May 19, 2015
4 p.m.

Regular Board Meeting
SF Zoo

Agenda Item 2.1
April 21, 2015
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June 15, 2015
5-7 p.m.

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

June 16, 2015
4 p.m.

Regular Board Meeting
Wattenbarger Student Services Building
Board Room – S-329

Strategic Planning

419.28, 14-15

Dr. Lisa Armour, Vice President for Assessment, Research, and Technology, is preparing to present information on the strategic plan at the board meeting scheduled for May 19, 2015.

Discussion: No report.

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

Standard Construction and Technical HVAC Program Agreement with:
Goodman Manufacturing Company, L.P.

Information Item
408.2175, 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 Goodman Manufacturing Company, L.P., for students enrolled in the Santa Fe College Construction and Technical HVAC program. This Goodman Manufacturing Company, L.P., facility is located in Gainesville, Florida.

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

Community Education "EnRich!" Brochure for Summer 2015 and Continuing
Workforce Education "Enhance" Brochure for Summer 2015

Information Item
415.158, 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 April 13, 2015, Cabinet meeting and is provided for reporting to the board. Changes may be made as needed.

In accordance with Rule 7.11, the president is authorized to approve fees for Continuing Workforce Education (CWE). Total fees collected must fully support the expenditure of the CWE program within the fiscal year. A draft of the CWE brochure ("Enhance") containing the list of courses/programs and associated fees was reviewed and approved by the president at the April 13, 2015 Cabinet meeting and is provided for reporting to the board. Changes may be made as needed.

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 7.3: College Admission and Readmission Procedures

Information Item
410.498, 14-15

The previous College Rule 7.3 was written when students submitted paper applications. Proposed changes largely reflect advances in technology and allow 1) prospective students to submit the application for admission and readmission online and supporting documents in person, by fax or by email, 2) high school and college transcripts to be delivered electronically, by postal mail and/or in person in an official sealed envelope, and 3) online access to the Florida Residency Declaration, which must be submitted in the Admissions office by all new and transfer students seeking Florida residency for tuition purposes.

Additionally, the proposed changes require all potential students to submit an official high school transcript, GED, or home school affidavit for admission. Potential students who have graduated from a high school outside of the U.S. may be required to provide a translation and/or evaluation of high schools credentials from a licensed certified translation/evaluation service to the Office of Admissions. Potential students who have taken college courses outside of the United States must have an official certified evaluation of their credits completed and must submit this evaluation to the Office of the Registrar.

District Board of Trustees
April 21, 2015

Agenda Item 2.6

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

Financial Audit Report 2015-108, Year Ended June 30, 2014

Information Item
200.858, 14-15

The Financial Audit for the fiscal year ended June 30, 2014, has been released. This report is available on the State of Florida Auditor General's website at the following link:
<http://www.myflorida.com/audgen/pages/subjects/financial.htm>

Citizens' Requests

423.35, 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 agenda item.

CONSENT

District Board of Trustees
April 21, 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)

402.778, 14-15

The individuals listed below are being recommended for appointment for 2014-2015 or 2015-2016, as stated in the individual employee's contract.

Appointment

Full Time

Name

Position

Kristi Cheyney

Assistant Professor, Early Childhood Education

M.A., University of Phoenix

Patti West

Assistant Professor, Information Technology Education Department

A.S., Santa Fe College, Certifications from CISCO & Microsoft

Part Time

Tamara Boneta

O'Neshia Carney

Ramiro Casanas

Dawn Harris

David Lee

Cheryl Perry

Deepti Piziak

Daniella Porter

Jillian Pope

Nicole Propper

Katherine Schuman

Board Action Requested:

Approval

Action: Motion to approve items 4.1 through 4.8: Hudson

Second: Prevatt

Vote: Fletcher - yes, Hudson - yes, Lee - yes, McRae - yes,
Prevatt - yes, Woody - yes.

C O N S E N T

District Board of Trustees
April 21, 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)

411.386, 14-15

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

**Executive/Managerial
Appointment**

<u>Name</u>	<u>Position</u>
Robert Penney <i>M.A., Stetson University</i>	Chief Information Officer and Associate Vice President, Information Technology Services Department

**Technical/Professional
Appointment
Full Time**

*Carolyn Das <i>Ed.S., University of Florida</i>	Interim, Coordinator, Women's Economic Stability Initiative
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*Monica Cabrera Orozco <i>M.S., Galileo University</i>	Interim, Workforce Development Program & Industry Specialist
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Promotion

*Mable Baker <i>M.A., University of South Florida</i>	Coordinator, Perkins Grants Program
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Part Time

Stephanie Alvarez	Fine Arts Specialist
*Gregory Edwards	Financial Literacy Specialist
*Paige Fowler	Workforce Development Specialist
*Daniel Norford	Workforce Development Specialist
William Voight	Adult Education Lab Specialist

*Grant Funded

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.778).

C O N S E N T

District Board of Trustees
April 21, 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 Contract Staff

404.431, 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>
Robert Morrison	History
Gwendolyn Thompson	College for Kids Space Camp

Continuing Workforce Education

Part time

Sherry Lindsay	Domestic Violence
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Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.778).

C O N S E N T

District Board of Trustees
April 21, 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

403.521, 14-15

The individuals listed below are being recommended for appointment.

<u>Name</u>	<u>Position</u>
Amanda Colvard	Facilities Services Administration & Operations Assistant
Frederic Gratto	Grounds Superintendent, Facilities Services Department
Charmaine Henry	Grant Accountant, Office for Finance Department
Denise Hopper	Support Specialist, Financial Aid Department
Noah Hundley	Administrative Assistant, Mathematics Department
Stacey Ledvina	Executive Assistant, Vice President Student Affairs
Elizabeth Weir	Police Dispatcher

<u>Promotion</u>	<u>Position</u>
George Hastie	Carpenter Supervisor, Facilities Services Department

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.778).

CONSENT

District Board of Trustees
April 21, 2015

Agenda Item: 4.5

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

Leave of Absence

420.162, 14-15

Catherine Hamilton, Associate Professor of Nursing Programs, has requested a leave of absence from her continuing contract faculty position for the 2015-2016 academic year. This request is supported by the Director of Nursing Programs, Associate Vice President for Academic Affairs, and the Provost and Vice President of Academic Affairs. The college recommends approval of the requested leave.

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.778).

CONSENT

District Board of Trustees
April 21, 2015

Agenda Item: 4.6

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

Mindtree Limited – Quick Response Training Grant

409.2032, 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 135 new IT service positions over a 24 month period. These are highly-skilled, high wage jobs with excellent benefits. Santa Fe College will serve as the fiscal agent for CareerSource Florida, Inc. 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 the CareerSource Florida, Inc. is \$365,316, with no matching funds from Santa Fe College.

Duration of this project is May 1, 2015 through April 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 (402.778).

C O N S E N T

**District Board of Trustees
April 21, 2015**

Agenda Item: 4.7

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

Report of Purchases for February and March 2015

202.616, 14-15

Below are the total amounts and a summary of purchases for the months of February and March 2015.

Purchasing	\$2,056,762.45
Risk Management Consortium	<u>424,492.45</u>
Total	<u>\$2,481,254.90</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y55613 (Fund 6)	\$ 44,479.00	Contract	Roundtree Moore	Consortium Vehicle Risk Management Consortium
Y55760 (Fund 6)	\$ 320,000.00	Contract	FBMC Benefits Management	Administration Fees Risk Management Consortium
Y55784 (Fund 6)	\$ 37,400.00	Exempt	QuestPro Consultants, LP	Employee Recruitment Risk Management Consortium
Y55855 (Fund 2)	\$ 112,600.00	Contract	Nanotherapeutics, Inc.	Quick Response Training Nanotherapeutics
Y55858 (Fund 7)	\$ 581,502.00	Contract	Clemons, Rutherford, & Associates, Inc.	Architectural/Engineering Services Kirkpatrick Center Expansion
Y55871 (Fund 2)	\$ 54,984.04	Sole Source	Lincoln Electric Company	Virtual Welding System Workforce Development
Y55898 (Fund 7)	\$ 77,407.00	Contract	Scherer Construction and Engineering	North and South Road Minor Repaving Parking Improvements
Y55933 (Fund 1)	\$ 128,549.20	Exempt	Instructure	Canvas Learning Management System Renewal Information Technology
Y55979 (Fund 7)	\$ 254,499.00	Contract	Charles Perry Partners	Building R Restroom Upgrades ADA Projects
	\$1,611,420.24			

Purchase orders for previously awarded bids/contracts: 2
(Both Temp Force)

Amount: \$6,343.90

Other Purchases \$0 - \$35,000.00

Number of purchase orders: 570

Amount: \$863,490.76

Board Action Requested:

Approval of report

Action: Approved. See item 4.1 (402.778).

C O N S E N T

District Board of Trustees
April 21, 2015

Agenda Item: 4.8

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

Colonel Harry M. Hatcher, Jr., Property Survey 15-07

200.859, 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 received and considered departmental requests to be relieved from inventory accountability. On March 24, 2015, 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	6	\$62,270.92	\$62,270.92	\$0.00
Trade-In	1	\$28,139.96	\$28,139.96	\$0.00
TOTAL	<u>7</u>	<u>\$90,410.88</u>	<u>\$90,410.88</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 (402.778).

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 March 2015 201.782, 14-15

The attached Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report reflects the status of the college in relation to the percentage of unrealized and unencumbered funds as of March 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	\$55,607,232	75.64	\$56,358,363	77.63
Expenditures	\$49,034,965	57.51	\$48,533,074	66.44

Board Action Requested:

Acceptance of report

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

Action: Motion to approve item 5.1: Prevatt

Second: McRae

Vote: Fletcher - yes, Hudson - yes, Lee - yes, McRae - yes,
Prevatt - yes, Woody - yes.

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

International Travel

101.105, 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 requests permission to allow full-time faculty to participate in the international travel opportunities described below. No travel warnings have been issued by the U.S. State Department for any of these destinations. Each party requesting travel has presented a detailed itinerary detailing proposed transportation and accommodations, and these plans are reviewed to minimize any concerns related to safety and security. Additionally, the Assistant Vice President for Academic Affairs consults with each traveler, reviewing their academic and professional development plans, as well as any logistics that require forethought.

The College is seeking permission to allow the following individuals to participate in international travel opportunities in the coming months:

Professor Richard Tovar travel to China April 25 - May 9, 2015*

Richard Tovar, a professor of microbiology and nutrition in the Sciences for Health Programs Department, will be traveling to China as part of a faculty exchange program with Beijing Union University (BUU). He will provide guest lectures, contribute to classroom discussions, and help deepen the collaboration between Santa Fe College and BUU. This travel experience will enhance several lower-division health science courses and provide a valuable professional development opportunity. No travel alert or warning has been issued for China. All transportation in the country will take place by bus or private vehicle and in the company of BUU staff. This travel will be funded with matching funds from BUU and the International Education Office.

Professor Linda Tyson travel to South Africa and Swaziland Summer A 2015*

Linda Tyson, a full-time biology professor in the Natural Sciences Program, will travel to South Africa with Dr. Todd Leedy, Associate Director of the University of Florida's Center for African Studies, in order to explore the possibility of co-leading a study abroad trip to this country. They will travel to Cape Town, Johannesburg, Krueger, Soweto, Dublin, and Swaziland. Most of their time will be spent at the South African National Wildlife College in Krueger National Park. All transportation in South Africa will take place by bus and with hired drivers. No travel alert or warning has been issued for either South Africa or Swaziland. This travel will be funded by the University of Florida's Center for African Studies and the International Education Office.

Dr. Sindia Rivera-Jimenez travel to Brazil July 2015*

Dr. Rivera-Jimenez, a full-time chemistry professor in the Natural Sciences Program, will visit and lecture in two campuses belonging to the *Universidade Estadual Paulista "Julio de Mesquita Filho"* (UNESP) located in the cities of Araraquara and Botucato as part of a faculty exchange program. All transportation in Brazil will take place by bus and in the company of staff from UNESP. This travel will be funded with matching funds from UNESP and the International Education Office.

* These are tentative travel dates. Tickets have yet to be purchased, and the departure and arrival dates will be contingent on securing the best travel rates.

Board Action Requested:

Approval of travel

Discussion: The president asked Dr. Ed Bonahue, Provost and Vice President for Academic Affairs, to discuss item 6.4 recommending the termination of a continuing contract employee. Dr. Bonahue said within the last several years the college has improved operational efficiency, equity, and loading processes throughout the Health Sciences area and, as part of this process, the college combined two departments, Cardiovascular Technology and Radiographic Technology, into a single Medical Imaging department. As a result of these efforts, it was evident that the department was overstaffed and the loading associated with clinical coordination in CVT had been significantly inflated for several years based on the associated workload. During the Fall 2014 term when consistent loading was implemented throughout health sciences, the faculty line occupied by the employee could not make load, especially in the Fall, when the entering cohort was not yet ready for clinical training. Dr. Bonahue added that this change will bring CVT in line with the other health sciences disciplines where faculty teach and evaluate students weekly and one faculty member serves as a clinical coordinator as part of the instructional load to schedule students and serve as a liaison with the affiliate. Dr. Bonahue stated that he, Dr. Long and Ms. Whitcraft met with the employee to discuss the intent to recommend that the continuing contract be terminated. The employee also received a letter providing notice, informing her of the schedule and appeal rights, and invited her to meet again to share information if she wished to do so. Ms. Patti Locascio noted that the employee would have the opportunity to seek judicial review within 30 days. She added that college staff struggles to find every available alternative before making this type of recommendation and that these are difficult decisions that are asked of the board, but given the circumstances, the college identified this as the best option.

Action: Motion to approve items 6.1 through 6.10: Hudson
Second: Prevatt
Vote: Fletcher - yes, Hudson - yes, Lee - yes, McRae - yes,
Prevatt - yes, Woody - yes.

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

Educational Equity Act Report for 2014-2015

400.608, 14-15

The college is required to submit an annual equity report to the Department of Education. This report reflects on both student and employee measurements regarding representation of minority populations and includes analysis of historical data to assess trends. Student enrollment, retention, and completions for underrepresented populations and success in gatekeeper courses is included. For employees, 2013-2014 employment numbers for Executive and Managerial staff, full time faculty and achievement of continuing contract are compared to national census data. The report also includes a review of gender equality in athletics. Additionally, college policies related to harassment and discrimination, students with disabilities and feedback regarding evaluations of the President and other academic leaders were reviewed.

Board Action Requested:

Approval

Action: Approved. See item 6.1 (101.105).

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

Revised College Calendar 2015-2016

414.69, 14-15

The college received notice the date for University of Florida homecoming has been changed from October 9, 2015, to November 6, 2015. The previous dates were tentative as the academic calendar at the University of Florida is created before actual Homecoming dates are set. Because it is important for the college to coordinate its calendar with the university calendar, it is requested that the board approve the Santa Fe College calendar be changed to reflect the new homecoming date.

Board Action Requested:

Approval

Action: Approved. See item 6.1 (101.105).

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

Final Order Terminating Continuing Contract

400.609, 14-15

Continuing contracts remain in effect from year to year except in certain circumstances. Under Rule 6A-14.0411(7)(b), Florida Administrative Code, upon recommendation of the president, the board of trustees is authorized to terminate a continuing contract due to consolidation, reduction, or elimination of a program. As set forth in the attached memorandum from President Jackson Sasser, the president recommends terminating a continuing contract faculty position due to consolidation and reduction of the Cardiovascular Technology program.

The proposed final order adopts the attached recommendation of the president and provost and sets forth the board's findings with respect to terminating the continuing contract and discontinuing the position. A person who is adversely affected by the board's action would have 30 days to seek review by an appellate court as provided by Section 120.68, Florida Statutes.

Board Action Requested:

Entry of final order terminating continuing contract

Action: Approved. See discussion regarding this in item 6.1 (101.105).

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

Approval of Expenditures from the Dr. Philip Benjamin Matching Grant Program 400.610, 14-15
from the Automotive Equipment Fund

The Santa Fe College Foundation requests permission to expend up to \$15,000 from the C. L. Blount Automotive Equipment Fund. The purchase of the following equipment will be used to train approximately 70 students in the Automotive Associate in Applied Science Degree Program and Certificate Program in the fields of vehicle operation, diagnosis, and repair. These skills are necessary for students to gain employment in the automotive repair field.

1 - EM-122 ABS Trainer	10,720.15
1 - Matco Android Mini Tablet	1,508.85
1 - Autel Maxisys Pro	2,722.14
Total purchase amount	<u>\$14,951.14</u>

Board Approval Requested:

- 1. Approval**
- 2. Upon legal review and approval, the president or his designee, Charles W. Clemons, Sr., Vice President for Development, is authorized to execute any agreements associated with this grant.**
- 3. Acceptance of the purchased items as donations from the Santa Fe College Foundation, Inc.**

Action: Approved. See item 6.1 (101.105).

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

Approval of Expenditures from the Dr. Philip Benjamin Matching Grant Program 400.611, 14-15
from the Dental Equipment Fund

The Santa Fe College Foundation requests permission to expend up to \$10,000 from the Dental Instructional Equipment Fund. The purchase of the following dental equipment will provide clinical simulation and clinical skill practice equipment for about 75 dental students and dental assisting students as they prepare for dental professions. The equipment will be used by current and future students in order to gain dental hygiene clinical skills for patient therapy, asepsis and infection control procedures and practices, and digital intraoral radiography skills.

1 - Piezon 250 Piezon Scaler U	1,762.20
1 - CDR Sensor Head with Fixed Cable	6,055.50
1 - Q310 Ultra Sonic Cleaner	974.25
1 - Instrument Basket for Q310 Ultra Sonic Cleaner	216.00

Total purchase amount **\$9,007.95**

Board Approval Requested:

1. **Approval**
2. **Upon legal review and approval, the president or his designee, Charles W. Clemons, Sr., Vice President for Development, is authorized to execute any agreements associated with this grant.**
3. **Acceptance of the purchased items as donations from the Santa Fe College Foundation, Inc.**

Action: Approved. See item 6.1 (101.105).

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

Approval of Expenditures from the Dr. Philip Benjamin Matching Grant Program 400.612, 14-15
from the Fine Arts Enhancement Fund

The Santa Fe College Foundation requests permission to expend up to \$10,000 from the Fine Arts Enhancement Fund for the benefit of the various Fine Arts Programs at Santa Fe. The Master Class Artists will attend classes in the art and humanities disciplines which include dance, music, theatre, and visual art. The Fine Arts Department will hire at least five master artists for the 2016 fiscal year. These services provide professional development for full and part-time faculty members and intensive training for more than 600 students in the various Fine Arts Programs at Santa Fe and allow the students to be active in their individual program.

Master Class Artists Fees	\$10,000
Total purchase amount	<u>\$10,000</u>

Board Approval Requested:

- 1. Approval**
- 2. Upon legal review and approval, the president or his designee, Charles W. Clemons, Sr., Vice President for Development, is authorized to execute any agreements associated with this grant.**
- 3. Acceptance of the purchased items as donations from the Santa Fe College Foundation, Inc.**

Action: Approved. See item 6.1 (101.105).

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

Approval of Expenditures from the Dr. Philip Benjamin Matching Grant Program 400.613, 14-15
from the Roszel Equipment Fund

The Santa Fe College Foundation requests permission to expend up to \$20,000 from the Roszel Equipment Fund for equipment for the various Natural Sciences Programs, categorized by department below. The purchase of this equipment will benefit more than 2,500 students at Santa Fe College.

Chemistry	12,813.69
Physics	2,252.50
Biology	668.84
Watson Center – Science Classes	4,259.24
Total purchase amount	<u>\$19,994.27</u>

Board Approval Requested:

- 1. Approval**
- 2. Upon legal review and approval, the president or his designee, Charles W. Clemons, Sr., Vice President for Development, is authorized to execute any agreements associated with this grant.**
- 3. Acceptance of the purchased items as donations from the Santa Fe College Foundation, Inc.**

Action: Approved. See item 6.1 (101.105).

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

Approval of Expenditures from the Dr. Philip Benjamin Matching Grant Program 400.614, 14-15
from the Nursing Equipment Fund

The Santa Fe College Foundation is requesting permission to expend up to \$16,000 from the SF Nursing Equipment Fund for the benefit of the Nursing Programs at Santa Fe College. This funding will provide clinical simulation and clinical skill practice for over 450 students as they prepare for nursing professions. Listed below are the equipment items that the various Nursing Programs are requesting. This equipment will maintain the clinical laboratory learning experience for students at Santa Fe College and provide firsthand experience to students before entering the clinical areas of local hospitals.

2 - Alaris IV Infusion Pumps and Guardrails Software	13,525
1 - Adult and Infant torso starter package with face valves	722
1 - Susie/Simon hospital training manikin with ostomy	1,034
1 - Hydraulic patient lift with sling	715

Total purchase amount **\$15,996**

Board Approval Requested:

1. **Approval**
2. **Upon legal review and approval, the president or his designee, Charles W. Clemons, Sr., Vice President for Development, is authorized to execute any agreements associated with this grant.**
3. **Acceptance of the purchased items as donations from the Santa Fe College Foundation, Inc.**

Action: Approved. See item 6.1 (101.105).

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

Approval of Expenditures from the Dr. Philip Benjamin Matching Grant Program 400.615, 14-15
from the Nursing Equipment Fund for Other Health Related Programs

The Santa Fe College Foundation requests permission to expend up to \$4,000 from the SF Nursing Equipment Fund for the benefit of the Other Health Related Programs at Santa Fe College. This funding will provide equipment for the various Health Related Programs. The equipment listed below will assist faculty in training more than 250 students prior to being placed in the workforce. The equipment allows the students to be active in their individual program.

Various models to support learning objectives	1,336.85
Super Skeleton Sam, on hanging stand	914.37
Refurbished Mayo stand and lateral holder	995.00
Inter-scorer Reliability assessment program – 1 year access	750.00

Total purchase amount **\$3,996.22**

Board Approval Requested:

- 1. Approval**
- 2. Upon legal review and approval, the president or his designee, Charles W. Clemons, Sr., Vice President for Development, is authorized to execute any agreements associated with this grant.**
- 3. Acceptance of the purchased items as donations from the Santa Fe College Foundation, Inc.**

Action: Approved. See item 6.1 (101.105).

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

Service Provision Agreement with Partnership for Strong Families'
Resource Centers

408.2176, 14-15

This agreement will allow Santa Fe's Community Outreach and East Gainesville Instruction program to provide workshops to Southwest Advocacy Group (SWAG) residents that focus on workforce development, job readiness, and financial literacy. These workshops will primarily assist SWAG residents with self-evaluation, goal setting, and career analysis. The desired outcome will be that SWAG residents can transform and improve their current skills to better fit the existing job market. Services and programs will be provided on a monthly basis and are aimed at reducing poverty and increasing educational empowerment and workforce development among SWAG residents. The college will incur no direct costs as a result of this partnership between SWAG and East Gainesville Instruction. The agreement expands College efforts, under the leadership of Dr. Karen Cole-Smith, to provide educational outreach programs and services to underserved populations in Gainesville.

Board Action Requested:

Approval

Discussion: Dr. Sasser asked Dr. Ed Bonahue to discuss item 7.1., the new service provision agreement with Partnerships for Strong Families' Resource Centers. Dr. Bonahue explained that there has been growing concern about the lack of services and resources in the southwest area of Tower Road and 24th Avenue and the college was contracted to collaborate with the Southwest Advocacy Group (SWAG). This agreement will allow Santa Fe's Community Outreach and East Gainesville Instruction program to provide assistance to the Southwest Advocacy Group (SWAG). Dr. Karen Cole-Smith, Executive Director of East Gainesville Instruction Program, stated she will provide monthly workshops in the following areas: workforce development, job readiness, and family and financial literacy. These workshops will primarily assist SWAG residents with self-evaluation, goal setting, and career analysis. The desired outcome will be that SWAG residents improve and transform their current skills to better fit the existing job market.

Action: Motion to approve items 7.1 through 7.6: Prevatt
Second: Lee
Vote: Fletcher - yes, Hudson - yes, Lee - yes, McRae - yes,
Prevatt - yes, Woody - yes.

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

Health Sciences Clinical Facilities Agreement with Phoebe Putney
Memorial Hospital

408.2177, 14-15

The agreement with Phoebe Putney Memorial Hospital in Albany, Georgia, will allow students in the Cardiovascular Technology Program to participate in clinical training at the hospital. The college has placed students at Phoebe Putney in the past, and both college and hospital staff have been interested in reestablishing an affiliation. The agreement renews each year and may be canceled by either party at the end of a current academic semester.

Board Action Requested:

Approval

Action: Approved. See item 7.1 (408.2176).

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

NSF – Collaborative Research: GP-EXTRA: Geoscience Engagement and Outreach (GEO) – High-Impact Integrated Academic and Professional Experiences Grant 409.2033, 14-15

The goals of this project are to recruit, retain, and transfer primarily underrepresented Santa Fe College students in a two-year Associates degree to Bachelor's degree programs in geosciences; establish collaborations among Santa Fe College students, University of Florida faculty mentors, and Orlando Science Center informal science educators; and increase interest in careers in geosciences by engaging in education and outreach. Activities will include exposure to and skill-building for careers to produce graduates prepared for the expectations of future employers and authentic faculty-mentored research in the geoscience subdisciplines of meteorology, soil hydrology, and geoscience and STEM education. This is a collaborative project between Santa Fe College, the University of Florida and the Orlando Science Center with Santa Fe serving as the lead institution. This is year one of a three-year project.

The amount of funds requested from the National Science Foundation for year one is \$62,599, with no matching funds from Santa Fe College. The total funds requested for the three-year project is \$189,272.

Duration of this project is January 1, 2016 through December 31, 2016.

Operating budget impact: None

Board Action Requested:

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

Action: Approved. See item 7.1 (408.2176).

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

Women's Giving Circle – RISE@SF Road to Independence and Self-empowerment 409.2034, 14-15 Grant

The purpose of the *RISE@SF Road to Independence and Self-empowerment* grant is to request funding to support training for 13 women per year for two years as part of the required match for the BACK TO WORK 50+: WESI Initiative. RISE@SF participants will receive computer skills training, participate in coaching and in a series of workshops, including employability skills, and be enrolled in short term training in accordance with their individual goals and training plans. At least 10 of these participants will be successfully employed each year upon completion of training. This is year one of a two-year project.

The amount of funds requested from the Community Foundation of North Central Florida is \$25,000, with no matching funds from Santa Fe College. Total funding for the two-year project is \$50,000.

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 7.1 (408.2176).

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

Steelcase Active Learning Center Grant

409.2035, 14-15

The purpose of this project is to provide a state-of-the-art Action Learning Center classroom. This project will transform classroom L-048 from a room that currently has long tables and mismatched chairs, old-fashioned chalkboard and various spacing problems to a classroom that has a flexible, student-centered learning capability. This room's furniture will be able to be reconfigured to a wide variety of instructional purposes and learning scenarios. For example, an instructor employing flipped pedagogy could use the configurable space to form small groups where students could review the online material they covered at home the night before. The moveable desks serve to reduce the emphasis on the instructor as the fount of knowledge and inspire students to take greater ownership of their learning. Pre-course and post-course surveys will use a Likert scale and will include open ended questions. Students will also be surveyed on their impressions and experiences in the room towards the end of the semester. This is year one of a two-year project.

The amount of funds requested from Steelcase, Inc. is for a maximum of \$50,000, with no matching funds from Santa Fe College.

Duration of this project is May 1, 2015 through August 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 7.1 (408.2176).

ADDED ITEM

**District Board of Trustees
April 21, 2015**

Agenda Item: 7.6

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

First Addendum to Agreement with Sarasota Memorial Hospital

408.2178, 14-15

The addendum to the agreement with Sarasota Memorial Hospital in Sarasota, Florida, will allow students in the Biomedical Engineering Technology Program to participate in clinical training at the hospital, in addition to the Cardiovascular Technology Program students who currently have the opportunity to pursue clinical training at this facility.

Board Action Requested:

Approval

Action: Approved. See item 7.1 (408.2176).

Santa Fe College Foundation Liaison Update and Board Members' Remarks

Reporting for the Santa Fe College Foundation, Vice President for Development Chuck Clemons stated the College's 46th Annual Spring Arts Festival was a hugely successful community event held April 11th and 12th in downtown Gainesville. He thanked Ms. Kathryn Lehman and the Foundation staff for their hard work. Over 230 artist and vendors participated in the two-day event. The next scholarship process will begin May 1 and when the third award cycle is complete, the Foundation will have awarded approximately 433 scholarships for the Fall 2015 and Spring 2016 terms for a total amount worth \$850,000.