



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

**Minutes of Board Meeting Held September 15, 2015**  
**Northwest Campus, Gainesville, Florida**

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

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

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Chair Caridad E. Lee called the regular meeting of the District Board of Trustees of Santa Fe College to order at 4:05 p.m., at the James L. Wattenbarger Building in Gainesville, Florida, followed by the Pledge of Allegiance.

President Sasser asked Dr. Naima Brown, Vice President for Student Affairs, to provide an overview of the activities in the Student Affairs area over the summer. Dr. Brown said that preparation during peak summer months by Student Affairs ensured for a great start to the Fall term. She shared a presentation that highlighted the different departments within the college that serve students such as admissions, counseling, financial aid, and records. She also emphasized the different program areas that provide service and support to new and current students such as Athletics, College Achievement Program (CAP), Career Resource Center, Disabilities Resource Center, Displaced Homemaker Program, Educational Talent Search, International Student Services, Pathways to Persistence, Student Life, Upward Bound, and Veterans and Military Success Services. Also she shared the Student Affairs strategic plan for 2015-2020 and Student Affairs priorities for the 2015-2016 academic year.

The meeting adjourned at 4:55 p.m.

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Caridad E. Lee, Chair

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Jackson N. Sasser, Secretary



**The District Board of Trustees  
Santa Fe College, Florida  
Board Meeting of September 15, 2015, at 4 p.m.  
Wattenbarger Student Services Building, Gainesville, Florida**

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**Agenda**

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**Adoption of Agenda**

**Agenda Item: 1.1**  
418.533, 15-16

1. General Functions
  - Pledge of Allegiance
  - 1.1 Adoption of Agenda for Board Meeting of September 15, 2015
  - 1.2 Approval of Board Meeting Minutes of July 21, 2015
2. Information Items
  - 2.1 President's Report
  - 2.2 Strategic Planning
  - 2.3 Fee Waiver Report for Summer Term 2015
  - 2.4 Community Education "Enrich!" Brochure for Fall B 2015 Term
3. Citizen's Requests
4. Consent Items
  - Personnel
    - 4.1 Contract Staff (Faculty)
    - 4.2 Contract Staff (Administrative and Professional)
    - 4.3 Community and Continuing Workforce Education Contract Staff
    - 4.4 Career Service Staff
    - 4.5 Amended Salary Schedule for 2015-2016
  - Agreements, Grants
    - 4.6 Florida Training for Manufactured Construction (TRAMCON) Consortium – Department of Labor – TAACCCT Grant (Year 2)
    - 4.7 Florida Educational Fund, Center of Excellence Grant
    - 4.8 Innovative Scheduling, LLC – Quick Response Training Grant (Year 2)
    - 4.9 Wells Fargo – SF Displaced Homemaker Program: Empowerment, Education, Employment Grant
  - Finance Items
    - 4.10 Report of Purchases for July and August 2015
    - 4.11 Colonel Harry M. Hatcher, Jr., Property Survey 16-02

5. Facilities Items
  - 5.1 Gainesville Regional Utilities (GRU) Agreement for Interconnection and Parallel Operation of Distributed Generation Resources (DGR)
  - 5.2 Building L Reroofing Project - Budget
  - 5.3 Administration Road Signage and Roadway Construction – Accept Project as Complete
6. Finance Items
  - 6.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for August 2015
  - 6.2 Report of Investments, Quarter Ending June 30, 2015
  - 6.3 Annual Budget 2015-2016, Unexpended Plant Fund (Fund 7)
  - 6.4 Budget Amendment #2, 2015-2016 Operating Budget, Current Unrestricted (Fund 1)
  - 6.5 Revised Agreement Between State of Florida, Department of Financial Services, Division of Treasury and the College as Fiscal Agent for the Florida College System Risk Management Consortium (FCSRMC) for Special Purpose Investment Account (SPIA)
  - 6.6 Revised Agreement with State of Florida, Department of Financial Services, Division of Treasury, Special Purpose Investment Account (SPIA) for Santa Fe College
  - 6.7 Addendum to Credit and Postsecondary Adult Vocational Lab Fee Schedule for 2015-2016
7. General Institutional Items
  - 7.1 Certification of IRS Form 990 for 2014 as Required by Direct Support Organizations
  - 7.2 International Travel
8. Agreements/Grants
  - 8.1 Law Enforcement Agency Information Agreement LexisNexis eCrash
  - 8.2 Clinical Affiliation Agreement with Baptist Health System, Inc.
  - 8.3 Affiliation Agreement with the School Board of Clay County
  - 8.4 Memorandum of Understanding SF2FAMU
  - 8.5 Florida Integrated Career and Academic Preparation System (FICAPS Grant)
  - 8.6 Back to Work 50+: Women's Economic Stability Initiative Walmart Foundation Matching Federal Funds Grant
  - 8.7 NeXtGen Biologics – Quick Response Training Grant
9. Santa Fe College Foundation Liaison Update and Board Members' Remarks
10. Adjournment

**Board Action Requested:**

**Approval**

Discussion: Chair Lee 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.

Agenda Item 1.1  
September 15, 2015  
Page 3

Action: Motion to approve item 1.1: Woody  
Second: Mallini  
Vote: Fletcher - yes, Lee - yes, Mallini- yes,  
McRae - yes, Prevatt - yes, Woody - yes

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Approval of Board Meeting Minutes of July 21, 2015

401.523, 15-16

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The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held July 21, 2015, are presented for approval.

**Board Action Requested:**

**Approval**

Action: Motion to approve item 1.2: Mallini  
Second: Fletcher  
Vote: Fletcher - yes, Lee - yes, Mallini- yes,  
McRae - yes, Prevatt - yes, Woody - yes

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President's Report

Information Item

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President Sasser recognized Mr. Tom Mason, President of AFC; Mr. Conor Flynn, President of Student Government; Ms. Nina Trombi, Career Service Council Chair; Mr. Art Grant, Presiding Officer of the Senate Executive Council; and Dr. David Price, College Senate President, who was unable to attend.

Dr. Sasser welcomed Mr. Liam McClay, Interim Assistant to the President for Governmental Affairs and Special Projects, to his first board meeting and indicated that Liam would follow up with some of the board members to assist with completion of their paperwork for Senate confirmation.

He reminded the board that the Board Workshop is October 19 at Trustee Hudson's home and the next board meeting is October 20 at the Perry Center at 4 p.m.

The 30<sup>th</sup> anniversary celebration of the Andrews Center is scheduled for November 17, 2015 from 5-7 p.m. at the Andrews Center following the Board meeting.

The Institute of Public Safety groundbreaking ceremony is scheduled for November 20 at 10 a.m. and the invitation will be mailed tomorrow.

President Sasser asked Ms. Patti Locascio, General Counsel, to update the board on the Annual Security Report. Ms. Locascio stated that to comply with the Clery Act, the college must submit its annual crime statistics to the U.S. Department of Education by October 1, 2015, in the form of a report. Many individuals contribute to the report, and the trustees should be aware that if they receive reports of crimes or other misdeeds related to the college, they should immediately report those crimes to the SF Police Department. Chief Ed Book followed with a handout that provided additional information on the history of the Clery Act, Clery Act crimes, and the responsibilities of those to report the crimes. He added that SF crime rates are low and the top crimes on the campus are theft and criminal mischief.

Calendar

October 19, 2015  
12:00 p.m. – 5 p.m.

**Board Retreat**  
Trustee Hudson's Home

October 20, 2015  
4 p.m.

**Regular Board Meeting**  
Perry Center for Emerging Technologies

October 31, 2015  
3 - 7:30 p.m.

Boo at the Zoo  
Northwest Campus

November 17, 2015  
4 p.m.

**Regular Board Meeting**  
Andrews Cultural Center

November 17, 2015  
5 – 7 p.m.

30<sup>th</sup> Anniversary Celebration of the Andrews Center

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Strategic Planning

Information Item  
419.32, 15-16

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Dr. Lisa Armour, Vice President for Assessment, Research, and Technology, will provide an update on strategic planning at the next board meeting.

Discussion: Dr. Lisa Armour, Vice President for Assessment, Research and Technology, was out of town; therefore there was no Strategic Planning update.

District Board of Trustees  
September 15, 2015

Agenda Item: 2.3

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

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Fee Waiver Report for Summer Term 2015

Information Item  
200.867, 15-16

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



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

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Community Education "EnRich!" Brochure for Fall B 2015 Term

Information Item  
415.160, 15-16

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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's designee at the September 8, 2015, Cabinet meeting, and subsequently reviewed and approved by the president, and is provided for reporting to the board. Changes may be made as needed.

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Citizen's Requests

423.39, 15-16

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Subject to exceptions set forth in Florida law, members of the public shall be permitted to be heard on a proposition pending before the board during this agenda item prior to the board taking action on the proposition. An individual wishing to be heard shall complete the Citizen's Request form maintained by the board secretary (College President) at least 15 minutes in advance of the meeting and shall be allotted up to three minutes to address any issues, whether the issue is on the board agenda or not; the board chair may allow limited extended time at the chair's discretion. If a group consisting of more than five individuals wishes to be heard on a subject, the group must designate a representative to speak on its behalf.

Discussion: Chair Lee 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  
September 15, 2015

Agenda Item: 4.1

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

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Contract Staff (Faculty)

402.782, 15-16

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

### Appointment

#### Full Time

##### Name

##### Position

Nikolas Bajorek <i>M.A., Slippery Rock University</i>	Assistant Professor, English
Rimjhim Banerjee-Batist <i>Ph.D., Florida International University</i>	Assistant Professor, Business Administration
Robin Bludworth <i>M.S., Ball State University</i>	Interim Assistant Professor, Nursing
Narada Bradman <i>Ph.D., University of Florida</i>	Assistant Professor, Biomedical Engineering
Robert Brown <i>Industry Experience</i>	Interim Assistant Professor, Plumbing Technology,
Vicki Cotto <i>M.S., University of Phoenix</i>	Interim Assistant Professor, Nursing
Jon Duff <i>A.S., Santa Fe College</i>	Assistant Professor, Emergency Medical Services,
Paige Fowler <i>M.A., Colorado State University</i>	Interim Assistant Professor, English
Katherin Garland <i>Ph.D., University of Florida</i>	Interim Assistant Professor, Education
Joseph Gerken <i>Ph.D., Kansas State University</i>	Interim Assistant Professor, Sciences for Health
D'Jenie Helne <i>Ph.D., Loyola University</i>	Interim Assistant Professor, Nursing
Mark House <i>Ph.D., University of Florida</i>	Interim Assistant Professor, Business (Organizational Management)
Sarah Lorenzini <i>B.S., University of Central Florida</i>	Assistant Professor, Nursing
Shawna Mansfield <i>B.A., Savannah College of Art and Design</i>	Assistant Professor, ITE, Graphic Design
Lillian Orenduff-Bartos <i>Ph.D., The City University of New York</i>	Assistant Professor, Fine Arts Department
Deloris Paul <i>M.S., University of Central Florida</i>	Assistant Professor, Nursing

Faculty, cont'd.

Russell Schultz

*M.F.A., University of Florida*

Interim Assistant Professor, Fine Arts

Janis Skeath

*B.S.N., Pennsylvania State University*

Assistant Professor, Nursing

Eric Stetler

*Ph.D., University of Florida*

Assistant Professor, Mathematics

Julia Sullivan

*M.S., Western Governors University*

Interim Assistant Professor, Nursing

Marie Young Trabbic

*M.S., Tiffin University*

Assistant Professor, Health Information Technology

### **Part Time**

Nazanin Azarnia

Yanmin Bao

Brian Barnhouse

Cearie Balkcom

James Beck

Erik Bredfeldt

Charlotte Burrison

Lura Carter

William Castlen

Shemadar Centi

Dominique Clance

Fenner Colson

Philip Custer

Mark DiCicco

Mitzy Drake

Tony Ferro

Delio Figueroa

Janice Goodson

Christopher Gage

Garrett Hecker

Christina Herbert

Gary Hoffman

Linda Jenkins

Paula Kicklighter

Frances Lane

Gyu Leem

Maureen Miles

Maria Minno

Melissa Molloy

Kareem Moore

Mario Mutis

Faculty, cont.  
Miriam Nnadili  
John Peasant  
Gabriela Phillips  
Roshonda Phillips  
Jeffrey Piccirillo  
Charles Pickeral  
Phillip Pinon  
Nicole Propper  
Akela Robinson  
Amanda Roscow  
Kathryn Rush  
Christina Segura  
Corey Short  
Marvin Swindell  
George Tedder III  
Sean Trainor  
Jonathan Trinastic  
Michael Vincent  
Feihong Wang  
Anna Weissman

**Board Action Requested:**

**Approval**

Discussion: Regarding item 4.5, Dr. Sasser thanked the board for approving the one-time, non-recurring salary supplement of \$1,000 for all full-time employees for services to the College performed from September 1, 2015, through October 31, 2015. New employees hired during that time will receive a prorated portion of the supplement, and all supplements will be distributed on the November 15, 2015 paycheck.

Action: Motion to approve items 4.1 through 4.7 and 4.9 through 4.11: Prevatt  
Second: Mallini  
Vote: Fletcher - yes, Lee - yes, Mallini- yes,  
McRae - yes, Prevatt - yes, Woody - yes

## C O N S E N T

District Board of Trustees  
September 15, 2015

Agenda Item: 4.2

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

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Contract Staff (Administrative and Professional)

411.390, 15-16

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

### Executive/Managerial Appointment

<u>Name</u>	<u>Position</u>
Nilanjana Caballero <i>Ph.D., University of Florida</i>	Chair, Sciences for Health Programs
Liam McClay <i>M.A., Florida State University</i>	Interim Assistant to the President, Governmental Affairs and Special Projects

### Technical/Professional Appointment Full Time

*Monica Cabrers-Orozco <i>M.A., Galileo University</i>	Interim Workforce Development and Industry Specialist
^Clarinda Choice <i>B.A., Eckerd College</i>	Interim Specialist, Student Leadership & Activities
*Christy Darji <i>Ed.S. University of Florida</i>	Talent Search Recruiter
/Joshua Davis <i>M.S., Bellevue University</i>	Enterprise Risk Manager II, FCSRMC
/Kyle Drawdy <i>Industry Experience</i>	Enterprise Risk Manager I, FCSRMC
*Timothy Egan <i>Licensed Building Contractor</i>	Interim TRAMCON Senior Construction Specialist
*Dwayne Griffis <i>A.A.S., Santa Fe College</i>	Interim TRAMCON Senior Construction Specialist
/Marsha Hackathorn <i>A.A., Palm Beach State College</i>	Enterprise Risk Manager I, FCSRMC
*Omar Jennings <i>B.S., Santa Fe College</i>	Advising Specialist, Upward Bound
Lesley LeBaron <i>Ph.D., University of Florida</i>	Counseling Specialist, Counseling Center
*Michele Leavitt <i>J.D., Suffolk University</i>	Interim WESI Specialist, Student Affairs
James Mattingly <i>M.S., Full Sail University</i>	Multimedia Specialist, Communications and Creative Services Department
*William Noffsinger <i>M.S., University of Florida</i>	Interim TRAMCON Outcomes and Data Specialist

Adrienne Provost  
*B.S., University of South Florida*  
Wesley Robinson  
*A.S., Santa Fe College*  
\*Melissa Stabel  
*B.A., Saint Leo University*  
^Jeffrey Tutten  
*A.S., Santa Fe College*

Recruitment Specialist, Office of Admissions  
Interim Application Developer, ITS  
Interim TRAMCON Program Specialist, Building  
Student Life Websmith

**Part Time**

Kandra Albury	Specialist, Admissions
Courtney Baker	Specialist, Education Programs
^Kaitlin Brennan	Specialist, Athletics
^Iris Carpio	Specialist, Athletics
Dominique Clance	Specialist, Fine Arts
Jerald Cumbus	Specialist, Adult Education Lab
^Elizabeth Bautista Geiger	Specialist, Athletics
Elia Guldán	Specialist, Adult Education Lab
^Tonika Jones	Specialist, Student Life
*Shannon Kelly	Specialist, Student Life
Kathryn Leskosky	Specialist, Adult Education Lab
Lisa Levine	Specialist, Adult Education Lab
Benjamin Lusk	Specialist, Fine Arts
Dorothy McGinnes	Specialist, Admissions
Adam McKinney	Specialist, Fine Arts
Andrew Moss	Specialist, Sciences for Health
Elizabeth Pomery	Specialist, Math
Samantha Ramos	Specialist, Admissions
^Karla Claudio Rivera	Specialist, Athletics
*Angelica Suarez	Specialist, Pathways to Persistence
Casey Wooster	Specialist, Admissions

\*Grant Funded  
^Student Activities Funded  
/FCSRMC

**Board Action Requested:**

**Approval**

Action: Approved. See item 4.1 (402.782).

**C O N S E N T**

**District Board of Trustees  
September 15, 2015**

**Agenda Item: 4.3**

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

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Community and Continuing Workforce Education Contract Staff

404.435, 15-16

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

**Community Education**

**Part Time**

Name

Class

Erin Jackson

College for Kids

Andre Johnson

College for Kids

Monika Oil

College for Kids

**Continuing Workforce Education**

**Part Time**

Name

Class

Keren Hardee

RN Specialty Program

Kelli Harker

RN Specialty Program

**Board Action Requested:**

**Approval**

Action: Approved. See item 4.1 (402.782).



**C O N S E N T**

District Board of Trustees  
September 15, 2015

Agenda Item: 4.4

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

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Career Service Staff

403.524, 15-16

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

**Name**

Deby Barth  
Peggy Debow  
Benjamin Fox  
Betsy Nunu  
Thomas Thalmann

**Position**

Support Specialist, Financial Aid  
Support Specialist, Financial Aid  
Police Dispatcher  
Administrative Assistant 1, Human Resources  
Facilities Services Worker

**Promotion**

\*Karen Hamlow  
Robert Jordan  
Mikayla Klein  
Brandon Ray

Administrative Assistant 1, Student Support Services  
Senior Groundskeeper, Facilities Services  
Administrative Assistant 1, Social and Behavioral Sciences  
Carpenter, Facilities Services

\*Grant Funded

**Board Action Requested:**

**Approval**

Action: Approved. See item 4.1 (402.782).

**C O N S E N T**

**District Board of Trustees  
September 15, 2015**

**Agenda Item: 4.5**

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

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Amended Salary Schedule for 2015-2016

405.114, 15-16

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The President recommends approval of a one-time, non-recurring periodic salary supplement of \$1,000 for all full-time employees that are employed as of November 1, 2015. The supplement is for services performed from September 1, 2015 - October 31, 2015, or a prorated share based on the days of full-time employment for this period, and will be paid on the November 15, 2015, pay date. The 2015-2016 Salary Schedule has been updated in the following sections to reflect this salary adjustment: Contract Personnel (Administrative and Professional); Contract Personnel (Faculty); Career Service Personnel; Information Technology Personnel.

Additionally, the new title of Institutional Research Data and Policy Analyst was added to paygrade B of the Technical and Professional Salary Range in the Contract Personnel (Administrative and Professional) section.

**Board Action Requested:**

**Approval**

Action: Approved. See item 4.1 (402.782).

## C O N S E N T

District Board of Trustees  
September 15, 2015

Agenda Item: 4.6

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

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Florida Training for Manufactured Construction (TRAMCON) Consortium – Department of Labor – TAACCCT Grant (Year 2) 409.2057, 15-16

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The purpose of this project is to design and deliver a blended program of skills, training, and education demanded by the rapidly growing manufactured construction industry which is comprised of manufacturers of modular buildings, manufactured housing, metal buildings, prefabricated trusses, precast concrete, structural insulated panels, panelized buildings, and portable buildings. A very significant shortage of skilled workers for site-built construction, estimated at over 2 million by 2017, is forcing a shift to off-site building and building component manufacturing that, while creating enormous employment opportunities, is also faltering as a result of the absence of training programs oriented toward manufactured construction settings. The TRAMCON program is designed to close this important training gap by providing a complete system of nationally recognized certification programs that will be tied to existing manufacturing technology and construction management programs and two and four year degree programs offered by Florida's state colleges and universities. The program will offer a series of credentials to systematically train and educate the potential manufactured construction employee: Pre-Vocational, Vocational Training, Entry Level, Apprentice, Journeyman, and Supervisor certifications. This is year two of a four-year project.

This is a collaborative partnership with Miami Dade College as the lead college and fiscal agent and Santa Fe College as a member of this state consortium project.

The amount of funds requested from the U.S. Department of Labor – Employment and Training Administration for the second year is \$468,791, with no matching funds from Santa Fe College. Total funding for the four-year project will be approximately \$1.7 million.

Duration of year two of this project is October 1, 2015, through September 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 (402.782).

## CONSENT

District Board of Trustees  
September 15, 2015

Agenda Item: 4.7

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

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Florida Educational Fund, Center of Excellence Grant

409.2058, 15 -16

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

The amount of funds requested from the Florida Education Fund is \$26,000, with no matching funds from Santa Fe College.

Duration of this project is July 1, 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 (402.782).

## CONSENT

District Board of Trustees  
September 15, 2015

Agenda Item: 4.8

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

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Innovative Scheduling, LLC – Quick Response Training Grant (Year 2)

409.2059, 15-16

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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 35 new positions over a 24 month period. These are full-time, permanent, highly-skilled, salaried positions with benefits which include Senior Systems Engineers, Systems Engineers, Senior Software Engineers and Software Engineers. 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 two of a two-year project.

The amount of funds requested from CareerSource Florida is \$46,840, with no matching funds from Santa Fe College.

Duration of this project is October 7, 2015, through October 6, 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.**

Discussion: Trustee Woody abstained from voting on item 4.8, noting his affiliation with CareerSource Florida. Trustee Woody completed the appropriate conflict of interest form for filing.

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

**C O N S E N T**

**District Board of Trustees  
September 15, 2015**

**Agenda Item: 4.9**

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

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Wells Fargo – SF Displaced Homemaker Program: Empowerment, Education,  
Employment Grant

409.2060, 15-16

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The purpose of the Displaced Homemaker Program (DHP) is to provide job training and educational needs to Florida citizens who: are at least 35 years of age; have worked primarily in the home providing unpaid household services for family members; are not adequately employed (earning a self-sufficient wage); will likely have difficulty securing adequate employment; and have been dependent on the income of another family member, but are no longer supported by such income; or have been dependent on federal assistance. Funds awarded through this grant will provide assistance in the form of tuition, fees, educational materials, and transportation support for up to 15 participants.

The amount of funds requested from Wells Fargo is \$2,000, with no matching funds from Santa Fe College.

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

Operating budget impact: None

**Board Action Requested:**

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

Action: Approved. See item 4.1 (402.782).

**C O N S E N T**

**District Board of Trustees  
September 15, 2015**

**Agenda Item: 4.10**

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

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Report of Purchases for July and August 2015

202.620, 15-16

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Below are the total amounts and a summary of purchases for the months of July and August 2015.

Purchasing	\$10,679,131.42
Risk Management Consortium	<u>259,592.58</u>
<b>Total</b>	<b><u>\$10,938,724.00</u></b>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y57229 (Fund 1)	\$ 40,000.00	Contract	Copyfax of Gainesville	Copier Maintenance Units
Y57280 (Fund 1)	\$ 40,000.00	Exempt	Baker & Taylor, Inc.	Books for Collection Library
Y57285 (Fund 3)	\$ 75,000.00	Exempt	Gainesville Regional Utilities	Utilities for GTEC Building GTEC
Y57301 (Fund 1)	\$ 50,000.00	Contract	LV Hiers Inc.	Fuel for Campus Vehicles and Equipment Automotive
Y57382 (Fund 1)	\$ 49,425.00	Exempt	Windstream	Internet and Phone Services for Alachua, Starke, and NW Campus Communication Services
Y57416 (Fund 1)	\$ 39,100.00	Exempt	State of Florida Dept. of Management Services	State of Florida Long Distance, 800 number, FIRN Internet, Alarm Circuits Communication Services
Y57417 (Fund 1)	\$ 64,320.00	Exempt	Gainesville Regional Utilities	Annual Ethernet, Internet, and Transport Circuits Service Communication Services

Y57418 (Fund 1)	\$ 160,000.00	Exempt	AT&T	Telephone, Ethernet, and Internet Services for Northwest and Blount Center Campuses Communication Services
Y57420 (Fund 1)	\$ 90,000.00	Exempt	City of Alachua	Perry Center Utilities Utilities
Y57437 (Fund 1)	\$ 100,000.00	Exempt	U.S. Postal Service	Bulk and First Class Mail Mail and Receiving
Y57451 (Fund 1)	\$1,920,000.00	Exempt	Gainesville Regional Utilities	Electric, Water, Heating, and Stormwater Utilities
Y57457 (Fund 6)	\$ 80,672.04	Contract	Barr Systems, Inc.	Lease Agreement Risk Management Consortium
Y57507 (Fund 1)	\$ 261,102.40	Exempt	Modis	Network Engineer and JAVA Developer Information Technology
Y57508 (Fund 1)	\$ 129,288.00	Contract	Airwave Networks	Campus Wireless Information Technology
Y57530 (Fund 1)	\$ 40,000.00	Contract	WW Grainger Industrial	Custodial/Janitorial Supplies Custodial
Y57536 (Fund 1)	\$ 45,760.00	Exempt	Dimension Systems, Inc.	Annual Database Management Information Technology
Y57543 (Fund 1)	\$ 42,071.04	Contract	City of Gainesville	Training Officer Agreement Criminal Justice
Y57544 (Fund 1)	\$ 59,921.04	Contract	Alachua County Sheriff	Training Officer's Agreement Criminal Justice
Y57572 (Fund 1)	\$ 45,252.30	Exempt	Higher One, Inc.	Credit Card Processing Information Technology
Y57874 (Fund 1)	\$ 41,803.85	Sole Source	Simplex Grinnell	Annual Life/Safety Equipment Inspection/Certification Physical Plant Operations



Y57875 (Fund 1)	\$ 44,398.26	Sole Source	Johnson Controls, Inc.	Chiller Plant Maintenance HARV
Y57899 (Fund 7)	\$ 141,087.00	Contract	Blakeland, LLC	Building E Air Handling Unit Coil Replacement General Maintenance
Y58005 (Fund 2)	\$ 950,000.00	Contract	City of Gainesville	Unlimited Student Transportation Access Student Leadership & Activities
Y58154 (Fund 2)	\$ 156,000.00	Contract	University of Florida	Student Health Care Contract Student Health Care Center
Y58158 (Fund 2)	\$ 41,569.00	Contract	University of Florida	Athletic Training Athletic Administration
Y58301 (Fund 1)	\$ 260,655.00	Contract	University of Florida	Coordinate Dental Programs Dental Assistant
Y58316 (Fund 1)	\$ 65,000.00	Contract	Affiliated Engineers	Energy Management Physical Plant Administration Operations
Y58389 (Fund 1)	\$ 37,487.50	Sole Source	Coviden Sales, LLC.	Ventilator Respiratory Care
Y58499 (Fund 1)	\$ 43,839.00	Exempt	Education Advisory Board	Grades First Software Quality Enhancement Plan
Y58635 (Fund 1)	\$ 41,675.00	Sole Source	Medaphor, Ltd.	Ultrasound Simulator Diagnostic Medical Sonography

\$5,155,426.43

Purchase orders for previously awarded bids/contracts: 81  
 70 Temp Force (\$2,036,007.74)  
 3 Republic Services of Florida (\$15,861.90)  
 2 City Wide Maintenance (\$309,831.07)  
 2 PRIDE Enterprises (\$44,000.00)  
 1 Community Waste Services (\$10,312.48)  
 1 WCA of Florida (\$10,000.00)

Amount: \$2,426,013.19

Other Purchases \$0 - \$35,000.00  
Number of purchase orders: 1,414

Amount: \$3,357,284.38

**Board Action Requested:**

**Approval of report**

Action: Approved. See item 4.1 (402.782).

**C O N S E N T**

District Board of Trustees  
September 15, 2015

Agenda Item: 4.11

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

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Colonel Harry M. Hatcher, Jr., Property Survey 16-02

200.868, 15-16

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

The Property Survey Committee met via email on August 25, 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.

<b>Category</b>	<b>Number of Items</b>	<b>Original Cost or Value Items &gt; \$5,000 to be Removed from Inventory and Financial Records</b>	<b>Depreciation of Items &gt; \$5,000</b>	<b>Total Book Value Items to be Removed from Inventory and Financial Records</b>
Surplus Property	1	\$14,133.00	\$14,133.00	\$0.00
<b>TOTAL</b>	<b><u>1</u></b>	<b><u>\$14,133.00</u></b>	<b><u>\$14,133.00</u></b>	<b><u>\$0.00</u></b>

**Notes**

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

**Board Action Requested:**

**Approval**

Action: Approved. See item 4.1 (402.782).

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

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Gainesville Regional Utilities (GRU) Agreement for Interconnection and Parallel Operation of Distributed Generation Resources (DGR) 408.2204, 15-16

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The Renewable Energy Accessible Lab (REALab) at the Northwest Campus helps students learn about solar energy technologies, while at the same time generating energy. The REALab was designed as a hands-on accessible teaching/learning experience. It incorporates two types of solar thermal technology (parabolic trough and evacuated tube) and one type of solar electric technology (photovoltaic). The parabolic troughs and evacuated tubes convert sunbeams into heat or thermal energy thus reducing the College's use of natural gas. The primary purpose of the photovoltaic (PV) array, which will generate the electricity, is to allow students and staff to see the technology at ground level unlike the PV arrays on the Library and Construction Institute.

This agreement with Gainesville Regional Utilities (GRU) will allow the REALab's new photovoltaic (PV) solar generation system to connect to GRU's electrical distribution system. With this connection the electrical meter will be able to capture the electricity produced and "credit" (move the electrical meter backwards) the College for the electricity produced by the REALab in real time. The agreement is intended to ensure that the College's system meets all equipment and installation standards for the safety of GRU's customers and employees and for the reliability and integrity of the electrical distribution system. The PV system is fully installed, has been certified by the engineer-of-record to meet all requirements, and has passed all inspections. GRU has reviewed and accepted the documentation provided by the solar installer and has inspected the PV system. The last steps are for the College to provide the application, agreement, and certificate of insurance.

**Board Action Requested:**

**Approval of application and agreement**

Discussion: Ms. Ginger Gibson, Vice President for Administrative Affairs and CFO, reviewed the Facilities items individually and noted that a grand opening for the Renewable Energy Accessible Lab (REAL Lab) is being planned for this fall. She then reviewed the Finance items individually and noted that the Annual Financial Report for the year ending 6/30/15 is not completed. The state has not provided the College with the information to include the implementation of the GASB Statement Number 68: Accounting for Financial Reporting for Pensions. This reports the employer's proportionate share of the new pension liabilities for FRS and HIS (retiree health insurance subsidy) defined benefit pension plans. Once this information is provided by the State and we are able to complete the report she will bring it to the board for approval. Also, Ms. Gibson stated the Operational Audit and Exit Conference with the president and Trustee Woody was on July 20, 2015. She shared with the board the different areas of the college that received audit findings and noted that all findings are being addressed.

Trustee Woody stated he was satisfied with the responses of the leadership team and felt the college responded appropriately.

Action: Motion to approve items 5.1 through 5.3: Mallini

Second: Woody

Vote: Fletcher - yes, Lee - yes, Mallini- yes,  
McRae - yes, Prevatt - yes, Woody - yes

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

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Building L Reroofing Project - Budget

412.1133, 15-16

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**Project Background and Description:**

In 2004, the college hired a roofing consultant to evaluate roofs on the college's NW Campus and make recommendations for repair, restoration, and replacement. At that time, the roof on Building L was cored and inspected. The roofing consultant determined that the 3-ply built-up tar roof with aggregate ballast, installed in 1992, was in fair condition. They suggested minor repairs and recommended that the roof be eventually replaced. Minor repairs were made and Facilities Services has continued to maintain the roof over the last 13 years. The roof is now 23-years-old and is beyond both its warranty period and useful life.

This project involves the design, removal, and replacement of the Building L roof and the adjoining concourse roof immediately to the west. The combined square footage of this project is 31,115. This project is similar to the size and scope of the recent reroofing of Building K. Unlike Building K, the lightweight insulating concrete deck on Building L is in good condition and will not need to be replaced.

With over 500,000 square feet of roofs of varying ages on the Northwest Campus, it is imperative that one major roof is replaced each year.

Architect/Engineer:	Kail Partners, LLC
Contractor/Construction Manager:	To be determined
Florida Building Code Inspector:	In-house
Estimated Project Budget:	\$487,000
Source of Funds:	PECO

**Project Status:**

College staff have reviewed the history of this roof, the scope of this project, compared it to recent roofing projects of similar size and scope, and is requesting the Board approve the budget in the amount of \$487,000.

**Board Action Requested:**

**Approval of the estimated project budget of \$487,000**

Action: Approved. See item 5.1 (408.2204).

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

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Administration Road Signage and Roadway Construction – Accept as Complete 412.1134, 15-16

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Project Description:

This project was part of a multi-year effort to upgrade the primary entrance signs on the Northwest campus and design them in such a way as to create a feeling of destination. This specific project included completely reworking the college's main entrance at NW 83<sup>rd</sup> Street and Administration Road to conform to the concept in the our facilities master plan. Parking lot #2 in front was also reconfigured, two gateway sign structures were constructed at the Admin Road entrance, and a clock tower structure was built within the traffic circle leading to the Administration and the Student Services Buildings.

Architect/Engineer	Affiliated Engineers SE
Contractor/Construction Manager	Scherer Construction
Florida Building Code Inspector	In-house
Approved Project Budget	\$1,059,165.00
Actual Cost	
Design	\$57,505.00
Construction	989,371.00
Miscellaneous	<u>2,744.72</u>
Total	\$1,049,620.72
Project Savings	\$9,544.28
Source of funds	Capital Improvement Fee (CIF)

Project Status:

This project reached final completion on June 12, 2015. College staff have received and approved all project closeout documentation and are requesting the Board accept this project as complete.

**Board Action Requested:**

**Acceptance of the project as complete**

Action: Approved. See item 5.1 (408.2204).

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

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Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for August 2015 201.790, 15-16

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The attached Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report reflects the status of the college in relation to the percentage of unrealized and unencumbered funds as of August 31, 2015.

The following summary provides a comparison of actual revenues and expenditures for 2015-2016 vs. 2014-2015.

	2015-2016		2014-2015	
	<u>Dollar Amount</u>	<u>Percent of Budget</u>	<u>Dollar Amount</u>	<u>Percent of Actual</u>
Revenue	20,101,272	27.20	20,267,010	27.83
Expenditures	8,144,456	9.62	8,418,543	11.43

**Board Action Requested:**

**Approval of report**

Action: Motion to approve items 6.1 through 6.7: Mallini  
Second: Woody  
Vote: Fletcher - yes, Lee - yes, Mallini- yes,  
McRae - yes, Prevatt - yes, Woody - yes



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

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Report of Investments, Quarter Ending June 30, 2015

201.791, 15-16

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

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

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

Participant yield, at June 30, 2015		0.22%
Interest earnings, quarter	\$	8,259
Interest earnings, fiscal year to date	\$	<b>29,115</b>

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 includes the reversal of the fair value reserve and corresponding loss (moves the asset back to the principal value). Prior to fiscal year end there was a distribution of earnings approved during the legislative session that the College recorded as a realized gain to offset the losses previously recorded on this pools assets. This fund is now closed and all assets have been transferred to the Florida PRIME account.

Fair value factor, at June 30, 2015		0%
Realized gain, quarter	\$	40,182
Realized gain, fiscal year to date	\$	<b>4,265</b>

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

Annualized effective rate, net, at June 30, 2015		1.03%
Interest earnings, quarter	\$	118,961
Interest earnings, fiscal year to date	\$	<b>556,971</b>

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	1.79 Years
Yield-to-maturity at cost	0.89%
Earnings, quarter	\$ 6,076
Earnings, fiscal year to date	\$ <b>63,318</b>

Interest Earnings Comparison:

Total interest earnings fiscal year to date 2014/2015	\$ <b>653,669</b>
Total interest earnings fiscal year to date 2013/2014	\$ <b>475,555</b>

**Board Action Requested:**

**Approval of report**

Action: Approved. See item 6.1 (201.790).

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

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Annual Budget 2015-2016, Unexpended Plant Fund (Fund 7)

201.792, 15-16

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

The fiscal year 2015-2016 budget details by project the allocated budgets by fund source.

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

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

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

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

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

**Board Actions Requested:**

**Approval of the 2015-2016 Annual Fund 7 Budget**

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

Action: Approved. See item 6.1 (201.790).

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

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Budget Amendment #2, 2015-2016 Operating Budget, Current Unrestricted (Fund 1) 201.793, 15-16

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The second amendment to the Fund 1 (Current Unrestricted) Operating Budget is submitted for approval. Approval is requested in order to incorporate the estimated budget required to fund a one-time, non-recurring periodic salary supplement as approved by amendment to the 2015-2016 Salary Schedule.

**Board Action Requested:**

**Approval of operating budget amendment**

Action: Approved. See item 6.1 (201.790).

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

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Revised Agreement Between State of Florida, Department of Financial Services, 408.2205, 15-16  
Division of Treasury and the College as Fiscal Agent for the Florida College System Risk  
Management Consortium (FCSRMC) for Special Purpose Investment Account (SPIA)

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The Florida Treasury has modified the SPIA investment program as follows:

- Program participation will now be limited to state agencies and component units of the state, including component units of state universities and colleges. The prior program allowed participation for any entity created by constitution or law.
- Requirement to provide notice of five (5) business days for liquidation requests between \$20 - \$75 million and twenty (20) business days for liquidation requests over \$75 million. The prior program required three (3) days' notice for 100% liquidation.
- A minimum balance for each account, or "floor", will be required. Each SPIA participant will be required to give six (6) months' notice for all withdrawals below the floor. The floor will be set monthly and calculated as 60% of the previous three (3) months' average balance.
- Current investment limits (caps) will be removed, enabling SPIA participants to invest at desired levels.

In order to continue participating in the SPIA program, all current participants are required to execute new SPIA agreements that replace all Agreements currently in existence.

With the removal of the investment cap and the requirement to maintain 60% of the previous three months' average balance, this will limit the withdrawal of about half the investment every six months; therefore, consideration will need to be given on how much to invest in the pool. College staff have evaluated the current use of the pool and will make recommendations on internal investment caps in order to maintain liquidity as needed.

At the August 28, 2015 FCSRMC Operations Committee meeting, the committee approved and recommended that the revised agreement be executed after approval by college counsel. The Council of Presidents will receive this recommendation at their September 16-18, board meeting.

**Board Action Requested:**

**Approval of Revised Agreement**

Action: Approved. See item 6.1 (201.790).

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

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Revised Agreement with State of Florida, Department of Financial Services, 408.2206, 15-16  
Division of Treasury, Special Purpose Investment Account (SPIA) for Santa Fe College

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In October 2002, the college established its first Special Purpose Investment Account (SPIA) with the State of Florida, Department of Financial Services, to invest operating funds on a short-term basis. In September 2010, participants executed new agreements.

Currently, the Florida Treasury has modified the SPIA investment program as follows:

- Program participation will now be limited to state agencies and component units of the state, including component units of state universities and colleges. The prior program allowed participation for any entity created by constitution or law.
- Requirement to provide notice of five (5) business days for liquidation requests between \$20 - \$75 million and twenty (20) business days for liquidation requests over \$75 million. The prior program required three (3) days' notice for 100% liquidation.
- A minimum balance for each account, or "floor", will be required. Each SPIA participant will be required to give six (6) months' notice for all withdrawals below the floor. The floor will be set monthly and calculated as 60% of the previous three (3) months' average balance.
- Current investment limits (caps) will be removed, enabling SPIA participants to invest at desired levels.

In order to continue participating in the SPIA investment program, all current participants are required to execute new SPIA agreements that replace all Agreements currently in existence.

With the removal of the investment cap and the requirement to maintain 60% of the previous three months' average balance, this will limit the withdrawal of about half the investment every six months; therefore, consideration will need to be given on how much to invest in the pool. College staff have evaluated the current use of the pool and will create internal investment caps in order to maintain liquidity as needed.

**Board Action Requested:**

**Approval of Revised Agreement**

Action: Approved. See item 6.1 (201.790).

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

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Addendum to Credit and Postsecondary Adult Vocational Lab Fee Schedule  
for 2015-2016

301.123, 15-16

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The course lab fees listed below should be added to the credit and postsecondary adult vocational lab fee schedule which was approved by the Santa Fe College Board of Trustees on May 19, 2015.

These lab fees are applicable to students taking the specific course listed below and will become effective Fall B 2015.

CJT0392 Cross-Over Handgun Transition Course \$372.86

**Board Action Requested:**

**Approval**

Action: Approved. See item 6.1 (201.790).

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

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Certification of IRS Form 990 for 2014 as Required by Direct Support Organizations

400.621, 15-16

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In compliance with Florida Statute 1004.70, the board is asked to certify to the Florida Department of Education, Bureau of Budget Management, that the Santa Fe College Foundation has completed the appropriate IRS forms. The form submitted for certification is the federal IRS Return of Organization Exempt from Income Tax (Form 990) for 2014. Board certification is requested.

**Board Action Requested:**

**Certification that the Santa Fe College Foundation has completed IRS Form 990 for 2014 in compliance with Florida Statute 1004.70.**

Discussion: Mr. Chuck Clemons, Vice President for Advancement, said the Foundation has completed the certification of IRS Form 990 for 2014 as required by Direct Support Organizations and in compliance with Florida Statute 1004.70. Regarding item 7.2., Dr. Sasser noted that Dr. Vilma Fuentes is project co-director for a U.S. State Department funded grant and is scheduled to travel to Kyiv and several cities in the western part of Ukraine. A travel warning has been issued for Crimea and some eastern areas of the Ukraine. The college has taken this warning under advisement and will continue to monitor the situation up to the specified time of departure for Dr. Fuentes.

Action: Motion to approve items 7.1 through 7.2: Woody

Second: Prevatt

Vote: Fletcher - yes, Lee - yes, Mallini- yes,  
McRae - yes, Prevatt - yes, Woody - yes



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

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International Travel

101.111, 15-16

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The College is committed to international and intercultural education and globalization efforts. International education is an integral component of the College's mission, and the College seeks to create an environment where teaching and learning are 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 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 staff to participate in the international travel opportunities described below. 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:

**Dr. Ed Bonahue and Dr. Jackson Sasser travel to Canada, September 29-October 2, 2015**

As part of Santa Fe's continued commitment to the League for Innovation in the Community College, Dr. Sasser and Dr. Bonahue will take part in the fall League Board meeting, hosted by Humber College Institute of Technology & Advanced Learning in Toronto, Ontario. During the meeting, both Dr. Sasser and Dr. Bonahue will be involved with a variety of group-based discussions and professional development activities with peers from other League Board institutions. Travel to Toronto, a well-known city with extensive infrastructure and facilities for visitors, presents minimal risk, and there are no U.S. State Department travel alerts or warnings for Canada at the present time.

**Dr. Vilma Fuentes travel to Ukraine, December 5-13, 2015**

Dr. Vilma Fuentes is project co-director for a U.S. State Department-funded Community College Administrator Program for Multiple Countries, a project developed in partnership with Florida State University and approved by the Santa Fe College District Board of Trustees on July 29, 2014. Dr. Fuentes will be travelling to Kyiv and several cities in the western part of Ukraine to meet with Ukrainian government officials, visit technical colleges, and learn about their needs and challenges.

The trip will enable Santa Fe College to deliver a culturally-appropriate training seminar for Ukrainian administrators that are scheduled to visit in the late Spring of 2016. Dr. Fuentes has traveled extensively in Asia, Europe, and South America for personal reasons and as part of official Santa Fe College business. Transportation within Ukraine will take place via a chartered vehicle and train. A travel warning has been issued for Ukraine warning individuals to avoid travel to Crimea and the eastern regions of Donetsk and Luhansk bordering Russia. The United States Embassy in Ukraine has submitted a letter indicating that the delegates participating in this travel will not be sent “to places where safety is in question.” This international travel will be funded by the Community College Administrator Program for Multiple Countries.

**Board Action Requested:**

**Approval of travel**

Action: Approved. See item 7.1 (400.621).

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

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Law Enforcement Agency Information Agreement Lexis Nexis eCrash

408.2207, 15-16

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The attached agreement with LexisNexis would allow the Santa Fe College Police Department to use the eCrash software to create, file, and retrieve crash reports electronically. LexisNexis offers the software at no charge to law enforcement agencies so that it may, in turn, provide reports to insurance carriers and consumers. The Police Department expects that using eCrash will be more efficient than the current method. The term of the agreement is 3 years, and it may be renewed annually.

**Board Action Requested:**

**Approval**

Discussion: Regarding item 8.4, Trustee Woody stated that he was grateful to Dr. Sasser and the leadership team for taking the time several weeks ago to meet with Dr. Mangum, President of FAMU, and her leadership team to establish this Memorandum of Understanding. Dr. Naima Brown noted that the agreement will provide SF students who complete the AA degree with guaranteed admission into FAMU if they declare their intention to transfer to FAMU before the completion of 30 credit hours. Also, through this agreement SF will increase the number of SF graduates who transfer to FAMU and increase collaboration between the two institutions. Trustee Mallini had to leave the meeting and was not present for the vote.

Action: Motion to approve items 8.1 through 8.6: Fletcher

Second: Prevatt

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

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

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Clinical Affiliation Agreement with Baptist Health Systems, Inc.

408.2208, 15-16

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The agreement with Baptist Health Systems (BHS) in Jacksonville, Florida, will allow students in the Cardiovascular Technology (CVT) Program to participate in clinical training at the hospital. The college has placed students at BHS 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. Santa Fe's CVT students will be placed in rotations at the site without displacing Florida State College of Jacksonville students.

**Board Action Requested:**

**Approval**

Action: Approved. See item 8.1 (408.2207).

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

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Affiliation Agreement with School Board of Clay County

408.2209, 15-16

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The agreement with the School Board of Clay County will allow students taking Introduction to Education and Teaching Diverse Populations courses through the Education Programs Department to participate in field experiences in the public schools located in Clay County. Santa Fe College has expanded those course offerings to students at the Watson Center in Keystone Heights, and for most of the students, Clay County is a better option to complete the field experience. Students will be placed in public school classrooms for 15-30 hours over the course of ten weeks to conduct observations and other small group activities. The number of students completing field experience will vary each semester. The term of this agreement is five years, and may be renewed for successive three year periods. This agreement is expected to serve up to 10 students per semester.

**Board Action Requested:**

**Approval**

Action: Approved. See item 8.1 (408.2207).

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

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Memorandum of Understanding SF2FAMU

408.2210, 15-16

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This Memorandum of Understanding creates an agreement between Santa Fe College (SF) and Florida A&M University (FAMU) to provide SF students who complete the AA degree with guaranteed admission into FAMU and provide SF graduates in the Student Support Services program with continued support from Student Support Services at FAMU. Through this agreement, SF will increase the number of SF graduates who transfer to FAMU and increase collaboration between the two institutions. The agreement will remain in effect unless terminated by either party by written notice at least thirty days prior to termination.

**Board Action Requested:**

**Approval**

Action: Approved. See item 8.1 (408.2207).

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

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Florida Integrated Career and Academic Preparation System (FICAPS) Grant 409.2061, 15-16

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The purpose of the FICAPS project is to take the SF Adult Education “Pathways to a Brighter Future” project to the next level. Currently students are assisted in transitioning into certificate and/or industry credential programs while they are taking ABE, GED, and/or ESOL classes. They are provided with tutoring, wrap-around support, contextualized instruction, and job readiness and placement services. Though adult education instructors have participated in industry credential classes to assist students in need, there has been no formal integrated program like the FICAPS model.

This proposed project aligns with the Funding Priorities through its design. This project targets students who have two or more Test of Adult Basic Education (TABE) levels at or above the GED level who will be enrolled in a career and technical clock hour program, which leads to a living wage. Students will participate in integrated instruction. The rationale for integrated learning is to accelerate credential and GED attainment. They will be supported with wrap-around services to help alleviate barriers to program completion and prepare them for employment and further educational training.

The amount of funds requested from Florida Department of Education, Division of Career and Adult Education is \$25,000, with no matching funds from Santa Fe College.

Duration of this project is July 15, 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 8.1 (408.2207).

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

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BACK TO WORK 50+: Women's Economic Stability Initiative Walmart Foundation  
Matching Federal Funds Grant

409.2062, 15-16

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The AARP Foundation is providing the BACK TO WORK 50+: Women's Economic Stability Initiative (WESI) additional grant funds for new project costs in Year 1 of this grant. The Walmart Foundation has provided \$10,860 which has been used as a match for the corresponding Federal Funds from the Social Innovation Fund (SIF)/AARP Foundation. Santa Fe College's original proposal was limited to women between the ages of 50 and 64. These additional funds will help provide support/scholarships for those who fall outside of the original proposal's target population.

The amount of funds requested from the AARP Foundation and Walmart Foundation is \$21,719, with an additional in-kind match of \$869 from Santa Fe College.

Duration of this project is September 1, 2015 through February 28, 2016.

Operating budget impact: Funds from existing college budget.

**Board Action Requested:**

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

Action: Approved. See item 8.1 (408.2207).



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

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NeXtGen Biologics – Quick Response Training Grant

409.2063, 15-16

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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 10 new positions over a 24 month period. These are full-time, permanent, highly-skilled, salaried positions with benefits which include Chief Executive Officer, Chief Scientific Officer, Quality Engineer, Regional Sales Managers, Chief Financial Officer, IT Specialist and Quality Specialist. 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.

The amount of funds requested from CareerSource Florida is \$26,250, with no matching funds from Santa Fe College.

Duration of this project is October 1, 2015, through September 30, 2017.

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.**

Discussion: Trustee Woody abstained from voting on item 8.7, noting his affiliation with CareerSource Florida. Trustee Woody completed the appropriate conflict of interest form and it is on file. Trustee Mallini had to leave the meeting and was not present for the vote.

Action: Motion to approve item 8.7: Fletcher  
Second: Prevatt  
Vote: Fletcher - yes, Lee - yes, McRae - yes,  
Prevatt - yes

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Santa Fe College Foundation Liaison Update and Board Members' Remarks

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Reporting for the Santa Fe College Foundation, Mr. Chuck Clemons, Vice President for Advancement, stated the SF College Foundation Board of Directors' annual retreat was August 28, 2015 and Mr. Jerold Panas was the guest speaker. Mr. Panas challenged the Directors to raise the goals for the Foundation. In July, the Foundation received \$1,000,000 from the Martha C. Webb trust. This was a partial payment from the total \$2,002,410.00 trust, which will be used to fund the William and Edward Schwinn Trust Scholarship. When the scholarship is fully funded, it will produce 45-50 new scholarship awards in perpetuity.