



Santa Fe College
District Board of Trustees

Minutes of Board Meeting Held November 17, 2015
Andrews Cultural Center, Starke, Florida

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

Members absent: G. Thomas Mallini

Chair Caridad E. Lee called the regular meeting of the District Board of Trustees of Santa Fe College to order at 4 p.m., at the Andrews Cultural Center in Starke, Florida, followed by the Pledge of Allegiance. She asked for a moment of silence to honor the victims of the recent terrorist attacks in Paris.

President Sasser thanked Ms. Cheryl Canova, Director of the Andrews Center, for hosting today's meeting and asked her to speak about the 30th anniversary celebration of the Andrews Center. Ms. Canova stated tonight's event will be fun, featuring entertainment, food, and tours of the Andrews Center building. She invited everyone to come by after the board meeting.

Chair Lee stated she had the privilege of being one of the judges for the costumes and displays at the annual "Boo at the Zoo" event this year. She was so impressed with the SF Zoo Animal Technology Program students and staff that she asked to share with the board a one-minute video of Mr. Jonathan Miot, Director and Associate Professor of the SF Teaching Zoo, giving his students and staff a pep talk before the event. The event was a huge success with a record attendance of 5,917 guests and 7,159 canned good items collected to be donated directly to Santa Fe Harvest and the local branch of Catholic Charities.

The meeting adjourned at 4:45 p.m.

Caridad E. Lee, Chair

Jackson N. Sasser, Secretary



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of November 17, 2015, at 4 p.m.
Andrews Cultural Center, Starke, Florida**

Agenda

Adoption of Agenda

Agenda Item: 1.1
418.535, 15-16

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Board Meeting of November 17, 2015
- 1.2 Approval of Board Meeting Minutes of October 20, 2015

2. Information Items

- 2.1 President's Report
- 2.2 Strategic Planning
- 2.3 Community Education "Enrich!" Brochure - Winter Term 2015 and Continuing Workforce Education "Enhance" Brochure - Spring Term 2016
- 2.4 Amended Rule 7.36: Student Complaints
- 2.5 Amended Rule 7.30: Student Activities
- 2.6 Deletion of Rule 7.7: Guidance Services, Cooperative Education and Placement, and Follow-Up Studies
- 2.7 Preliminary and Tentative Audit Findings (Operational Audit)

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

Grants

- 4.5 Nanotherapeutics Quick Response Training Grant – Year 2

Finance Items

- 4.6 Report of Purchases for October 2015
- 4.7 Colonel Harry M. Hatcher, Jr., Property Survey 16-04

5. Personnel Items

- 5.1 Evaluation of the President
- 5.2 President's Contract

6. Facilities Items
 - 6.1 Institute of Public Safety (IPS) Expansion – Selection Process for Construction Management Services – Information Item
7. Finance Items
 - 7.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for October 2015
 - 7.2 Report of Investments, Quarter Ending September 30, 2015
8. General Institutional Items
 - 8.1 Advisory Committee Appointments for:
 - Air Conditioning, Refrigeration, and Heating Technology
 - Building Construction Technology
 - Child Development
 - Criminal Justice Technology
 - Diagnostic Medical Sonography
 - Radiologic Programs
 - Zoo Animal Technology
 - 8.2 PSAV Certificate in Phlebotomy – Program Initiation
 - 8.3 Study Abroad Program: Africa: Johannesburg (Summer A 2016)
9. Agreements/Grants
 - 9.1 Clinical Affiliation Agreement with Brooks Health System
 - 9.2 Student Clinical Experience Affiliation Agreement with HCR Healthcare, LLC
 - 9.3 Dual Enrollment Articulation Agreement with Creekside Christian School
 - 9.4 Engineering Technician Institute (ETI) at Santa Fe College – National Science Foundation Grant
 - 9.5 Santa Fe College Tobacco Free Campus Initiative Grant
10. Santa Fe College Foundation Liaison Update and Board Members' Remarks
11. 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.

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

Approval of Board Meeting Minutes of October 20, 2015

401.525, 15-16

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

Board Action Requested:

Approval

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

President's Report

Information Item

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

The president stated that the Institute of Public Safety groundbreaking ceremony is scheduled for November 20, 2015, at 10 a.m. and encouraged everyone to attend.

Dr. Sasser noted Commencement is Friday, December 11, 2015, with two ceremonies, one at 3 p.m. and the second at 7 p.m.

Convocation is January 4, 2016, at 8:30 a.m. in the Fine Arts Hall and this year's theme is "Leaning In" which is the title of Sheryl Sandberg's widely lauded book. The idea is that when our college leans in, we find greater opportunities for service and fulfillment. Dr. Larry Tyree will be in attendance to help kick off the 50th year celebration.

The next Board meeting is January 19, 2016, on the NW Campus in S-332 at 4 p.m.

Dr. Sasser gave special thanks to Dr. Vilma Fuentes, Dr. Dan Rodkin, and Ms. Kathryn Lehman and the grants department staff for working all weekend to complete a grant that the college applied for with the U.S. Department of State. The grant is for a Community College Initiative (CCI) program in which Santa Fe would lead a national consortium of nine institutions within regional hubs (Florida, the Midwest, and Washington). The title of the proposal is "Leadership for Sustainable Development." The College requests \$5,199,896 to host 141 CCI students in the nine consortium colleges. This funding request is for the first year of the project. If funded, the college will be eligible for two additional years of funding for a total of \$15,599,688.

Strategic Planning

Information Item
419.34, 15-16

Discussion: Dr. Lisa Armour, Vice President for Assessment, Research and Technology, gave an update on the Strategic Plan. For the board's reference, Dr. Armour guided them to the Board of Trustees page on the Santa Fe College website, where the new data for Fall term 2014 is accessible. She highlighted two of the drop down tabs at the top of the page of the Facts and Enrollment Dash Board. She added that each were replete with rich data and graphs.

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

Community Education "Enrich!" Brochure - Winter Term 2015 and Continuing Workforce Education "Enhance" Brochure - Spring Term 2016	Information Item 415.161, 15-16
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In accordance with Rule 7.11, the president is authorized to approve 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 ("Enrich") containing the list of courses/programs and associated fees was reviewed and approved by the president at the November 9, 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 November 9, 2015, Cabinet meeting and is provided for reporting to the board. Changes may be made as needed.

Discussion: Regarding item 2.4, Dr. Naima Brown, Vice President for Student Affairs, outlined the recommended changes to Rule 7.36. She noted the proposed formation of a streamlined, simple pathway for students to lodge complaints not covered under Rule 2.8: Prohibition against Discrimination and Harassment. Amending Rule 7.36 would provide guidance for the president and staff to implement a more workable procedure based on big-picture criteria established by the board in the rule. The President asked Ms. Ginger Gibson, Vice President for Administrative Affairs and CFO, to discuss item 2.7. Ms. Gibson said the Auditor General's office conducts an operational audit of the accounts and records of the college every three years. The preliminary and tentative audit findings and recommendations were sent to each board member. There were six findings and college staff will provide written response to each finding. Trustee Prevatt expressed concern regarding Finding Number 3 related to background checks, and Ms. Gibson said the college does perform background screenings on all new employees, but the particular individual situation in question was a summer athletic camp, and the college has addressed the issue and put other recommendations in place.

Amended Rule 7.36: Student Complaints

Information Item
410.506, 15-16

Rule 7.36, as amended, will authorize and direct the College's President to establish procedures for a streamlined, simple pathway for students to lodge complaints relating to matters not already addressed in the College's Rules Manual. The proposed rule gives guidance for the anticipated procedure, which is expected to be adopted by the President after adoption of this amended rule.

Amended Rule 7.30: Student Activities

Information Item
410.507, 15-16

This rule creates a committee to allocate student activity and service fees, to state the intended use of such fees, to establish a student government, to establish student organizations and their policies, and to state how student organizations are funded. The proposed change to the rule provides the Director of Student Life with authority to disallow organizational activities that are not in line with the mission and values of the college.

Deletion of Rule 7.7: Guidance Services, Cooperative Education and Placement, and Follow-Up Studies	Information Item 410.508, 15-16
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Rule 7.7 is outdated and no longer necessary, and deletion is recommended.

Preliminary and Tentative Audit Findings (Operational Audit)

Information Item
200.870, 15-16

Pursuant to Florida Statutes Section 11.45, at least every 3 years, the Auditor General's office conducts an operational audit of the accounts and records of Santa Fe College. An operational audit is an audit evaluating management's performance in establishing and maintaining internal controls, including controls designed to prevent and detect fraud, waste, and abuse, and in administering assigned responsibilities in accordance with applicable laws, administrative rules, contracts, grant agreements, and other guidelines. Operational audits must be conducted in accordance with government auditing standards. Such audits examine internal controls that are designed and placed in operation to promote and encourage the achievement of management's control objectives in the categories of compliance, economic and efficient operations, reliability of financial records and reports, and safeguarding of assets, and identify weaknesses in those internal controls.

Staff of the Auditor General conducted an Operational Audit of Santa Fe College during the time period of March 2015 through August 2015. The preliminary and tentative audit findings and recommendations that may be included in the final report at the conclusion of our written response was provided, via email, on November 2, 2015. College staff will provide a written response to each of the findings within the 30-day period.

Citizens' Requests

423.41, 15-16

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
November 17, 2015

Agenda Item: 4.1

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

Contract Staff (Faculty)

402.784, 15-16

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

Appointment

Part Time

Name

Carolyn Bradley
George Edwards
Eric Harrell
Timothy McIntyre
Daniel Osbourne

Board Action Requested:

Approval

Action: Motion to approve items 4.1 through 4.7: Hudson
Second: Oody
Vote: Fletcher - yes, Hudson - yes, Lee - yes,
McRae - yes, Oody - yes, Prevatt - yes, Woody - yes

C O N S E N T

District Board of Trustees
November 17, 2015

Agenda Item: 4.2

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

Contract Staff (Administrative and Professional)

411.393, 15-16

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

Technical/Professional

Appointment

Full Time

Name

Position

Lourdes Christian

Employment Manager, Human Resources

M.S., Capella University

Chelsea Dunlap

Assistant Curator, Zoo Animal Technologies

A.S., Santa Fe College

Part Time

*Karen Holmes

Specialist, Talent Search

Ronald Natale

Specialist, Adult Education Lab

*Grant Funded

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.784).

C O N S E N T

District Board of Trustees
November 17, 2015

Agenda Item: 4.3

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

Community and Continuing Workforce Education Contract Staff

404.437, 15-16

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

**Appointment
Community Education
Part Time**

Name

Michael Correia
Brigitte Harden

Program

Writing
Qigong / Yoga

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.784).

C O N S E N T

District Board of Trustees
November 17, 2015

Agenda Item: 4.4

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

Career Service Staff

403.526, 15-16

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

**Full Time
Appointments**

Name

Position

Kathy Duvall

Administrative Assistant 2, Information Technology Services

Alexandra Richard

Advising Support Specialist 2, Academic Advising

Promotion

Otania Dominguez

Student Financial Services Account, Office for Finance

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.784).

CONSENT

District Board of Trustees
November 17, 2015

Agenda Item: 4.5

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

Nanotherapeutics Quick Response Training Grant - Year 2

409.2070, 15-16

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

The amount of funds requested from CareerSource Florida is \$64,836, with no matching funds from Santa Fe College.

Duration of this project is November 26, 2015, through November 25, 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 Advancement, is authorized to execute any agreements and related documents associated with this grant.

Action: Approved. See item 4.1 (402.784).

C O N S E N T

District Board of Trustees
November 17, 2015

Agenda Item: 4.6

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

Report of Purchases for October 2015

202.622, 15-16

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

Purchasing	\$1,368,113.92
Risk Management Consortium	<u>\$48,082.88</u>
Total	<u>\$1,416,196.80</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y59046 (Fund 2)	\$ 39,847.00	Exempt	School Board of Bradford County	Perkins Program Reimbursement Work Force Development
Y59074 (Fund 1)	\$ 49,999.00	Contract	Dell Marketing	Computers (50) Information Technology
Y59189 (Fund 6)	\$ 45,000.00	Exempt	Bickmore	Risk Management Information System/Total Cost of Risk Consulting Risk Management Consortium
Y59215 (Fund 1)	\$ 87,008.06	Exempt	Morse Communications	Telephone System/Data Maintenance Information Technology
Y59324 (Fund 7)	\$ 50,000.00	Exempt	W.W. Gay Mechanical	Emergency Repairs– Exploration, Plumbing, and Restoration General Maintenance
Y59349 (Fund 7)	\$ 294,016.00	Contract	Charles Perry Partners	Baseball and Softball Dugouts Athletic Ballfield Project
Y59381 (Fund 7)	\$ 69,714.00	Contract	Charles Perry Partners	Physical Therapy Lab Renovation Minor Renovation/Remodel
	\$ 635,584.06			

Purchase orders for previously awarded bids/contracts: 0

Amount: \$0.00

Agenda Item 4.6
November 17, 2015
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Other Purchases \$0 - \$35,000.00
Number of purchase orders: 374

Amount: \$780,612.74

Board Action Requested:

Approval of report

Action: Approved. See item 4.1 (402.784).

C O N S E N T

District Board of Trustees
November 17, 2015

Agenda Item: 4.7

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

Colonel Harry M. Hatcher, Jr., Property Survey 16-04

200.871, 15-16

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 Property Survey Committee met on October 20, 2015, to consider departmental requests to be relieved from inventory accountability. The committee members approved the following requests to remove the items listed below from the active property control inventory records. A detailed list of all items from each category is attached.

Category	Number of Items	Original Cost or Value Items > \$5,000 to be Removed from Inventory and Financial Records	Depreciation of Items > \$5,000	Total Book Value Items to be Removed from Inventory and Financial Records
Surplus Property	4	\$38,990.00	\$38,990.00	\$0.00
TOTAL	<u>4</u>	<u>\$38,990.00</u>	<u>\$38,990.00</u>	<u>\$0.00</u>

Notes

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

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.784).

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

Evaluation of the President

411.394, 15-16

To be presented at the meeting.

Board Action Requested:

Approval

Discussion: General Counsel Patti Locascio thanked the board members for their participation in the evaluation process, one of the most important aspects of their service to the college. She added that before providing them with the evaluation instrument, she confirmed that all statutorily required questions were included. Since it was up to date in that regard, the questions approved by the board a few years ago continue to be used. Each trustee completed the Survey Monkey form either electronically or in hard copy. The results were then compiled using Survey Monkey technology. Ms. Locascio reminded the trustees that the printed summaries were delivered to each trustee last week and the vote today will be to consider the approval of the summary compilation as presented. Upon approval of the evaluation it will then be sent to Chancellor Pumariega of the Division of Florida Colleges. Ms. Locascio stated that once the evaluation process was completed, the contract review committee of one, Trustee Mallini, then met with President Sasser to discuss issues related to Dr. Sasser's employment contract. She thanked the board and Mr. Mallini in absentia for his work in conducting the contract review portion of the process. She added Trustee Mallini prepared a written recommendation that was included in the packets for consideration today. Chair Lee confirmed that all trustees read the recommendations regarding the President's contract from Trustee Mallini, which state no changes to the president's contract.

Action: Motion to approve item 5.1: Prevatt

Second: Woody

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

District Board of Trustees
November 17, 2015

Agenda Item: 5.2

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

President's Contract

411.395, 15-16

To be presented at the meeting.

No action required.

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

Institute of Public Safety (IPS) Expansion – Selection Process for Construction Information Item
Management Services – Information Item 412.1136, 15-16

Project Description:

This project involves the design and construction of a 24,635 gross square footage (GSF) expansion to the Institute for Public Safety (IPS). Programming documentation, provided by the IPS staff and contained in the college's most recent capital improvement plan, include vocational labs, offices other educational support space.

Project Status:

Following permission by the Board at its November 18, 2014, meeting (agenda item 6.2) to advertise, select, and negotiate a contract for construction management services for this project, college staff prepared and posted Request for Qualifications #04-16F and received nine (9) proposals. A five member selection committee met on September 28, 2015, to review, evaluate and rank the firms' proposals in order to create a short-list of firms to invite for interviews. The criteria used to evaluate and rank the proposals was as follows:

- Related experience of the firm. (0 – 25 points)
- Recordkeeping & administrative ability. (0 – 15 points)
- Scheduling expertise. (0 – 10 points)
- Cost estimating & cost control ability. (0 – 15 points)
- Quality control capability. (0 – 15 points)
- Qualifications, experience, & ability of firm employees. (0 – 20 points)

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

<u>Points:</u>	<u>Firm:</u>
451	Charles Perry Partners, Gainesville, Florida
401	Parrish-McCall Constructors, Gainesville, Florida
401	Stellar Group, Jacksonville, Florida
391	D.E. Scorpio Corporation, Gainesville, Florida
386	A.D. Morgan Corporation, Tampa, Florida

The above five firms were interviewed by the committee on October 8, 2015. The criteria used to evaluate and rank the firms was as follows:

- Understanding of the project. (0 – 20 points)
- Approach or method. (0 – 20 points)
- Ability to provide service. (0 – 20 points)

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

<u>Points:</u>	<u>Firm:</u>
273	Charles Perry Partners, Gainesville, Florida
263	Parrish-McCall Constructors, Gainesville, Florida
253	A.D. Morgan Corporation, Tampa, Florida
253	D.E. Scorpio Corporation, Gainesville, Florida
246	Stellar Group, Jacksonville, Florida

Charles Perry Partners was the top choice by the committee. The committee felt that they had the best understanding of the complexities of constructing a scenario-based training facility on the active occupied IPS campus; they presented the best approach for providing preconstruction services and construction management techniques; and they presented a team that the committee felt could best delivery the project.

An agreement for Construction Management Services with Charles Perry Partners is being negotiated. Pursuant to College Rule 6.14 Facilities Construction Contracts, the College will request the Board Chair to sign the agreement once approved by the attorney (outside counsel, the Board attorney, or the College attorney) without review by the full Board.

Discussion: Ms. Ginger Gibson, Vice President for Administrative Affairs and CFO, stated this item was approved last November and does not require a vote, but felt the board would like to see the results from the selection process of the professional who will be involved in the expansion of the Institute of Public Safety.

No action required.

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

Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for 201.795, 15-16
October 2015

The attached Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report reflects the status of the college in relation to the percentage of unrealized and unencumbered funds as of October 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 Total Year</u>
Revenue	28,774,373	38.94	28,182,804	38.70
Expenditure	21,819,398	25.52	19,630,531	26.65

Board Action Requested:

Approval of report

Discussion: Ms. Ginger Gibson, Vice President for Administrative Affairs and CFO, reviewed items 7.1 and 7.2 individually.

Action: Motion to approve items 7.1 through 7.2: Oody
Second: Prevatt
Vote: Fletcher - yes, Hudson - yes, Lee - yes,
McRae - yes, Oody - yes, Prevatt - yes, Woody - yes

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

Report of Investments, Quarter Ending September 30, 2015

201.796, 15-16

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 September	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 September 30, 2015	0.25%
Interest earnings, quarter	\$9,501
Interest earnings, fiscal year to date	\$9,501

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 September 30, 2015	1.29%
Interest earnings, quarter	\$123,560
Interest earnings, fiscal year to date	\$123,560

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	1.63 Years
Yield-to-maturity at cost	0.90%
Earnings, quarter	\$24,632
Earnings, fiscal year to date	\$24,632

Interest Earnings Comparison:

Total interest earnings fiscal year to date 2015/2016 **\$157,693**
Total interest earnings fiscal year to date 2014/2015 **\$97,145**

Board Action Requested:

Approval

Action: Approved. See item 7.1 (201.795).

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

Advisory Committee Appointments for: 417.109, 15-16
Air Conditioning, Refrigeration, and Heating Technology
Building Construction Technology
Child Development
Criminal Justice Technology
Diagnostic Medical Sonography
Radiologic Programs
Zoo Animal Technology

The advisory board committee appointments are being recommended to the board effective January 1, 2016, through December 31, 2017. All individuals have been contacted and have agreed to serve for the two-year period.

Air Condition, Refrigeration, and Heating Technology

Renew

Mr. Robert Bounds, Owner, Bounds Heating & Air, Inc., Newberry
Ms. Patty Cox, Manager, Johnstone Supply, Gainesville
Mr. Roderick Allen Fair, Malcolm Randall Veteran Affairs Medical Center, Gainesville
Mr. Brian Fletcher, R. E. Michel Company, Archer
Mr. Randy Hayes, Hayes Electric and Air Conditioning, Starke
Mr. Steve Jarzembski, Comfort Temp, Gainesville
Mr. Steve Morris, Inspector, City of Gainesville, Gainesville
Mr. Pedro Rodriguez, Owner, Pro Air Conditioning Inc., Gainesville
Mr. Scott Tschida, Branch Manager, Johnstone Supply, Gainesville

Outgoing

Mr. Sean Hubner, Territory Manager, Florida Cooling, Gainesville

Building Construction Technology

Renew

Mr. Erik Anderson, McLeod General Trades, LLC, Gainesville
Ms. Kara Bolton, Kara Bolton Homes, Inc., Gainesville
Mr. Ira J. Carter, Carter Construction, Gainesville
Mr. Joe Daudelin, Gainesville
Mr. Gary Dounson, Gary Dounson & Associates, Inc., Gainesville
Mr. Dennis Gerling, Masco Home Services, Gainesville
Ms. Sandy Golden, CMSS Services, Gainesville
Mr. Fred Hart, Gainesville
Mr. Robert Hartley, Hartley Brothers Construction, Gainesville
Mr. Jerry Painter, Painter Masonry, Gainesville
Mr. Saul Rentz, SL Construction & Remodeling Inc., Gainesville
Mr. Jerrold M. Smith, Gainesville
Mr. Jim Temple, Jim Temple Construction Inc., Keystone Heights

Child Development

Renew

Dr. Karen Bennett, Director, The Little School, Gainesville
Ms. Holly Brussard, Director, Kid's World Preschool, Trenton
Ms. Ann Crowell, Director, HeadStart, Gainesville
Dr. Sharen Halsall, Assistant Professor, University of Florida, Gainesville
Ms. Andi Lybrand, Director, Early Learning Coalition, Alachua
Ms. Marilyn McCall, Director, My School, Gainesville
Dr. Pam Pallas, Director, Baby Gator Child Development Center, Gainesville
Dr. Tina Smith-Bonahue, Associate Professor, University of Florida, Gainesville

Criminal Justice Technology

New

Chief Jack Anterio, Chief, High Springs Police Department, High Springs
The Honorable Rob Bradley, Senator, District 7, Gainesville
Lieutenant Ebony Jenkins, Chief of Security, North Florida Evaluation and Treatment Center, Gainesville
Lt. David Lee, Training Bureau, Alachua County Sheriff's Office, Gainesville
Ms. Diane Pearson, Circuit Manager, Probation and Community Corrections, North Region, Department of Juvenile Justice, Alachua
Chief Chad Scott, Chief, Alachua Police Department, Alachua
Lieutenant Greg Streukens, Training Division, University of Florida Police Dept, Gainesville

Renew

The Honorable William Cervone, State Attorney, Eighth Judicial Circuit, Gainesville
The Honorable Sadie Darnell, Sheriff, Alachua County, Gainesville
Major Richard W. Hanna, Gainesville Police Department, Gainesville
Chief Jeff Johnson, Chief, Starke Police Department, Starke
Chief Tony Jones, Chief, Gainesville Police Department, Gainesville
Director Charles Lee, Director of the Jail, Alachua County Sheriff's Office, Gainesville
The Honorable Keith Perry, Representative District 21, Gainesville
Lieutenant Antoine Sheppard, Sgt, High Springs Police Department, High Springs
The Honorable Gordon Smith, Sheriff, Bradford County, Starke
Captain Lori Stophel, Judicial Services and Training Division, Alachua County Sheriff's Office, Gainesville

Chief Linda Stump, Chief, University of Florida Police Department, Gainesville
Ms. Donna Suereth, Regional Specialist, Florida Department of Law Enforcement, Tampa

Outgoing

Ms. Jill Bessette, Circuit Manager, Probation and Community Corrections, North Region, Department of Juvenile Justice, Alachua
Chief Joel DeCoursey, Jr., Chief, Alachua Police Department, Alachua
Chief Steve Holley, Chief, High Springs Police Department, High Springs
Lieutenant Mitchal Welsh, Training Division, University of Florida Police Dept, Gainesville
Major Claude Williams, Chief of Security, North Florida Evaluation and Treatment Center, Gainesville

Diagnostic Medical Sonography

New

Mr. Jeremy Edwards, Technologist, UF Health, Gainesville
Ms. Jennifer Fairrow, Technologist, Diagnostic Imaging Group, Gainesville
Ms. Samantha Knoess, Technologist, North Florida Regional Medical Center, Gainesville

Diagnostic Medical Sonography, cont'd.

Ms. Melissa May, Technologist, West Marion Community Hospital, Ocala

Ms. Carol Smith, Sonography Supervisor, North Florida Regional Medical Center, Gainesville

Renew

Ms. Carrie Bell, Shands at UF, Gainesville

Ms. Chris Langford, Department of Radiology, Shands at UF, Gainesville

Dr. Julie Marshall, Department of Radiology, Shands at UF, Gainesville

Ms. Tosheiba Montgomery, Department of Radiology, North Florida/South Georgia Veterans Health System, Gainesville, Gainesville

Outgoing

Ms. Nelda Albert, North Florida Women's Physicians, PA, Gainesville

Ms. Fabiola Carter, Department of Radiography, North Florida Regional Medical Center, Gainesville

Ms. Gwen Cooper, Imaging Services Department, Ultrasound, Baptist Medical Center, Jacksonville

Ms. Michelle Garbett, Department of Radiography, Lake City Medical Center, Lake City

Ms. Sara Griffin, Ocala Regional Medical Center, Ocala

Ms. Terry Hamil, Department of Radiography, Baptist Medical Center, Beaches, Jacksonville

Ms. Walinda Hart, Department of Radiology, The Villages Regional Hospital, The Villages

Ms. Chris Helton, Department of Radiography, Citrus Memorial Hospital, Inverness

Ms. Lea Herrera, Department of Radiology, Munroe Regional Medical Center, Ocala

Ms. Mary Jackson, North Florida/South Georgia Veterans Health System, Gainesville

Ms. Ann Marie Naibett, Department of Radiography, Leesburg Regional Medical Center, Leesburg

Mr. Ermon Owens, Department of Radiology, North Florida/South Georgia Veterans Health System, Gainesville

Ms. Barbara Schilling, Ultrasound Supervisor, Diganostic Imaging Group, Gainesville

Mr. Juan Toro, Department of Radiology, North Florida/South Georgia Veterans Health System, Lake City

Ms. Jackie Trimble, Shands at Starke, Starke

Ms. Yvonne Vaughn, Diagnostic Imaging Group, Gainesville

Radiologic Programs

Renew

Ms. Allison Bakke, Radiography Supervisor, VA Medical Center, Gainesville

Ms. Carrie Bell, R.T. (R), Technical Director, Radiology Department, Shands at UF, Gainesville

Mr. Michael Bickelhaupt, CT Supervisor, Shands Hospital, Gainesville

Ms. Jennifer Bremmer-Long, Radiology, UF Health (Medical Plaza), Gainesville

Mr. Shawn Chatfield, Administration, Intermed Technology Management, Alachua

Ms. Monica Deleo, Administration, Invision Imaging, Gainesville

Ms. Lisa Edens, Administration, Invision Imaging, Gainesville

Mr. Tom Enlow, Radiology Administrator, North Florida Regional Medical Center, Gainesville

Ms. Wendy Frazier, Radiology, Lake City VA Medical Center, Lake City

Ms. Lara Hagle, Angiography and interventional Procedure, Shands Hospital, Gainesville

Mr. Tom Harrington, NMT Supervisor, Veteran Affairs Medical Center, Gainesville

Ms. Janet Hicks, R.T. (R), CT Supervisor, Shands at UF, Gainesville

Mr. Tom Horton, NMT Supervisor, North Florida Regional Medical Center, Gainesville

Mr. Lowell James, R.T. (R), Supervisor, Radiology Department, Shands at UF, Gainesville

Dr. Suzanne Mastin, Chief of NMT/Medical Advisor, Shands at UF, Gainesville

Ms. Sherry Moore, Radiography Supervisor, UF Health (Medical Plaza), Gainesville

Mr. Mike Nicole, NMT Supervisor, Shands at UF, Gainesville

Mr. Steve Norden, R.T. (R), Supervisor, Radiology Department, Shands at UF, Gainesville

Ms. Jennifer Sirera, Quality Control, Shands at UF, Gainesville

Radiologic Program, cont'd.

Ms. Carol Smith, Radiography Supervisor, North Florida Regional Medical Center, Gainesville

Ms. Juan Toro, Radiology, Lake City VA Medical Center, Lake City

Dr. Carol Younathan, Radiologist, North Florida Regional Medical Center, Gainesville

Outgoing

Ms. Melinda Chitty, R.T. (R), Administrator, Department of Radiology, Shands at UF, Gainesville

Ms. Sharon Dewitt, R.T. (R), Chief Technologist, Radiology Department, North Florida Regional Medical Center, Gainesville

Ms. Sharon Harris, Shands at UF, Gainesville

Ms. Winnie Neilson, RN, BS, Shands HR Representative, Shands UF, Gainesville

Mr. Ermon Owens, R.T. (R), Radiology Administrator, Veteran Affairs Medical Center, Gainesville

Ms. Ginny Scott, R.T. (R), Supervisor, Radiology Department, Veteran Affairs Medical Center, Gainesville

Mr. Rick Staab, Administration, Intermed Technology Management, Alachua

Ms. Lisa Wheeler, R.T. (R), Manager, Radiology Department, North Florida Regional Medical Center, Gainesville

Zoo Animal Technology

Renew

Mr. Joe Barkowski, Vice President of Animal Conservation & Science, Tulsa Zoo, Tulsa

Mr. Henry (Buz) Bireline, Director of Habitats and Nature Center, Maymont Foundation, Richmond

Mr. Stewart Clark, Vice President, Discovery Cove, Orlando

Ms. Lois Ellis, Director, Nursing Programs, Santa Fe College, Gainesville

Mr. Jack Hanna, Director Emeritus, Columbus Zoological Gardens, Powell

Mr. Matt Hohne, Animal Operations Director, Walt Disney Parks and Resorts U.S., Lake Buena Vista

Mr. Dan Maloney, Deputy Director of Conservation and Education, Jacksonville Zoo, Jacksonville

Dr. James Wellehan, Assistant Professor, University of Florida College of Veterinary Medicine, Gainesville

Outgoing

Ms. Kristen Cytacki, Director of Education, Palm Beach Zoo at Dreher Park, West Palm Beach

Ms. Fanny Navarro, Amazon and Beyond Public Facility Manager, Miami MetroZoo, Miami

Board Action Requested:

Approval

Action: Motion to approve items 8.1 through 8.3: Woody

Second: Prevatt

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

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

PSAV Certificate in Phlebotomy – Program Initiation

101.112, 15-16

Permission is requested to launch a new Post-Secondary Adult Vocational Certificate (PSAVC) in Phlebotomy during the spring 2016 semester. This 165-clock-hour certificate will help Santa Fe College respond to a well-documented need for phlebotomy technicians within our regional workforce. Students will be trained in the specific skills required to conduct safe and effective blood draws within the context of a general healthcare setting. As an entry-level PSAVC, the program will afford students an entryway into health sciences and will also provide students in other programs with an opportunity for additional professional certification. Curriculum development has already been completed by the Clinical Laboratory Sciences faculty and staff at the Perry Center. Didactic and lab practice will also be offered at the Perry Center, with clinical rotations arranged in area hospitals and other agencies. The inaugural cohort will have 12 students, with additional capacity to be added as the program continues. No additional resources are required to add this certificate program to the current inventory of College programs.

Board Action Requested:

Approval

Action: Approved. See item 8.1 (417.109).

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

Study Abroad Program: Africa: Johannesburg (Summer A 2016)

101.113, 15-16

**South Africa: Johannesburg, Hoedspruit, Kruger National Park (Linda Tyson)
(Summer A 2016)**

Cost: \$3,955 (includes airfare, accommodations, Terra Dotta & Insurance fees, most meals, excursions)

Courses: BSC 1030 Biology and Human Values (Tyson)
BSC 2930 Individual Study/Research in the Biological Sciences (Tyson)

Instructional Intent: To foster an understanding of the challenges of conservation and rural development in South Africa. Area studies will be administered by the Southern African Wildlife College. As part of this study abroad program, students will participate in group discussions with local experts, lecture/seminar sessions and guided field excursions, which will allow them to gain a unique understanding of South African culture and an appreciation for multicultural diversity. This program will be offered in collaboration with the University of Florida. There are currently no U.S. State Department travel warnings or alerts for South Africa.

Courses:

BSC 1030: Course content involves students developing an appreciation for multicultural diversity and understanding issues related to global awareness. Inclusion of economics and social systems as they relate to local and global concerns will be integrated with scientific information and problem solving skills.

BSC 2930: Individual Study/Research in Biological Sciences involves the use of the scientific method in experimental design, the analysis of data and the critical thinking skills required for effective decision making. The objectives will be met through activities designed specifically for this wildlife/environmental seminar and field study with the Southern Africa Wildlife College in South Africa. Presentations of data collection and in-country research will occur in context of current research being carried out by Southern Africa Wildlife College.

Faculty Leader:

Professor Linda Tyson has been teaching at Santa Fe College for over twenty years and has taught courses in animal behavior, ecology, biology, and environmental science. She earned an M.S. degree in Botany and Wetlands Ecology from Louisiana State University and a B.A. in Environmental Science from New College. Her doctoral research in the University of Florida's Department of Environmental Engineering was focused on the freshwater communities of Everglades National Park. Professor Tyson has traveled to Uganda, South Africa, Thailand, China, Vietnam, Western and Eastern Europe, the Mediterranean, the Caribbean, Central America, and Canada. She co-led a study abroad program to Honduras and Guatemala in the summer of 2004 with Dr. Vilma Fuentes. She also received a grant from the University of Florida's Center for African Studies in the summer of 2014 to travel to South Africa, visit the Southern Africa Wildlife College, and prepare for the proposed program.

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The maximum capacity for this trip is set at 15 students.

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

Board Action Requested:

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

Action: Approved. See item 8.1 (417.109).

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

Clinical Affiliation Agreement with Brooks Health System

408.2214, 15-16

The agreement with Brooks Health System in Jacksonville, Florida, will allow students in the Physical Therapist Assistant Program to participate in clinical training at the Brooks rehabilitation facilities. Santa Fe College has permission from the local college to send students to the out-of-district site, and the program faculty and administration remain in contact with the local district school to coordinate all students' schedules. The agreement is for five (5) years and may be canceled by either party with thirty (30) days written notice. Any cancellation is effective at the end of a current academic semester.

Upon program accreditor approval, the Physical Therapist Assistant Program is projected to commence in Fall 2016.

Board Action Requested:

Approval

Action: Motion to approve items 9.1 through 9.5: Fletcher
Second: Hudson
Vote: Fletcher - yes, Hudson - yes, Lee - yes,
McRae - yes, Oody - yes, Prevatt - yes, Woody - yes

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

Student Clinical Experience Affiliation Agreement with HCR Healthcare, LLC

408.2215, 15-16

The agreement with the ManorCare branch of HCR Healthcare, LLC, a nationwide nursing home company, will allow students in the Physical Therapist Assistant Program to participate in clinical training at sites throughout the country. There are several sites within the state of Florida, some of which are near Santa Fe College's service district. It is anticipated this agreement will be used only on an "as-needed" basis. This is a new agreement with an initial one (1) year term and provision for automatic renewal annually after that. It may be canceled by either party with thirty (30) days written notice. Any cancellation is effective at the end of a current academic semester.

Upon program accreditor approval, the Physical Therapist Assistant Program is projected to commence in Fall 2016.

Board Action Requested:

Approval

Action: Approved. See item 9.1 (408.2214).

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

Dual Enrollment Articulation Agreement with Creekside Christian School

408.2216, 15-16

The College and a number of private secondary schools have entered into articulation agreements for the High School Dual Enrollment Program. Creekside Christian School in Levy County approached the College about its students joining the program in spring 2016. The attached agreement, which is similar to agreements with other private schools, sets forth the terms of dual enrollment for eligible students at Creekside Christian. The agreement will take effect on January 1, 2016, and renew annually unless terminated by either party.

Board Action Requested:

Approval

Action: Approved. See item 9.1 (408.2214).

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

Engineering Technician Institute (ETI) at Santa Fe College – National Science Foundation Grant 409.2071, 15-16

The purpose of this project is to create a new Associate of Science (AS) degree in Engineering Technology (ET) with multiple entry and occupational exit points. Three optional tracks will be offered: digital manufacturing, electronics, and quality. Each will offer a college credit certificate. The common core includes technical courses in: instrumentation and measurement, manufacturing processes and materials, quality, computer-aided drafting, electronics, and safety. This technical core aligns with the Manufacturing Skills Standards Council (MSSC) skills standards industry certification needed by frontline manufacturing workers today. Students will be prepared to pass the MSSC Production Technician Certification examination. The broad objective of the program is to educate students in specialized engineering skills and will provide a clear career path to local industry which is mainly production of medical devices. This is year one of a three-year project.

The amount of funds requested from the National Science Foundation (NSF) for year one is \$292,552, with no matching funds from Santa Fe College. Total funding for the three-year project is \$866,763.

Duration of this project is August 01, 2016, through July 31, 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 Advancement, is authorized to execute any agreements and related documents associated with this grant.

Action: Approved. See item 9.1 (408.2214).

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

Santa Fe College Tobacco Free Campus Initiative Grant

409.2072, 15-16

The purpose of this project is to support and promote a tobacco free campus policy and systems change that impact tobacco related social norms among students, faculty, and staff at Santa Fe College. Students, faculty and staff shall be educated on tobacco prevention, cessation, and the dangers of secondhand smoke (addressing cigarettes, cigars, smokeless tobacco, electronic cigarettes and hookah), as well as the importance of adopting a tobacco free college campus policy. The college shall build or sustain organizational capacity through the maintenance of the campus tobacco free task force to address tobacco related policies and activities throughout its campus. Additionally, this initiative will increase use of Florida's 3 Ways to Quit as tobacco free campus policies have been shown to increase tobacco cessation attempts.

The amount of funds requested from the Florida Department of Health (DOH) Bureau of Tobacco Free Florida is \$5,000, with no matching funds from Santa Fe College.

Duration of this project is September 30, 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 Advancement, is authorized to execute any agreements and related documents associated with this grant.

Action: Approved. See item 9.1 (408.2214).

Santa Fe College Foundation Liaison Update and Board Members' Remarks

Reporting for the Santa Fe College Foundation, Mr. Chuck Clemons, Vice President for Advancement, noted the annual Board of Directors' meeting is at 4:30 p.m. on Thursday, December 3, 2015, at the Blount Center. He added that Mr. Will May donated \$20,000 to the Veterans Bridge Scholarship. The scholarship provides funds to veterans as they transition from military to college life. Also, the Foundation has received its first corporate endowed scholarship from Campus Credit Union USA.