



Santa Fe College
District Board of Trustees

Minutes of Board Meeting Held January 19, 2016
Wattenbarger Student Services Building, Gainesville, Florida

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

Members absent: Jeffrey L. Oody

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

Added: Item 8.10 – Ratification of Emergency Signature Authority for Landlord’s Consent and Acknowledgement to Assignment of Manual Food Service Agreement

Trustee McRae was delayed in arriving; he joined the meeting during item 2.1.

The meeting adjourned at 4:40 p.m.

Caridad E. Lee, Chair

Jackson N. Sasser, Secretary



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of January 19, 2016, at 4 p.m.
Wattenbarger Student Services Building, Gainesville, Florida**

Amended Agenda

Adoption of Agenda

Agenda Item: 1.1
418.536, 15-16

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Board Meeting of January 19, 2016
- 1.2 Approval of Board Meeting Minutes of November 17, 2015

2. Information Items

- 2.1 President's Report
- 2.2 Strategic Planning
- 2.3 Fee Waiver Report for Fall Term 2015
- 2.4 Honorary Degree
- 2.5 Amended Rule 7.24: Selection for Admission to Limited Access Programs
- 2.6 Standard Health Sciences Clinical Facilities Agreement with:
 - Alachua Health Services, LLC – Physical Therapist Assistant
 - The Amputee Clinic, Inc. – Physical Therapist Assistant
 - The Rehabilitation & Human Performance Center, Inc. – Physical Therapist Assistant
 - Therapy Management Corporation – Physical Therapist Assistant
- 2.7 Standard Health Information Technology Management Agreement with:
 - Dr. Roberta Giudice-Teller, D.P.M., P.A.
 - Florida Ophthalmic Institute, Norman S. Levy, M.D., Ph. D., P.A.
 - Robert G. Ashley, M.D., P.A.

3. Citizens' Requests

4. Consent Items

Personnel

- 4.1 Contract Staff (Faculty)
- 4.2 Contract Staff (Administrative and Professional)
- 4.3 Community and Continuing Education Staff
- 4.4 Career Service Staff

Grants

- 4.5 Title III Eligibility Grant
- 4.6 Lydia Stokes Foundation: Displaced Homemaker Program Grant
- 4.7 Alachua County Tourist Development Council – Tourism Industry Conference Grant for Acting Director for Grants and Projects
- 4.8 Alachua County Tourist Development Council – Tourism Industry Conference Grant for Acting Coordinator for Cultural Programs

- Finance
 - 4.9 Report of Purchases for November and December 2015
 - 4.10 Colonel Harry M. Hatcher, Jr., Property Survey 16-05
- 5. Facilities Items
 - 5.1 Building L Reroofing Project – Phase III Documents and Guaranteed Maximum Price
- 6. Finance Items
 - 6.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for December 2015
 - 6.2 Annual Financial Report, Year Ended June 30, 2015
- 7. Rules
 - 7.1 Amended Rule 7.36: Student Complaints
 - 7.2 Amended Rule 7.30: Student Activities
 - 7.3 Deletion of Rule 7.7: Guidance Services, Cooperative Education and Placement, and Follow-Up Studies
- 8. Agreements/Grants
 - 8.1 Health Sciences Clinical Affiliation Agreement with Halcyon Rehabilitation, LLC
 - 8.2 Non-exclusive Student Affiliation Agreement with Munroe HMA Hospital, LLC (Physical Therapist Assistant Program site)
 - 8.3 Non-exclusive Student Affiliation Agreement with Munroe HMA Hospital, LLC (Medical Imaging – Computed Tomography site)
 - 8.4 Florida Department of Education Single Sign-On Memorandum of Understanding
 - 8.5 Student Internship Agreement with University of Florida College of Health and Human Performance
 - 8.6 Memorandum of Understanding with Florida Department of Law Enforcement for Officer Involved Shootings and Deaths
 - 8.7 Leadership for Sustainable Development – Community College Initiative (CCI) Program Grant
 - 8.8 The Aspen Institute – Siemens Technical Scholars Grant
 - 8.9 Florida Humanities Council – Water: Florida’s Muse Grant
 - 8.10 Ratification of Emergency Signature Authority for Landlord’s Consent and Acknowledgement to Assignment of Manual Food Service Agreement - **ADDED**
- 9. Santa Fe College Foundation Liaison’s Update and Board Members’ Remarks
- 10. Adjournment

Board Action Requested:

Approval

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Discussion: Upon unanimous consent of the board, and for good cause as determined by the Chair, the board agenda was amended to add item 8.10. Chair Lee asked if there were any consent items that the board would like to have removed from consent to allow for discussion, and hearing none, the agenda was approved as amended.

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

Approval of Board Meeting Minutes of November 17, 2015

401.526, 15-16

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

Board Action Requested:

Approval

Action: Motion to approve item 1.2: Mallini

Second: Fletcher

Vote: Fletcher - yes, Hudson - yes, Lee - yes, Mallini – yes,
Prevatt - yes, Woody - yes

President's Report

Information Item

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

Dr. Sasser asked Ms. Hannah Gwynn, Study Body Vice President, to share her story of how she came to Santa Fe College. Ms. Gwynn said she has lived in Gainesville her whole life and dual enrolled at Santa Fe during her junior year of high school. She completed her AA degree in Elementary Education and is currently finishing her Bachelor's Degree in Elementary Education. She added that her entire experience at Santa Fe has been enriching and she is excited about graduating with her Bachelor's degree from the Number One College in the Nation.

The president stated that the next Board meeting is February 16, 2016, at the Blount Center at 4 p.m.

Dr. Sasser thanked the board for their quick response on securing March 14, 2016, for the Spring Board Workshop. The workshop is scheduled from 9 a.m. to 1 p.m. at the Santa Fe College Spring Arts House.

The Women of Distinction Awards luncheon is March 31, 2016, at 11:30 a.m. at the Gateway Grand Best Western Hotel.

Strategic Planning

Information Item
419.35, 15-16

Discussion: Dr. Lisa Armour, Vice President for Assessment, Research and Technology, gave an update on the Strategic Plan. Dr. Armour distributed the Resource and Planning Council calendar for 2016. She gave an overview of strategic planning events and a time line highlighting the first meeting, which is January 21. Throughout the year the council will be identifying and prioritizing the College's strategic initiatives for implementation and aligning them with the college's budget. Dr. Sasser added that the Board will discuss strategic planning at the March board workshop, especially the impact of bringing forward additional programs of interest.

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

Fee Waiver Report for Fall Term 2015

Information Item
200.872, 15-16

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.

Discussion (all Information Items): President Sasser asked that the board ratify and acknowledge item 2.4, the honorary degree that was presented at Convocation. Regarding item 2.5, Dr. Ed Bonahue, Provost and Vice President for Academic Affairs, stated that a team of College staff collaborated on editing Rule 7.24 in order to better describe limited access programs at the College. Amending Rule 7.24 will establish language granting authority to the President to adopt the procedure identifying limited access programs and procedural guidelines. Trustee Prevatt queried Dr. Bonahue about "providing equitable educational opportunity to students whose backgrounds have adversely affected their educational achievements and aspirations." Regarding Trustee Prevatt's question, Dr. Bonahue stated they would review her concerns and report any additional changes at the February Board meeting.

Action: Motion to ratify item 2.4: Woody

Second: Mallini

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

District Board of Trustees
January 19, 2016

Agenda Item: 2.4

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

Honorary Degree

Information Item
400.622, 15-16

At Spring Convocation in January 2016, an honorary Bachelor's of Science degree was presented to Santa Fe College's Coordinator of Educational Media Studio, Mr. Steven Melendez for his years of dedication, service, and student-centered approach to his work at the College.

District Board of Trustees
January 19, 2016

Agenda Item: 2.5

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

Amended Rule 7.24: Selection for Admission to Limited Access Programs

Information Item
410.509, 15-16

Limited access programs are academic programs that may require supplemental application materials and additional conditions for admission over and above the college's general access programs. College Rule 7.24, which previously addressed only Health Sciences programs, is being amended to broaden the scope to include all limited access programs in accordance with Florida law. At the same time, because the College's cohort of limited access programs may change from time to time, as do program requirements for admission, it is recommended that specific information about limited access programs be moved to a new procedure accompanying Rule 7.24. The procedure may be conveniently updated from time to time to comply with changing regulations, accreditation requirements, or other admission requirements.

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

Standard Health Sciences Clinical Facilities Agreement with:	Information Item
Alachua Health Services, LLC – Physical Therapist Assistant	408.2217, 15-16
The Amputee Clinic, Inc. – Physical Therapist Assistant	408.2218, 15-16
The Rehabilitation & Human Performance Center, Inc. – Physical Therapist Assistant	408.2219, 15-16
Therapy Management Corporation – Physical Therapist Assistant	408.2220, 15-16

The board has authorized the Provost and Vice President for Academic Affairs to execute standardized form clinical facilities agreements without further action by the board. Such agreements to serve students in the Santa Fe College Physical Therapist Assistant program have been executed with the following clinical facilities:

- Alachua Health Services, LLC located in Gainesville, FL
- The Amputee Clinic, Inc. located in Fort Myers, FL
- The Rehabilitation & Human Performance Center, Inc. (doing business as Request Physical Therapy) located in Gainesville, FL
- Therapy Management Corporation located in Gainesville, FL

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

Standard Health Information Technology Management Agreement with:	Information Item
Dr. Roberta Giudice-Teller, D.P.M., P.A.	408.2221, 15-16
Florida Ophthalmic Institute, Norman S. Levy, M.D., Ph. D., P.A.	408.2222, 15-16
Robert G. Ashley, M.D., P.A.	408.2223, 15-16

The board has authorized the Provost and Vice President for Academic Affairs to execute standardized form clinical facilities agreements without further action by the board. Such agreements to serve students enrolled in the Santa Fe College Health Information Technology Management program have been executed with the following clinical facilities:

- Dr. Roberta Giudice-Teller, D.P.M., P.A. located in Gainesville, FL
- Florida Ophthalmic Institute, Norman S. Levy, M.D., Ph. D., P.A. located in Gainesville, FL
- Robert G. Ashley, M.D., P.A. located in Gainesville, FL

Citizens' Requests

423.42, 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 agenda item.

C O N S E N T

**District Board of Trustees
January 19, 2016**

Agenda Item: 4.1

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

Contract Staff (Faculty)

402.785, 15-16

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

Appointment

Full Time

Name

Position

Courtney Chambers

Interim, Assistant Professor, Mathematics

M.Ed., University of Florida

Christine Ford-Greenberg

Assistant Professor, Physical Therapist Assistant Program

B.S., University of Florida

Part Time

Howard Adams

Suma Rajesh Ananthakrishna

Brownwyn Beistle

Rachel Black

Julian Brinkley

Lawrence Certain

William Conerly

Biswadeep Dhar

Melody Elsman

Ruth Etherington

Tara Federico

Kimberly Gross

Daniel Harloff

Cristina Korb

Anna Lankina

Michael Lupi

Adrienne McLaughlin

Ezekiel Ojewale

Mark Robinson

Mandeep Sharma

Brian Shepper

Jiayuan "Emma" Shen

Charles Vogel

Denise Wisham

Board Action Requested:

Approval

Agenda Item 4.1
January 19, 2016
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Action: Motion to approve items 4.1 through 4.10: Hudson
Second: Mallini
Vote: Fletcher - yes, Hudson - yes, Lee - yes, Mallini - yes,
McRae - yes, Prevatt - yes, Woody - yes

CONSENT

District Board of Trustees
January 19, 2016

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)

411.395, 15-16

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>
Kamia-Alma Mwangi <i>M.B.A., University of Florida</i>	Director, Financial Aid

Technical/Professional Appointment Full Time

^Sarah Blanc <i>B.A., University of Florida</i>	Coordinator, Civic Engagement & Service Office, Student Life Department
Dwayne William Clarke <i>M.A., California State University</i>	Interim, Data and Policy Analyst, Institutional Research Department
*Karen Holmes <i>M.Ed., University of North Florida</i>	Interim, Advising Specialist, Educational Talent Search Department
Antonio Quesada <i>B.A., University of Havana</i>	Library Professional Specialist

Promotion

Karen Lake <i>B.A., Montgomery University</i>	Student Services Specialist, Watson Center Student Services Department
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Part Time

Rachel Bhattacharyya	Specialist, Library
Sara Creel	Specialist, Adult Education Lab
Kathryn Lassiter	Specialist, Fine Arts
Daphnee Paul	Specialist, Adult Education Lab
Trevor Ross	Specialist, Writing Lab
Nicholas Walker	Specialist, Health Sciences Counseling

*Grant funded

^Funded by student activity and service fees

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.785).

C O N S E N T

**District Board of Trustees
January 19, 2016**

Agenda Item: 4.3

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

Community and Continuing Education Staff

404.438, 15-16

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

Appointment

Community Education

Part Time

Name

Courtney Chambers

Program/Class

Salsa 101, Bachata 101

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.785).

C O N S E N T

District Board of Trustees
January 19, 2016

Agenda Item: 4.4

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

Career Service Staff

403.527, 15-16

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

Full Time

Appointments

Name

Position

Tyrus Bradshaw

Support Specialist 1, Blount Center Student Services
Department

Christine Williams Foster

Records Assistant, Records Department

*Annetta McCloud

Administrative Assistant 1, Upward Bound

Shelly Varnedoe

Compensation Support Specialist, Human Resources

Christopher Wilson

Police Officer

Harry Reider

Desktop Computer Specialist, Instructional Technology
Services

Promotion

Scott Cutshall

Financial Aid Assistant

*Grant Funded

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.785).

C O N S E N T

District Board of Trustees
January 19, 2016

Agenda Item: 4.5

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

Title III Eligibility Grant

409.2073, 15-16

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

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

Board Action Requested:

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

Action: Approved. See item 4.1 (402.785).

C O N S E N T

District Board of Trustees
January 19, 2016

Agenda Item: 4.6

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

Lydia Stokes Foundation: Displaced Homemaker Program Grant

409.2074, 15-16

The purpose of this grant is to help fund the general operating expenses of the Displaced Homemaker Program which provides without charge, services to eligible individuals over 35 years of age who have lost financial support and have been unable to secure adequate employment in Alachua and surrounding counties. Services will be provided through classes and workshops on the topics of: job counseling designed for a person entering the job market after a number of years as a homemaker; job training and placement including employability skills and basic computer; financial management; outreach and information; and educational exploration. This comprehensive program is designed to assist the individual toward independence and economic security.

The amount of funds requested from the Lydia Stokes Foundation is \$10,000, with no matching funds from Santa Fe College.

Duration of this project is December 15, 2015 through December 14, 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 (402.785).

C O N S E N T

District Board of Trustees
January 19, 2016

Agenda Item: 4.7

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

Alachua County Tourist Development Council – Tourism Industry Conference 409.2075, 15-16
Grant for Acting Director for Grants and Projects

The purpose of this grant program is to help partially fund the travel expenses for tourism agencies, event and festival coordinators so they can learn new ideas in tourism promotion, management, performance standards and benchmarks, sustainability and product development. The Association of Performing Arts Presenters Conference will take place in New York City from January 15-19, 2016. This conference will increase our contact list of creative and talented performers and help maintain our commitment of bringing high-quality performers and events to the Spring Arts Festival, which brings thousands of tourists to Alachua County. Overall, the goal of this grant is to educate local agencies and/or individuals on the value of attracting visitors to our area and the tax relief they bring.

The amount of funds requested from the Alachua County Tourist Development Council is \$1,496, with no matching funds from Santa Fe College.

Duration of this project is January 15, 2016 through January 19, 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 (402.785).

C O N S E N T

District Board of Trustees
January 19, 2016

Agenda Item: 4.8

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

Alachua County Tourist Development Council – Tourism Industry Conference 409.2076, 15-16
Grant for Acting Coordinator for Cultural Programs

The purpose of this grant program is to help partially fund the travel expenses for tourism agencies, event and festival coordinators so they can learn new ideas in tourism promotion, management, performance standards and benchmarks, sustainability and product development. The Association of Performing Arts Presenters Conference will take place in New York City from January 15-19, 2016. This conference will increase our contact list of creative and talented performers and help maintain our commitment of bringing high-quality performers and events to the Spring Arts Festival, which brings thousands of tourists to Alachua County. Overall, the goal of this grant is to educate local agencies and/or individuals on the value of attracting visitors to our area and the tax relief they bring.

The amount of funds requested from the Alachua County Tourist Development Council is \$1,496, with no matching funds from Santa Fe College.

Duration of this project is January 15, 2016 through January 19, 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 (402.785).

C O N S E N T

District Board of Trustees
January 19, 2016

Agenda Item: 4.9

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

Report of Purchases for November and December 2015

202.623 15-16

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

Purchasing	\$1,545,961.56
Risk Management Consortium	<u>130,900.00</u>
Total	<u>\$1,676,861.56</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y59390 (Fund 1)	\$ 79,440.08	Exempt	Smiley's Audio-Visual Inc.	Classroom Multimedia Equipment Information Technology
Y59391 (Fund 1)	\$ 52,774.40	Contract	Dell Marketing	Classroom/Lab Computers(40) Information Technology
Y59524 (Fund 6)	\$ 68,400.00	Exempt	Deloitte Consulting, LLP	Private Healthcare Exchange Feasibility Study Risk Management Consortium
Y59553 (Fund 1)	\$ 50,600.00	Bid	Intermed X-Ray, Inc.	Cardiac Catheterization Angiogram C-arm Cardiovascular Tech
Y59689 (Fund 7)	\$ 61,417.00	Contract	D.E. Scorpio Corporation	Buildings A, G, HA, and L Classroom Improvements Minor Renovation/Remodel
Y59758 (Fund 1)	\$ 36,000.00	Exempt	Smarthinking, Inc.	Online Tutoring Distance Learning Support
Y59790 (Fund 2)	\$103,426.00	Bid	Merrick Machine Co.	Framing Table Training for Manufactured Construction (TRAMCON)

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Y59801 (Fund 1)	\$258,637.07	Exempt	E-Techservices.com, Inc.	Building D and Building K Data Storage Equipment and Service Information Technology
Y59802 (Fund 1)	\$ 50,951.96	Exempt	Hasty's Communications	Keystone to Starke Communications (antennas, mounts, cabling) Information Technology

\$ 761,646.51

Purchase orders for previously awarded bids/contracts: 3 Amount: \$40,330.00
TempForce (2), total \$6,380.00
InterMed Ultrasound, Inc. (1, for Ultrasound System, \$33,950.00)

Other Purchases \$0 - \$35,000.00
Number of purchase orders: 413 Amount: \$874,885.05

Board Action Requested:

Approval of report

Action: Approved. See item 4.1 (402.785).

C O N S E N T

District Board of Trustees
January 19, 2016

Agenda Item: 4.10

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

Colonel Harry M. Hatcher, Jr. Property Survey 16-05

200.873, 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 for approval.

The Property Survey Committee met via email on December 8, 2015 to consider departmental requests to be relieved from inventory accountability. The committee members approved the following requests to remove the items listed below from the active property control inventory records. A detailed list of all items from each category is attached.

Category	Number of Items	Original Cost or Value Items > \$5,000 to be Removed from Inventory and Financial Records	Depreciation of Items > \$5,000	Total Book Value Items to be Removed from Inventory and Financial Records
Surplus Property	3	\$25,506.78	\$25,506.78	\$0.00
Trade-In	7	\$75,754.50	\$75,754.50	\$0.00
TOTAL	<u>10</u>	<u>\$102,261.28</u>	<u>\$102,261.28</u>	<u>\$0.00</u>

Notes

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

Trade-Ins are items that have been traded in on new equipment.

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.785).

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

Building L Reroofing Project – Phase III Documents and Guaranteed Maximum Price 412.1137, 14-15

Project Background & 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:	D.E. Scorpio Corporation
Florida Building Code Inspector:	In-house
Board Approved Project Budget:	\$487,000.00
Source of Funds:	PECO

Project Status:

College staff reviewed the 100% construction drawings & project manual (phase III documents) for this project, oversaw the construction manager's competitive bidding of all trade packages, and negotiated a guaranteed maximum price (GMP) in the amount of \$413,970. Staff is requesting the Board approve the Phase III documents and GMP.

Board Actions Requested:

- A. Approval of phase III construction documents.**
- B. Approval of guaranteed maximum price of \$413,970.**

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

Action: Motion to approve item 5.1: Woody
Second: Fletcher
Vote: Fletcher - yes, Hudson - 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

Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for December 2015 201.797, 15-16

The attached Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report reflects the status of the college in relation to the percentage of unrealized and unencumbered funds as of December 31, 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	\$44,114,600	59.70	\$42,446,875	58.29
Expenditures	\$34,170,765	39.97	\$31,928,700	43.35

Board Action Requested:

Approval of report

Discussion: Ms. Ginger Gibson, Vice President for Administrative Affairs and CFO, reviewed items 6.1 through 6.2 individually and recognized the hard work of her staff in completing the Annual Financial Report in light of the challenges that came with the adoption of GASB 68. The College did not receive necessary information from the Florida Retirement System until well after the report was due in August. Trustee Hudson asked Ms. Gibson to explain the new requirement for pension fund reporting in more detail. Ms. Gibson explained that the College is now required to recognize its proportionate share of the net pension liability for the FRS pension plan on the College's financial statements. The initial adoption required an adjustment of \$22.6 million. This is an unfunded liability that reduced the fund balance and will affect expenses with an adjustment each year to the liability, similar to compensated absence liability reporting. For this fiscal year the liability adjustment was actually a \$1.2 million decrease to payroll expenses.

Action: Motion to approve items 6.1 through 6.2: Woody
Second: Fletcher
Vote: Fletcher - yes, Hudson - 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

Annual Financial Report, Year Ended June 30, 2015

201.798, 15-16

The Annual Financial Report for the fiscal year 2014-15 was completed and filed with the Division of Florida Colleges on November 9, 2015. The College adopted Governmental Accounting Standards Board's (GASB) Statement No. 68, *Accounting and Financial Reporting for Pensions*, an amendment of GASB Statement No. 27. This new accounting standard requires the College, as a participating employer in the Florida Retirement System (FRS), to recognize its proportionate share of the collective net pension liabilities of the FRS cost-sharing multiple employer defined benefit plans. The initial adoption of this standard resulted in an adjustment to the beginning net position of \$22.6 million. Highlights of the report include:

REVENUE HIGHLIGHTS:

College revenues increased by \$7.2 million, or 7.1 percent, compared to the prior fiscal year as a result of the following factors:

➤ Operating Revenues

- Net student tuition and fees increased by \$1.8 million as a result of a decrease in the scholarship allowance.
- Grants and Contracts increased by \$223 thousand primarily due to an increase in nongovernmental grants.
- Auxiliary Enterprise revenue increased by \$547 thousand as a result of the College entering into the interlocal agreement with the City of Gainesville for management services of the GTEC Incubator.

➤ Nonoperating and Other Revenues and Gains

- State noncapital appropriations increased by \$626 thousand, or 1.8 percent, primarily due to increased funding in College Program funds.
- Federal and State grants revenue decreased by \$2.6 million, or 9.1 percent, primarily due to a decrease in Federal Pell Grant Program scholarship support.
- Investment income decreased by \$425 thousand, or 49.9 percent, principally due to decreases in interest rates.
- State capital appropriations increased by \$7.3 million, or 410.7 percent. This was due to increased Public Education Capital Outlay funding from the prior fiscal year for capital projects.
- Capital grants, contracts, gifts and fees decreased by \$771 thousand, or 14.9 percent, primarily due to decreases in fees both from enrollment decline and fee reduction.

EXPENSE HIGHLIGHTS:

College operating expenses decreased by \$2.3 million, or 2.1 percent, compared to the prior fiscal year as a result of the following factors:

- The College provided salary increases of 2 percent to each employee's 2013-14 base salary and a non-recurring periodic salary supplement of \$500 to all full-time personnel. These increases were offset with the GASB 68 recording of a net pension expense credit adjustment totaling \$1.2 million. As a result, salary and benefits decreased by \$226 thousand, or .4 percent, from the prior fiscal year.
- Scholarships and waivers provided to students increased by \$157 thousand, or .9 percent, due decreases in Federal Title IV financial aid, the State's Bright Futures Scholarship Program and increases in waiver expense with the addition of two out of state fee waivers for Non-Florida Resident Florida high school graduates and Veterans. Scholarship expense, like tuition and fees, are also shown net of scholarship allowances (amounts received from other than students and third party payers).
- Utilities and communication decreased by \$80 thousand, or 3.2 percent, primarily due to a decrease in water, sewer and electrical consumption offset by a slight increase in broadband expenses.
- Contractual services increased by \$119 thousand, or 1.9 percent, primarily due to an increase in institutional membership expenses.
- Other services and expenses decreased by \$612 thousand, or 13.0 percent, primarily due a decrease in the bad debt expense.
- Materials and supplies decreased by \$553 thousand, or 6.6 percent, which is attributable primarily to decreases in expenses for non-capitalized repairs and maintenance and offset with slight increases in software expenses.
- Depreciation expense decreased by \$1.1 million, or 15.6 percent, as a result of several buildings and equipment reaching full depreciation in the 2014-15 fiscal year.

GENERAL OPERATING FUND (FUND 1) HIGHLIGHTS:

- As a result of operations and implantation of GASB Statement No. 68, reserve, board designated, and unallocated fund balance as restated increased by \$353 thousand to \$30.4 million.
- Cash, Cash Equivalents, and Investments at year-end were \$38.1 million.
- Operating Revenue Results: State \$36.1 million, Student \$32.5 million, and Other \$4.2 million
- Operating Expenditure Results: Personnel \$55.8 million, Current \$13.8 million, and Capital \$2.9 million.

PLANT FUND (FUND 7) HIGHLIGHTS:

- Fund Balance at year-end was \$23.2 million.

- Cash and Cash Equivalents at year-end were \$14.7 million.

STUDENT RECEIVABLES:

- At June 30 total net student receivables were \$3.5 million. These receivables are reported net of a \$580 thousand allowance for uncollectible student accounts.

Board Action Requested:

Approval of report

Action: Approved. See item 6.1 (201.797).

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

Amended Rule 7.36: Student Complaints

410.510, 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.

Board Action Requested:

Approval

Discussion: 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 or other applicable rules. 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. Regarding item 7.2, Dr. Brown explained that the suggested update to Rule 7.30 grants the Director of Student Life the authority to prohibit a student activity based on whether or not the activity is in keeping with the mission and values of the College. She gave the board examples of activity requests made by student organizations in the past that did not align with the mission and values of the College.

Action: Motion to approve items 7.1 through 7.3: Fletcher
Second: Mallini
Vote: Fletcher - yes, Hudson - yes, Lee - yes, Mallini - yes,
McRae - yes, Prevatt - yes, Woody - yes

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

Amended Rule 7.30: Student Activities

410.511, 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.

Board Action Requested:

Approval

Action: Approved. See item 7.1 (410.510).

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

Deletion of Rule 7.7: Guidance Services, Cooperative Education and Placement, and Follow-Up Studies

410.512, 15-16

Rule 7.7 is outdated and no longer necessary, and deletion is recommended.

Board Action Requested:

Approval of deletion of rule

Action: Approved. See item 7.1 (410.510).

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

Health Sciences Clinical Affiliation Agreement with Halcyon Rehabilitation, LLC 408.2224, 15-16

The agreement with Halcyon Rehabilitation, LLC based in White Plains, NY will allow students in the Physical Therapist Assistant Program to participate in clinical training at their local affiliated nursing home facility, Windsor Manor, in Starke, Florida. The agreement is for one (1) year and automatically renews annually. It may be cancelled by either party with ninety (90) days written notice. Any cancellation is effective at the end of a current academic semester.

Board Action Requested:

Approval

Discussion: Regarding item 8.10, Dr. Sasser explained the requested confidentiality of the added item stating that Wehbe Jammin, Inc. dba Domino's Pizza is selling their franchise. He stated that Domino's restaurant has operated in the College's food court since 2006 and that Domino's Pizza has informed the College that the assignee is a top franchisee, current employees will be retained, and the owner, Mr. Freddie Wehbe, will assist in the transition. He added that the current agreement expires on April 30, 2016, and College staff are preparing to solicit proposals for the space when the lease ends. The new owners have indicated an interest in submitting a proposal.

Action: Motion to approve items 8.1 through 8.9, ratify 8.10: Prevatt
Second: Fletcher
Vote: Fletcher - yes, Hudson - 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

Non-exclusive Student Affiliation Agreement with Munroe HMA Hospital, LLC 408.2225, 15-16
(Physical Therapist Assistant Program site)

The agreement with Munroe Regional Medical Center in Ocala, Florida, will allow students in the Physical Therapist Assistant Program to participate in clinical training at their rehab and in-patient facilities. The college is working with 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. No native in-district students will be displaced by Santa Fe's out-of-district students. The agreement is for three (3) 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.

Board Action Requested:

Approval

Action: Approved. See item 8.1 (408.2224).

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

Non-exclusive Student Affiliation Agreement with Munroe HMA Hospital, LLC 408.2226 15-16
(Medical Imaging – Computed Tomography site)

The agreement with Munroe Regional Medical Center in Ocala, Florida, will allow students in the Computed Tomography Program to participate in clinical training at their imaging facilities. The local district school does not have a CT program. Thus, there is no clinical placement conflict. Further, the program faculty and administration are working with the local district school's imaging program representatives to coordinate all imaging students' schedules regardless of the specific imaging discipline. No native in-district students will be displaced by Santa Fe's out-of-district students. The agreement is for three (3) 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.

Board Action Requested:

Approval

Action: Approved. See item 8.1 (408.2224).

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

Florida Department of Education Single Sign-On Memorandum of Understanding 408.2227, 15-16

The purpose of this agreement is to establish a framework of collaboration, as well as articulate specific roles and responsibilities in support of the Florida Department of Education Single Sign-On initiative ("FLDOE SSO"). The College is responsible for managing electronic identity information for users within their purview and providing identity and authorization information to FLDOE SSO. There is no cost to the College associated with this agreement. This MOU shall be effective beginning with the date of the last signature, and ending upon the expiration of the project period, or upon mutual agreement of the parties, whichever occurs first.

Board Action Requested:

Approval

Action: Approved. See item 8.1 (408.2224).

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

Student Internship Agreement with University of Florida College of Health and Human Performance 408.2228, 15-16

The attached contract is an agreement between The University of Florida Department of Tourism, Recreation and Sport Management and Santa Fe College Athletics Department. This is a continuation of the arrangement the college has had with the University of Florida in which UF students in the Department of Tourism, Recreation, and Sport Management serve as interns in the Santa Fe College Athletic Department. This arrangement allows UF students valuable experience within their field of study and affords SF Athletics support staffing for events and projects throughout the year. There is no cost to the college; the term of the agreement is for one year.

Board Action Requested:

Approval

Action: Approved. See item 8.1 (408.2224).

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

Memorandum of Understanding with Florida Department of Law Enforcement for 408.2229, 15-16
Officer Involved Shootings and Deaths

The memorandum of understanding (MOU) with the Florida Department of Law Enforcement (FDLE) sets forth the procedure for the College to request and receive FDLE's assistance in certain circumstances. Specifically, the MOU would allow the College to involve FDLE if there is (a) a shooting of a person by a College police officer or (b) a death of an arrestee while in or shortly after being in the care, custody or control of a College police officer, or during an arrest attempt. The MOU allows but does not require the College to involve FDLE. FDLE has entered into the same MOU with other law enforcement agencies throughout the state. There is no cost associated with the agreement. The MOU can be terminated upon 30 days' notice by mutual agreement of the parties.

Board Action Requested:

Approval

Action: Approved. See item 8.1 (408.2224).

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

Leadership for Sustainable Development – Community College Initiative (CCI) Program Grant 409.2077, 15-16

The Community College Initiative (CCI) Program will provide one year of intensive English and academic training to underserved and underrepresented youth from the developing world. Santa Fe College submitted this grant application as the lead institution in a national consortium of nine institutions which will serve 141 international students in three regional hubs (Florida, the Midwest, and Washington). The regional CCI meetings and a CCI-wide meeting in Washington, DC will allow students to meet, exchange experiences, and participate in joint training sessions as well as reflect how their experiences can be applied in their home settings. By serving this underserved youth and providing them with curricular and co-curricular training, this grant will advance the U.S. Department of State's strategic goals of (1) countering violent extremism, (2) promoting resilient and open societies, and (3) advancing inclusive economic growth. This is year one of a three-year grant with two non-competitive continuation years pending available funding.

The grant will be managed by a national consortium with Santa Fe College as the lead college and fiscal agent. Consortium members include: Daytona State College, Florida State College in Jacksonville, Highline College, Hillsborough Community College, Illinois Central College, Parkland College, Santa Fe College, Tacoma Community College and Western Iowa Tech Community College.

The amount of funds requested from the Department of State, Bureau of Educational and Cultural Affairs (ECA) for the first seventeen-month period is \$5,199,896, with \$118,542 in matching funds from Santa Fe College and \$545,537 in matching funds from consortium member colleges.

Duration of this project is February 1, 2016 through June 30, 2017.

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 Advancement, is authorized to execute any agreements and related documents associated with this grant.

Action: Approved. See item 8.1 (408.2224).

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

The Aspen Institute – Siemens Technical Scholars Grant

409.2078, 15-16

The main purpose of this project is to provide educational funding for current and former SF College Cardio Vascular Technology (CVT) students. The following are approved uses for these funds: (a) tuition, books, and related course fees, (b) required course materials, including laptop or software necessary to complete coursework, (c) training or certification courses, (d) certification or licensing fees, and (e) payments on student loans.

The amount of funds requested from The Aspen Institute is \$20,500, with no matching funds from Santa Fe College.

Duration of this project is October 26, 2015, through February 1, 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 8.1 (408.2224).

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

Florida Humanities Council – Water: Florida's Muse Grant

409.2079, 15-16

The purpose of this grant is to explore water as subject matter through a lecture series and interactive projects with artists, writers and scientists. Participation in exploratory activities will create an understanding of the importance of water to Florida's future. Floridians must now face the new reality of creating a sustainable relationship with water. Through the humanities, citizens can gain an appreciation of water that will encourage thoughtful evaluation of economic, environmental and social justice issues facing our state.

The amount of funds requested from the Florida Humanities Council is \$15,000, with \$6,100 in cash match and \$9,900 in in-kind funds from Santa Fe College.

Duration of this project is May 15, 2016 through July 31, 2017.

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 Advancement, is authorized to execute any agreements and related documents associated with this grant.

Action: Approved. See item 8.1 (408.2224).

ADDED

**District Board of Trustees
January 19, 2016**

Agenda Item: 8.10

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

Ratification of Emergency Signature Authority for Landlord's Consent and Acknowledgement to Assignment of Manual Food Service Agreement - **ADDED** 408.2230, 15-16

Wehbe Jammin, Inc. dba Domino's Pizza ("Lessee/Contractor") has operated a Domino's restaurant in the College's Food Court since 2006. The current agreement expires on April 30, 2016. The Lessee/Contractor is current on all obligations.

The agreement allows for assignment to an approved franchisee of Domino's Pizza, LLC, with landlord's consent, which shall not be unreasonably withheld. The Lessee/Contractor has requested the College's consent to such an assignment in connection with its sale of its local operations to SWF Operations, LLC ("Assignee"). The entities involved in the sale have requested that the College execute the attached document to indicate its consent to the assignment. They have also requested that this matter be kept as confidential as possible until the transaction is finalized at the end of the month, but they understand that the trustees and college staff will be made aware of the situation.

The Lessee/Contractor has informed the College that the Assignee is a top franchisee, that employees will be retained, and that the Lessee will assist in the transition. College staff are preparing to solicit proposals for the space when the lease ends in April, and the Assignee has indicated an interest in submitting a proposal.

Under College Rule 1.1, the board chair has the authority to execute documents before the next board meeting if waiting for the meeting would create operational or financial difficulties for the College.

Board Action Requested:

Ratification

Action: Approved. See item 8.1 (408.2224).

Santa Fe College Foundation Liaison Update and Board Members' Remarks

Reporting for the Santa Fe College Foundation, Trustee Mallini noted the first scholarship award cycle is open for local high school seniors only. The College serves nine district high schools, and those in contact with a senior in one of the local high schools were asked to encourage them to submit their applications. The deadline for submitting an application is February 22, 2016. The "50 YEARS TO FIRST" fundraising campaign that began in September 2014 to help celebrate the 50th anniversary of the College is progressing rapidly. Currently 59 new scholarships have been created with recent donations from Campus USA, Thomas A. Plein Foundation, Pamphalon Foundation, Jody and Suellen Davis, and Ms. Gale King.

Chair Lee thanked Ms. Teri McClellan, Assistant Vice President for Communications and Creative Services, for arranging and assisting with the recent reception in the Santa Fe College Art Gallery for the Women of Distinction. Members of the Junior League of Gainesville were invited to attend the college's faculty art exhibit since the organization collaborated with College staff to establish the Santa Fe Art Gallery decades ago. Many of the Junior League Members at that time were Women of Distinction and other members of the organization have since become Women of Distinction. She added that Ms. Sandra Olinger, a past officer of Junior League, provided an oral history of the project spanning 40 years.

Chair Lee encouraged all the board members to attend the Women of Distinction awards luncheon on March 31, 2016, at the Gateway Grand Best Western to show respect and support for the women being recognized. She noted that Ms. Gloria Fletcher will be honored posthumously for her many contributions to our community.