



Santa Fe College
District Board of Trustees

Minutes of Board Meeting Held February 16, 2016
Charles R. Blount Downtown Center, Gainesville, Florida

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

Members absent: G. Thomas Mallini, Jeffrey L. Oody

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

Added: Item 6.3 – Acknowledgement and Ratification of Santa Fe College Foundation, Inc.
Position Reassignments

President Sasser asked Ms. Sharon Whitcraft, Director of Medical Imaging Programs, to introduce today's special guest. Ms. Whitcraft introduced Mr. Jermaine Gaddis, a student in the Cardiovascular Technology Program (CVT). She discussed how Jermaine, as one of the Siemens Technical Scholars, received a scholarship of \$10,000 to assist with tuition and other educational expenses. She added that Jermaine is respected by his classmates and faculty, and, when he graduates in December from the CVT program, will be the first in his family to work in the health care area. She shared with the board the Siemens video of Jermaine and his journey as a student within the program. Mr. Gaddis shared with the board how thankful he was for the scholarship and how it enabled him to attend college to further his education in a highly respected field. The board congratulated Jermaine on his accomplishments and success with the CVT program.

The meeting adjourned at 4:47 p.m.

Caridad E. Lee, Chair

Jackson N. Sasser, Secretary



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of February 16, 2016, at 4 p.m.
Charles R. Blount Downtown Center, Gainesville, Florida**

Amended Agenda

Adoption of Agenda

Agenda Item: 1.1
418.537, 15-16

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Board Meeting of February 16, 2016
- 1.2 Approval of Board Meeting Minutes of January 19, 2016
- 1.3 Approval of Amended Board Meeting Minutes of July 21, 2015

2. Information Items

- 2.1 President's Report
- 2.2 Strategic Planning
- 2.3 Amended Rule 7.24: Selection for Admission to Limited Access Programs
- 2.4 Amended Rule 5.12: Smoking and Tobacco Use
- 2.5 Amended Rule 6.4: Use of College Facilities
- 2.6 Standard Health Sciences Clinical Facilities Agreement with:
 - Advanced Physical Therapy and Rehab of Lee, Inc. – Physical Therapist Assistant
 - The Orthopaedic Institute, PA – Physical Therapist Assistant
 - Suwannee Bend Services, LLC – Physical Therapist Assistant
- 2.7 Community Education "Enrich!" Brochure for Spring 2016

3. Citizens' Requests

4. Consent Items

Personnel

- 4.1 Contract Staff (Faculty)
- 4.2 Contract Staff (Administrative and Professional)
- 4.3 Community and Continuing Workforce Education Staff
- 4.4 Career Service Staff
- 4.5 Leave of Absence

Grants

- 4.6 Carl D. Perkins Career and Technical Education Postsecondary Programs, Section 132, 2015-2016 Roll Forward Funds – Grant
- 4.7 Mindtree Limited - Quick Response Training Grant
- 4.8 Public Sphere Pedagogy in State and Local Politics – Economic Inequality Initiative Grant
- 4.9 Santa Fe Cares: Creating a Culture of Caring and Engagement – AAC&U Grant

- Finance
 - 4.10 Report of Purchases for January 2016
 - 4.11 Colonel Harry M. Hatcher, Jr., Property Survey 16-06
 - 4.12 Acceptance of Donations 16-02
- 5. Finance Items
 - 5.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for January 2016
 - 5.2 Report of Investments, Quarter Ending December 31, 2015
- 6. General Institutional Items
 - 6.1 International Travel
 - 6.2 New Baccalaureate Program Letter of Intent: Bachelor of Science in Accounting
 - 6.3 Acknowledgement and Ratification of Santa Fe College Foundation, Inc. Position Reassignments - **ADDED**
- 7. Agreements/Grants
 - 7.1 Clinical Affiliation Agreement with Florida Hospital Flagler
 - 7.2 Master Clinical Education Agreement with Shands Teaching Hospital and Clinics, Inc.
 - 7.3 Affiliation Agreement with North Florida Outpatient Imaging Center (Invision Medical Imaging)
 - 7.4 Amendment #1 to College Affiliation Agreement with North Florida Regional Medical Center
 - 7.5 Memorandum of Understanding with Florida Department of Highway Safety and Motor Vehicles for Drivers License and Motor Vehicle Record Data Exchange
 - 7.6 New Standard Construction and Technical Programs Plumbing Technology Program Agreement
 - 7.7 Santa Fe Advancing Talent – School to Career Project (AT-S2C Project) Grant
- 8. Santa Fe College Foundation Liaison's Update and Board Members' Remarks
- 9. Adjournment

Board Action Requested:

Approval

Discussion: Upon unanimous consent of the board, and for good cause found by the Chair, the board agenda was amended to add item 6.3. Chair Lee asked if there were any consent items that the board would like to have removed for discussion, and hearing none, the agenda was approved as presented.

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

Approval of Board Meeting Minutes of January 19, 2016

401.527, 15-16

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held January 19, 2016, are presented for approval.

Board Action Requested:

Approval

Action: Motion to approve item 1.2 through 1.3: Woody
Second: Hudson
Vote: Fletcher - yes, Hudson - yes, Lee - yes, McRae - yes,
Prevatt - yes, Woody - yes

Approval of Amended Board Meeting Minutes of July 21, 2015

401.528, 15-16

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held July 21, 2015, were approved by the Board at its regularly scheduled meeting on September 15, 2015. Thereafter, College staff requested that the minutes be amended to redact a reference to the former employment of a Santa Fe College employee for safety and protection purposes. This redaction is consistent with the spirit of Florida Statute section 119.071, which provides numerous exemptions from disclosure of personal information relating to former employment such as law enforcement officers, state attorneys, public defenders, and judges. The revised minutes, as amended, are attached for review.

Board Action Requested:

Approval of Amended Board Meeting Minutes of July 21, 2015

Action: Approved. See item 1.2 (401.527).

President's Report

Information Item

President Sasser thanked Ms. Cheryl Calhoun, Dean of Educational Centers and Director of the Blount Center, for hosting today's meeting.

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

Dr. Sasser noted the Spring Board workshop is March 14, 2016, at the Santa Fe College Spring Arts House, beginning at 9 a.m. and concluding at 1 p.m.

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

Dr. Sasser stated the annual Spring Arts Festival is April 2-3, 2016, in downtown Gainesville

The president stated that the next Board meeting is April 19, 2016, at the Andrews Cultural Center at 4 p.m.

President Sasser noted that the Nursing Pinning Ceremony is April 28, 2016, at noon and Commencement Ceremonies are April 29, 2016, at 3 and 7 p.m. He added that Mr. Edward Jimenez, CEO of UF Health Shands, is the scheduled guest speaker at the 3 p.m. ceremony.

Calendar

March 14, 2016 9 a.m. - 1 p.m.	Spring Board Workshop SF Spring Arts House
March 31, 2016 11:30 a.m.	Women of Distinction Awards Ceremony Best Western Gateway Grand Hotel
April 19, 2016 4 p.m.	Regular Board Meeting Andrews Cultural Center
April 28, 2016 Noon	Nursing Pinning SF Gymnasium
April 29, 2016 3 and 7 p.m.	Commencement Ceremonies SF Gymnasium

Strategic Planning

Information Item
419.36, 15-16

Discussion: Dr. Lisa Armour, Vice President for Assessment, Research and Technology, gave an update on the Strategic Plan. Dr. Armour distributed excerpts from the new Institutional Effectiveness Manual, which is under development. She shared an overview of SACS/COC Comprehensive Standard 3.3 in which an institution identifies expected outcomes, assesses the extent to which it achieves these outcomes and provides evidence of improvement based on analysis of the results. She added that planning units' expected outcomes are identified within the online outcomes, planning and assessment (OPA) application. Dr. Armour noted that on the handout there were examples of outcomes designated strategic, in which she highlighted one of the areas.

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

Amended Rule 7.24: Selection for Admission to Limited Access Programs

Information Item
410.513, 15-16

Rule 7.24 came before the board as an information item at the January board meeting. After considering comments from trustees, making suggested changes, and allowing for ample time for legal notice publication, College staff recommended that the item come back for a second time as information before a vote is requested at the April board meeting.

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

Amended Rule 5.12: Smoking and Tobacco Use

Information Item
410.514, 15-16

The proposed change to Rule 5.12 would consolidate the tobacco use portion of Rule 6.4 with the prior language in Rule 5.12. A new concept would be included to prohibit e-cigarettes on College premises, except in designated smoking huts located on College property. Students found violating the policies would be referred to student conduct proceedings under the proposed changes.

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

Amended Rule 6.4: Use of College Facilities

Information Item
410.515, 15-16

Under this proposed amendment, language regarding smoking and tobacco use on College property would be removed from Rule 6.4 in favor of consolidating all relevant smoking and tobacco use policies to Rule 5.12: Smoking and Tobacco Use.

In addition, College staff recommends that Rule 6.4 be updated to reflect current “Food and Drink” and “Catering” information.

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
Advanced Physical Therapy and Rehab of Lee, Inc. – Physical Therapist Assistant	408.2231, 15-16
The Orthopaedic Institute, PA – Physical Therapist Assistant	408.2232, 15-16
Suwannee Bend Services, LLC – Physical Therapist Assistant	408.2233, 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:

- Advanced Physical Therapy and Rehab of Lee, Inc., located in Fort Myers, FL
- The Orthopaedic Institute, PA located in Gainesville, FL
- Suwannee Bend Services, LLC located in Chiefland, FL

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

Community Education “Enrich!” Brochure for Spring 2016

Information Item
415.162, 15-16

In accordance with Rule 7.11, the president is authorized to approve course fees for Community Education courses and programs. Total fees collected must be equal to at least 100% of the total costs of the Community Education course or program within the fiscal year. A draft of the Community Education brochure entitled “Enrich!” containing the list of courses/programs and associated fees was reviewed and approved by the president at the February 8, 2016, Cabinet meeting and is provided for reporting to the board. Changes may be made as needed.

Citizens' Requests

423.43, 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.

C O N S E N T

**District Board of Trustees
February 16, 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)

402.786, 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

Douglas Barlow

Sergio Caballero

Tania Cordova-Sintjago

Katherine Harman

Craig Manahan

Christopher Mortensen

Pratibha Singh

Kristen Sink

Jacqueline Vaughan

Caitlin Williamson

Board Action Requested:

Approval

Action: Motion to approve items 4.1 through 4.12: Woody

Second: Hudson

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

C O N S E N T

District Board of Trustees
February 16, 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)

411.397, 15-16

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

**Technical/Professional
Appointment
Full Time**

Name

Predrag Jankovic
B.A., Megatrend University

Position

Network Operations Engineer, Information Technology
Services Department

**Promotion
Part Time**

Michelle Amos
Zelda Jones
Allison LeBaron
Rustin Ritchie

Specialist, Writing Lab
Specialist, Adult Education Lab
Specialist, Adult Education Lab
Specialist, Admissions

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.786).

C O N S E N T

District Board of Trustees
February 16, 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 Workforce Education Staff

404.439, 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

Program/Class

Mary Claire Thorkildson

Crafts

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.786).

C O N S E N T

District Board of Trustees
February 16, 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

403.528, 15-16

The individuals listed below are being recommended for appointment.

Part Time

Name

Lizeth Mora Porras

Ashley Rucker

Position

Toddler Teacher, Little School

Preschool Teacher, Little School

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.786).

CONSENT

District Board of Trustees
February 16, 2016

Agenda Item: 4.5

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

Leave of Absence

420.164, 15-16

Joshua Watson, has requested a leave of absence from his position of Associate Professor in the Zoo Technology Program for a one (1) year period beginning January 5, 2016, and ending January 4, 2017. This request is supported by the Chair of Natural Sciences, Associate Vice President for Academic Affairs, and the Provost and Vice President of Academic Affairs. The college recommends approval of the requested leave.

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.786).

C O N S E N T

District Board of Trustees
February 16, 2016

Agenda Item: 4.6

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

Carl D. Perkins Career and Technical Education Postsecondary Programs,
Section 132, 2015-2016 Roll Forward Funds - Grant

409.2080, 15-16

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

The amount of funds requested from the State of Florida, Department of Education, Division of Career and Adult Education is \$44,381, with no matching funds from Santa Fe College.

Duration of this project is July 1, 2015, through June 30, 2016.

Operating budget impact: None

Board Action Requested:

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

Action: Approved. See item 4.1 (402.786).

CONSENT

District Board of Trustees
February 16, 2016

Agenda Item: 4.7

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

Mindtree Limited – Quick Response Training Grant

409.2081, 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 135 new IT service positions over a 24-month period. These are highly-skilled, high wage jobs with excellent benefits. Santa Fe College will serve as the fiscal agent for CareerSource Florida, Inc. and will provide no training. The Council for Economic Outreach facilitated development of this project with Santa Fe College. This is year two of a two-year project.

The amount of funds requested from the CareerSource Florida, Inc. is \$151,200, with no matching funds from Santa Fe College.

Duration of this project is March 26, 2016 through March 25, 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 4.1 (402.786).

CONSENT

District Board of Trustees
February 16, 2016

Agenda Item: 4.8

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

Public Sphere Pedagogy in State and Local Politics – Economic Inequality Initiative Grant

409.2082, 15-16

Students will be asked to participate in a Public Sphere Pedagogy project. They will identify and follow the progress on a bill in the state legislature that deals with economic inequality or its effects (Medicaid expansion, inequitable funding for schools in low-income neighborhoods, etc.) They will make a presentation on the problem addressed by the bill, how the bill proposed to solve the problem, and what happened to the bill during the legislative session at a forum sponsored by SF's Democracy Commitment and the Alachua County Chapter of the League of Women Voters (LWV) in early April. To further incentivize students, three judges will evaluate the presentations and the class whose presentations score the highest will receive lunch at a class meeting from Subway on the Northwest campus.

The amount of funds requested from the American Association of State Colleges and Universities is \$950, with no matching funds from Santa Fe College.

Duration of this project is January 1, 2016 through May 20, 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 (402.786).

CONSENT

District Board of Trustees
February 16, 2016

Agenda Item: 4.9

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

Santa Fe Cares: Creating a Culture of Caring and Engagement – AAC&U Grant 409.2083, 15-16

The purpose of this project is to create an environment where students feel their needs are important, and to educate faculty, staff and students on critical campus and community resources available to students in distress. Santa Fe Cares will include a kick-off campaign that will include marketing this important care message to students and create a website that houses important student resources, including a way to report students of concern.

The amount of funds requested from the Association of American Colleges & Universities is \$1,000, with no matching funds from Santa Fe College.

Duration of this project is July 1, 2016 through September 30, 2016.

Operating budget impact: None

Board Action Requested:

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

Action: Approved. See item 4.1 (402.786).

C O N S E N T

District Board of Trustees
February 16, 2016

Agenda Item: 4.10

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

Report of Purchases for January 2016

202.624, 15-16

Below are the total amounts and a summary of purchases for the month of January 2016.

Purchasing	\$1,017,163.03
Risk Management Consortium	<u>\$0.00</u>
Total	<u>\$1,017,163.03</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y59936 (Fund 1)	\$ 52,618.40	Contract	Dell Marketing	Computers (40) Information Technology
Y59948 (Fund 1)	\$ 95,400.00	Exempt	Columbiasoft Corporation	Document Management Software Information Technology
Y60037 (Fund 7)	\$ 413,970.00	Contract	D.E. Scorpio Corporation	Building L Reroofing General Maintenance
Y60048 (Fund 7)	\$ 55,400.00	Sole Source	Automated Controls	Upgrade Building Automation System General Maintenance
	\$ 617,388.40			

Purchase orders for previously awarded bids/contracts: 4
(All Temp Force) Amount: \$32,097.16

Other Purchases \$0 - \$35,000.00
Number of purchase orders: 261 Amount: \$367,677.47

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.786).

C O N S E N T

District Board of Trustees
February 16, 2016

Agenda Item: 4.11

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

Colonel Harry M. Hatcher, Jr., Property Survey 16-06

200.874, 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 via email on January 26, 2016, 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
Worn-Out Equipment with No Salvageable Parts	1	\$75,000.00	\$75,000.00	\$0.00
Surplus Property	14	\$330,515.80	\$330,515.80	\$0.00
TOTAL	<u>15</u>	<u>\$405,515.80</u>	<u>\$405,515.80</u>	<u>\$0.00</u>

Notes

Worn-Out Equipment with No Salvageable Parts are items that are no longer in usable condition and not cost-effective to repair.

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 (402.786).

C O N S E N T

District Board of Trustees
February 16, 2016

Agenda Item: 4.12

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

Acceptance of Donations 16-02

200.875, 15-16

Shands UF Health Rehabilitation Hospital has donated the item listed below to the Physical Therapist Assistant Program.

<u>Quantity</u>	<u>Description</u>	<u>Cost</u>
1	Treadmill, Biodex 400 Model 945-275	<u>\$100.00</u>
	Total	<u>\$100.00</u>

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.786).

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 January 2016 201.799, 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 January 31, 2016.

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	\$47,634,318	64.47	\$45,920,867	63.06
Expenditures	\$39,597,265	46.32	\$37,686.303	51.17

Board Action Requested:

Acceptance of report

Discussion: Ms. Ginger Gibson, Vice President for Administrative Affairs and CFO, reviewed items 5.1-5-2 individually.

Action: Motion to approve items 5.1 through 5.2: Prevatt
Second: Fletcher
Vote: Fletcher - yes, Hudson - yes, Lee - yes, McRae - yes,
Prevatt - yes, Woody - yes

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

Report of Investments, Quarter Ending December 31, 2015

201.800, 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 December	0%
Interest earnings, quarter	\$ 0
Interest earnings, fiscal year to date	\$ 0

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

Participant Yield, at December 31, 2015	0.35%
Interest earnings, quarter	\$ 11,208
Interest earnings, fiscal year to date	\$ 20,709

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

Annualized effective rate, net, at December 31, 2015	1.10%
Interest earnings, quarter	\$ 117,732
Interest earnings, fiscal year to date	\$ 241,292

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	1.80 Years
Yield-to-maturity at cost	0.99%
Earnings, quarter	\$ (29,788)
Earnings, fiscal year to date	\$ (5,156)

Interest Earnings Comparison:

Total interest earnings fiscal year to date 2015/2016	\$ 256,845
Total interest earnings fiscal year to date 2014/2015	\$ 274,275

Board Action Requested:

Approval of report

Action: Approved. See item 5.1 (201.799).

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

International Travel

101.114, 15-16

The College is committed to international and intercultural education and globalization efforts. International education is an integral component of the College's mission, and the College seeks to create an environment where teaching and learning is augmented and enhanced by international study for faculty and by student-centered educational opportunities that prepare students for successful participation in the global community. International travel is just one of the ways in which the College's mission for international education is accomplished.

All international travel is subject to the requirements stated in the existing rules, regulations, and guidelines. As the College is now increasing its international travel it has been determined that it would be a best practice for the board to have final approval of all recommended international travel, regardless of funding source or destination.

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

Dr. Clay Smith travel to Indonesia, March 18 - April 3, 2016*

Dr. Clay Smith, a full-time English professor at Santa Fe College, will visit and lecture at Atma Jaya University, the Catholic University in Jakarta, Indonesia. He also will visit four community colleges on the island of Java that participated in the U.S. State Department-funded Community College Administrator Program (CCAP) for Indonesia in May of 2015. All transportation in Indonesia will take place by chartered vehicle and in the company of Atma Jaya staff. This travel will be funded with matching funds from Atma Jaya University, the CCAP with Indonesia grant, and the International Education Office. No State Department travel alert or warning has been issued for Indonesia at this time.

Dr. Vilma Fuentes travel to Ecuador and Peru, March 6 - 12, 2016*

Dr. Vilma Fuentes is project co-director for a U.S. State Department-funded CCAP for Multiple Countries, a project developed in partnership with Florida State University and approved by the Santa Fe Board of Trustees on July 29, 2014. Dr. Fuentes will be travelling to Ecuador and Peru to meet with government officials, visit technical colleges, and learn about their needs and challenges. The trip will enable Santa Fe College to deliver a culturally-appropriate training seminar for South American administrators scheduled to visit SF in the Fall of 2016. Dr. Fuentes has travelled extensively in Asia, Europe, and South America for personal reasons and as part of official Santa Fe College business. Transportation within Ecuador and Peru will take place via taxi and a chartered vehicle. No State Department travel alerts or warnings have been issued for these countries.

*Final trip dates may change after airfare is purchased.

Board Action Requested:

Approval of travel

Discussion: President Sasser asked Dr. Ed Bonahue, Provost and Vice President for Academic Affairs, to discuss item 6.2. Dr. Bonahue stated the college has submitted to the Florida Department of Education a notice of intent for a Bachelor of Science degree in Accounting that will serve our workforce region. Dr. Bonahue noted this new degree is met with great enthusiasm from local companies that hire qualified staff accountants. He noted this new degree is supported by Dr. John Kraft, Dean of University of Florida College of Business, and is complementary to UF's current Accounting program.

Regarding item 6.3, Dr. Sasser asked the board to ratify the decision of Santa Fe College Foundation, Inc., at a specially called meeting on February 9, 2016, effectively reassigning Mr. Chuck Clemons, Vice President for Advancement, from his former role at the Foundation. He said that Mr. Clemons has filed the requisite papers to run for the Florida House Representative for District 21 after being recruited by individuals in Tallahassee and locally. Mr. Clemons' previous duties included the areas of Fundraising/Development, Liaison for Government/Legislative/AFC, Grants, Communications and Creative Services, and Cultural Affairs. To ensure there are no potential conflicts of interest or appearances of impropriety during the pre-campaign and campaign periods, the duties related to fundraising/development have been reassigned to the Associate Vice President for Advancement, Mr. Mike Curry. Mr. Curry will serve as Interim Executive Director and Treasurer during the pre-campaign and campaign periods. If Mr. Clemons is elected to public office, these responsibilities will not return to Mr. Clemons during his service as a Representative, and the Grants-related duties likely will be transferred as well. Also, the Government/Legislative/AFC duties will be transferred completely to Mr. Liam McClay, who has been appointed interim Deputy Executive Director and Assistant Treasurer of the Santa Fe College Foundation, Inc. The president added that the oversight of the SF Police Department had been added to Mr. Clemons' responsibilities in light of the removal of the above-referenced duties. Trustee Woody said this was a good decision on the part of Dr. Sasser and the Foundation Board, and he supports the position reassignments.

Action: Motion to approve items 6.1 through 6.3: Woody
Second: Hudson
Vote: Fletcher - yes, Hudson - yes, Lee - yes, McRae - yes,
Prevatt - yes, Woody - yes

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

New Baccalaureate Program Letter of Intent: Bachelor of Science in Accounting 101.115, 15-16

College faculty and staff have completed preliminary work suggesting significant potential for a new Bachelor of Science degree in Accounting. Using both quantitative workforce data and qualitative input from local employers, preliminary analysis has found evidence of current and sustained need for baccalaureate-trained accounting professionals to work in Santa Fe College's service district. Early outreach to the University of Florida has also met with a positive response.

With this preliminary work completed, the attached letter of intent was prepared, indicating the college's intention of embarking on a more comprehensive needs analysis and plan for program implementation. Consent and support are requested for proceeding with a full-scale exploration of a baccalaureate degree in accounting, which will culminate in a comprehensive proposal for state submission and board approval later this spring.

Board Action Requested:

Approval

Action: Approved. See item 6.1 (101.114).

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

Acknowledgement and Ratification of Santa Fe College Foundation, Inc. Position 400.623, 15-16
Reassignments

In keeping with the College's tradition of service, both corporately and personally, Vice President for Advancement Chuck Clemons has filed papers to run for Florida House District 21 after being recruited by individuals in Tallahassee and locally. Vice President Clemons' duties included the areas of Fundraising/Development, Government/Legislative/AFC, Grants, Communications and Creative Services, and Cultural Affairs. To ensure there are no potential conflicts of interest or appearances of impropriety during the pre-campaign and campaign periods, and if he is elected to serve as a legislator, the duties related to fundraising/development have been reassigned to the Associate Vice President for Advancement, Mr. Michael Curry. The oversight and administration of the Police Department has been added to Mr. Clemons' leadership. The Grants Department will remain under Chuck's leadership during the campaign, but will be moved if he is elected.

Because VP Clemons provided Fundraising/Development duties primarily in his role as Executive Director and Treasurer of the Santa Fe College Foundation, the Foundation board, at a specially called meeting on February 9, 2016, appointed Michael Curry as Interim Executive Director and Treasurer during the pre-campaign and campaign periods at President Sasser's recommendation. If elected to the House, these responsibilities will not return to Mr. Clemons during his service as a Representative. Similarly, the Government/Legislative/AFC duties will be transferred completely to Mr. Liam McClay, who has also been appointed as Interim Deputy Executive Director and Assistant Treasurer of the Santa Fe College Foundation.

Both College rule and statute acknowledge an employee's right to pursue public office while recognizing that the employee must devote the requisite time and undivided attention to his job at the College. With that in mind, VP Clemons has proposed to make extensive use of available vacation leave during the campaign period and has agreed to keep the campaign entirely separate from his work at the College. Leave without pay will be recommended to the Santa Fe College Board of Trustees for Chuck for his two-month legislative sessions if elected. During those periods, his duties will be covered internally.

VP for Advancement – New Job Description

This position provides administrative leadership and oversight of the **Grants Department** (20%) in maximizing external public funding opportunities in support of identified college needs.

In addition, this position provides administrative leadership to the **Communications and Creative Services (CCS) Department** (20%). CCS is responsible for a wide variety of public relations and communication services that include news and media relations, web page management and development, advertisement, graphic design, videography, photography, market research, editorial support and other promotional and special event services. CCS is responsible for the college brand and provides oversight of all external and internal communications and promotions to be certain they are consistent with the style guide and college brand. CCS also assists with enhancement of student recruitment through marketing activities and the College website.

This position also provides leadership and support for college-wide marketing campaigns and special projects including the “**Fifty to First**” initiative (20%).

Additionally, this position serves as the administrator for the **Cultural Programs Department** (15%) that is responsible for developing cultural events in both Alachua and Bradford Counties including Bradford Fest and the Gainesville Spring Arts Festival.

The VP for Advancement now also provides administrative oversight for the **Santa Fe College Police Department** and other public safety initiatives (25%). This includes setting policy for the police department, assuring compliance with administrative rules, state statute and federal laws along with establishing college-wide security programs for students, staff and facilities.

Board Action Requested:

Acknowledgement and ratification

Action: Acknowledged and ratified. See item 6.1 (101.114).

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

Clinical Affiliation Agreement with Florida Hospital Flagler

408.2234, 15-16

This agreement with Florida Hospital Flagler in Palm Coast, Florida, would allow Cardiovascular Technology, Computed Tomography, and Physical Therapist Assistant students to participate in clinical training at the hospital. This agreement would replace an existing agreement that covers only the Cardiovascular Program. An out-of-district letter is in place allowing College students to train in this facility when needed and as appropriate in conjunction with the needs of Daytona State College students. No in-district students will be displaced by SF's out-of-district students. The agreement is effective for two years and automatically renews annually. It may be canceled by either party with thirty days written notice. Any cancellation is effective at the end of a current academic semester.

Board Action Requested:

Approval

Action: Motion to approve items 7.1 through 7.7: Prevatt
Second: Fletcher
Vote: Fletcher - yes, Hudson - yes, Lee - yes, McRae - yes,
Prevatt - yes, Woody - yes

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

Master Clinical Education Agreement with Shands Teaching Hospital and Clinics, Inc.

408.2235, 15-16

This agreement with Shands Teaching Hospitals and Clinics would allow students in many health science programs to participate in clinical training at multiple Shands facilities. This agreement would replace an existing agreement that dates back to 1996. It consolidates multiple amendments, updates programs of study currently using Shands for clinical training, and revises the locations of the departments and clinics. The agreement is for two years and automatically renews annually. It may be canceled by either party with ninety days written notice. Any cancellation is effective at the end of a current academic semester.

Board Action Requested:

Approval

Action: Approved. See item 7.1 (408.2234).

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

Affiliation Agreement with North Florida Outpatient Imaging Center (Invision Medical Imaging)

408.2236, 15-16

These two agreements are with North Florida Outpatient Imaging Center, also known as Invision, which are affiliated with North Florida Regional Medical Center. One agreement is for the Lake City facility, and the other one is for the Gainesville facility. The agreements initiate a new relationship that will allow Medical Imaging students (Cardiovascular Technology, Diagnostic Medical Sonography, Nuclear Medicine Technology, Radiography, and Computed Tomography) to participate in clinical training at the facilities. The agreements are for three years and may be canceled by either party with thirty days written notice. Any cancellation is effective at the end of a current academic semester.

Board Action Requested:

Approval

Action: Approved. See item 7.1 (408.2234).

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

Amendment #1 to College Affiliation Agreement with North Florida Regional
Medical Center

408.2237, 15-16

This amendment to the existing agreement with North Florida Regional Medical Center (NFRMC) will allow students in the new Physical Therapist Assistant program to participate in clinical training at NFRMC. All other terms of the master agreement remain unchanged.

Board Action Requested:

Approval

Action: Approved. See item 7.1 (408.2234).

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 Highway Safety and Motor Vehicles for Drivers License and Motor Vehicle Record Data Exchange 408.2238, 15-16

The purpose of this agreement is to continue to allow the college to access data held by the Florida Drivers License and/or Motor Vehicle Record Data Exchange for the purpose of establishing and verifying Florida residency for tuition purposes. The College has had a similar agreement in place since 2011. The agreement will remain in effect for three years.

Board Action Requested:

Approval and delegation of authority to Registrar to sign annual statement of affirmation.

Action: Approved. See item 7.1 (408.2234).

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

New Standard Construction and Technical Programs Plumbing Technology
Program Agreement

408.2239, 15-16

College staff request approval of a new standard agreement that would be used to establish field experience opportunities for students in the Plumbing Technology Program. In addition, staff request that the Board delegate authority to the Provost and Vice President for Academic Affairs to sign future agreements that use this standard form. Each standard agreement will be reported to the Board as an information item. Agreements that do not conform to the standard agreement will be presented to the Board for approval.

This standard agreement would be used with licensed plumbing contractors who agree to allow students to shadow their licensed plumbers. Students would participate in field experiences during their final semester of the Plumbing Technology Program. The student, the licensed plumber's representative, and the College instructor will provide written confirmation of activities observed each day of the field experience.

Board Action Requested:

Approval of the new standard agreement and authorization for the Provost and Vice President for Academic Affairs to execute such agreements on behalf of the Board without further review by the Board. In addition, authorization for the Provost and Vice President for Academic Affairs to revise the standard agreement as warranted by changes in the law and changes in College rules without further review by the Board. The Provost and Vice President for Academic Affairs will regularly report to the Board as information items the agreements that have been entered into using this delegated authority.

Action: Approved. See item 7.1 (408.2234).

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

Santa Fe Advancing Talent – School to Career Project (AT-S2C Project) Grant 409.2084, 15-16

The purpose of this grant is to increase employment participation of approximately 50 - 60 young adults on the spectrum disorders, or other types of disabilities in the workplace, exposing employers to the diversity that this population brings to the workplace, and improve the work environment with their unique perspectives and expertise. Using structures that have been proven to work, this project will implement a combination of evidence-based practices—mentoring and paid internships—to increase the number of individuals with Autism Spectrum Disorder (ASD) moving through critical junctures of school to career and increase the experiences of employers in working with individuals with disabilities. Findings from this promising practice model will be shared with the Able Trust and other colleagues statewide and nationally. This is year one of a three-year grant.

The amount of funds requested from The Able Trust for year one is \$99,205, with matching funds of \$96,045 from Santa Fe College and \$1,375 in matching funds from the SF Foundation. Total funding for the three-year project is \$289,242.

Duration of this project is June 1, 2016 through May 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 7.1 (408.2234).

Santa Fe College Foundation Liaison Update and Board Members' Remarks

Reporting for the Santa Fe College Foundation, Mr. Chuck Clemons stated a donor from the community has provided a dollar-for-dollar challenge donation up to \$35,000 for the Institute of Public Safety, with the intention the funds be used to purchase an interactive simulated scenario-based training program. He noted Dr. Sasser has already mentioned the Women of Distinction Award luncheon scheduled for March 31 at the Gateway Grand Best Western Hotel. He added the event is almost sold out, so those who want tickets should purchase them soon. The unveiling of the Spring Arts poster is March 22, 2016, at 2:30 p.m. in the President's lobby. This year's poster artist is Ms. Annie Pais and the Spring Arts Festival is April 2-3, 2016.

The President mentioned that this evening is the first of two public hearings to discuss the Plum Creek's Envision Alachua Sector Plan. He added that Mr. Dug Jones, Associate Vice President for Economic Development, is speaking on behalf of the college in support of the plan for Eastern Alachua County. Dr. Sasser added that there is much opposition to the plan, but stated that he is in support and feels there is a great need in that area and it will lead to more great jobs for the community. Trustee Woody noted that he is in full support of the plan and it is imperative for the growth of East Gainesville.