



Santa Fe College
District Board of Trustees

Minutes of Board Meeting Held July 19, 2016
Watson Center, Keystone Heights, Florida

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

Members absent: G. Thomas Mallini, Lisa M. Prevatt, Robert L. Woody

Chair Caridad E. Lee called the regular meeting of the District Board of Trustees of Santa Fe College to order at 4:10 p.m., at the Watson Center in Keystone Heights, Florida, followed by the Pledge of Allegiance.

President Sasser asked Dr. Ed Bonahue, Provost and Vice President for Academic Affairs, to share with the board some good news. Dr. Bonahue noted at their places was the *Conexion Latina*, a Spanish newspaper that serves the North Florida area, and inside the paper there is a marked section highlighting Santa Fe College being named number one in the nation and an overview of our two and four-year programs.

Dr. Naima Brown, Vice President for Student Affairs, provided an enrollment update. Dr. Brown reported that headcount for Fall 2016 is up by 247 students (2.7%) and FTE is up 0.7%. Also, we have readmitted 138 STUDENTS through "Finish at the Top" and 38 of those have already enrolled.

The meeting adjourned at 5:05 p.m.

Caridad E. Lee, Chair

Jackson N. Sasser, Secretary



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of July 19, 2016, at 4 p.m.
Watson Center, Keystone Heights, Florida**

Amended Agenda

Adoption of Agenda

Agenda Item: 1.1
418.541, 16-17

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Board Meeting of July 19, 2016
- 1.2 Organization of the Board for 2016-2017
- 1.3 Approval of Board Meeting Minutes of June 21, 2016

2. Information Items

- 2.1 President's Report
- 2.2 Strategic Planning
- 2.3 College Catalog for 2016-2017
- 2.4 Community Education "EnRich!" Brochure - Fall A Term
Continuing Workforce Education "Enhance" Brochure - Fall Term
- 2.5 Renewal (Standard) Interinstitutional Articulation Cooperative Agreement for Career Pathways between Santa Fe College and The School Board of Marion County
- 2.6 Amended Rule 1.3: Board of Trustees: Membership and Organization - **ADDED**

3. Citizen's Requests

4. Consent Items

Personnel

- 4.1 Contract Staff (Faculty)
- 4.2 Contract Staff (Administrative and Professional)
- 4.3 Community and Continuing Workforce Education Contract Staff
- 4.4 Career Service Staff
- 4.5 Leave of Absence
- 4.6 Amended Salary Schedule for 2016-2017

Agreements/Grants

- 4.7 Mutual Aid Agreement Between the University of Florida Police Department and the Santa Fe College Police Department
- 4.8 North Central Florida Educational Talent Search Project Grant
- 4.9 Adult Education and Family Literacy, *Adult General Education* - Grant
- 4.10 Adult Education and Family Literacy, *English Literacy/Civics Education* – Grant
- 4.11 NSF – Collaborative Research: GP-EXTRA: Geoscience Engagement and Outreach (GEO) – High-Impact Integrated Academic and Professional Experiences Grant
- 4.12 National Institutes of Health (NIH) – **SF2UF** – Bridges to Baccalaureate Grant

- 4.13 National Science Foundation (NSF) - Online Technical Education in ATE-Funded Programs: Building Evidence-Based Practice Recommendations Grant
- 4.14 Rape Aggression Defense (RAD) Training & "Safe Santa Fe" Initiative Byrne Grant 2016-2017

Finance Items

- 4.15 Report of Purchases for June 2016
- 4.16 Colonel Harry M. Hatcher, Jr., Property Survey 17-01
- 4.17 Acceptance of Donations, 17-01

5. Facilities Items

- 5.1 Kirkpatrick Center Institute of Public Safety (IPS) Expansion – Construction Documents (Phase III), Budget and Amendment No. 1 to Agreement for Construction Management Services
- 5.2 Approval of College's Annual Capital Legislative Budget Request – Capital Improvement Plan (CIP)

6. Finance Items

- 6.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for June 2016
- 6.2 Budget Amendment #1, 2016-2017 Operating Budget, Current Unrestricted (Fund 1)

7. General Institutional Items

- 7.1 International Travel

8. Rules

- 8.1 Amended Rule 6.7: Bicycles, Skateboards, Scooters, Skates, and Other Personal Transportation Devices

9. Agreements/Grants

- 9.1 Walgreens Flu Shot Agreement
- 9.2 Memorandum of Understanding between the Children's Home Society of Florida, School Board of Alachua County, Florida Department of Health-Alachua County Health Department, Santa Fe College and the University of Florida
- 9.3 Cultural Programs General Support Grant

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

11. Adjournment

Board Action Requested:

Approval

Board Meeting Agenda

July 19, 2016

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Discussion: Upon unanimous consent of the board, and for good cause found by the Chair, the board agenda was amended to add item 2.6. 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: Hudson
Second: Fletcher
Vote: Fletcher – yes, Hudson – yes, Lee – yes,
McRae – yes, Oody – yes

Organization of the Board for 2016-2017

416.144, 16-17

To be presented at the meeting.

Board Action Requested:

Approval

Discussion: President Sasser read the recommendation in the absence of Trustee Woody, who served as the nominating committee for the organization of the board for 2016-2017. Mr. Woody noted that in reviewing the board organization and Board Rule 1.3, he recognized two needs: (1) the need to modify the board rule to be in compliance with the recent change in the state board rule for the composition of the board and (2) the possibility of another change to Rule 1.3 to allow for the chair and the vice chair to continue to serve an additional one-year term if it is in the best interests of the board. He also stated that the board would be best served by continuing with the current board chair and vice chair. Accordingly, he nominates Carrie Lee to serve as chair and Jeff Oody to serve as vice chair for an additional one-year term. This will be done in conjunction with the proposed rule change in agenda item 2.6 to allow trustees to serve an additional one-year term. Chair Lee and Vice Chair Oody accepted the nomination.

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

President Sasser thanked Chair Lee for her distinguished service and leadership and presented her with a memento in appreciation of her service and said he looked forward to her continued service to the Board.

Approval of Board Meeting Minutes of June 21, 2016

401.532, 16-17

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held June 21, 2016, are presented for approval.

Board Action Requested:

Approval

Action: Motion to approve item 1.3: Hudson
Second: Oody
Vote: Fletcher – yes, Hudson – yes, Lee – yes,
McRae – yes, Oody – yes

President's Report

Information Item

The president will discuss a variety of information topics.

Calendar

August 19, 2016
8:30 a.m.

Fall Convocation
Fine Arts Hall

September 20, 2016
4 p.m.

Regular Board Meeting
Wattenbarger Student Services Building

October 18, 2016
4 p.m.

Regular Board Meeting
Perry Center

President Sasser thanked Dr. Cheryl Calhoun, Dean for Educational Centers, for hosting today's meeting and asked her to introduce the newest addition to her staff. Dr. Calhoun introduced Ms. Gina Greenidge as the new director of the Watson Center. She joins Santa Fe with over twelve years' experience in higher education admission and outreach and community engagement. Ms. Greenidge stated she was excited about the new opportunity and looked forward to serving the community and students.

President Sasser recognized Dr. David Price, College Senate President; Mr. Art Grant, Presiding Officer of the Senate Executive Council; Mr. Jacobi Bedenfield, President of Student Government; Mr. Lindy Russell, Career Service Council Chair; and Ms. Rebecca Rogers, President of AFC.

Mr. Jacobi Bedenfield requested the opportunity to update the board on the new mobile campus safety app, "Safe Santa Fe". The app went live with Apple and Google/Android last week, and he encouraged everyone to download the free app to have in case of an emergency. President Sasser thanked everyone that worked on providing the safety app. He also stated that the college hosts once a month an open forum called "Times Talks". These are open conversations about important and controversial issues in the news and are part of Santa Fe's efforts to promote great civic engagement on campus. They are an opportunity for students, faculty and staff to exchange views on important issues in a casual, informal and civic environment. Tomorrow's dialogue will discuss the tragic events that have recently impacted communities across the United States. College Registrar, Mr. Mike Hutley, and Chief Book will co-facilitate the discussion.

President Sasser reminded the board there is no August board meeting and the next board meeting will be September 20 on the Northwest Campus at 4 p.m. Convocation is August 19 beginning at 8:30 a.m. in the Fine Arts Hall. He added that Dr. Terry O'Banion would be the guest speaker and encouraged everyone to attend. Also, he said that Ms. Crosby will be in touch with them soon to find a date for the Fall Board workshop.

Strategic Planning

Information Item
419.40, 16-17

Dr. Lisa Armour, Vice President for Assessment, Research, and Technology, will provide an update on strategic planning.

Discussion: Dr. Lisa Armour, Vice President for Assessment, Research and Technology, gave an update on Strategic Planning. Dr. Armour distributed a new booklet titled Outcomes, Planning, and Assessment (OPA) for the board to look over. She also distributed summary information on the planning unit for Institutional Effectiveness (IE) that highlighted three important planning units and the projected outcomes. She then reviewed the outcomes within the Assessment measures for IE. Tracking these measures in this manner enables the college to monitor its progress and ensure that it is recognized as a distinguished college, as it was this past year along with only one other college in the state system.

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

College Catalog for 2016-2017

Information Item
400.633, 16-17

The Santa Fe College Catalog, which is published annually, sets out a variety of academic information and requirements, college policies, and various student procedures, all of which shall be in effect in the year ahead. Although the online version of the catalog is often updated to reflect the addition of new programs (e.g., new baccalaureate programs that may be added mid-year) and to update other information as needed, the college prints a small number of hard copies for internal use. The 2016-2017 catalog is presented herewith for information and at the following link:

<http://www.sfcollege.edu/docs/catalog/2016-17.pdf>.

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

Community Education "EnRich!" Brochure - Fall A Term	Information Item
Continuing Workforce Education "Enhance" Brochure – Fall Term	415.164, 16-17

In accordance with Rule 7.11, the president is authorized to approve course fees for Community Education courses and programs. Total fees collected must be equal to at least 100% of the total costs of the Community Education course or program within the fiscal year. A draft of the Community Education brochure entitled "Enrich!" containing the list of courses/programs and associated fees was reviewed and approved by the president's designee at the July 11, 2016, Cabinet meeting and is provided for reporting to the board. Changes may be made as needed.

In accordance with Rule 7.11, the president is authorized to approve fees for Continuing Workforce Education (CWE). Total fees collected must fully support the expenditure of the CWE program within the fiscal year. A draft of the CWE brochure ("Enhance") containing the list of courses/programs and associated fees was reviewed and approved by the president's designee at the July 11, 2016, Cabinet meeting and is provided for reporting to the board. Changes may be made as needed.

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

Renewal (Standard) Interinstitutional Articulation Cooperative Agreement for Career Pathways between Santa Fe College and The School Board of Marion County

Information Item
 408.2270, 16-17

The A.S. degree and certificate programs listed below have been identified as accelerated paths by which students will have the opportunity to receive college credit as described in the Career Pathways District Interinstitutional Articulation Cooperative Agreement between Santa Fe College and The School Board of Marion County.

**Santa Fe College and The School Board of Marion County
 Renewal District Interinstitutional Articulation Cooperative Agreement for Career Pathways**

1.	Biotechnology Laboratory Technology A.S.	-Agriculture Biotechnology
2.	Cardiovascular Technology A.S. Dental Hygiene A.S. Nuclear Medicine A.S.	-Allied Health Assisting
3.	Respiratory Care A.S.	-Allied Health Assisting
4.	Automotive Service Technology Certificate Automotive Service Technology Management A.A.S.	-Automotive Maintenance and Light Repair
5.	Biotechnology Laboratory Technology A.S.	-Biomedical Sciences
6.	Construction Management Technology A.S.	-Building Construction Technologies
7.	Digital Media Technology A.S.	-Communications Technology
8.	Graphic Design Technology A.S.	-Communications Technology
9.	Digital Media Technology A.S.	-Digital Design
10.	Graphic Design Technology A.S.	-Digital Design
11.	Digital Media Technology A.S.	-Digital Video Production
12.	Cardiovascular Technology A.S.	-Electrocardiograph Technician
13.	Biotechnology Laboratory Technology A.S.	-Industrial Biotechnology
14.	Digital Media Technology A.S.	-Promotional Enterprise
15.	Graphic Design Technology A.S.	-Promotional Enterprise

A D D E D

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

Agenda Item: 2.6

Amended Rule 1.3: Board of Trustees: Membership and Organization

410.525, 16-17

The College recommends that Board Rule 1.3 be modified to be in compliance with recent changes to the State Board of Education Rule 6A-14.024. Rather than requiring that five trustees be residents of Alachua County and three trustees be residents of Bradford County, the new rule calls for a total of “no less than five (5) and no more than nine (9) members” who shall reside in the College’s designated counties. In addition, it is recommended that trustees be permitted to serve no more than two consecutive one-year terms, if it is in the best interests of the College under extenuating circumstances.

Citizen's Requests

423.47, 16-17

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

Discussion: Chair Lee asked if there were any requests from citizens, and in hearing none, the chair moved to the next board item.

CONSENT

District Board of Trustees
July 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)

402.790, 16-17

The individuals listed below are being recommended for appointment for 2016-2017, or a portion of 2015-2016, as stated in the individual employee's contract.

Appointment

Part Time

Name

Keith Stegath
Robert Villegas
Merrill Mavin
Jennifer Moses
Frank Lam
Audrey Sprenger
Saskia Van Wees
Gregory Marshall II
Christina Beck
Aubrey Spivey
Daniel Cicenía
Joseph Morris

Board Action Requested:

Approval

Action: Motion to approve item 4.1 through 4.17: Hudson
Second: Oody
Vote: Fletcher – yes, Hudson – yes, Lee – yes,
McRae – yes, Oody – yes

C O N S E N T

**District Board of Trustees
July 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)

411.401, 16-17

**Executive/Managerial
Appointment**

Name

Position

Jasmine Gibbs

Associate General Counsel/Equity Officer

J.D., Emory University

**Technical/Professional
Appointment**

Part Time

*James McBride

Specialist, Upward Bound

*Jennifer Cordovez

Specialist, Upward Bound

*John Blakey

Specialist, Upward Bound

*Latorria Mosley

Specialist, Upward Bound

*Jeremiah Johnson

Specialist, Upward Bound

*Maria Kilbride

Specialist, Upward Bound

*Sara Hughes

Specialist, Center of Excellence

*Nancy Regar

Specialist, Upward Bound

*Kendra Griffin

Specialist, Upward Bound

*Grant Funded

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.790).

CONSENT

District Board of Trustees
July 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 Workforce Education Contract Staff

404.442, 16-17

The individuals listed below are being recommended for appointment for 2016-2017, or a portion 2015-2016, as stated in the individual employee's contract.

Appointment

Community Education Part Time

<u>Name</u>	<u>Program/Class</u>
Joseph Hartley	Music & Frisbee
Jennifer Pritchett	Yoga
Dena Robinson	College for Kids
Alejandra Nossa	College for Kids
Jeanna Anderson	College for Kids
Bevon James	College for Kids
Daniel Barker	Jewelry Making
Margaret Godwin	College for Kids
Dan Wells	College for Kids
Lorrie Allen	College for Kids
Thomas Hales	College for Kids

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.790).

C O N S E N T

**District Board of Trustees
July 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

403.532, 16-17

The individuals listed below are being recommended for appointment.

<u>Name</u>	<u>Position</u>
Haley Sivils	Office Supervisor, SF Teaching Zoo

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.790).

CONSENT

District Board of Trustees
July 19, 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

420.165, 16-17

Sindia Rivera-Jimenez, has requested a leave of absence from her position of Associate Professor, Natural Sciences for a 1-year period beginning August 19, 2016 and ending August 11, 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 (402.790).

CONSENT

District Board of Trustees
July 19, 2016

Agenda Item: 4.6

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

Amended Salary Schedule for 2016-2017

405.117, 16-17

The proposed 2016-2017 Salary Schedule has been amended to reflect title and classification changes within the Career Service Salary Range section pursuant to the recently completed Career Service Classification Study.

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.790).

CONSENT

District Board of Trustees
July 19, 2016

Agenda Item: 4.7

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

Mutual Aid Agreement Between the University of Florida Police Department
and the Santa Fe College Police Department

408.2272, 16-17

This agreement gives both the Santa Fe College Police Department and the University of Florida Police Department authority to provide operational support to the other party for the purpose of requesting and rendering assistance in law enforcement-intensive situations and emergencies, and for assistance of a routine law enforcement nature that crosses jurisdictional lines. Examples of use may include joint investigations, traffic enforcement efforts, and special events. This is a standard mutual aid agreement governed by Florida law.

This agreement continues the successful relationship currently in place and allows the agreement to continue for one-year terms unless canceled in writing by a party.

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.790).

CONSENT

District Board of Trustees
July 19, 2016

Agenda Item: 4.8

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

North Central Florida Educational Talent Search Project Grant

409.2104 16-17

The purpose of this project is to provide educational services and information to 680 low-income/potential first-generation college students in grades 8-12 in order to encourage them to complete high school and enroll in postsecondary education. The Talent Search Project provides academic advisement, workshops, career information, assistance with college and financial aid applications, campus tours and financial literacy. Santa Fe College, College of Central Florida and Florida Gateway College have developed a consortium for the purpose of implementing the project in concert with local school districts. This is year five of a five-year project.

The amount of funds requested from the U.S. Department of Education, Office of Postsecondary Education, for the fifth year is \$306,345, with no matching funds from Santa Fe College. Total funding for the five-year project will be approximately \$1.53 million.

Duration of this project is September 1, 2016, through August 31, 2017.

Operating budget impact: None

Board Action Requested:

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

Action: Approved. See item 4.1 (402.790).

CONSENT

District Board of Trustees
July 19, 2016

Agenda Item: 4.9

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

Adult Education and Family Literacy, *Adult General Education* – Grant

409.2105 16-17

The purpose of this project is to assist adults in becoming literate and obtaining the knowledge and skills necessary for employment and self-sufficiency, assist adults who are parents in obtaining the educational skills necessary to become full partners in the educational development of their children, and to assist adults in completing high school or the equivalent. Approximately 650 students will be served by this project. This is year three of a three-year funding cycle.

The amount of funds requested from the State of Florida, Department of Education, Division of Career and Adult Education is \$233,064, with no matching funds from Santa Fe College.

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

Operating budget impact: None.

Board Action Requested:

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

Action: Approved. See item 4.1 (402.790).

CONSENT

District Board of Trustees
July 19, 2016

Agenda Item: 4.10

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

Adult Education and Family Literacy, *English Literacy/Civics Education* – Grant 409.2106 16-17

The purpose of this project is to provide English literacy programs linked to civics education to help individuals of limited English proficiency achieve competence in the English language and achieve US Citizenship and/or register to vote if these are their goals. Additionally, this project focuses on assisting students in becoming knowledgeable of support agencies in the community and in becoming partners in their children's education. This project plans to serve approximately 200 students. This is year three of a three-year funding cycle.

The amount of funds requested from the State of Florida, Department of Education, Division of Career and Adult Education is \$37,227, with no matching funds from Santa Fe College.

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

Operating budget impact: None.

Board Action Requested:

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

Action: Approved. See item 4.1 (402.790).

CONSENT

District Board of Trustees
July 19, 2016

Agenda Item: 4.11

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

NSF – Collaborative Research: GP-EXTRA: Geoscience Engagement and Outreach (GEO) – High-Impact Integrated Academic and Professional Experiences Grant 409.2108 16-17

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

The amount of funds requested from the National Science Foundation for year two is \$110,997, with no matching funds from Santa Fe College. The total funds requested for the three-year project is \$333,002.

Duration of this project is September 15, 2016 through August 31, 2017.

Operating budget impact: None

Board Action Requested:

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

Action: Approved. See item 4.1 (402.790).

CONSENT

District Board of Trustees
July 19, 2016

Agenda Item: 4.12

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

National Institutes of Health (NIH) - **SF2UF** – Bridges to Baccalaureate Grant

409.2109 16-17

The purpose of this project is to develop new or expand existing effective institutional programs aimed at students transitioning from a two-year community college degree to a baccalaureate degree completion in biomedical and behavioral sciences. The long-term goal of this program is to enhance the pool of community college students from underrepresented groups who go on to research careers in biomedical and behavioral sciences. The short-term goal is to increase the number of underrepresented students who successfully transfer from SF to UF, and graduate with a baccalaureate degree in biomedical or behavioral science-related disciplines. This project will coordinate and align advising for transfer requirements through a two-day "Advising Summit", create a new chemistry and biology tutoring studio at SF; align student learning outcomes in chemistry and biology courses, develop and implement a new Entering Research Course at SF, and provide paid employment and research opportunities for SF students. For the proposed SF2UF Bridges program the College of Agricultural and Life Sciences, the College of Liberal Arts and Sciences, and the College of Health and Human Performance have agreed to guarantee transfer admission to SF2UF Bridges participants who have completed the program requirements at SF and meet the minimum UF and major-specific transfer requirements. Forty-eight students will be served during the five-year project. This is year two of a five-year project.

This project is a partnership between the University of Florida as fiscal agent and Santa Fe College as a subcontractor.

The amount of funds requested from the University of Florida through the U.S. Department of Health and Human Services, National Institutes of Health (NIH) for year two is \$107,356, with no matching funds from Santa Fe College. Total SF funding for the five-year project will be \$429,725.

Duration of this project is August 1, 2016, through July 31, 2017.

Operating budget impact: None.

Board Action Requested:

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

Action: Approved. See item 4.1 (402.790).

CONSENT

District Board of Trustees
July 19, 2016

Agenda Item: 4.13

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

National Science Foundation (NSF) - Online Technical Education in
ATE-Funded Programs: Building Evidence-Based Practice Recommendations
Grant

409.2110 16-17

The purpose of this project is to synthesize what has been learned about designing and providing online technical education in 38 funded ATE projects in order to provide guidance on best practices for online technical education. The ATE program has funded several projects that involve significant online educational elements to enhance or deliver technical education courses, yet there has been no central coordination and sharing of ideas from these projects. It is not clear what aspects of the broader literature about online learning is applicable to technical education. The vast majority of existing literature about online education in community colleges focuses on entry-level general education courses, yet the current emphasis on degree completion highlights technical education. Over the last 5 years these projects have involved creating fully online technical courses, hybrid courses, or online elements that would enhance face-to-face instruction. The impact of introducing online courses and course elements goes beyond teaching and learning to affect the whole college. More information is needed about how online education is being used to provide or enhance technical education and its impact on faculty, students, and the college as a whole. The syntheses of the gathered information will generate evidence-based knowledge about what works and what does not work in online technical education.

This is a collaborative partnership between Western Michigan University as the fiscal agent, Santa Fe College (Gainesville, FL) and Santa Fe Community College, New Mexico. This is year two of a two-year project.

The amount of funds requested from the National Science Foundation (NSF) through Western Michigan University as the project lead is \$18,661, with no matching funds from Santa Fe College. Total funding for the two-year project is \$35,000.

Duration of this project is September 1, 2016, through August 31, 2017.

Operating budget impact: None

Board Action Requested:

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

Action: Approved. See item 4.1 (402.790).

C O N S E N T

District Board of Trustees
July 19, 2016

Agenda Item: 4.14

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

Rape Aggression Defense (RAD) Training & “Safe Santa Fe”
Initiative Byrne Grant 2016-17

409.2111 16-17

The purpose of this project is to help fund the Rape Aggression Defense (RAD) and “Safe Santa Fe” Initiative at Santa Fe College. RAD is a national model recognized for training and empowering citizens in intensive personal defense. Santa Fe College has partnered with Alachua County Sheriff’s Office in frequent training classes. These funds will cover the cost of instructors to participate and train for one year’s worth of classes.

Funds will also be used for “Safe Santa Fe” Initiatives. This program began in late 2011 and was implemented to reinforce actual safety and the perception of a safe College and effective learning environment. “Safe Santa Fe” involves CampusWatch, training for SF College staff, personal defense orientation training, public messaging, partnership with Student Government, Student Senate and Veterans, and surveillance and equipment enhancements to name a few.

The amount of funds requested from the Edward Byrne Memorial Justice Assistance Grant (JAG) is \$6,800, with no matching funds from Santa Fe College.

Duration of this project is October 1, 2016 through September 30, 2017

Operating budget impact: None

Board Action Requested:

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

Action: Approved. See item 4.1 (402.790).

C O N S E N T

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

Agenda Item: 4.15

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

Report of Purchases for June 2016

202.628, 16-17

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

Purchasing	\$949,317.37
Risk Management Consortium	<u>\$108,092.78</u>
Total	<u>\$1,057,410.15</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y61655 (Fund 1)	\$ 35,749.92	RFP	City Wide Maintenance	Custodial Services Custodial/Janitorial
Y61662 (Fund 6)	\$ 35,226.54	Exempt	Hilton – University of Florida	Risk Summit Conference Risk Management Consortium
Y61669 (Fund 7)	\$ 36,412.95	Contract	Utility Service of Gainesville, Inc.	Zoo Drainage Improvements General Maintenance
Y61711 (Fund 1)	\$ 88,185.00	Exempt	CDW Government, Inc.	Virtual Desktop Software Information Technology
Y61767 Furniture (Fund 7)	\$ 137,594.70	Contract	OEC Business Interiors	Building W Classroom Student & Faculty Area Improvements
Y61785 Access (Fund 1)	\$ 53,119.97	Exempt	Security 101	Security System/Building Controls Information Technology
Y61798 (Fund 6)	\$ 71,809.00	Exempt	Cavanaugh MacDonald Consulting	OPEB Valuations for Colleges Risk Management Consortium
Y61799 (Fund 7)	\$ 198,975.00	Contract	D. E. Scorpio Corporation	Building M Fine Art Classroom Minor Renovation/Remodeling
	<u>\$ 657,073.08</u>			

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July 19, 2016
Page 2

Purchase orders for current/previously awarded bids/contracts: 1 Amount: \$421.80
(Temp Force)

Other Purchases \$0 - \$35,000.00
Number of purchase orders: 172 Amount: \$399,915.27

Board Action Requested:

Approval of report

Action: Approved. See item 4.1 (402.790).

C O N S E N T

District Board of Trustees
July 19, 2016

Agenda Item: 4.16

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

Colonel Harry M. Hatcher, Jr., Property Survey 17-01

200.886, 16-17

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 June 21, 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
Surplus Property	1	\$13,291.00	\$13,291.00	\$0.00
Trade-In	1	\$5,287.00	\$5,287.00	\$0.00
TOTAL	<u>2</u>	<u>\$18,578.00</u>	<u>\$18,578.00</u>	<u>\$0.00</u>

Notes

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

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

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.790).

C O N S E N T

District Board of Trustees
July 19, 2016

Agenda Item: 4.17

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

Acceptance of Donations, 17-01

200.887, 16-17

Stephanie Norman has donated the item listed below to Little School.

Qty	Description	Cost
1	10 ft x 6.5 ft Fenced Enclosure for School Rabbit	\$200.00
	Total	\$200.00

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.790).

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

Kirkpatrick Center Institute of Public Safety (IPS) Expansion – 408.2273, 16-17
Construction Documents (Phase III), Budget and Amendment No. 1 to Agreement
for Construction Management Services

Project Background & Description:

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

On June 17, 2014, the Board approved a budget of \$8,100,000 for this project funded from PECO and gave permission to advertise, select, and negotiate a contract for architectural design services.

On November 18, 2014, an information item was sent to the Board summarizing the selection process for the architectural firm. Clemons, Rutherford, and Associates, Tallahassee, Florida, was the top choice of the selection committee. An agreement for services was negotiated and executed by the Board chair on February 17, 2015.

On November 18, 2014, the Board gave approval to advertise, select, and negotiate a contract for construction management services.

On November 17, 2015, an information item was sent to the Board summarizing the selection process for the construction management firm. Charles Perry Partners, Inc., Gainesville, Florida, was the top choice of the selection committee. An agreement for services was negotiated and executed by the Board chair on April 7, 2016.

Project Status:

College staff has received, reviewed, and approved the construction documents (phase III) for this project; overseen the construction manager's competitive bidding of all trade packages; participated in an extensive value management process; and negotiated a guaranteed maximum price (GMP) in the amount of \$6,825,632.53. Staff is requesting the Board approve the construction documents (phase III), an increase (\$80,000 from Restricted Funds) in the project budget to \$8,180,000 and Amendment No. 1 to Agreement for Construction Management Services.

Board Action(s) Requested:

- A. Approval of construction documents (phase III).**
- B. Approval of the amended project budget.**
- C. Approval of Amendment No. 1 to Agreement for Construction Management Services.**

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Discussion: Ms. Ginger Gibson, Vice President for Administrative Affairs and CFO, reviewed items 5.1-5.2 and 6.1-6.2 individually. Ms. Gibson took the opportunity to introduce Mr. Gary Cothren, interim Associate Vice President for Facilities Services. Regarding item 5.2, she presented the college's annual capital legislative budget request – capital improvement plan (CIP). Each year every college in the Florida College System is required to complete a request that consists of four parts. The college has listed in order of priority six projects based on the 2011 Education Plant Survey. The CIP will serve as the legislative funding request for 2017-2018 Public Education Capital Outlay (PECO) funds that covers proposed renovation, remodeling and new construction for the next five years. Dr. Sasser explained to the board a new building concept that he would like to have added to the CIP and what the new building would house for the benefit of our students. He would like the opportunity to further discuss the concept with the board at the fall workshop and noted since the CIP is an annual report, modifications can be made to the rolling five-year plan each year.

Action: Motion to approve item 5.1 through 5.2 and 6.1 through 6.2: Oody
Second: Fletcher
Vote: Fletcher – yes, Hudson – yes, Lee – yes,
McRae – yes, Oody – yes

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

Approval of College's Annual Capital Legislative Budget Request – Capital Improvement Plan (CIP)

412.1140, 16-17

Each year every college in the Florida College System is required to complete a capital Legislative Budget Request which consists of four parts:

1. A five year Capital Improvement Plan (CIP) identifying the need for construction of new educational facilities, as well as major additions, renovations, or repairs necessary to extend the useful life of buildings
2. State funds for operating costs for new facilities
3. Requests authorizing non-state funded projects to request state operating funds
4. College requests for reappropriation of state funds that need Legislative approval on an individual basis.

Projects included in the CIP must be based on the institutions most recent Educational Plant Survey. The Capital Improvement Plans are reviewed by the Division of Florida College's staff and recommendations are made to fund specific projects within the limits of available funds earmarked for public educational facilities.

Attached is a draft of the Capital Improvement Plan (CIP-2 Summary) for Santa Fe based on the 2011 Educational Plant Survey. This plan will serve as the legislative funding request for 2017-2018 Public Education Capital Outlay (PECO) funds that covers proposed renovation, remodeling and new construction for the next five years. Since this is an annual report, modifications can be made to the rolling five year plan each year.

The requirements for submission of this request have changed so they have extended the due date to September 1, 2016. It is requested that the board approve the state funded projects included in the draft CIP summary while staff continue to update the funding request amounts and total square footage for submission to the Florida College System without further review by the board and the Request for Operating Costs of New Facilities for the Institute of Public Safety expansion.

Board Action(s) Requested:

- A. Approval of the state funded projects identified in the CIP-2 Summary to be included in Santa Fe's Florida College System Capital Improvement Plan**
- B. Approval of the Request for Operating Costs of New Facilities**
- C. Delegation of Authority for the President to certify the completed 2017-18 Legislative Budget Request forms without further review by the board**

Action: Approved. See item 5.1 (408.2273).

District Board of Trustees
July 19, 2016

Agenda Item: 6.1

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
June 2016

201.807, 16-17

Closing for the fiscal year ending June 30, 2016 will be completed on August 15, 2016. The attached Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report is PRELIMINARY and does not reflect all of the accounting activity for the 12-month period. The Annual Financial Report for fiscal year 2015-2016 will be presented at the September meeting.

Board Action Requested:

Acceptance of report

Action: Approved. See item 5.1 (408.2273).

District Board of Trustees
July 19, 2016

Agenda Item: 6.2

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

Budget Amendment #1, 2016-2017 Operating Budget,
Current Unrestricted (Fund 1)

201.808, 16-17

The first amendment to the Fund 1 (Current Unrestricted) Operating Budget is submitted for approval. Approval is requested in order to incorporate the estimated budget required to pay capital obligations and unspent technology fee revenue carried forward from prior years.

Board Action Requested:

Approval of budget amendment

Action: Approved. See item 5.1 (408.2273).

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

International Travel

101.121, 16-17

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. Bea Awoniyi travel to Canada, September 10-14, 2016

Dr. Bea Awoniyi, Assistant Vice President for Student Affairs and College Ombudsman, is a Director on the Johnson Scholarship Foundation. Because Dr. Bea Awoniyi is a Board Member, the Johnson Foundation provides funding for several projects in the Santa Fe College Foundation. Since 2014, the Johnson Foundation has contributed \$39,300 to Santa Fe College. She will attend the foundation's September 2016 board meeting in Halifax, Canada. Travel to Halifax presents minimal risk, and there are no U.S. State Department travel alerts or warnings for Canada at the present time. All costs associated with this travel will be paid for by the Johnson Scholarship Foundation.

Dr. Vilma Fuentes, Daniel Stepp, and Raul Villarreal travel to Cuba, September 18-22, 2016

Dr. Vilma Fuentes, Assistant Vice President for Academic Affairs, will be traveling to Cuba in order to establish a new international cooperation agreement with the Instituto Superior de Artes (The University of Arts of Cuba) in Havana. Daniel Stepp, Professor of Fine Arts, and Raul Villarreal, Coordinator for Cultural Programs, will be traveling to Cuba in order to lay the foundation for a new study abroad program to be launched in the Summer 2017 with the Instituto Superior de Artes (The University of Arts of Cuba) in Havana. Transportation while in Cuba will be by chartered bus. This travel is being funded by the Santa Fe College Foundation. There are no U.S. State Department travel alerts or warnings for Cuba at the present time.

Board Action Requested:

Approval of travel

Action: Motion to approve item 7.1: Hudson
Second: McRae
Vote: Fletcher – yes, Hudson – yes, Lee – yes,
McRae – yes, Oody – yes

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

Amended Rule 6.7: Bicycles, Skateboards, Scooters, Skates, and Other Personal Transportation Devices 410.524, 16-17

The proposed amendment to Rule 6.7 adds Segways and hoverboards to the list of prohibited transportation devices on campus, except under medical/disability accommodation circumstances or as approved by the president or a member of president's staff. The safety of students, faculty, and staff can be compromised by recreational use of these devices on campus; therefore, College staff, with the full support of the Santa Fe College Police Department, recommends adopting the proposed amendment. Student Government leadership have discussed the changes and support the amended rule for safety purposes.

Board Action Requested:

Approval

Action: Motion to approve item 8.1: Hudson
Second: Fletcher
Vote: Fletcher – yes, Hudson – yes, Lee – yes,
McRae – yes, Oody – yes

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

Walgreens Flu Shot Agreement

408.2274, 16-17

This agreement allows Walgreens to administer flu and pneumonia vaccines onsite at the College. At this time, Human Resources staff expect that vaccines will be provided at scheduled times at the NW Campus, the Blount Center-Downtown, and the Kirkpatrick Center-Institute of Public Safety. The first date is anticipated to be during the Human Resources Benefit Fair on September 23, 2016.

College employees with Florida Blue health insurance will be able to receive the vaccines at no charge because Walgreens will bill insurance directly. Employees without Florida Blue would be able to pay Walgreens or present insurance cards for billing. The college does not pay Walgreens for the service. The agreement with Walgreens lasts one year and can be canceled at any time.

Employees who wish to receive the vaccines may do so during the work day at scheduled times.

By continuing to make on-site Flu and Pneumonia immunizations available, the College hopes to again increase the number of employees who are immunized each year.

Board Action Requested:

Approval

Action: Motion to approve item 9.1 through 9.3: Fletcher
Second: Oody
Vote: Fletcher – yes, Hudson – yes, Lee – yes,
McRae – yes, Oody – yes

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

Memorandum of Understanding between the Children’s Home Society of Florida, 408.2198, 16-17 School Board of Alachua County, Florida Department of Health-Alachua County Health Department, Santa Fe College and the University of Florida.

Santa Fe College has collaborated with leaders from the School Board of Alachua County, the University of Florida, the Children’s Home Society of Florida, and other community stakeholders to establish a community school in Gainesville. The community school will be located at Howard Bishop Middle School and will include a variety of educational support, public health, and community services for underserved middle school students. At this time, the Children’s Home Society has hired a community school director, and all partners are prepared to enter into an MOU outlining the responsibilities of each entity. Under this MOU, Santa Fe commits to promoting and supporting the community school concept, to using the school as a site for educational internships, and to recognizing the role of the community school as a community resource within the context of poverty reduction and economic development.

Board Action Requested:

Approval

Action: Approved. See item 9.1 (408.2274).

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

Cultural Programs General Support Grant

409.2112, 16-17

The purpose of this project is to present a series of award winning cultural programs that offer a creative mix of visual arts, literature, music and dance. The premier event in this series is the annual SF Spring Arts Festival. Building on the vision of the Florida Division of Cultural Affairs, designed to have statewide impact, the program goals are the following: 1) to create vibrant accessible events to engage audiences and inspire participation in the arts; 2) to encourage emerging artists and grow audiences for the arts by creating high quality programs utilizing venues in Alachua and Bradford counties; 3) to present artists and writers relevant to Florida and Florida's citizens to create an appreciation of the arts and Florida's rich history; 4) to engage children and youths in the arts, thus fostering participation and appreciation in the arts by all of our citizens; and 5) to provide economic growth to Florida through strong arts events and economic success for Florida artists.

The amount of funds requested from the State of Florida, Division of Cultural Affairs, is \$33,262, with an in-kind match of \$311,660 from existing college budget which is required by the funding agency for this level of grant request.

Duration of this project is July 1, 2017, through June 30, 2018.

Operating budget impact: 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 9.1 (408.2274).

Santa Fe College Foundation Liaison Update and Board Members' Remarks

Reporting for the Santa Fe College Foundation, Mr. Chuck Clemons, Vice President for Advancement, said they are in review for an RFP for investment manager. The deadline for proposals was June 30, 2016, and they have 15 firms they will be reviewing. He reported that cycle one of the scholarship process has been completed with the renewal of 132 scholarships and the awarding of 162 new scholarships to high school students. Also, cycle two was completed with 150 new scholarships awarded. The cycle two process was open to all students. The 2016 edition of the SF Partnership magazine, which highlights programs and many supporting advisory boards, was distributed to trustees at the meeting.

President Sasser acknowledged Ms. Leanna Marcus for her assistance with the Board meetings and stated that this would be her last meeting. The board thanked her for her service over the last two months.