



Santa Fe College
District Board of Trustees

Minutes of Board Meeting Held January 17, 2017
Robertson Administrative Building, 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 4:25 p.m., on the Northwest Campus, in Gainesville, Florida, followed by the Pledge of Allegiance.

Action was taken on the agenda items as indicated on the summary sheets.

President Jackson Sasser asked Chair Lee to provide a summary of her recent meeting with Governor Rick Scott and the other 28 district board of trustee chairs. Chair Lee said the meeting with the governor was to discuss his priorities, which include the “Ready, Set, Work” initiative, degrees to jobs, college affordability and graduation rates. She added it was very easy to talk about Santa Fe College, since for the past 50 years many strategies to increase student success have been implemented while offering programs that provide degree credential attainment, earnings outcomes and equitable results for low-income, first generation and underrepresented students. All of these results have led to Santa Fe College being recognized as a national model, in addition to being named the winner of the Aspen Prize for Community College Excellence, and achieving gold status in the Florida College System’s performance funding metrics each of the two years of its existence. Santa Fe College’s graduation rate for full-time students was 59 percent in the spring of 2015, which was higher than the state average, and our AA degree-seeking students graduated within three years of enrollment. Chair Lee said workplace internship programs, apprenticeships, and practical and clinical rotations are all guided by our active advisory committees and help provide practical hands-on training experience that leads to employment for our students. Santa Fe College also provides workforce education and continuing education. More transfer students are sent to the University of Florida by Santa Fe College than any other college, with 60 percent of SF students who applied to transfer to UF in the fall of 2016 being accepted and 90 percent of those admitted enrolling. Santa Fe College supports the Governor’s “Ready, Set, Work” challenge of achieving a 100 percent graduation rate for full-time students as well as the “Finish in Four, Save More” challenge to universities and colleges to help full-time students graduate with an affordable degree in four years. She added that programs have been developed to assist the college’s students, including Navigating the College Experience, Career Coach, and Degree Audits. She concluded with the “Finish at the Top” initiative, which was of great interest to the Governor and others.

The meeting adjourned at 5:25 p.m.

Caridad E. Lee, Chair

Jackson N. Sasser, Secretary



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of January 17, 2017, at 4 p.m.
Robertson Administrative Building, Gainesville, Florida**

Agenda

Adoption of Agenda

Agenda Item: 1.1
418.545, 16-17

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Board Meeting of January 17, 2017
- 1.2 Approval of Board Meeting Minutes of November 15, 2016

2. Information Items

- 2.1 President's Report
- 2.2 Strategic Planning
- 2.3 Fee Waiver Report for Fall Term 2016

3. Citizens' Requests

4. Consent Items

Personnel

- 4.1 Contract Staff (Faculty)
- 4.2 Contract Staff (Administrative and Professional)
- 4.3 Career Service Staff
- 4.4 Leave of Absence

Agreements, Grants

- 4.5 Title III Eligibility Grant
- 4.6 Nationwide Insurance – Florida Flex Grant

Finance

- 4.7 Report of Purchases for November and December 2016
- 4.8 Colonel Harry M. Hatcher, Jr. Property Survey 17-05
- 4.9 Acceptance of Donations, 17-04

5. Personnel Items

- 5.1 Ratification of Emergency Signature Authority for Approval of Amendment #9 to the Employment Contract of the President of Santa Fe College
- 5.2 Ratification of Emergency Signature Authority for Rescission of Approval to 2016-2017 Salary Schedule Amendment at the November 15, 2016, Board of Trustees Meeting
- 5.3 Amended 2016-2017 Salary Schedule

6. Facilities Items
 - 6.1 Non-Exclusive Drainage Easements with the City of Alachua
7. Finance Items
 - 7.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for December 2016
8. General Institutional Items
 - 8.1 Nonstudent International Travel
 - 8.2 Approval of Expenditures from Equipment and Program Enhancement Funds
9. Agreements/Grants
 - 9.1 Revisions to Standard Health Sciences Clinical Affiliation Agreement
 - 9.2 Clinical Education Agreement with Mayo Clinic Jacksonville
 - 9.3 Affiliation Agreement with Indian River Memorial Hospital Inc. d/b/a Indian River Medical Center for:
 - Cardiovascular Technology
 - Diagnostic Medical Sonography
 - 9.4 College Affiliation Agreement with Marion Community Hospital Inc. d/b/a Ocala Regional Medical Center and West Marion Community Hospital
 - 9.5 First Amendment to the Memorandum of Understanding with The University of Florida Board of Trustees on Behalf of the College of Design, Construction and Planning
 - 9.6 Training Center Agreement with the American Heart Association, Inc. for Institute of Public Safety and Center for Innovation & Economic Development
 - 9.7 Florida Teacher Certification Examinations (FTCE) Florida Educator Leadership Examinations (FELE) Institution Confidentiality Agreement
 - 9.8 Upward Bound Program Grant
 - 9.9 Aspen Institute College Excellence Program – Frontier Set Project Grant
 - 9.10 Capacity Building Grant for U.S. Undergraduate Study Abroad – Santa Fe College - Biotechnology Internship in Brazil
 - 9.11 Foundation for Student Success Mentor Institution Grant
 - 9.12 The Democracy Commitment – Deliberative Dialogue Grant
10. Santa Fe College Foundation Liaison Update and Board Members' Remarks
11. Adjournment

Board Action Requested

Approval

Discussion: Chair Lee asked if there were any consent items that the board would like to have removed from the consent agenda to allow for discussion, and in hearing none, the agenda was approved.

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

Approval of Board Meeting Minutes of November 15, 2016

401.536, 16-17

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held November 15, 2016, are presented for approval.

Board Action Requested

Approval

Action: Motion to approve item 1.2: Hudson

Second: Woody

Vote: Fletcher – Yes, Hudson – Yes, Lee – yes, McRae – yes, Prevatt – yes, Woody – yes

President's Report

Information Item

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; and Ms. Rebecca Rogers, President of AFC. Mr. Lindy Russell, Career Service Council Chair, was unable to attend.

The President noted the next meeting is February 21 at the Blount Center.

Dr. Sasser asked Dr. Naima Brown, Vice President for Student Affairs, to provide an enrollment update. Dr. Brown reported that we currently have 14,332 students enrolled at the college, and that is 375 more than we had at this time last year. Full-time enrollment is up 2.75% and headcount is up 2.7%. She attributed this increase in large part to the combined efforts of Admissions, Advising, Financial Aid, Registrar, IT Department, the Contact Center, Academic Affairs, the centers, Communications and Creative Services, and Finish at the Top. She added that, beyond any shadow of a doubt, "Finish at the Top" has been an absolute success. We have 89 new students for the Spring 2017 term and 108 continuing students for a total of 197, and 55 are expected to graduate this term.

Calendar

February 21, 2016
4 p.m.

Regular Board Meeting
Blount Center

Strategic Planning

Information Item
419.44, 16-17

Discussion: Dr. Lisa Armour, Vice President for Assessment, Research and Technology, gave an update on Strategic Planning. Dr. Armour shared that assessment of the college's Planning Unit Reviews is underway. Dr. Armour shared an exemplary Planning Unit Review conducted by the Center for Teaching, Technology & Training with the board. She pointed out the explicit connection between the example Planning Unit Review's outcomes and the strategic plan, as well as the use of assessment measures to identify both improvements and opportunities for further improvement.

District Board of Trustees
January 17, 2017

Agenda Item: 2.3

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

Fee Waiver Report for Fall Term 2016

Information Item
200.894, 16-17

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

Discussion: President Sasser noted the significant increase in the Fall 2016 Fee Waiver Report.

Citizens' Requests

423.51, 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
January 17, 2017

Agenda Item: 4.1

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

Contract Staff (Faculty)

402.794, 16-17

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

Appointment

Full Time

<u>Name</u>	<u>Position</u>
Tracy Ison MSN, Azusa Pacific University	Assistant Professor, Nursing (Medical/Surgical)
Sarah Mixon MS, University of Florida	Interim Assistant Professor, Natural Sciences

Part Time

<u>Name</u>	
Adam Christopherson	Ryan Wolf
Noufoh Djeri	Frank Lam
Christopher Ferrell	Scott Lejedal
Saundra Fisher	Duke Lim
Donald Frison	Michael Martinez Hamilton
Amanda Guevara	Linnea McCarty
Paul Gore	Molly Moody
Brian Hain	Joshua Neumann
Caleb Henry	Cassandra Norman
Latissa Hill	Oluwayemisi Ojewale
Michael Hinote	Natalia Ptitsyna
Kenneth Holt	Steven Puttere
Jo Hughes	Susanna Richardson
Susan Keefe	Lori Schwartz
Lindsey Klingler	Hannah Stahmer
Hale Toklu	
William Vickory	

Board Action Requested

Approval

Discussion: Ms. Kathryn Lehman, Director of Grants and Projects, noted the college is requesting permission to apply for designation as a Title III eligible institution. She added this would be a major benefit to the college, and would allow the college to waive certain non-federal share requirements for work-study students.

Action: Motion to approve items 4.1 through 4.9: Prevatt

Second: Hudson

Vote: Fletcher – Yes, Hudson – Yes, Lee – yes, McRae – yes, Prevatt – yes, Woody – yes

CONSENT

District Board of Trustees
January 17, 2017

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)

411.407, 16-17

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

**Technical/Professional
Appointment
Full Time**

Technical/Professional

Tiffany Beckham

MS, University of Southern Mississippi

^Katie Kowalczyk

BS, University of Florida

Angelica Suarez

MPA, Syracuse University

Interim Admissions Specialist (Recruitment)

Student Life Web Designer

Interim Coordinator, International Student Services

Promotion

^Scott Jamison

MA, American Public University

*Annetta McCloud

BS, Florida A & M University

*Adrienne Provost

MA, Southern New Hampshire University

Ryan Woods

MPA, University of West Florida

Associate Director, Athletics

Advising Specialist, Upward Bound

Interim Coordinator, Educational Talent Search

Supervisor, Police Captain

*Grant Funded

^Student Activities Funded

Board Action Requested

Approval

Action: Approved. See item 4.1 (402.794).

C O N S E N T

District Board of Trustees
January 17, 2017

Agenda Item: 4.3

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

Career Service Staff

403.536, 16-17

The individuals listed below are being recommended for appointment.

Name

Position

Brandon Gilliam

Risk Management Associate, FCSRMC

Promotion

Hyacin "Rose" Christy

Program Assistant, Office for Advancement

Board Action Requested

Approval

Action: Approved. See item 4.1 (402.794).

CONSENT

District Board of Trustees
January 17, 2017

Agenda Item: 4.4

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

Leave of Absence

420.167, 16-17

Shelley Russell, has requested a leave of absence from her position of Professor, Mathematics for a 17-day period beginning April 5th, 2017 and ending April 27th, 2017. This request is supported by the Chair of Mathematics, 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 (402.794).

C O N S E N T

District Board of Trustees
January 17, 2017

Agenda Item: 4.5

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

Title III Eligibility Grant

409.2129, 16-17

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

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

Board Action Requested

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

Action: Approved. See item 4.1 (402.794).

CONSENT

District Board of Trustees
January 17, 2017

Agenda Item: 4.6

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

Nationwide Insurance – Florida Flex Grant

409.2130, 16-17

The Florida Flex 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 110 positions. These are full-time, permanent, highly-skilled, salaried positions with benefits. Training is customized for each job description and each experience level to ensure all new associates have the opportunity to succeed and grow. Santa Fe College will serve as the fiscal agent for CareerSource Florida and will provide no training. The Council for Economic Outreach facilitated development of this project with Santa Fe College.

The amount of funds requested from CareerSource Florida, is \$173,250, with no matching funds from Santa Fe College.

Duration of this project is October 20, 2016, through October 19, 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 (402.794).

C O N S E N T

District Board of Trustees
January 17, 2017

Agenda Item: 4.7

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

Report of Purchases for November and December 2016

202.632 16-17

Below are the total amounts and a summary of purchases for the months of November and December 2016.

Purchasing	\$2,600,998.61
Risk Management Consortium	<u>\$16,146.11</u>
Total	<u>\$2,617,144.72</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y63981 (Fund 7)	\$ 42,569.20	Exempt	Goldfield Telecom	Building Switch Replacement Technology Infrastructure
Y63983 (Fund 7)	\$ 36,385.52	Contract	HD Supply Waterworks	Direct Purchase – Piping, Valves and Fittings Kirkpatrick Center IPS Expansion
Y63984 (Fund 7)	\$ 41,473.16	Contract	Del Zotto Products of Florida	Direct Purchase – Structures and Storm Piping Kirkpatrick Center IPS Expansion
Y64020 (Fund 7)	\$ 268,323.90	Contract	Charles Perry Partners, Inc.	Kirkpatrick Center IPS Expansion Chiller Replacement General Maintenance
Y64082 (Fund 1)	\$ 35,002.50	Contract	Dell Marketing	Student Virtual Desktop Upgrade Information Technology
Y64085 (Fund 7)	\$ 111,968.00	Contract	Johnson Controls, Inc.	Direct Purchase – Chiller, Air Handler, & Related Components Kirkpatrick Center IPS Expansion
Y64102 (Fund 1)	\$ 39,200.00	Exempt	Blue Koi, LLC	Curriculum Development and Instruction Coding Class Business and Workforce
Y64109 (Fund 1)	\$ 54,500.00	Contract	Dell Marketing	Classroom Computers (50) Information Technology
Y64122 (Fund 7)	\$ 62,595.00	Contract	CED/Raybro	Direct Purchase – Gear and Cable Tray Package Kirkpatrick Center IPS Expansion

Y64123 (Fund 7)	\$ 36,990.00	Contract	Commercial Duct Systems LLC	Direct Purchase – Rectangular Duct Package Kirkpatrick Center IPS Expansion
Y64148 (Fund 1)	\$ 54,500.00	Contact	Dell Marketing	Faculty/Staff Computers (50) Information Technology
Y64226 (Fund 1)	\$ 92,053.22	Exempt	Morse Communications	Telephone System Maintenance Information Technology
Y64306 (Fund 7)	\$ 164,785.00	Contract	CED/Raybro	Direct Purchase – Light Fixture Package Kirkpatrick Center IPS Expansion
Y64354 (Fund 7)	\$ 47,534.00	Contract	Walker Architects, Inc.	Building E Auditorium Conceptual Design Fine Arts
Y64383 (Fund 7)	\$ 50,587.94	Bid	Delta Technologies, Inc.	Cable, Fiber, and Switch Installations Technology Infrastructure
Y64428 (Fund 7)	\$ 42,000.00	Bid	Jacksonville Sound & Communications, Inc.	Cable Installation (Library) Technology Infrastructure
Y64445 (Fund 7)	\$ 114,182.80	Exempt	Goldfield Telecom	Building Switch Replacements Technology Infrastructure
Y64447 (Fund 7)	\$ 140,869.12	Contract	Taylor Cotton Ridley, Inc.	Direct Purchase – Doors, Frames, and Hardware Kirkpatrick Center IPS Expansion

\$1,435,519.36

Purchase orders for previously awarded bids/contracts: 5
 TempForce (3), total \$35,720.00
 Jacksonville Sound & Communications (1) for \$30,750.00
 Delta Technologies (1) for \$17,469.49

Amount: \$83,939.49

Other Purchases \$0 - \$35,000.00
 Number of purchase orders: 454

Amount: \$1,097,685.87

Board Action Requested

Approval of report

Action: Approved. See item 4.1 (402.794).

C O N S E N T

**District Board of Trustees
January 17, 2017**

Agenda Item: 4.8

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

Colonel Harry M. Hatcher, Jr. Property Survey 17-05

200.895, 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 December 13, 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	2	\$29,421.12	\$29,421.12	\$0.00
Transfer	1	\$15,000.00	\$15,000.00	\$0.00
TOTAL	3	\$44,421.12	\$44,421.12	\$0.00

Board Action Requested

Approval

Action: Approved. See item 4.1 (402.794).

C O N S E N T

District Board of Trustees
January 17, 2017

Agenda Item: 4.9

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

Acceptance of Donations, 17-04

200.896, 16-17

University of Florida has donated the items listed below to the Center for Innovation and Economic Development.

Qty	Description	Cost
1	Tester, DBS Lead	500.00
1	Induction Heating	500.00
1	Thin Film Stress Measurements S	2,000.00
1	Sputtering System MRC 8667	1,000.00
1	Chamber, Zero Gauss 12X36	6,473.00
1	Computer, Dell Dimension 8200	200.00
1	Thermal Evaporator	500.00
1	Sputter Deposition System-IM	3,000.00
1	Generator, PSA Nitrogen	4,000.00
1	Systems 6600 Sims Perkin Elmer	10,000.00
1	RF Generator, 16MM	1,000.00
1	Analyzer Gas Dycor	500.00
1	CSW-202A Displex Refrigerated	1,000.00
1	Vacuum Deposition System	1,500.00
1	Plasma, ECR W/Accessories	5,000.00
1	Sputtering System, MDL 8667	1,500.00
1	Microscope, Electron Prim M42	1,000.00
	Total	<u>\$39,673.00</u>

Board Action Requested

Approval

Action: Approved. See item 4.1 (402.794).

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

Ratification of Emergency Signature Authority for Approval of Amendment #9 to the Employment Contract of the President of Santa Fe College

411.408, 16-17

The Board Chair used emergency signature authority to execute Amendment #9 to the Employment Contract of the President of Santa Fe College.

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

Board Action Requested

Ratification of Amendment #9 to the Employment Contract of the President of Santa Fe College

Discussion: Chair Lee stated that she had used emergency signature authority to execute Amendment #9 to the Employment Contract of the President, of which the board had been notified. She requested ratification of Amendment #9.

Action: Motion to approve item 5.1: Hudson

Second: Woody

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

Ratification of Emergency Signature Authority for Rescission of Approval to 2016-2017 Salary Schedule Amendment at the November 15, 2016, Board of Trustees Meeting

405.119, 16-17

On November 22, 2016, after the November board meeting, a federal judge in Texas granted an emergency motion for a preliminary injunction to place the new Department of Labor (DOL) Overtime Rule on hold; this applies to the entire nation. Based on the judicial decision and the likelihood that the Overtime Rule as promulgated by DOL will not go into effect in its current form, Dr. Sasser recommended that, pending further review, the board rescind the Salary Schedule changes that were approved by the board in November, with the exception that the section entitled "On Call and Callback Pay for Non-Exempt Facilities Services" remains in full force and effect. The changes to the On Call section were unrelated to the DOL Overtime Rule Changes. In addition, the approximately 34 employees that were advised that they would receive an increase as a result of the initial rule promulgation did receive salary increases (as opposed to supplements).

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

Board Action Requested

Ratification of rescission of the Salary Schedule changes that were approved by the board in November, with the exception that the section entitled "On Call and Callback Pay for Non-Exempt Facilities Services" remains in full force and effect.

Discussion: Ms. Patti Locascio, General Counsel, reviewed items 5.2 and 5.3. She stated that on November 22, 2016, after the November board of trustees meeting, a federal judge in Texas granted an emergency motion for a preliminary injunction to place the Department of Labor (DOL) overtime rule on hold, which applied to the entire nation. The president recommended that, pending further review, the board rescind the Salary Schedule changes that were approved at the November meeting with the exception that the section entitled "On call and Callback Pay for Non-exempt Facilities Services.". Also, the 34 employees that were advised they would receive an increase as a result of the initial rule promulgation did receive salary increases. Since December 1, 2016, the college leadership, guided by the HR Director, Lela Frye, reviewed all positions previously designated as exempt to determine whether they met the duties test and could possibly revert back to being exempt pending further potential changes to the salary test. These 102 positions are reflected in the amended salary schedule presented in item 5.3. Moreover, the college anticipates that no more salary schedule amendments will be forthcoming this fiscal year.

Action: Motion to approve items 5.2 and 5.3: Hudson

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

Amended 2016-2017 Salary Schedule

405.120, 16-17

In conjunction with Agenda Item 5.2, the college examined the 102 positions that would have become non-exempt under the original proposal using the proposed salary test of \$47,476 and made new determinations regarding whether those positions (in their existing forms or with some modification to existing duties) could continue to be designated as exempt under the U.S. Department of Labor's duties test.

Accordingly, the college is recommending additional amendments to the 2016-2017 Salary Schedule to be effective immediately upon approval by the board. The amendments recommended for approval include:

- Adding new position titles
- Reflection of Time and Attendance policies for non-exempt employees in the Administrative and Professional (A & P) section
- Updates to the A&P and Career Service sections regarding exempt and non-exempt positions
- Grammatical changes

Board Action Requested

Approval of amended Salary Schedule with changes to be effective February 1, 2017, and delegation of authority to Director of Human Resources to update page numbering, formatting, and typographical or clerical errors on final version.

Action: Approved. See item 5.2 (405.119).

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

Non-Exclusive Drainage Easements with the City of Alachua

412.1144, 16-17

The two proposed drainage easements grant the following:

1. City of Alachua to Santa Fe College- This easement grants the College the right to discharge and transmit stormwater from Santa Fe College's property at the Perry Center in Alachua Florida to the stormwater management facility owned by the City of Alachua.
2. Santa Fe College to City of Alachua- This easement grants the City of Alachua the right to deliver stormwater to its existing drainage facility using the College's underground pipe system and surface area. The College will continue to maintain the surface area of the easement area and the City of Alachua will be responsible for the integrity of the structural portion of the underground piping system.

The need for these easements was identified during the development of nearby parcels around the stormwater management facility.

Board Action Requested

Approval of Easement and delegation of authority to Board Chair to sign all necessary documentation upon approval by Vice President over Facilities and Legal Counsel.

Discussion: Ms. Ginger Gibson, Vice President for Administrative Affairs and CFO, reviewed items 6.1 and 7.1 individually. She noted that facilities staff recently noticed the stucco on the exterior of the Fine Arts Hall appeared not to be adhering appropriately. They are working with the construction manager, architect and Florida College System Risk Management Consortium for the property insurance. This week the construction manager conducted destructive testing try to determine the cause of the problem. She will keep the board updated as they progress through the process.

Action: Motion to approve items 6.1 and 7.1: Woody

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

Fund 1 (Current Unrestricted) Revenue and Expenditure Budget
Report for December 2016

201.816, 16-17

The attached Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report reflects the status of the college in relation to the percentage of unrealized and unencumbered funds as of December 31, 2016.

The following summary provides a comparison of actual revenues and expenditures for 2016-2017 vs. 2015-2016.

	2016-2017		2015-2016	
	<u>Dollar Amount</u>	<u>Percent of Budget</u>	<u>Dollar Amount</u>	<u>Percent of Actual</u>
Revenue	45,650,152	57.08	44,114,600	57.81
Expenditures	35,873,439	41.00	34,170,765	46.09

Board Action Requested

Approval of report

Action: Approved. See item 6.1 (412.1144).

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

Nonstudent International Travel

101.125, 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 rules and 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 international travel opportunities in the coming months:

Prof. Nikolas Bajorek travel to China May 7-28, 2017*

Nikolas Bajorek, a professor of in the English Department, will be travelling to China as part of a faculty exchange program with Beijing Union University (BUU). He will provide guest lectures, contribute to classroom discussions, and help deepen the collaboration between Santa Fe and BUU. This travel experience will help internationalize several English courses and provide a valuable professional development opportunity. No travel alert or warning has been issued for China. All transportation in the country will take place by bus or private vehicle and in the company of BUU staff. This travel will be funded with matching funds from BUU and the International Education Office.

Jason Frank travel to São Paulo, Brazil in April 2017*

Jason Frank, a full-time instructional designer in the Center for Teaching, Technology, and Training will visit the *Universidade Estadual Paulista "Julio de Mesquita Filho"* (UNESP) in São Paulo in order to engage professionals there in a rich discussion about how to promote faculty professional development, how to ensure high quality online education, and how to increase the accessibility of these distance education programs. He will provide guest lectures, contribute to classroom discussions, and help deepen the collaboration between Santa Fe and UNESP. All transportation in Brazil will take place by bus or chartered vehicle, usually in the company of UNESP staff. No travel alert or warning has been issued for Brazil. This travel will be funded with matching funds from UNESP and the International Education Office.

Andrew Shepperd travel to São Paulo, Brazil in April 2017*

Andrew Shepperd, a full-time instructional designer in the Center for Teaching, Technology, and Training will visit the *Universidade Estadual Paulista "Julio de Mesquita Filho"* (UNESP) in São Paulo in order to engage professionals there in a rich discussion about how to promote faculty professional development, how to ensure high quality online education, and how to increase the accessibility of these distance education programs. He will provide guest lectures, contribute to classroom discussions, and help deepen the collaboration between Santa Fe and UNESP. All transportation in Brazil will take place by bus or chartered vehicle, usually in the company of UNESP staff. No travel alert or warning has been

issued for Brazil. This travel will be funded with matching funds from UNESP and the International Education Office.

Dr. Charles Stephenson travel to Lviv and Ternopil, Ukraine on March 6-10, 2017*

Dr. Charles Stephenson, a full-time business professor at Santa Fe College, will visit and lecture at the Technical College of Ternopil Ivan Puluj National Technical University located in the western Ukrainian city of Ternopil. Dr. Stephenson has been working for Santa Fe College since 2003 and has led six study abroad programs to Ukraine in the past. He will fly into the western city of Lviv, located 255 miles from Poland, and travel by car to Ternopil. All transportation in Ukraine will take place by car or bus and in the company of administrators from the Technical College of Ternopil. This travel will be funded with matching funds from Santa Fe College's International Education Office and the Technical College of Ternopil. A State Department travel warning is in place for travel to eastern Ukraine and Crimea only. The central and western region of the country have no travel warning at this time.

Dr. Jackson Sasser, Dr. Ed Bonahue, Michael Curry, Raul Villarreal, Matthew Stamey travel to Havana, Cuba on January 29-February 2, 2017*

Dr. Jackson Sasser, Santa Fe College President, Dr. Ed Bonahue, Provost & Vice-President of Academic Affairs, C. Michael Curry, Associate Vice President, Office for Advancement, Raul Villarreal, Acting Coordinator for Cultural Programs, and Matthew Stamey, Multimedia Specialist for Communications and Creative Services will be traveling to Cuba, January 29-February 2, 2017. The purpose of this trip is to meet with Instituto Superior de Arte (ISA) representatives in Havana, as well as the director of the Hemingway museum, who we expect to have on campus as part of the Hemingway conference scheduled for July of next year. The College, through the Santa Fe International Education program and the visual arts department, is in the process of developing a Memorandum of Understanding with ISA with an intent to allow students and faculty of each school the opportunity to collaborate on projects and travel to the respective campuses to participate directly in classes.

Transportation while in Cuba will be by chartered automobile. 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.

* These are tentative travel dates. Tickets have yet to be purchased, and the departure and arrival dates will be contingent on securing the best travel rates.

Board Action Requested

Approval of International Travel

Action: Motion to approve items 8.1 and 8.2: Prevatt
Second: Woody
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

Approval of Expenditures from Equipment and Program Enhancement Funds

400.635, 16-17

The Santa Fe College Foundation requests permission to expend up to \$127,000 from the following Equipment and Program Enhancement Funds. The equipment to be identified by Department Chairs will be used to train about 5,000 students in various Degree and Certificate Programs.

Athletic Program	\$ 2,500
Automotive Technology	\$ 2,000
C.L. Blount Automotive Equipment Fund	\$15,000
Fine Arts Enhancement Fund	\$10,000
SF Nursing Equipment Trust Fund	\$20,000
Dental Instructional Equipment Enhancement	\$10,000
Arts and Science Instructional Equipment	\$10,000
Roszel Equipment Fund	\$20,000

Board Action Requested

- 1. Approval**
- 2. Upon legal review and approval, the president or his designee, Charles W. Clemons, Sr., Vice President for Advancement and Communications, is authorized to execute any agreements associated with this grant.**
- 3. Acceptance of the purchased items as donations from the Santa Fe College Foundation, Inc.**

Action: Approved. See item 8.1 (101.125).

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

Revisions to Standard Health Sciences Clinical Affiliation Agreement

408.2292, 16-17

The Santa Fe College standard Health Sciences Clinical Affiliate contract required an update to maintain relevancy. Specifically, the non-discrimination clause was amended to include Santa Fe College's currently recognized protected classes, and the contract manager section was altered to include titles of the employees rather than the names of the employees as the position is the responsible party while the individual employee may change. Using the position in the Agreement maintains contract currency regardless of personnel changes. Additional notes of instruction were included to aid in the successful completion of the "form" and ultimate execution of the Agreement.

Board Action Requested

Approval of revised standard template and authorization for the Provost and Vice President for Academic Affairs to execute future standard agreements on behalf of the college without further review by the board. As they occur, the college will report to the board as information items the names of the entities entering into this standard agreement.

Discussion: Regarding items 9.1 through 9.4, Dr. Sasser asked Dr. Jodi Long, Associate Vice President for Academic Affairs-Health Sciences, to discuss the clinical agreements. Dr. Long explained that the Standard Health Sciences Clinical Affiliation Agreement required updating to maintain relevancy. The other clinical agreements are for specific health programs at various out-of-district locations for which out-of-district approval has been received. Regarding item 9.9, Dr. Lisa Armour, Vice President for Assessment, Research and Technology, stated the college has been awarded a grant by the College Excellence Program of the Aspen Institute to participate in the Frontier Set Project. The college will collaborate with a cohort of institutes committed to accelerating the production of credentials, especially for low-income and first-generation students, while documenting and sharing new knowledge about the process of institutional improvement. This is a four-year grant and will bring \$630,000 to the college through 2020.

Action: Motion to approve items 9.1 through 9.12: Fletcher

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

Clinical Education Agreement with Mayo Clinic Jacksonville

408.2293, 16-17

The agreement with Mayo Clinic Jacksonville in Jacksonville, FL will allow students in the Clinical Laboratory Science Program to participate in clinical training at Mayo Clinic facilities. Out-of-district approval has been obtained from Florida State College at Jacksonville. The agreement is for one (1) year with automatic annual renewal for up to five years. It may be canceled by either party with ninety (90) days written notice. Any cancellation is effective at the end of a current academic semester.

Board Action Requested

Approval

Action: Approved. See item 9.1 (408.2292).

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

Affiliation Agreement with Indian River Memorial Hospital Inc.
d/b/a Indian River Medical Center for:
Cardiovascular Technology
Diagnostic Medical Sonography

408.2294, 16-17

The agreement with Indian River Medical Center (d/b/a Indian River Memorial Hospital, Inc.) in Vero Beach, FL will allow students in the Cardiovascular Technology and Diagnostic Medical Sonography programs to participate in clinical training at Indian River Medical Center facilities. Out-of-district approval has been obtained from Indian River State College. This agreement is effective for two (2) years and may be renewed by a Letter of Agreement signed by both parties. It may be canceled by either party with thirty (30) days written notice. Any cancellation is effective at the end of a current academic semester. This agreement will begin upon execution.

Board Action Requested

Approval

Action: Approved. See item 9.1 (408.2292).

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

College Affiliation Agreement with Marion Community Hospital Inc.
d/b/a Ocala Regional Medical Center and West Marion
Community Hospital

408.2295, 16-17

The agreement with Marion Community Hospital, Inc. (d/b/a Ocala Regional Medical Center and West Marion Community Hospital) in Ocala, FL will allow students in the Cardiovascular Technology, Clinical Laboratory Science, Computed Tomography, Diagnostic Medical Sonography, Nuclear Medicine Technology, Phlebotomy, Physical Therapist Assistant and Respiratory Therapy Programs to participate in clinical training at Marion Community Hospital, Inc. facilities. Out-of-district approval has been obtained from College of Central Florida. The agreement is for two (2) years. It may be canceled by either party with thirty (30) days written notice. Any cancellation is effective at the end of a current academic semester.

Board Action Requested

Approval

Action: Approved. See item 9.1 (408.2292).

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

First Amendment to the Memorandum of Understanding with The University of Florida Board of Trustees on Behalf of the College of Design, Construction and Planning

408.2296, 16-17

In June 2014, the board approved a new partnership with the UF College of Building, Construction, and Planning (DCP) that provides opportunities for SF students to transfer to UF baccalaureate programs. Specifically, “Gator Design and Construction @ Santa Fe” is a program whereby the University of Florida identifies well-qualified incoming freshmen applications and directs those students to admission at Santa Fe, where students will take prerequisite courses required for various DCP majors. Upon successful completion of certain gateway classes and the maintenance of an acceptable GPA, the students will be admitted to the University of Florida and entitled to all the rights and privileges of such students. However, even while registered as degree-seeking students at UF, the students will complete additional general education courses and earn an AA at SF. UF agrees that despite their acceptance of such students prior to completion of their AA degree, they will cooperate to ensure that all students complete and are awarded their AA by Santa Fe College.

The proposed addendum states that DCP will pay for 40% of a Santa Fe College advisor’s salary for the next three years beginning in 2016-2017 in order to ensure the continued success of this program. The addendum also highlights the advisor’s responsibilities to this program.

Board Action Requested

Approval

Action: Approved. See item 9.1 (408.2292).

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

Training Center Agreement with the American Heart Association,
Inc. for Institute of Public Safety and Center for Innovation &
Economic Development

408.2297, 16-17

The American Heart Association's (AHA) Emergency Cardiovascular Care Programs educate healthcare providers, caregivers, and the general public about how to respond to cardiovascular emergencies.

Santa Fe College has been providing Cardiopulmonary Resuscitation (CPR), Advanced Cardiac Life Support (ACLS), and Pediatric Advanced Life Support (PALS) through the EMS program area for many years. The purpose of this Agreement, which is substantially similar to that signed and approved by the Board in 2007, is to update the Agreement such that it reflects the proper name of the College.

With this Agreement, Santa Fe College will continue to offer these courses as a great benefit to our students, the community, fire/rescue, allied health, and law enforcement agencies.

Board Action Requested

Approval

Action: Approved. See item 9.1 (408.2292).

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

Florida Teacher Certification Examinations (FTCE) Florida
Educator Leadership Examinations (FELE) Institution
Confidentiality Agreement

408.2298, 16-17

The Florida Teacher Certification Examinations (FTCE)/Florida Educator Leadership Examinations (FELE) Institution Confidentiality Agreement will enable institutions to share student results, as well as other reports, pertaining to individuals who took the FTCE and FELE. These reports are designed exclusively to assist higher education institutions in evaluating the effectiveness of their own educator preparation programs and in providing feedback and assistance to individual FTCE/FELE examinees affiliated with the institution.

Previously approved by the Board in October of 2014, this renewed agreement is requested by the Florida Department of Education as an additional security measure to protect the confidentiality of the data involved.

Board Action Requested

Approval

Action: Approved. See item 9.1 (408.2292).

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

Upward Bound Program Grant

409.2131, 16-17

The purpose of this project is to supplement and enrich participants' academic skills and provide personal motivation to complete high school and to enter and complete a program of postsecondary education. The project will serve at least 63 participants each year at Bradford High School. Students will participate in an academic year component consisting of tutoring, supplemental instruction, and academic, career and personal counseling in addition to a six-week non-residential summer enrichment component. This is year one of a five-year project.

The amount of funds requested from U.S. Department of Education, Office of Postsecondary Education, is \$285,735 for year-one funding, with no matching funds from Santa Fe College. Estimated total funding for the entire five-year period is \$1.4 million.

Duration of this project is September 1, 2019, through August 31, 2020.

Operating budget impact: None

Board Action Requested

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

Action: Approved. See item 9.1 (408.2292).

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

Aspen Institute College Excellence Program – Frontier Set Project
Grant

409.2132, 16-17

Santa Fe College has been awarded a grant by the College Excellence Program of the Aspen Institute to participate in the Frontier Set project. As part of this project, Santa Fe will collaborate with a cohort of institutes committed to accelerating the production of credentials, especially for low-income and first generation students, while documenting and sharing new knowledge about the process of institutional improvement. The four-year project will bring \$630,000 to the College through 2020. Funds will be used to extend the activities already underway through Navigating the College Experience and Navigating to College, to study and implement additional areas for student success programming (including the development of an interdisciplinary learning commons), and to improve internal and external data utilization and reporting.

The amount of funds requested from the Aspen Institute for year one is \$275,000 with no matching funds from Santa Fe College. The estimated four-year grant funding is \$630,000.

Duration of this project is January 15, 2017, through December 31, 2017.

Operating budget impact: None

Board Action Requested

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

Action: Approved. See item 9.1 (408.2292).

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

Capacity Building Grant for U.S. Undergraduate Study Abroad –
Santa Fe College - Biotechnology Internship in Brazil

409.2133, 16-17

The purpose of this project is to implement a for-credit international internship program in Brazil. This project will allow Santa Fe College to diversify its existing study abroad offerings by creating educational opportunities in a new country (Brazil), an underrepresented field of study (biotechnology), and non-traditional study abroad destinations (the cities of Assis, Araraquara, and Botucatu in South Eastern Brazil). SF proposes developing this study abroad experience in partnership with the Universidade Estadual Paulista “Julio de Mesquita Filho” (UNESP), the state university of São Paulo. SF has maintained an active international cooperation agreement with UNESP since 2012 which has supported eight faculty exchange programs. The proposed project will allow us to expand our institutional collaboration and extend its benefits more directly to our students.

The amount of funds requested from Partners of the Americas through the Office of Global Educational Programs of the Bureau of Educational and Cultural Affairs (ECA), U.S. Department of State, is \$41,959 with matching funds of \$30,852 from Santa Fe College.

Duration of this project is May 1, 2017, through August 31, 2018.

Operating budget impact: None

Board Action Requested

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

Action: Approved. See item 9.1 (408.2292).

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

Foundation for Student Success Mentor Institution Grant

409.2134, 16-17

The purpose of this project is for Santa Fe College to serve as a mentor institution for three other colleges that can benefit from Santa Fe's intervention and implementation strategies to identify and support at-risk students. This is year one of a two-year grant.

The amount of funds requested from the Foundation for Student Success, Inc. is \$25,000 with no matching funds from Santa Fe College. Total funding for the two-year period is \$50,000.

Duration of this project is January 1, 2017, through December 31, 2017.

Operating budget impact: None

Board Action Requested

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

Action: Approved. See item 9.1 (408.2292).

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

The Democracy Commitment – Deliberative Dialogue Grant

409.2135, 16-17

The main purpose of this project is to promote the use of a technique called deliberative dialogue. Santa Fe will host a training workshop which will include components on moderating, naming and framing issues, and organizing the campus and community around deliberation. After the training Santa Fe will host a community dialogue on a topic agreed upon by The Democracy Commitment, the Kettering Foundation and Santa Fe College. This project seeks to find a greater understanding of the following concepts: 1) how we understand “democracy” and why is fostering deliberation important to the democratic mission; 2) Why should community colleges be interested in deliberative practices in addition to other approaches to civic engagement; 3) how are community colleges utilizing deliberative practices; 4) what is the impact of deliberative practices on the civic skills and attitudes of students and 5) what is the impact of the sustained use of deliberative practices over time on the civic life of the community.

The amount of funds requested from The Center for the Study of Community Colleges through the Kettering Foundation is \$1,500, with no matching funds from Santa Fe College.

Duration of this project is November 1, 2016 through October 31, 2017

Operating budget impact: None

Board Action Requested

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

Action: Approved. See item 9.1 (408.2292).

Santa Fe College Foundation Liaison Update and Board Members' Remarks

Reporting on behalf of the interim Executive Director for the Santa Fe College Foundation, Mr. Chuck Clemons, Vice President for Advancement, said they received two contributions in December. One is in the amount of \$50,000 for scholarships and the other is \$35,000 for program enhancement for the Library. Also, there are several performances in the Fine Arts Hall: one this Saturday evening by Chuchito Valdes, and the "Dance of My Heart" film and Carmen Suite on February 10. The Women of Distinction luncheon is March 16 and the Spring Arts Festival is April 1-2.

The meeting adjourned at 5:25 p.m.