



**Santa Fe College**  
***District Board of Trustees***

**Minutes of Board Meeting Held April 18, 2017**  
**Andrews Center, Gainesville, Florida**

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

Members absent: Robert C. Hudson, Jeffrey L. Oody

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Chair Caridad E. Lee called the regular meeting of the District Board of Trustees of Santa Fe College to order at 4:05 p.m., at the Guy Andrews Center, in Starke, Florida, followed by the Pledge of Allegiance.

**Amended:** Item 4.7 – Colonel Harry M. Hatcher, Jr., Property Survey 17-07

Action was taken on the agenda items as indicated on the summary sheets. Trustee Mallini was delayed in arriving and joined the meeting during item 2.1.

President Sasser asked Dr. Naima Brown, Vice President for Student Affairs, to provide an enrollment update. Dr. Brown reported that 14,831 students are enrolled for spring 2017, with full time enrollment up by 2.7% and headcount up 3.3%. She added that for the summer term, there are 5,833 students currently registered and 1,255 students have registered since Friday, April 14, 2017. The goal is to have over 9,000 students by the end of the summer. Currently, 3,722 students have registered for the fall term, with admissions applications up 8.9%, and we expect to end fall with well over 16,000 students. She said that Communications and Creative Services has been very effective in their campaigns targeting potential students and shared one of their videos. Sixty-six "Finish at the Top" students will graduate next week, and there are 23 new participants registered for summer 2017 and 25 for the fall term.

The meeting adjourned at 5:10 p.m.

Caridad E. Lee, Chair

Jackson N. Sasser, Secretary



**The District Board of Trustees  
Santa Fe College, Florida  
Board Meeting of April 18, 2017, at 4 p.m.  
Andrews Center, Starke, Florida**

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**Agenda**

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**Adoption of Agenda**

**Agenda Item: 1.1**  
418.547, 16-17

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Board Meeting of April 18, 2017
- 1.2 Approval of Board Meeting Minutes of February 21, 2017

2. Information Items

- 2.1 President's Report
- 2.2 Strategic Planning
- 2.3 Community Education "Enrich" Brochure for Summer 2017 and Continuing Workforce Education "Enhance" Brochure for Summer 2017
- 2.4 Amended Rule 2.12: Prohibition Against Fraudulent, Dishonest or Improper Acts
- 2.5 Santa Fe College Audit Report 2017-162, Year Ended June 30, 2016
- 2.6 Standard Health Sciences Clinical Facilities Agreement with:  
North Central Florida Neurodiagnostics Services, LLC
- 2.7 Standard Plumbing Technology Program Agreement with:  
Sunshine Construction, LLC
- 2.8 Textbook Affordability Compliance Report for Spring 2017 Semester

3. Citizens' Requests

4. Consent Items

Personnel

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

Agreements, Grants

- 4.5 Santa Fe College Spring Arts Festival

Finance Items

- 4.6 Report of Purchases for February and March 2017
- 4.7 Colonel Harry M. Hatcher, Jr., Property Survey 17-07 **AMENDED**
- 4.8 Acceptance of Donations, 17-06

5. Facilities Items
  - 5.1 T Building Remodel & Expansion – Phase III Documents and Guaranteed Maximum Price
  - 5.2 Blount Center Expansion – Budget and Permission to Advertise for Architectural Services
  - 5.3 S Building 3<sup>rd</sup> Floor Remodel for Student International Center– Budget Approval
6. Finance Items
  - 6.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for March 2017
7. General Institutional Items
  - 7.1 Nonstudent International Travel
  - 7.2 Educational Equity Act Report for 2015-2016
8. Agreements/Grants
  - 8.1 Nonexclusive Student Affiliation Agreement with Starke HMA, LLC d/b/a Shands Starke Critical Access for: Nursing
  - 8.2 Nonexclusive Student Affiliation Agreement with Munroe HMA Hospital LLC d/b/a Munroe Regional Medical Center for: Diagnostic Medical Sonography
  - 8.3 Health Sciences Clinical Affiliation Agreement with the University of Florida College of Veterinary Medicine for: Clinical Laboratory Science
  - 8.4 Memorandum of Understanding with the Monroe County Education Foundation
  - 8.5 Use Agreement with the University of Florida for the Seahorse Key Marine Lab
  - 8.6 Collaborative Research: Geosciences: from Exploration to Opportunity (GEO) Program – National Science Foundation Grant
  - 8.7 Eastside High School Upward Bound Math and Science Program
  - 8.8 Florida Center for Students with Unique Abilities – Florida Postsecondary Comprehensive Transition Program (FPCTP) – Project SAINT Enhancement Grant
  - 8.9 Fulbright-Hays Group Projects Abroad Program – *East Meets West: Understanding the Past and Defining the Future of Poland, Ukraine, and the United States*
  - 8.10 U.S. Department of Agriculture (USDA) – *Developing Curriculum for Secondary Education Students Pursuing Careers as Farm Operations and Agriculture Managers Grant*
9. Santa Fe College Foundation Liaison Update and Board Members' Remarks
10. Adjournment

**Board Action(s) Requested**

**Approval**

Discussion: President Sasser requested that item 4.7, Colonel Harry M. Hatcher, Jr., Property Survey 17-07, be amended for good cause to remove the surplus item Louis XIV style desk with an original value of \$10,000 from the survey to allow staff to have the desk appraised.

Chair Lee asked if there were any items that the board would like to have removed from the consent agenda for discussion, and in hearing none, the agenda was approved with the deletion of the Louis XIV style desk from item 4.7.

Action: Motion to approve item 1.1: McRae

Second: Fletcher

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

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Approval of Board Meeting Minutes of February 21, 2017

401.538, 16-17

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The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held February 21, 2017, are presented for approval.

**Board Action(s) Requested**

**Approval**

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

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President's Report

Information Item

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The president will discuss a variety of information topics.

Calendar

April 27, 2017 Noon	Nursing Commencement/Pinning Ceremony SF Gymnasium
April 28, 2017 3 and 7 p.m.	Commencement Ceremonies SF Gymnasium
May 16, 2017 4 p.m.	Regular Board Meeting Wattenbarger Student Services Building S-332
June 19, 2017 5 p.m.	Board Budget Workshop and Dinner Wattenbarger Student Services Building S-329
June 20, 2017 4 p.m.	<b>Regular Board Meeting</b> Wattenbarger Student Services Building S-332

Discussion: President Sasser thanked Ms. Cheryl Canova, Director of the Andrews Center, for hosting the meeting and providing Bradford County strawberries to those attending.

President Sasser recognized Mr. Art Grant, Presiding Officer of the Senate Executive Council; Mr. Kane Ahern, newly elected President of Student Government; Mr. Isreal Okeowo, newly elected Vice President of Student Government; Ms. Rebecca Rogers, President of AFC; Dr. David Price, College Senate President; and Ms. Tyffany Wishart, Career Service Council Treasurer.

Dr. Sasser noted that commencement ceremonies are next week with the Nursing Pinning Ceremony on April 27 at noon in the gymnasium. In addition, there are two commencement ceremonies on April 28, one at 3 p.m. and the other at 7 p.m.

The next board meeting is May 16 at the Northwest Campus, and a board budget workshop/dinner will be June 19 at 5 p.m.

The president asked Dr. David Price to talk about a recently published article he wrote with two Deans from another community college. Dr. Price said at their places was the article, in an issue of Diversity and Democracy, a publication of the Association of American Colleges and Universities. Dr. Price added that the Democracy Committee received its largest grant in the amount of \$17,500 to produce programs that engage students in examining how different groups experience citizenship differently while

encouraging faculty to tie their curriculum to such programs. Santa Fe College is working with Middlesex Community College in Lowell, Massachusetts to use personal narratives and interactive activities to break down misconceptions across racial and cultural lines. The article describes two of Santa Fe College's programs: an interactive voting simulation exercise that walked students through each stage of the voting process and a performance by Bill Maxwell, a former Santa Fe College English Professor, and newspaper columnist Beverly Coyle, an author and professor emeritus at Vassar College. The performance recounted their experiences coming of age in Florida as an African American male and white female in the waning days of Jim Crow.

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Strategic Planning

Information Item  
419.46, 16-17

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Dr. Lisa Armour, Vice President for Assessment, Research, and Technology, will discuss the strategic plan.

Discussion: Dr. Armour described the college's annual "State of the Strategic Plan" workshop, which took place on March 27. More than 75 participants worked together to create dozens of reports on the college's progress. Among the achievements noted were: completion of the new online student application; implementation of the Safe Santa Fe app; design work on Financial Aid MyStatus; establishment of round trip transportation between the rural centers and Northwest Campus; consolidation of student services, tutoring, labs, and proctoring at the Blount Center; extension of hours in many service areas including the cashier's office and the testing center; scheduling and hiring to facilitate increased enrollment; launch of an initiative to offer six high enrollment courses using free or low-cost open educational resources; remodeling and renovation of learning spaces; development of a Title III grant application to support the establishment of a learning commons; and implementation of the Bradford County Initiative.



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

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Community Education "Enrich" Brochure for Summer 2017 and  
Continuing Workforce Education "Enhance" Brochure for Summer 2017

Information Item  
415.168, 16-17

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In accordance with Rule 7.11, the president is authorized to approve fees for Community Education courses and programs. Total fees collected must be equal to at least 100% of the total costs of the Community Education course or program within the fiscal year. A draft of the Community Education brochure entitled "Enrich!" containing the list of courses/programs and associated fees was reviewed and approved by the president at the April 10, 2017, Cabinet meeting and is provided for reporting to the board. Changes may be made as needed.

In accordance with Rule 7.11, the president is authorized to approve fees for Continuing Workforce Education (CWE). Total fees collected must fully support the expenditure of the CWE program within the fiscal year. A draft of the CWE brochure ("Enhance") containing the list of courses/programs and associated fees was reviewed and approved by the president at the April 10, 2017, Cabinet meeting and is provided for reporting to the board. Changes may be made as needed.

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Amended Rule 2.12: Prohibition Against Fraudulent, Dishonest or  
Improper Acts

Information Item  
410.532, 16-17

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The College proposes the amendment to Rule 2.12 in response to the most recent operational audit. The auditors suggested that the College should enhance policies and procedures for reporting known or suspected fraud to allow employees or others to anonymously report rule violations and known or suspected fraud. The auditors also recommended that the College should establish a process requiring any instances of known or suspected fraud related to the actions of College management be communicated and reported to the Board and College legal counsel. These changes were adopted along with several other clarifications as set forth in the proposed rule.

District Board of Trustees  
April 18, 2017

Agenda Item 2.5

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

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Santa Fe College Audit Report 2017-162, Year Ended June 30, 2016

Information Item  
200.899, 16-17

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The Financial Audit for the fiscal year ended June 30, 2016, has been released. This report is available on the State of Florida Auditor Generals website at the following link:

<http://www.myflorida.com/audgen/pages/subjects/financial.htm>

District Board of Trustees  
April 18, 2017

Agenda Item 2.6

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

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Standard Health Sciences Clinical Facilities Agreement with:  
North Central Florida Neurodiagnostics Services, LLC

Information Item  
408.2303, 16-17

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The board has authorized the Provost and Vice President for Academic Affairs to execute standardized form agreements without further action by the board. Such an agreement to serve students in the Santa Fe College Biotechnology Lab Technology and Clinical Laboratory Science programs has been executed with the facility listed above.

District Board of Trustees  
April 18, 2017

Agenda Item 2.7

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

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Standard Plumbing Technology Program Agreement with:  
Sunshine Construction, LLC

Information Item  
408.2304, 16-17

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The board has authorized the Provost and Vice President for Academic Affairs to execute standardized form agreements without further action by the board. Such an agreement to serve students in the Santa Fe College Plumbing Technology program has been executed with the facility listed above.

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

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Textbook Affordability Compliance Report for Spring 2017  
Semester

Information Item  
100.28, 16-17

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The 2016 legislative session created new accountabilities for FCS governing boards in the area of textbooks and instructional materials. Specifically, the Board is required to submit a report on textbook costs to the Chancellor of the FCS by Sept. 30. The Provost presented the report to the Board in September of 2016 and the report was sent to the Chancellor. The legislation specifically requires that the college identify general education courses with high variability in the cost of course materials and bring this information to the chairs for action.

The current item is a required Board update on textbook prices and variability for spring term 2017.

Discussion: Dr. Ed Bonahue, Provost and Vice President for Academic Affairs, gave a brief update on textbook affordability compliance for the spring 2017 semester. Dr. Bonahue stated the 2016 legislative session created new accountabilities for Florida College System (FCS) governing boards in overseeing the affordability of textbooks and instructional materials. The board is required to submit an annual report no later than September detailing initiatives related to textbook affordability. The first report was presented to the board at the September 2016 meeting, and the report was submitted to the FCS chancellor. Dr. Bonahue distributed a spreadsheet that highlighted 100 general education courses. He noted that in 65 of the courses, a common textbook is used, while in 35 of the courses, the faculty choose the textbook. He highlighted a couple of courses that show the variances from fall 2016 to spring 2017. The provost stated that the college would continue to work hard to find the lowest cost educational materials for the students.

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

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Citizens' Requests

423.53, 16-17

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

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

## C O N S E N T

District Board of Trustees  
April 18, 2017

Agenda Item: 4.1

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

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Contract Staff (Faculty)

402.796, 16-17

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

**Appointment  
Part Time**

Name

Joetta Bates  
Jon Hoover  
Richard Howell  
Wesley Hoy  
Eric Hutchinson  
Tramaine Ingram  
Joseph Patrick

**Board Action(s) Requested**

**Approval**

Discussion: The agenda was amended for good cause to remove one item from the property survey in item 4.7.

Action: Motion to approve item 4.1 through 4.8 as amended: Prevatt

Second: Woody

Vote: Fletcher – yes, Lee – yes, Mallini – yes, McRae – yes, Prevatt – yes, Woody – yes



## C O N S E N T

District Board of Trustees  
April 18, 2017

Agenda Item: 4.2

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

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Contract Staff (Administrative and Professional)

411.410, 16-17

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

### **Technical/Professional**

#### **Appointment**

##### **Part-Time**

Kelly Beck*	Specialist, Upward Bound
Priscilla Caplan	Specialist, Blount Learning Lab
Carolina Diaz	Specialist, Adult Education
Kimberly Heiss^	Specialist, Intramurals
Jeremy Hall	Specialist, Admissions
Shelley Mickle	Specialist, Blount Learning Lab
Judith Peterson	Specialist, Adult Education

#### **Promotion**

Bradford Grant	Senior Network/Computer Specialist
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\*Grant Funded

^Student Activities Funded

### **Board Action(s) Requested**

#### **Approval**

Action: Approved. See item 4.1 (402.796).

**C O N S E N T**

**District Board of Trustees  
April 18, 2017**

**Agenda Item: 4.3**

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

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Community Education Staff

404.447, 16-17

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

**Appointment**

**Community Education**

**Part Time**

<u>Name</u>	<u>Program/Class</u>
Ray Carson	Photography

**Board Action(s) Requested**

**Approval**

Action: Approved. See item 4.1 (402.796).

## C O N S E N T

District Board of Trustees  
April 18, 2017

Agenda Item: 4.4

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

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Career Service Staff

403.538, 16-17

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The individuals listed below are being recommended for appointment.

<u>Name</u>	<u>Position</u>
Joseph Johnson	Groundskeeper II
Rosalind Roberts	Administrative Support Specialist, Community Education
Leonard Tomlinson	Plumber
Fred Batie	Mailroom Clerk
Kyle Ritsema	Senior Financial Services Representative

**Promotion**

Christopher Spence-Thomas	Student Life Assistant
Julia Jucker	Assistant Registrar

**Board Action(s) Requested**

**Approval**

Action: Approved. See item 4.1 (402.796).

## C O N S E N T

District Board of Trustees  
April 18, 2017

Agenda Item: 4.5

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

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Santa Fe College Spring Arts Festival

409.2142, 16-17

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The purpose of this project is to request in-kind services from the City of Gainesville for the 2018 Santa Fe College Spring Arts Festival. The services requested include police security, maintenance and clean-up, traffic engineering, code enforcement, dumpsters, and the use of the city-owned Thomas Center. Approximately 100,000 area residents attend this festival annually. This is year two of a two-year project.

The amount of funds requested from the City of Gainesville is 12,157, with no matching funds from Santa Fe College.

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

Operating budget impact: None

### **Board Action(s) 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 (402.796).

## C O N S E N T

District Board of Trustees  
April 18, 2017

Agenda Item: 4.6

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

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Report of Purchases for February and March 2017

202.634, 16-17

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Below are the total amounts and a summary of purchases for the months of February and March 2017.

Purchasing	\$2,417,770.35
Risk Management Consortium	<u>574,410.00</u>
<b>Total</b>	<b><u>\$2,992,180.35</u></b>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y64785 (Fund 6)	\$ 470,000.00	Contract	FBMC Benefits Management	Benefit Enrollment and Billing Administration Risk Management Consortium
Y64820 (Fund 6)	\$ 87,070.00	Exempt	Mercer Health & Benefits, LLC	Health and Benefits Support Services Risk Management Consortium
Y64827 (Fund 1)	\$ 49,490.04	Contract	Dell Marketing	Computer Workstations (22) Information Technology
Y64828 (Fund 1)	\$ 109,000.00	Contract	Dell Marketing	Computers (100) Information Technology
Y64909 (Fund 6)	\$ 65,000.00	Exempt	Arthur J. Gallagher & Co.	Health Plan Rating Analysis Risk Management Consortium
Y64962 (Fund 1)	\$ 36,000.00	Exempt	Smarthinking, Inc.	Tutoring Services Distant Learning Support
Y65005 (Fund 1)	\$ 51,169.81	Exempt	E-Techservices.com, Inc.	Storage Management Hardware Information Technology
Y65014 (Fund 2)	\$ 143,730.00	Contract	Orlando Science Center	National Science Foundation Grant Sub-awardee Geopaths Year 2
Y65053 (Fund 7)	\$ 299,315.03	Exempt	Howard Technology Solutions	Network Firewall Technology Infrastructure
Y65054 (Fund 7)	\$ 53,799.40	Exempt	Goldfield Telecom	Network Switch Upgrade Technology Infrastructure



**A M E N D E D  
C O N S E N T**

District Board of Trustees  
April 18, 2017

Agenda Item: 4.7

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

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Colonel Harry M. Hatcher, Jr., Property Survey 17-07

200.900, 16-17

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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 March 21, 2017 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.

<b>Category</b>	<b>Number of Items</b>	<b>Original Cost or Value Items &gt; \$5,000 to be Removed from Inventory and Financial Records</b>	<b>Depreciation of Items &gt; \$5,000</b>	<b>Total Book Value Items to be Removed from Inventory and Financial Records</b>
Surplus Property	<del>4</del> <u>3</u>	<del>\$32,564.80</del> <u>\$22,564.80</u>	<del>\$32,564.80</del> <u>\$22,564.80</u>	\$0.00
<b>TOTAL</b>	<del><b>4</b></del> <u><b>3</b></u>	<del><b>\$32,564.80</b></del> <u><b>\$22,564.80</b></u>	<del><b>\$32,564.80</b></del> <u><b>\$22,564.80</b></u>	<b>\$0.00</b>

**Notes**

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

**Board Action(s) Requested**

**Approval**

Action: Amended for good cause and approved. See item 1.1 (418.547) and 4.1 (402.796).

**C O N S E N T**

**District Board of Trustees  
April 18, 2017**

**Agenda Item: 4.8**

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

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Acceptance of Donations, 17-06

200.901, 16-17

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Southeastern Integrated Medical (SIMED) has donated the items listed below to the Biotechnology Laboratory and Science for Health Programs.

<b>Qty</b>	<b>Description</b>	<b>Cost</b>
1	Cytospin 3	3,000.00
1	Laboratory Hood and Fume Extrator	2,000.00
1	Centrifuge	1,100.00
8	Tube Racks	50.00
10	Cytoclips	590.00
50	Slide Folders	500.00
10	Manual Staining Racks	100.00
5	Cavro Syringes	125.00
1	Zebra Slide Label Printer	1,000.00
	<b>Total</b>	<b>\$8,465.00</b>

**Board Action(s) Requested**

**Approval**

Action: Approved. See item 4.1 (402.796).



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

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T Building Remodel & Expansion – Phase III Documents and  
Guaranteed Maximum Price

412.1146, 16-17

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**Project Background & Description:**

The Santa Fe Police Department (SFPD) is currently housed in Building T, located just south of North Road on the Northwest Campus. The 1,640 SF structure, constructed in 1974, originally served as the college's bus shelter. Today it houses the police dispatch center, office and meeting space, and secure storage for evidence and equipment for a twenty-seven person police department that operates 24 hours a day, seven days a week, and 365 days a year. In times of crisis, the building also serves as the emergency operations center (EOC) for the college. The building is significantly undersized and its infrastructure is inadequate to support the current operations of the SFPD.

This project involves the design and construction of a 1,720 SF addition to the south side of the building as well as renovation and remodel of 1,640 SF of the existing facility. In addition to providing adequate space for the SFPD to function, this project will include safety enhancements for the security of employees, upgrades to electrical and communications infrastructure, corrections for interior flooding issues, and improvements to site drainage. All of these enhancements will support the day-to-day and emergency operations of the SFPD and will assist in earning accreditation through the International Association of Campus Law Enforcement Administrators (IACLEA).

The College initially allocated \$250,000 in FY 2015-16 for the renovation of the existing building and planned to utilize PECO general maintenance funds to improve the electrical infrastructure. Through the design process the extent of the need was fully identified and an additional \$500,000 was allocated to this project in the FY2016-17 operating and capital outlay budget process. In October 2016, the Board approved a total project budget of \$1,075,000.

Architect/Engineer:	Kail Partners, LLC
Contractor/Construction Manager:	D.E. Scorpio Corporation
Florida Building Code Inspector:	In-house
Board Approved Project Budget:	\$1,075,000.00
Source of Funds:	PECO, Other local funds

**Project Status:**

College staff reviewed the 100% construction drawings & project manual (phase III documents) for this project, oversaw the construction manager's competitive bidding of all trade packages, and negotiated a guaranteed maximum price (GMP) in the amount of \$933,935. Staff is requesting the Board approve the Phase III documents and GMP.

**Board Action(s) Requested**

- A. Approval of phase III construction documents.**
- B. Approval of guaranteed maximum price of \$933,935.**

Agenda Item 5.1

April 18, 2017

Page 2

Discussion: Ms. Ginger Gibson, Vice President for Administrative Affairs and CFO, reviewed items 5.1 through 5.3 and 6.1. President Sasser noted that a groundbreaking ceremony for the Police Department (T Building Remodel and Expansion) is scheduled for May 9 at 9:30 a.m., and everyone is invited.

Action: Motion to approve item 5.1 through 6.1: Mallini

Second: Prevatt

Vote: Fletcher – yes, Lee – yes, Mallini – yes, McRae – yes, Prevatt – yes, Woody – yes

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

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Blount Center Expansion – Budget and Permission to Advertise  
for Architectural Services

412.1147, 16-17

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**Project Background & Description:**

This project involves the design and construction of a new 86,311 GSF building on the site of the current Center for Innovation & Economic Development at Santa Fe's Blount Center campus in downtown Gainesville in accordance with the College's most recent master plan, educational plant survey, and capital improvement program (CIP). The new facility will house vocational classroom and laboratory spaces to meet existing and anticipated enrollment growth from Information Technology Education and Business Programs as well as general education classes, and it will provide modern, innovative spaces for our students and incubating businesses. The new building will also include a full slate of support spaces including study and library spaces, meeting and exhibition spaces, student enrollment services as well as faculty office spaces allowing the Blount Center to become a full service campus.

In July 2016, the legislature appropriated \$2,563,712 in Public Education Capital Outlay (PECO) funding for the design services of this project. Working with one of the College's annual contract architects, a planning group began conceptual planning and programming for the new facility in December 2016.

Architect/Engineer:	TBD
Contractor/Construction Manager:	TBD
Florida Building Code Inspector:	In-house
Estimated Project Budget:\$	32,531,029
Source of Funds:	PECO, Other local funds

**Project Status:**

In anticipation of additional PECO allocations college staff requests the Board approve a budget for this project in the amount \$32,531,029 based the CIP legislative budget request. College staff also requests permission to advertise, select, and negotiate a contract for architectural services based on procedures defined in Florida Statutes.

**Board Action(s) Requested**

- A. Approval of the project budget in the amount of \$32,531,029.**
- B. Permission to advertise, select, and negotiate a contract with an architectural firm for design services.**

Action: Approved. See item 5.1 (412.1147).

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

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S Building 3<sup>rd</sup> Floor Remodel for Student International Center–  
Budget Approval

412.1148, 16-17

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**Project Background & Description:**

This project involves the design and remodel of 5,300 square feet on the 3<sup>rd</sup> floor of S Building to create a Student International Center. This center will better serve our students by co-locating four programs which support the College's International Education Initiative. These programs include the International Education Office, English as a Second Language, International Student Services, and the Multicultural Student Center which are currently scattered across the NW Campus in four separate buildings. This project will make better use of underutilized space on the east side of the 3<sup>rd</sup> floor of S Building including excessive corridor space. It will also ease overcrowding on the 1<sup>st</sup> floors of R and S Buildings, and will make available the west end of I Building, which is much needed for an additional Natural Sciences lab.

Architect/Engineer:	Walker Architects, Inc.
Contractor/Construction Manager:	D.E. Scorpio Corporation
Florida Building Code Inspector:	In-house
Estimated Project Budget:	\$ 975,000
Source of Funds:	Other local funds and Capital Improvement Fee

**Project Status:**

College staff has developed the project budget based on conceptual drawings from the architect and construction estimates from the construction manager and are requesting approval of the budget in the amount of \$975,000.

**Board Action(s) Requested**

**Approval of the project budget in the amount of \$975,000.**

Action: Approved. See item 5.1 (412.1147).

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

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Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for March 2017 201.820, 16-17

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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 March 31, 2017.

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

	<b>2016-2017</b>		<b>2015-2016</b>	
	<u>Dollar Amount</u>	<u>Percent of Budget</u>	<u>Dollar Amount</u>	<u>Percent of Actual</u>
Revenue	60,662,851	75.85	57,846,117	75.81
Expenditures	56,947,964	63.00	51,342,547	69.25

**Board Action(s) Requested**

**Acceptance of report**

Action: Approved. See item 5.1 (412.1147).

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

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Nonstudent International Travel

101.126, 16-17

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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:

**Dr. Vilma Fuentes travel to Cartagena, Colombia June 26-30, 2017\***

Dr. Vilma Fuentes, Assistant Vice President for Academic Affairs, will travel to Cartagena, Colombia in order to begin a collaboration with the *Servicio Nacional de Aprendizaje*, SENA (National Learning Service Center) in that city. The director of the SENA Center in Cartagena came to Santa Fe in September of 2016 as part of the U.S. Department of State-funded Community College Administrator Program for South America. Subsequently, Santa Fe College and the SENA Center in Cartagena submitted a joint proposal for a 100,000 Strong in the Americas grant that has just been recommended for funding. Dr. Fuentes is the grant project director. The proposed travel will allow SF faculty and administrators to begin planning the details of the online collaboration and student exchange program that was proposed as part of the 100,000 strong in the Americas grant. Vilma Fuentes will be flying directly into Cartagena. All transportation in this city will be provided by SENA and take place in the company of SENA staff. A travel warning currently exists for Colombia cautioning travelers to avoid rural areas or intra-city travel. Vilma Fuentes will engage in neither. The travel warning states that security in Cartagena and other major cities in Colombia has improved significantly in recent years and that U.S. government officials travel regularly to major cities in Colombia.

**Jorge Ibáñez travel to Cartagena, Colombia June 26-30, 2017\***

Jorge Ibáñez, the director of the Information Technology Department, will travel to Cartagena, Colombia in order to begin a collaboration with the Information Technology department in the *Servicio Nacional de Aprendizaje*, SENA (National Learning Service Center) in that city. The director of the SENA Center in Cartagena came to Santa Fe in September of 2016 as part of the U.S. Department of State-funded Community College Administrator Program for South America. Subsequently, Santa Fe College and the SENA Center in Cartagena submitted a joint proposal for a 100,000 Strong in the Americas grant which has just been approved for funding. The proposed travel will allow SF faculty and administrators to begin planning the details of an online collaboration and student exchange program that was proposed as part of the 100,000 strong in the Americas grant. Jorge Ibáñez will be flying directly into Cartagena. All

transportation in this city will be provided by SENA and take place in the company of SENA staff. A travel warning currently exists for Colombia cautioning travelers to avoid rural areas or intra-city travel. Jorge Ibáñez will engage in neither. The travel warning states that security in Cartagena and other major cities in Colombia has improved significantly in recent years and that U.S. government officials travel regularly to major cities in Colombia.

**Lisa Ciardulli travel to São Paulo, Brazil in May 10-20, 2017\***

Lisa Ciardulli, Assistant Vice President for Academic Affairs, 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. She 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.

**Claudia Connelly travel to Sweden, May 14-22, 2017\***

Claudia Connelly, the coordinator of Santa Fe College’s Disabilities Resource Center, will travel to Orebro and Stockholm, Sweden to determine the accessibility of a faculty-led study abroad program. The program to Sweden was approved by the District Board of Trustees on September 20, 2016. Claudia Connelly’s participation in this trip will help the college determine the suitability of this international educational program for students with disabilities. All transportation in Sweden will occur by train or bus. No travel alert or warning has been issued for Sweden.

\* 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(s) Requested**

**Approval of international travel**

Discussion: President Sasser introduced Ms. Jasmine Gibbs, Equity Officer and Title IX Coordinator, to discuss the Educational Equity Act Report for 2016-2017. Ms. Gibbs stated that the college is required by statute to submit an annual equity report to the Department of Education. The report reflects both student and employee measurements of minority population representation. Ms. Gibbs reviewed each of the report’s six sections with the group. She also shared positive feedback from Chancellor Pumariega about the 2015-2016 report. Ms. Gibbs stated that in terms of students, overall enrollment of minorities is down, with the exception of Hispanics and students identifying as Other Race. Enrollment for FTIC students with disabilities increased despite overall enrollment rates staying constant for students with disabilities.

Action: Motion to approve item 7.1 through 7.2: Woody

Second: Fletcher

Vote: Fletcher – yes, Lee – yes, Mallini – yes, McRae – yes, Prevatt – yes, Woody – yes

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

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Educational Equity Act Report for 2015-2016

400.636, 16-17

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The college is required to submit an annual equity report to the Florida Department of Education. This report reflects on both student and employee measurements regarding representation of minority populations and includes analysis of historical data to assess trends and measure whether the college has met internal goals. Student enrollment, retention, completions, and strategies for increasing rates for those markers for underrepresented populations is included. For employees, 2015-2016 employment numbers for Executive and Managerial staff, full time faculty, and achievement of continuing contract are compared to previous years' data. Additionally, college policies related to harassment and discrimination, gender equity in athletics, course substitutions for students with disabilities, and feedback regarding evaluations of the president were reviewed.

**Board Action(s) Requested**

**Approval**

Action: Approved. See item 7.1 (101.126).



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

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Nonexclusive Student Affiliation Agreement with Starke HMA, LLC  
d/b/a Shands Starke Critical Access for: Nursing

408.2305, 16-17

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The agreement with Shands Starke Critical Access in Starke, FL will allow students in the Associate of Science in Nursing Program to participate in clinical training at this general acute care facility. The agreement is for three (3) years and may be canceled by either party with thirty (30) days written notice. Any cancellation is effective at the end of a current academic semester.

**Board Action(s) Requested**

**Approval**

Action: Motion to approve item 8.1 through 8.10: Woody  
Second: Mallini  
Vote: Fletcher – yes, Lee – yes, Mallini – 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.***

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Nonexclusive Student Affiliation Agreement with Munroe HMA  
Hospital LLC d/b/a Munroe Regional Medical Center for:  
Diagnostic Medical Sonography

408.2306, 16-17

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A renewal of the agreement with Munroe Regional Medical Center in Ocala, FL, originally signed in 2000, will allow students in the Diagnostic Medical Sonography program to continue to train at this general acute care facility, managed by Community Health Systems, Inc. The agreement is for three (3) years and may be canceled by either party with thirty (30) days written notice. Any cancellation is effective at the end of a current academic semester.

**Board Action(s) Requested**

**Approval**

Action: Approved. See item 8.1 (408.2305).

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

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Health Sciences Clinical Affiliation Agreement with the University of Florida College of Veterinary Medicine for: Clinical Laboratory Science

408.2307, 16-17

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The agreement with the University of Florida College of Veterinary Medicine will allow students in the Clinical Laboratory Science program to train in specific program disciplines (clinical chemistry, microbiology and hematology) in the College of Veterinary Medicine's laboratories. The agreement is automatically renewed annually until either party terminates with ninety (90) days written notice.

**Board Action(s) Requested**

**Approval**

Action: Approved. See item 8.1 (408.2305).

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

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Memorandum of Understanding with the Monroe County  
Education Foundation

408.2308, 16-17

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The Monroe County Educational Foundation has approached Santa Fe College about creating an agreement to encourage their counties Take Stock in Children (TSIC) scholarship recipients to enroll at Santa Fe College to earn an Associate's degree right after high school graduation.

Monroe County TSIC scholarship recipients tend to be high-achieving students from diverse backgrounds. Many are first-generation in their family to attend college. They all receive a full scholarship from the Monroe County Educational Foundation.

This MOU would establish a formal pipeline for Monroe County TSIC scholarship recipients to go from Monroe County to Santa Fe College. It outlines the steps the Educational Foundation would take to assist their students in selecting SF and would provide for pre-enrollment assistance with the transition process. Once enrolled, SF would provide the TSIC scholarship recipients with support systems to create an environment conducive to them achieving their academic goals

There is no monetary commitment associated with this agreement.

**Board Action(s) Requested**

**Approval**

Action: Approved. See item 8.1 (408.2305).

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

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Use Agreement with the University of Florida for the Seahorse  
Key Marine Lab

408.2309, 16-17

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To support student interest in marine sciences and coastal resource conservation, this newly revised facilities use agreement between Santa Fe College and the University of Florida will enhance student utilization of the Seahorse Key Marine Laboratory (SHKML) by increasing the scope and extent of research and enhancing partnerships with collaborating agencies. This use agreement memorializes the terms of Santa Fe's involvement, under which Santa Fe students studying marine biology, oceanography, coastal ecology and other subjects will continue to have free access to Seahorse Key through faculty-led instructional programs, and the college will have open access for other purposes as needed. Santa Fe will contribute financially to operations each year.

**Board Action(s) Requested**

**Approval**

Action: Approved. See item 8.1 (408.2305).

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

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Collaborative Research: Geosciences: from Exploration to Opportunity (GEO) Program – National Science Foundation Grant

409.2143, 16-17

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The purpose of this project is to establish, evaluate and sustain a GEO Cohort of students, faculty and staff at Santa Fe College (SF) and the University of Florida (UF), across the Geosciences. The GEO program will identify clear pathways from high school to the globally competitive STEM workforce. Degree pathways and bridging activities will guide a GEO Cohort of 55 students funded by 180 annual scholarships from Geosciences exploration in the 2-year SF environment through transfer to UF and matriculation into the workforce. The combination of formal academic training in Geosciences, Geography, Geology or Environmental Engineering Science, and student support services will maintain an annual student retention rate over 85%. Forty-four (80%) who enter GEO will graduate, whether at the Associate or Bachelor level. This is year one of a five-year project.

The amount of funds requested from the National Science Foundation is \$170,258 for year-one funding, with no matching funds from Santa Fe College. Estimated total funding for the entire five-year period is approximately 1.58 million.

Duration of this project is January 1, 2018 through December 31, 2018.

Operating budget impact: None

**Board Action(s) Requested**

**Approval**

Action: Approved. See item 8.1 (408.2305).

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

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Eastside High School Upward Bound Math and Science Program

409.2144, 16-17

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The purpose of this project is to supplement and enrich participants' academic skills in math and science and provide personal motivation to complete high school and to enter and complete a program of postsecondary education. The project will serve at least 60 participants each year at Eastside 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 \$257,500 for year-one funding, with no matching funds from Santa Fe College. Estimated total funding for the entire five-year period is approximately \$1.3 million.

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

Operating budget impact: None

**Board Action(s) Requested**

**Approval**

Action: Approved. See item 8.1 (408.2305).

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

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Florida Center for Students with Unique Abilities – Florida  
Postsecondary Comprehensive Transition Program (FPCTP) –  
Project SAINT Enhancement Grant

409.2145, 16-17

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The purpose of this project is to expand the capacity and quality of Santa Fe College's approved Florida Postsecondary Comprehensive Transition Program (FPCTP) – Project SAINT (Student Access and INclusion Together). The goals of this enhancement grant are to: 1) Fully address the vocational goals, preparation, and job placement of students with Intellectual disabilities (ID) at SF and 2) Expand the size/capacity of Project SAINT, doubling its current enrollment over 3 years from five to ten students. Primary enhancements include adding a Job Developer position devoted to developing vocational internships and job opportunities for students with ID and the addition of two new career pathways: *Horticulture/Agriculture and Artist/Entrepreneurship*.

The amount of funds requested from the University of Central Florida, is \$97,515 for year-one funding, with no matching funds from Santa Fe College. Total funding for the three-year grant period is \$300,000.

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

Operating budget impact: None

**Board Action(s) Requested**

**Approval**

Action: Approved. See item 8.1 (408.2305).



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

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Fulbright-Hays Group Projects Abroad Program – *East Meets West: Understanding the Past and Defining the Future of Poland, Ukraine, and the United States*

409.2146, 16-17

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The purpose of this project is to implement a short term, four-week Fulbright-Hays Group Study Abroad Project (GPA) to Poland and Ukraine. This program will benefit 17 educators: 8 community college professors, 8 K-12 teachers in addition to the project director. Participants will learn about the history and culture of Poland and Ukraine, improve their cultural competence, acquire basic Polish and Ukrainian language skills, and infuse their curricula with a significant focus on Eastern Europe, specifically Poland and Ukraine. This short term GPA will contribute to SF's ongoing effort to internationalize its general education courses and will add a new area of focus to the college's International Studies Certificate.

The amount of funds requested from the U.S. Department of Education, is \$99,567, with \$42,094 in matching funds from Santa Fe College and \$5,976 in participant cost share.

Duration of this project is September 30, 2017, through March 31, 2019.

Operating budget impact: From existing college budget.

**Board Action(s) Requested**

**Approval**

Action: Approved. See item 8.1 (408.2305).

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

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U.S. Department of Agriculture (USDA) – *Developing Curriculum for Secondary Education Students Pursuing Careers as Farm Operations and Agriculture Managers Grant*

409.2147, 16-17

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The purpose of this project is to develop curriculum for secondary education students who are pursuing careers in farm operations and agriculture management. This project will offer secondary students in our three rural and/or agricultural based population centers the opportunity to participate in a new dual enrollment/dual credit courses program. Santa Fe will fully support the transition of students wishing to bridge into agricultural operations management programs at the University of Florida. This is a collaborative project between the University of Florida as fiscal agent and Santa Fe College as a subawardee.

The amount of funds requested from the University of Florida through the U.S. Department of Agriculture, is \$75,000, with no matching funds from Santa Fe College.

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

Operating budget impact: From existing college budget.

**Board Action(s) Requested**

**Approval**

Action: Approved. See item 8.1 (408.2305).

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Santa Fe College Foundation Liaison Update and Board Members' Remarks

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Discussion: Reporting for the Santa Fe College Foundation, Trustee Mallini stated that the Athletics Hall of Fame Reception would be April 21 from 5-9 p.m. at the Gateway Grand Best Western and the Induction Ceremony would be April 22 from 10:30 a.m. to 1 p.m. in the Fine Arts Hall. The opening reception of the Pura Cuba art exhibit will be at Oak Hammock at the University of Florida on April 23. The President's Gala will be June 24 at 7 p.m. in the Fine Arts Hall. Trustee Mallini asked Mr. Michael Curry, Associate Vice President Office for Advancement, to give an update on the Spring Arts Festival. Mr. Curry stated that the Festival was successful under the leadership of Interim Director Mr. Raul Villarreal. The highest number of new artists participated, with an overall 220 artists. It was also mentioned that Santa Fe College would host a Hemingway Conference at the end of July.

President Sasser mentioned that 15 higher education administrators from Egypt would be visiting Santa Fe College for the next two weeks and would attend the Coordinating Council meeting tomorrow morning.

Trustee McRae mentioned with a heavy heart that Ms. Lillian Stump, who was a major donor to the college, passed away and that the funeral arrangements were pending. He also was excited to say that he would be meeting with a research editor soon and was very hopeful his book would be published by fall.