



Santa Fe College
District Board of Trustees

Minutes of Board Meeting Held May 16, 2017
Wattenbarger Student Services Building, Gainesville, Florida

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

Members absent: Arley W. McRae

Chair Caridad E. Lee called the regular meeting of the District Board of Trustees of Santa Fe College to order at 4:00 p.m., in the James L. Wattenbarger Student Services Building, in Gainesville, Florida, followed by the Pledge of Allegiance.

Added: Item 10.5 – Nonexclusive Student Affiliation Agreement with Munroe HMA Hospital, LLC d/b/a Munroe Regional Medical Center for Cardiovascular Technology

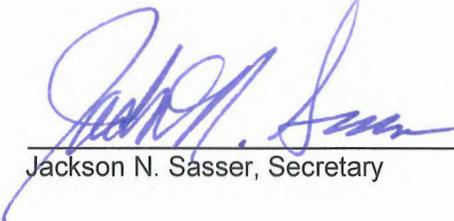
Action was taken on the agenda items as indicated on the summary sheets.

President Sasser asked Dr. Naima Brown, Vice President for Student Affairs, to provide an enrollment update. Dr. Brown reported 8,801 students are enrolled for summer 2017, with full-time enrollment down by 1.8% and headcount down 2%. She added that for the fall term there are 5,720 students currently registered with admissions applications up 8.2%, and we expect to end fall with well over 16,000 students. She said that Communications and Creative Services has been very effective with two campaigns targeting potential students. There are 74 new Finish at the Top students registered for summer with a total of 141 enrolled for summer classes.

The meeting adjourned at 4:50 p.m.



Caridad E. Lee, Chair



Jackson N. Sasser, Secretary



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of May 16, 2017, at 4 p.m.
Wattenbarger Student Services Building, Gainesville, Florida**

Amended Agenda

Adoption of Agenda

Agenda Item: 1.1
418.548, 16-17

1. General Functions

Pledge of Allegiance

1.1 Adoption of Agenda for Board Meeting of May 16, 2017

1.2 Approval of Board Meeting Minutes of April 18, 2016

2. Information Items

2.1 President's Report

2.2 Strategic Planning

2.3 Proposed Board of Trustees Meeting Schedule for 2017-2018

2.4 Fee Waiver Report for Spring Term 2017

2.5 Educational Plant Survey

2.6 Amended Rule 5.12: Smoking and Tobacco Use

2.7 Amended Rule 7.11: Student Fees and Refunds

2.8 District Interinstitutional Articulation Cooperative Agreement for Career Pathways with:
School Board of Dixie County

2.9 Standard Health Sciences Clinical Affiliation Agreement with Studio 32 Orthodontics for
Dental Assisting

3. Citizen's Requests

4. Consent Items

Personnel

4.1 Contract Staff (Faculty)

4.2 Contract Staff (Administrative and Professional)

4.3 Community and Continuing Workforce Education Staff

4.4 Career Service Staff

Agreements, Grants

4.5 Facilities Use and Training Personnel Agreement with the Gainesville Police Department

Finance Items

4.6 Report of Purchases for April 2017

4.7 Colonel Harry M. Hatcher, Jr., Property Survey 17-08

5. Personnel Items
 - 5.1 Leave of Absence
6. Facilities Items
 - 6.1 Annual Comprehensive Safety Inspection Report for Fiscal Year 2016-2017
7. Finance Items
 - 7.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for April 2017
 - 7.2 Report of Investments, Quarter Ending March 31, 2017
 - 7.3 Approval of Purchase Greater Than Category 5, F.S. §287.017 – Alcatel-Lucent Phone System Upgrade
8. General Institutional Items
 - 8.1 Amended College Calendar for 2017-2018
 - 8.2 Ratification of Emergency Signature Authority for Nonstudent International Travel
 - 8.3 Nonstudent International Travel
9. Rules
 - 9.1 Amended Rule 2.8: Prohibition Against Discrimination and Harassment
 - 9.2 Amended Rule 2.12: Prohibition Against Fraudulent, Dishonest or Improper Acts
10. Agreements/Grants
 - 10.1 Professional Practice Affiliation Agreement with Solaris HealthCare Lake City, LLC for Health Information Technology Management
 - 10.2 Ratification of Emergency Signature Authority for Nonexclusive Student Affiliation Agreement with Munroe HMA Hospital, LLC d/b/a Munroe Regional Medical Center for Nuclear Medicine Technology
 - 10.3 Title III - Part F - Strengthening Institutions Program (SIP) Grant
 - 10.4 Santa Fe College Center for Innovation and Economic Development Expansion for the Blount Center Grant
 - 10.5 Nonexclusive Student Affiliation Agreement with Munroe HMA Hospital, LLC d/b/a Munroe Regional Medical Center for Cardiovascular Technology **ADDED**
11. Santa Fe College Foundation Liaison Update and Board Members' Remarks
12. Adjournment

Board Action(s) Requested:

Approval

Discussion: President Sasser requested that item 10.5, Nonexclusive Student Affiliation Agreement with Munroe HMA Hospital, LLC d/b/a Munroe Regional Medical Center for Cardiovascular Technology, be added for good cause to allow students to complete their clinical training.

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 addition of item 10.5.

Action: Motion to approve item 1.1: Woody

Second: Hudson

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

Approval of Board Meeting Minutes of April 18, 2016

401.539, 16-17

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held April 18, 2017, are presented for approval.

Board Action(s) Requested

Approval

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

President's Report

Information Item

The president will discuss a variety of information topics.

Calendar

June 19, 2017
5 p.m. Board Budget Workshop and Dinner
Wattenbarger Student Services Building
S-329

June 20, 2017
4 p.m. Regular Board Meeting
Wattenbarger Student Services Building
S-329

July 18, 2017
4 p.m. Regular Board Meeting
Watson Center

Discussion: Dr. Sasser passed around a thank you and appreciation card from Ms. Evelyn Womack regarding her aunt, Ms. Lillian Stump, who recently passed away.

President Sasser recognized Mr. Art Grant, Presiding Officer of the Senate Executive Council; Mr. Israel Okeowo, President of Student Government; Ms. Rebecca Rogers, President of AFC; Dr. David Price, College Senate President, and Ms. Lukisha King, Career Service Council Vice President.

Dr. Sasser noted that the annual evening social for evening employees is June 6 at 5 p.m. in S29. In addition, the ice cream social is June 13 at 2 p.m. in R-01

The board budget workshop/dinner will be June 19 at 5 p.m. in S-329, and the board meeting is June 20 at the Northwest Campus.

The president asked Ms. Shellie Banfield, Coordinator of the Davis Center, to give a report on the center's history and growth. Ms. Banfield stated that Ron and Norita Davis donated the land for the center, which opened in the fall of 2003, with a vision of serving residents in southwest Alachua County and surrounding areas. She highlighted different support areas and classes and programs offered at the center and gave a description of who the staff members are and what services they provide to facilitate the center's operation. She shared the Davis Center seat count from 2003-2017 and all the course offerings for fall 2017, which with the recent addition of laboratory offerings allows students to earn an Associate of Arts (A.A.) degree entirely at the Davis Center. The center's high school dual enrollment program has grown substantially with over 80 students enrolled for fall 2017. They offer many programs and host activities to serve the community. The Davis Center responded to the president's challenge to increase enrollment by 10 percent, instead increasing by 20 percent for fall 2016, and even higher enrollment is expected for fall 2017. The Davis Center continues to work to expand A.A. offerings and increasing STEM programming.

Strategic Planning

Information Item
419.47, 16-17

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

Discussion: Dr. Lisa Armour gave an update on Navigating to College, Santa Fe College's partnership with area middle and high schools at which 40% or more of students receive free or reduced lunches. She reported that on Wednesday, May 24, 2017, SF faculty and staff would make their second annual visit to Eastside High School for the College for a Day event. SF faculty have prepared engaging, hands-on lessons for EHS students, who choose sessions based on their career interests. SF advisors and staff will complement the lessons with information on related careers and programs. Lessons include two from the Institute for Public Safety, one from Sciences for Health, one from Biology, and one from Plumbing. Navigating to College is a project that contributes to the achievement of our strategy to "communicate Santa Fe College's value to the community and to students."

Proposed Board of Trustees Meeting Schedule for 2017-2018

Information Item
416.145, 16-17

Below is the proposed schedule of the Board of Trustees meetings for the 2017-2018 year. All meetings begin at 4 p.m.

2017-2018 Board Meeting Schedule

July 18, 2017	Watson Center
August	No Meeting
September 19, 2017	Northwest Campus
October 17, 2017	Perry Center
*November 14, 2017	Andrews Cultural Center
December	No Meeting
January 16, 2018	Kirkpatrick Center
February 20, 2018	Northwest Campus
March	No Meeting
April 17, 2018	Andrews Cultural Center
May 15, 2018	Northwest Campus
June 19, 2018	Northwest Campus
July 17, 2018	Watson Center

*All meetings are the third Tuesday of the month with the exception of the November 2017 meeting, which will meet on the second Tuesday.

Discussion: Dr. Sasser stated that the spring 2017 Fee Waiver Report has increased significantly, noting the Non-Florida Resident Military and Veteran Support and Non-Florida Resident Florida High School Graduate categories. Both of these categories were added three years ago with considerable increases every year. The president also asked the board to carefully review information item 2.6, Amended Rule 5.12: Smoking and Tobacco Use. The proposed change would eliminate designated smoking areas on college premises, making Santa Fe College completely tobacco free. It will be considered on the June board agenda for approval.

**District Board of Trustees
May 16, 2017**

Agenda Item: 2.4

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

Fee Waiver Report for Spring Term 2017

Information Item
200.902, 16-17

Pursuant to Rule 7.13, the college grants fee waivers for course fees (excluding Technology, Transportation, Access, Lab, and Distance 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: See item 2.3 (416.145)

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

Educational Plant Survey

Information Item
412.1149, 16-17

The Educational Plant Survey is a systematic study of existing educational plants and the determination of future needs for the purpose of providing an appropriate educational program and service for each student. The reason for a survey is to formulate plans for housing educational programs, student population, faculty administrators, staff, and auxiliary and ancillary services of the college. The objective of a comprehensive fixed capital outlay plan is to propose a facilities project program for the college for a period of five years.

The survey includes a reconciliation of all physical space owned or leased by the college. The process for determining space needs uses student enrollment projections, space needs generation formulas, space utilization formulas, educational program information, and size of space and occupant design criteria. Full-time equivalent (FTE) student enrollment, academic program offerings, academic and institutional support are all important measures in calculating the space needs formula. The results of the formula identify unmet space needs and become the focus of survey recommendations. Survey recommendations can include site acquisition, site improvements, renovation, remodeling, and new construction. The survey must support the Capital Improvement Plan (CIP) and Project Priority List (PPL) that are required for requesting state funding.

At least every five years, each college board of trustees is responsible for arranging an Educational Plant Survey for its college based on Florida Statutes 1013.31(1), 1001.64(34), 1013.40(1), and the State Requirements for Educational Facilities (SREF) Section 3.1. The college's next survey is due by June 30, 2017.

For the last eight months, the college's Facilities Planning staff has been working on an updated Educational Plant Survey, which will be presented for Board approval next month. Included as information is a document identifying the Educational Plant Survey process and status for the board's review.

Discussion: See item 2.3 (416.145)

College Goal: Sustainability Education and Operations - Create, develop, and enhance programs to reduce waste, conserve energy and green space, protect water resources, and promote wellness of students, faculty, and staff.

Amended Rule 5.12: Smoking and Tobacco Use

Information Item
410.533, 16-17

The proposed changes to Rule 5.12 would eliminate designated smoking areas on college premises, making Santa Fe College completely tobacco free. All shared governance groups have provided feedback and support for this initiative. This change will help the college remain consistent with other Florida colleges and universities across the State. Upon approval, the proposed changes will begin in the fall of 2017. For the first year, the primary goal will be to inform the college community of the policy changes as well as the resources available to them. Once the communications strategy is complete, violations of this policy may result in a referral to the Student Conduct Officer and employment supervisors for disciplinary or administrative actions.

Discussion: See item 2.3 (416.145)

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

Amended Rule 7.11: Student Fees and Refunds

Information Item
410.534, 16-17

The Florida Legislature has not approved any changes to the standard tuition rate for both lower and upper division credit courses (Advanced and Professional, Postsecondary Vocational, Developmental Education, and Educator Preparatory), and non-credit courses (Postsecondary Adult Vocational) offered by the college at this time.

Recommended changes to fees will be presented by a proposed change to college Rule 7.11 in its entirety at the June Board of Trustees meeting. Any recommended fee increases or decreases are to be effective with the beginning of the fall term registration.

If the current maximum tuition and discretionary fee rates were adopted (including the transportation fee at \$3 per credit hour), the estimated total annual increase for a full-time student taking 30 semester hours per year would be approximately \$247.00 for lower division credit courses.

Discussion: See item 2.3 (416.145)

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

District Interinstitutional Articulation Cooperative Agreement for
Career Pathways with: School Board of Dixie County

Information Item
408.2310, 16-17

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

Postsecondary Program

Secondary Program

Cardiovascular Technology A.S. Dental Hygiene A.S. Diagnostic Medical Sonography A.S. Nuclear Medicine Technology A.S. Respiratory Care A.S. Radiography A.S. Dental Assisting Certificate Surgical Technology Certificate	Nursing Assistant
Network Systems Technology A.S. Network Server Administration Certificate Network Security Certificate	Technology Support Services

Discussion: See item 2.3 (416.145)

District Board of Trustees
May 16, 2017

Agenda Item: 2.9

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

Standard Health Sciences Clinical Affiliation Agreement with
Studio 32 Orthodontics for Dental Assisting

Information Item
408.2311, 16-17

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 Dental Assisting program has been executed with the facility listed above.

Discussion: See item 2.3 (416.145)

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

Citizen's Requests

423.54, 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.

C O N S E N T

District Board of Trustees
May 16, 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)

402.797, 16-17

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

Appointment

Part Time

Name

Hannah Allen
Penelope Cobb
Patricia Flynn
Sheldon McKinzie

Board Action(s) Requested

Approval

Action: Motion to approve items 4.1 through 4.7: Prevatt
Second: Mallini
Vote: Fletcher – yes, Hudson – yes, Lee – yes, Oody – yes,
Mallini – yes, Prevatt – yes, Woody – yes

C O N S E N T

**District Board of Trustees
May 16, 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)

411.411, 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
Part Time**

<u>Name</u>	<u>Position</u>
Kevin Kelsey	Specialist, Adult Education

Board Action(s) Requested

Approval

Action: Approved. See item 4.1 (402.797).

C O N S E N T

**District Board of Trustees
May 16, 2017**

Agenda Item: 4.3

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

Community and Continuing Workforce Education Staff

404.448, 16-17

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

Community Education

Appointment

Part Time

<u>Name</u>	<u>Program/Class</u>
Sharon Emery	Arts / Crafts
Robert Gates	Golf

Board Action(s) Requested

Approval

Action: Approved. See item 4.1 (402.797).

C O N S E N T

**District Board of Trustees
May 16, 2017**

Agenda Item: 4.4

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

Career Service Staff

403.539, 16-17

The individuals listed below are being recommended for appointment.

Appointment

Name

Byron Burdette
Sue B. Johnson

Position

Application Developer
Disabilities Resources Center Assistant

Promotion

*Tonika Jones

Administrative Assistant, North Central Florida
Educational Talent Search

*Grant Funded

Board Action(s) Requested

Approval

Action: Approved. See item 4.1 (402.797).

C O N S E N T

District Board of Trustees
May 16, 2017

Agenda Item: 4.5

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

Facilities Use and Training Personnel Agreement with the
Gainesville Police Department

408.2312, 16-17

The agreement with the City of Gainesville for the Gainesville Police Department (GPD) provides for support to and from GPD to the college's criminal justice programs at the Institute of Public Safety, and is essentially the same as the agreement currently in effect. Specifically, GPD requires the use of college facilities to conduct its in-service training, and IPS desires the assistance of local law enforcement professionals to assist its Selection Center and the Law Enforcement Advisory Committee, and to coordinate and instruct in basic recruit, advanced, or specialized training from time to time. GPD will also provide the use of vehicles for training purposes and donate surplus tires. Florida law permits the intergovernmental interchange of public employees. The agreement is retroactive and the term is from July 1, 2016, through June 30, 2017.

Board Action(s) Requested

Approval

Action: Approved. See item 4.1 (402.797).

C O N S E N T

**District Board of Trustees
May 16, 2017**

Agenda Item: 4.6

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

Report of Purchases for April 2017

202.635, 16-17

Below are the total amounts and a summary of purchases for the month of April 2017.

Purchasing	\$953,817.63
Risk Management Consortium	<u>\$1,075,729.00</u>
Total	<u>\$2,029,546.63</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y65370 (Fund 1)	\$ 39,973.32	Contract	Dell Marketing	Laptops (24) and Cart Information Technology
Y65374 (Fund 7)	\$ 152,853.85	Contract	Utility Service of Gainesville, Inc.	Replace Chilled Water Line General Maintenance
Y65409 (Fund 6)	\$ 866,479.00	Contract	Gallagher Bassett	Claims Administration Services Risk Management Consortium
Y65410 (Fund 6)	\$ 132,050.00	Exempt	Fire Prevention Specialists, Inc.	Inspections for Florida Colleges Risk Management Consortium
Y65506 (Fund 1)	\$ 44,000.00	Exempt	Blue Koi, LLC	Web Development Instruction and Curriculum Business & Workforce
Y65539 (Fund 1)	\$ 48,300.00	Contract	Dell Marketing	Computers (35) Information Technology
Y65554 (Fund 1)	\$ 108,088.90	Contract	Dell Marketing	Virtual Desktop Servers Information Technology
	<u>\$1,391,745.07</u>			

Purchase orders for previously awarded bids/contracts: 2
(1 for E. W. Reshard, \$9,000.00)
(1 Temp Force, \$13,500.00)

Amount: \$22,500.00

Agenda Item 4.6
May 16, 2017
Page 2

Other Purchases \$0 - \$35,000.00
Number of purchase orders: 277

Amount: \$615,301.56

Board Action(s) Requested

Approval of report

Action: Approved. See item 4.1 (402.797).

C O N S E N T

District Board of Trustees
May 16, 2017

Agenda Item: 4.7

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

Colonel Harry M. Hatcher, Jr., Property Survey 17-08

200.903, 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.

The Property Survey Committee met via email on April 25, 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.

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
Trade-In	4	\$25,490.00	\$25,490.00	\$0.00
TOTAL	<u>4</u>	<u>\$25,490.00</u>	<u>\$25,490.00</u>	<u>\$0.00</u>

Notes

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

Board Action(s) Requested

Approval

Action: Approved. See item 4.1 (402.797).

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

Leave of Absence

420.168, 16-17

Matthew Carrigan, Assistant Professor, Natural Sciences, has requested to return to full-time employment on May 15, 2017, from his previously approved leave of absence, which was scheduled for January 3, 2017 - December 7, 2017. During this time, he will be serving as Project Director for a National Science Foundation grant. The project is entitled "High-Impact Introduction to the Geosciences through the Undergraduate Coral Research Initiative" approved by the board on November 15, 2016. Additionally, he requests approval of a new leave of absence for the period of July 19, 2017, through December 7, 2017.

This request is supported by the Chair of Natural Sciences, Associate Vice President for Academic Affairs, and the Provost and Vice President of Academic Affairs.

Board Action(s) Requested

Approval

Discussion: Dr. Ed Bonahue, Provost and Vice President for Academic Affairs, explained that Matthew Carrigan, Assistant Professor of Natural Sciences and a highly regarded researcher, has requested to return to full-time employment on May 15, 2017 from his previously approved leave of absence at Haverford College, which was scheduled for January 3, 2017 through December 7, 2017. He will be serving as Project Director for a National Science Foundation funded project entitled "High-Impact Introduction to the Geosciences through the Undergraduate Coral Research Initiative," which was approved at the November 2016 board meeting. Carrigan is requesting approval of a new leave of absence for the period of July 19, 2017 through December 7, 2017.

A study Carrigan and his team published in 2014 that found a genetic mutation in our evolutionary past that made it easier for a particular enzyme to break down ethanol was featured in a BBC article early this year.

Action: Motion to approve item 5.1: Mallini
Second: Prevatt
Vote: Fletcher – yes, Hudson – yes, Lee – yes, Oody – yes,
Mallini – yes, Prevatt – yes, Woody – yes

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

Annual Comprehensive Safety Inspection Report for Fiscal Year
2016-2017

412.1150, 16-17

In accordance with Florida Statutes Chapter 1013.12 and Florida Administrative Code Section 6A-2.0010, the Board of Trustees must ensure that all educational facilities meet the requirements of law, rule, and State Requirements for Educational Facilities (SREF) that provide for enforcement of the life safety, health, sanitation, and other standards. The board shall ensure that every building on each site within its jurisdiction, whether owned, leased or lease-purchased, receives an annual comprehensive sanitation and casualty safety inspection conducted by an inspector.

The college's annual inspection was conducted in April 2017 with Fire Prevention Specialists, Inc., through the Florida College System Risk Management Consortium in conjunction with college staff. The Annual Comprehensive Safety Inspection Report was prepared by inspectors Jeb Bynum and Walter Spann, Jr., and all of the items noted as a deficiency have been corrected or are scheduled to be corrected as noted.

Board Action(s) Requested

Approval of report

Discussion: Ms. Ginger Gibson, Vice President for Administrative Affairs and CFO, reviewed items 6.1 and 7.1 through 7.3 individually.

Action: Motion to approve items 6.1 through 7.3: Mallini

Second: Hudson

Vote: Fletcher – yes, Hudson – yes, Lee – yes, Oody – yes,
Mallini – 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 April 2017

201.821, 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 April 30, 2017.

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	69,136,716	86.44	64,855,162	84.99
Expenditures	63,306,524	70.03	57,284,572	77.26

Board Action(s) Requested

Acceptance of report

Action: Approved. See item 6.1 (412.1150).

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

Report of Investments, Quarter Ending March 31, 2017

201.822, 16-17

Demand deposits are maintained in the board's operating funds account with BBVA Compass. Daily collected balances earn interest at the average monthly federal funds rate less 50 basis points.

Average Adjusted rate (not less than 0), Month of March		0.29%
Interest earnings, quarter	\$	0
Interest earnings, fiscal year to date	\$	0

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

Participant Yield, at March 31, 2017		1.03%
Interest earnings, quarter	\$	12,882
Interest earnings, fiscal year to date	\$	50,221

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

Annualized effective rate, net, at March 31, 2017		1.13%
Interest earnings, quarter	\$	153,499
Interest earnings, fiscal year to date	\$	514,894

Long-term investments are managed through the investment management services agreement with PFM Asset Management, LLC. Funds deposited in this account are those, which the college finance staff has calculated can be invested for a longer term in that the investment policy is based on a maximum effective maturity of three years.

Effective Duration		1.62 Years
Yield-to-maturity @ cost		1.15%
Earnings, quarter	\$	19,009
Earnings, fiscal year to date	\$	(13,110)

Interest Earnings Comparison:

Total interest earnings fiscal year to date 2016/2017	\$	552,005
Total interest earnings fiscal year to date 2015/2016	\$	501,558

Board Action(s) Requested

Approval of report

Action: Approved. See item 6.1 (412.1150).

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

Approval of Purchase Greater Than Category 5, F.S. §287.017 –
Alcatel-Lucent Phone System Upgrade

202.636, 16-17

Current conditions:

The current NW campus phone system, installed in 2001, is an Alcatel OXE-V hybrid digital and IP system. Presently the system is located in D building and serves approximately 250 analog, 1550 digital and 370 IP phones. The equipment has internal redundancy; however, it is located in one rack in the main server room in D building. This allows the system to continue to operate during a hardware failure within the phone system itself, but not when other issues arise, such as power and network failures. Currently, approximately 50% of the desktop phones are from the original phone system install, and the failure rate on these has increased dramatically over the last few years.

Technology is always changing, and this is true in the telecommunications field as well. For the past 20 years or more, calls to and from the college have been accomplished through lines provided by a phone company called Primary Rate Interface (PRI). These lines carry 23 calls each, and the college has four, allowing for 92 simultaneous calls. The college's phone carrier has a goal of eliminating PRIs by 2020, and this will force the college to move to a newer technology called Session Initiating Protocol (SIP) sometime before then. SIP has many advantages, not the least of which is an approximate savings of 50%-60% monthly and an almost complete elimination of long distance charges as 30,000 minutes per month are included. For the college this savings will be in the \$6000 to \$8000 per month range. Additionally, there will be a cost savings of approximately \$10,000 per year for maintenance. These savings add up to approximately \$90,000 per year for the next three to four years. This will offset nearly all of the purchase price.

ITS Technology Plan:

This project is in direct support of the ITS Technology Plan.

Goal 5 – Build and maintain the IT infrastructure

Infrastructure:

Strategy: 4 - Consolidate data center servers and storage

Strategy: 5 - Modernize data center facilities

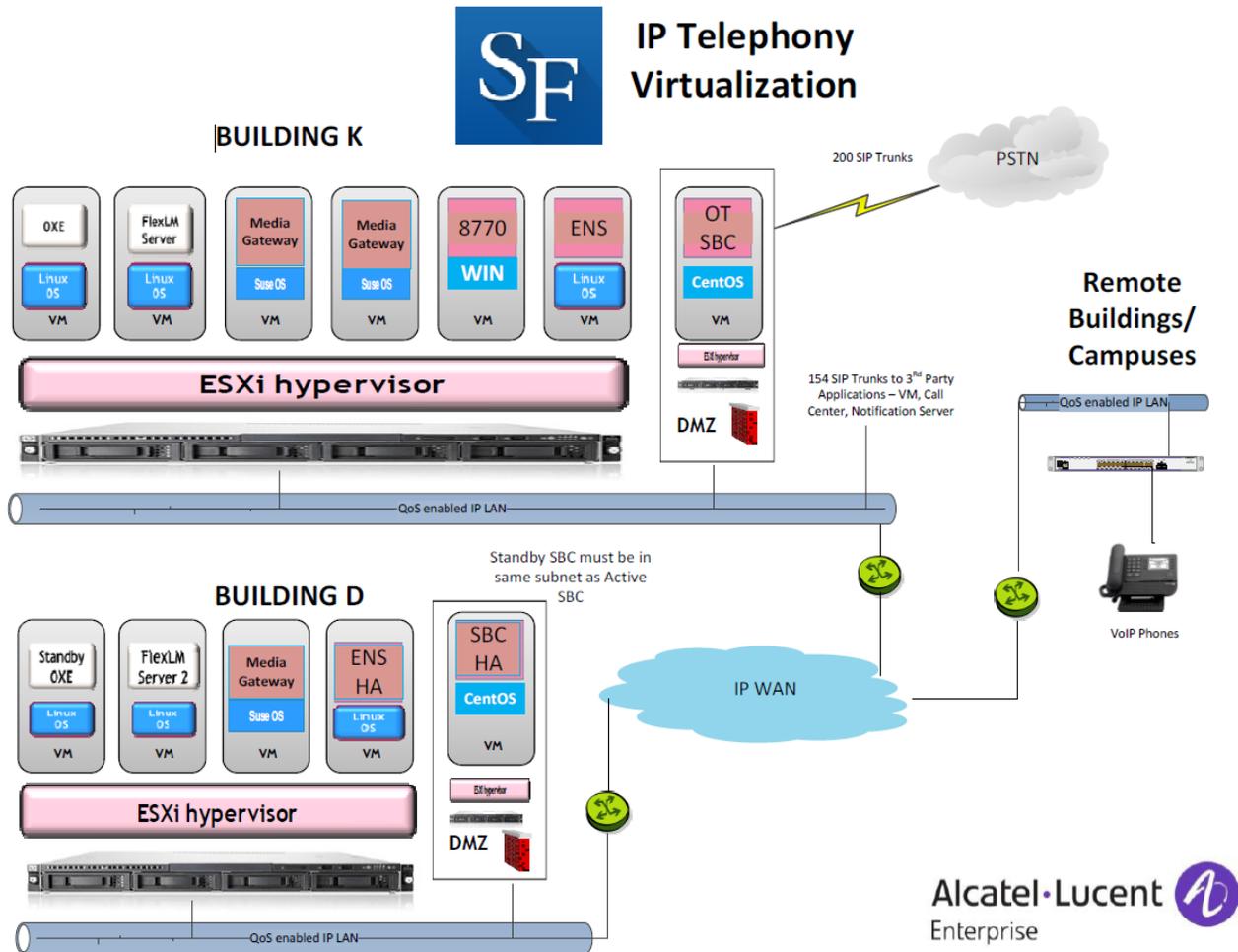
Proposed system:

The proposed system will be as much an upgrade to the college's current phone system as a completely new system; however, it will be fully redundant with geographic diversity and include an upgrade for all digital handsets to IP. We choose to continue the Alcatel relationship in large because the college already has approximately 370 Voice-Over IP (VoIP) handsets that will not need to be replaced. Additionally, users rely heavily on the QWERTY keyboard for dial by name; this full keyboard was not offered by the other vendors considered. The upgraded system will be installed in K and D buildings, utilizing the fiber ring on campus and ensuring that no one building outage will affect the operation of the entire system. A new virtual environment will replace the current hardware, and the operating system will be upgraded to the latest version.

Over half of the purchase price of \$386,301.75, or \$224,272, is for 1555 new desktop handsets. The handsets range in price from \$43.14 to \$301.86 depending on necessary features and function.

Conclusion:

ITS anticipates this project to take approximately 90 days. It will be accomplished with as little disruption as possible. The upgraded system will be fully redundant, allowing most of the back end work to be completed without any downtime. There will be a slight inconvenience to the end user when a new handset is delivered. However, this should be minimal.



Per Santa Fe College Board Rule 5.2 (Purchasing and Contract Authority), College purchases exceeding \$325,000 shall be approved by the Board. For many commodities and services, a formal solicitation would be performed. However, Florida College procurement requirements in the Florida Administrative Code Rule 6A-14.0734(2)(g) provide an exception to solicitation requirements for information technology resources that are consistent with the college’s information technology plan. Despite this exemption, the college still performs its due diligence – as evidenced above – with any exempt purchase to assure that the college obtains excellent value.

Board Action(s) Requested

Approval of purchase and delegation of authority to the Vice President responsible for Purchasing to execute any agreements and related documents associated with this purchase upon approval of legal counsel.

Action: Approved. See item 6.1 (412.1150).

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

Amended College Calendar for 2017-2018

414.74, 16-17

Corrections are needed to the 2017-2018 College Calendar previously approved at the October 18, 2016, board of trustees meeting. The calendar was approved with the tentative homecoming date of October 14, 2017, and the Santa Fe College holiday of Friday, October 13, 2017. However, the University of Florida 2017 homecoming football game has been set for Saturday, October 7, 2017, which requires a shift of the Santa Fe College holiday to Friday, October 6, 2017.

Board Action(s) Requested

Approval

Action: Motion to approve items 8.1 through 8.3: Prevatt
Second: Oody
Vote: Fletcher – yes, Hudson – yes, Lee – yes, Oody – yes,
Mallini – 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 Nonstudent
International Travel

101.127, 16-17

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. The board chair used emergency signature authority on April 28, 2017, to approve the nonstudent international travel item below:

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 Kyiv, Ukraine May 13-31, 2017 *

Dr. Vilma Fuentes, Assistant Vice President for Academic Affairs, has been invited to participate in a prestigious Fulbright Specialist Program in Kyiv, Ukraine from May 13-27, 2017. As part of this program, she will provide technical assistance and training to the faculty and staff at the Kyiv College of Light Industry. Upon concluding the two-week Fulbright Specialist program, Dr. Fuentes will convene an alumni reunion of the Ukrainians who participated in the Community College Administrator Program (CCAP) during April and May of 2016. The CCAP is sponsored by the U.S. Department of State and administered jointly by Florida State University and Santa Fe College. All travel in Ukraine will occur in the company of administrators from the Kyiv College of Light Industry and Ukraine's Ministry of Education and Science. A travel warning has been issued for Ukraine warning individuals to avoid travel to Crimea and the eastern regions of Donetsk and Luhansk bordering Russia. This international travel will be funded by the U.S. Department of State via the Fulbright Specialist Program and the Community College Administrator Program for Multiple Countries.

* 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
Ratification

Action: Approved. See item 8.1 (414.74).

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

Nonstudent International Travel

101.128, 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:

Mitch McKay travel to Windsor, England, July 10-17, 2017*

Mitch McKay, Santa Fe College Associate Professor of Music/Keyboards has been accepted to participate in a weeklong piano competition entitled the "Windsor International Piano Competition, in Windsor, England." Mitch will meet other piano professors from all over the globe, participate in discussions about piano pedagogy, and gain exposure of the Santa Fe College Music Program for student and faculty recruitment. Opportunity to network with future Guest Artists will be a plus. There are no U.S. State Department travel alerts or warnings for England at this time. Transportation, once in Windsor, will be by cab or by bus. The travel will be supported by the academic year 2017-2018 allotment for faculty professional development.

* 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 travel

Action: Approved. See item 8.1 (414.74).

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

Amended Rule 2.8: Prohibition Against Discrimination and Harassment

410.535, 16-17

The proposed changes to Rule 2.8 are both stylistic and content-based. The general civil rights framework has been preserved, and efforts were made to improve readability and shorten the document where possible. The content additions were focused on reworking the definitions of discrimination and harassment to match Department of Education (DOE) and Equal Employment Opportunity Commission (EEOC) definitions, with an emphasis on sexual harassment and the enumerated crimes of sexual assault, dating violence, domestic violence, and stalking in the Violence Against Women Act (VAWA). References to requesting accommodations for disabilities were added explicitly instead of by reference, and religious accommodation provisions were added that will eventually replace Rule 7.25. In general, there has been a shift to more definitions and fewer examples.

Jurisdictional information is now included in the rule as opposed to the college's internal procedure. The education and prevention sections have been dramatically shortened but still allow the president the authority to direct the college's actions in this regard. The last two sections have been substantially reworked for clarity and to designate confidential resources as required by law.

Board Action(s) Requested

Approval

Action: Motion to approve items 9.1 through 9.2: Woody
Second: Fletcher
Vote: Fletcher – yes, Hudson – yes, Lee – yes, Oody – yes,
Mallini – yes, Prevatt – yes, Woody – yes

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

410.536, 16-17

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.

Board Action(s) Requested

Approval

Action: Approved. See item 9.1 (410.535).

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

Professional Practice Affiliation Agreement with Solaris
HealthCare Lake City, LLC for Health Information Technology
Management

408.2313, 16-17

The agreement with Solaris HealthCare Lake City will provide students in Santa Fe College's Health Information Technology Management programs with professional practice experience and training at a skilled nursing facility. Based on the previously approved standard form template, this agreement is slightly modified to include negotiated language relating to background investigations and an added Confidentiality and Information Access addendum for students and assigned faculty members.

Board Action(s) Requested

Approval

Action: Motion to approve items 10.1 through 10.5: Fletcher
Second: Oody
Vote: Fletcher – yes, Hudson – yes, Lee – yes, Oody – yes,
Mallini – 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 Nonexclusive Student Affiliation Agreement with Munroe HMA Hospital, LLC d/b/a Munroe Regional Medical Center for Nuclear Medicine Technology

408.2314, 16-17

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.

The board chair used emergency signature authority on May 9, 2017, to execute a nonexclusive student affiliation agreement with Munroe Regional Medical Center in Ocala, FL, for the Nuclear Medicine Technology program. The agreement allows students in this program based in Ocala to continue to participate in clinical training at this general acute care facility, managed by Community Health Systems, Inc. The term of the agreements is 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

Ratification of agreement

Action: Approved. See item 10.1 (408.2313).

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

Title III - Part F - Strengthening Institutions Program (SIP) Grant

409.2148, 16-17

The purpose of this project is to expand the college's capacity to serve low-income students by improving academic quality and institutional resources. This project will implement the following strategies to increase student success: 1. Centralization of delivery of critical student services from 7 separate labs into one central Learning Commons to ensure the inevitability of students receiving the services; 2. Mindset interventions designed to enhance students' belief in their ability to experience academic growth; 3. Tutoring by college certified tutors; 4. Co-requisite instruction for at-risk students; and 5. Use of Digital Learning Plans. This is year one of a five-year project.

The amount of funds requested from the U.S. Department of Education is \$546,156, for the first year of the project with \$343,209 in matching funds from Santa Fe College. Total funding for the five-year project is \$2,730,280.

Duration of this project is October 1, 2017, through September 30, 2018.

Operating budget impact: From existing college budget.

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 10.1 (408.2313).

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

Santa Fe College Center for Innovation and Economic
Development Expansion for the Blount Center Grant

409.2149, 16-17

The purpose of this project is to expand the college's current business incubator, Center for Innovation and Economic Development (CIED) from a 3,000 square foot facility to a +/- 10,625 square foot facility. This expansion will allow more new companies to develop and facilitate job growth. The current CIED will be phased out and replaced by the new facility. The CIED will include added business incubator spaces, public/private spaces and collaborative space. The economic impact of the CIED expansion will be multiplied by its inclusion in the larger project of the SF's Blount Center general expansion.

The amount of funds requested from the Economic Development Administration (EDA), U.S. Department of Commerce (DOC) is \$2,000,050, with \$2,000,050 in matching funds from Santa Fe College. The cash match will be provided through PECO funds and other private sources.

Duration of this project is October 1, 2018, through September 30, 2021.

Operating budget impact: Facility operating costs will be requested from the state prior to opening.

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 10.1 (408.2313).

A D D E D

**District Board of Trustees
May 16, 2017**

Agenda Item: 10.5

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

Nonexclusive Student Affiliation Agreement with Munroe HMA
Hospital, LLC d/b/a Munroe Regional Medical Center for
Cardiovascular Technology

408.2315, 16-17

A renewal of the agreement with Munroe Regional Medical Center in Ocala, FL, originally signed in 2000, will allow students in the Cardiovascular Technology 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 10.1 (408.2313).

Santa Fe College Foundation Liaison Update and Board Members' Remarks

Discussion: Reporting for the Santa Fe College Foundation, Trustee Mallini stated that current assets for the foundation are over \$50 million, and they have received \$40,000 from the Edward K. Roberts Foundation for scholarships. The President's Gala will be June 24 at 7 p.m. in the Fine Arts Hall. This year's theme is "Imagine" and features heavy hors d'oeuvres and a program. In addition, Santa Fe College is hosting the Hemingway Key West to Cuba Conference in the Fine Arts Hall July 20-22, 2017.