



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

**Minutes of Board Meeting Held July 18, 2017**  
**Watson Center, Keystone Heights, Florida**

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

Members absent: G. Thomas Mallini, Jeffrey L. Oody, Lisa M. Prevatt

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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 4:00 p.m., at the Watson Center in Keystone Heights, Florida, followed by the Pledge of Allegiance.

**Deleted:** Item 5.1 – Approval of Project Priority List Report Based on the Board  
Approved 2017 Five-Year Educational Plant Survey

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 that 9,313 students are enrolled for summer 2017, which is 220 fewer students than were enrolled last year at this time, with headcount down 2.3% and FTE up 0.1%. She added that we are ending the 2016-2017 academic year with an overall FTE that is up 3%. For the fall term, there are 9,602 students currently registered, with headcount up 3% and FTE up 5.6%. There are 167 "Finish at the Top" students registered for fall, 18 of whom are persisting in enrollment and 39 of whom are new participants.

Trustee Lee congratulated Dr. Brown for her recognition at the third annual Business in Greater Gainesville Fierce Awards ceremony. The award recognizes influential, inspirational women who have transformed the Greater Gainesville community through both their charitable and business works. The board applauded her for this accomplishment and award.

The meeting adjourned at 4:42 p.m.

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Lisa M. Prevatt, Chair

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Jackson N. Sasser, Secretary



**The District Board of Trustees  
Santa Fe College, Florida  
Board Meeting of July 18, 2017, at 4 p.m.  
Watson Center, Keystone Heights, Florida**

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**Agenda**

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**Adoption of Agenda**

**Agenda Item: 1.1**  
418.550, 17-18

1. General Functions

Pledge of Allegiance

1.1 Adoption of Agenda for Board Meeting of July 18, 2017

1.2 Organization of the Board for 2017-2018

1.3 Approval of Board Meeting Minutes of June 19, 2017

2. Information Items

2.1 President's Report

2.2 Strategic Planning

2.3 College Catalog for 2017-2018

2.4 Community Education "EnRich" Brochure - Fall A Term and Continuing Workforce  
Education "Enhance" Brochure - Fall Term

2.5 Deletion of Rule 7.25: Religious Observances: Students

2.6 Standard Health Sciences Clinical Affiliation Agreement with:  
Lake Medical Imaging and Breast Center at The Villages, LLC  
Central Florida Health, Inc.

3. Citizen's Requests

4. Consent Items

Personnel

4.1 Contract Staff (Faculty)

4.2 Contract Staff (Administrative and Professional)

4.3 Community and Continuing Workforce Education Contract Staff

4.4 Career Service Staff

Agreements/Grants

4.5 Renewal of Interlocal Agreement with City of Gainesville for Student Access to Bus  
Service

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

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

- 4.8 Rape Aggression Defense (RAD) Training & “Safe Santa Fe” Initiative Byrne Grant 2017-18
- 4.9 Institutional Application to Participate in Federal Student Financial Aid Programs for Fiscal Year 2018-2019

Finance Items

- 4.10 Report of Purchases for June 2017
- 4.11 Acceptance of Donations, 18-01

5. Facilities Items

- 5.1 Approval of Project Priority List Report Based on the Board Approved 2017 Five-Year Educational Plant Survey (DELETED)

6. Finance Items

- 6.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for June 2017
- 6.2 Budget Amendment #1, 2017-2018 Operating Budget, Current Unrestricted (Fund 1)

7. General Institutional Items

- 7.1 Deletion of Courses Not Taught in the Last Five Years
- 7.2 International Travel

8. Agreements/Grants

- 8.1 Clinical Education Agreement with Shands Jacksonville Medical Center, Inc. for Cardiovascular Technology and Clinical Laboratory Sciences
- 8.2 Master Services Agreement and Addendum with Honorlock, LLC
- 8.3 Letter of Intent to Develop Partnership Between University of South Florida and Santa Fe College Establishing FUSE, an Interinstitutional Guaranteed Transfer Process
- 8.4 SF2FAMU Program Memorandum of Understanding with Florida A&M University
- 8.5 Ratification of Emergency Signature Authority for Services Agreement with HealthTrust Workforce Solutions, LLC
- 8.6 Veterans Upward Bound – SF (2017-2018)
- 8.7 Innovative Product Development Center (IPDC): A Community-based Commercialization Center – Economic Development Administration Grant
- 8.8 The Authentic Inclusion of Community Colleges in National Efforts to Broaden Participation in Computing: A Workshop Proposal – National Science Foundation Grant

9. Santa Fe College Foundation Liaison Update and Board Members’ Remarks

10. Adjournment

**Board Action Requested**

**Approval**

Discussion: President Sasser requested that item 5.1, Approval of Project Priority List, be deleted for good cause as the Educational Plant Survey had not yet completed review by the state. 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 item 5.1.

President Sasser asked Mr. Gary Cothren, Interim Associate Vice President for Facilities Services, to briefly give a report on the Robertson Administration Building roof repairs that are included in item 4.10, Report of Purchases. Mr. Cothren explained that for some time, the building has had significant water leaking issues due to that the fact that the exterior roof is actually over another sub roof. After consulting with the architect and contractor, a solution was developed to install an external gutter system which would allow the water to flow off the existing roof properly. They hope that the project will be completed within the next few weeks.

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

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Organization of the Board for 2017-2018

416.148, 17-18

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To be presented at the meeting.

**Board Action Requested**

**Approval**

Discussion: President Sasser read the recommendation in the absence of Trustee Mallini, who served as the nominating committee for the organization of the board for the 2017-2018 season. Mr. Mallini nominated Lisa Prevatt to serve as chair and Blake Fletcher to serve as vice chair. In the absence of Trustee Prevatt, Dr. Sasser accepted the nomination as chair on her behalf. Trustee Fletcher also accepted the nomination as vice chair. In the newly elected chair's absence, Trustee Lee agreed to continue to conduct the board meeting. Dr. Sasser thanked Trustee Lee for her service to the board and the college for the last two years and presented her with a gift. He then congratulated Blake Fletcher and thanked him for accepting the nomination to serve as vice chair.

Action: Motion to approve item 1.2: Woody

Second: Hudson

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

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Approval of Board Meeting Minutes of June 19, 2017

401.541, 17-18

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The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held June 19, 2017, are presented for approval.

**Board Action Requested**

**Approval**

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

August 18, 2017  
8:30 a.m.

Fall Convocation  
Fine Arts Hall

September 19, 2017  
4 p.m.

Regular Board Meeting  
Wattenbarger Student Services Building

Discussion: President Sasser thanked Ms. Gina Greenidge, Director of the Watson Center, for hosting the meeting and asked her to give a brief update on the center. She stated that she has completed her first full year as director and during this time five new classes were added. Two classes are in preparation for the center becoming an engineering campus: Calculus II and Physics with Calculus; and three classes utilize the center's broadcast technology (lifesize classrooms): African American History, American Sign Language, and Intro to Computer Science. She noted that Dual Enrollment students make up 35% of the students that attend the Watson Center and that, out of 205 graduating seniors at Keystone Heights High School, 72 participated in the Dual Enrollment program during the past year. Nineteen of those seniors graduated with Associate of Arts degrees, taking approximately 1,046 college classes and saving \$355,044.16 in tuition and \$100,460 in books over their two-year enrollment period for a total savings of \$435,504.16. Eighteen graduating seniors applied to the University of Florida with fifteen being accepted, and three students continued at Santa Fe in various health sciences majors.

President Sasser recognized Mr. Art Grant, Presiding Officer of the Senate Executive Council; Mr. Isreal Okeowo, President of Student Government; and Ms. Tyffany Wishart, Career Service Council Treasurer. Dr. David Price, College Senate President, and Ms. Rebecca Rogers, President of the AFC, were unable to attend.

Dr. Sasser reminded the board that there is no August meeting and that the next board meeting will be held on Tuesday, September 19 at 4 p.m. on the NW Campus. He also stated that Convocation is Friday, August 18 at 8:30 a.m., in the Fine Arts Hall and encouraged all to attend.

The president reminded everyone about the Hemingway: Between Key West and Cuba Conference that begins this Thursday, July 20, in the Fine Arts Hall at 8 a.m. He then asked Mr. Chuck Clemons and Mr. Mike Curry to discuss it in more detail during the Foundation Liaison report.

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Strategic Planning

Information Item  
419.49, 17-18

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

Discussion: Dr. Sasser stated that there would be no report today as Dr. Lisa Armour was attending the SACS Summer Institute meeting.



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

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College Catalog for 2017-2018

Information Item  
400.640, 17-18

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The Santa Fe College Catalog, which is published annually, sets out a variety of academic information and requirements, college policies, and various student procedures, all of which shall be in effect in the year ahead. Although the online version of the catalog is often updated to reflect the addition of new programs (e.g., new baccalaureate programs that may be added mid-year) and to update other information as needed, the college prints a small number of hard copies for internal use. The 2017-2018 catalog is presented herewith for information and at the following link:

[sfcollege.edu/registrar/college-catalog/](http://sfcollege.edu/registrar/college-catalog/).

***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 - Fall A Term and Continuing Workforce Education "Enhance" Brochure - Fall Term	Information Item 415.169, 17-18
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In accordance with Rule 7.11, the president is authorized to approve course fees for Community Education courses and programs. Total fees collected must be equal to at least 100% of the total costs of the Community Education course or program within the fiscal year. A draft of the Community Education brochure entitled ("Enrich") containing the list of courses/programs and associated fees was reviewed and approved by the president's designee at the July 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's designee at the July 10, 2017, Cabinet meeting and is provided for reporting to the board. Changes may be made as needed.

District Board of Trustees  
July 18, 2017

Agenda Item: 2.5

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

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Deletion of Rule 7.25: Religious Observances: Students

Information Item  
410.539, 17-18

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Santa Fe College's policy and procedure obligations under F.S. §1006.53 "Religious Observances" have been incorporated into Rule 2.8 Prohibition Against Discrimination and Harassment. As a result, Rule 7.25 Religious Observances: Students should be repealed as duplicative.

***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 Affiliation Agreement with:  
Lake Medical Imaging and Breast Center at The Villages, LLC  
Central Florida Health, Inc.

Information Item  
408.2325, 17-18

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The agreement with Lake Medical Imaging and Breast Center at The Villages will serve students in the Santa Fe College Diagnostic Medical Sonography program. The agreement with Central Florida Health will serve students in the Biomedical Engineering Technology, Cardiovascular Technology, Clinical Laboratory Science, Computer Tomography, Diagnostic Medical Sonography, and Health Services Administration programs. The board has authorized the Provost and Vice President for Academic Affairs to execute standardized form agreements without further action by the board.

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Citizen's Requests

423.56, 17-18

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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.

## CONSENT

District Board of Trustees  
July 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)

402.799, 17-18

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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

Ali Amiri  
Jeffrey Brooker  
Derrick King  
Gillian Mertens  
Rebekah Moore  
Haq Omer  
Prea Persaud

### Board Action Requested

#### Approval

Action: Motion to approve items 4.1 through 4.11: Fletcher  
Second: Woody  
Vote: Fletcher – yes, Hudson – yes, Lee – yes, McRae – yes,  
Woody – yes

## C O N S E N T

District Board of Trustees  
July 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)

411.414, 17-18

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The individuals listed below are being recommended for appointment for 2016-2017 or 2017-2018, as stated in the individual employee's contract.

### **Technical/Professional**

#### **Appointment**

##### **Full Time**

Jude "Jay" Anderson BS, Ithaca College	Communications Manager, Communications & Creative Services
Anita Badhwar MS, University of Florida	Coordinator, International Education
Chanda McCann BA, University of Florida	Access Specialist, Disabilities Resource Center
Miguel Maya AA, Santa Fe College	Multimedia Specialist, Communications & Creative Services
Christopher Rodgers AS, Full Sail University	Information Systems Administrator, ITS

##### **Part Time**

Helen Pelkey	Specialist, Student Life
Hani Samarah	Specialist, Admissions

##### **Promotion**

Dana Lindsey	Interim Coordinator, College Achievement Program
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### **Board Action Requested**

#### **Approval**

Action:     Approved. See item 4.1 (402.799).

## C O N S E N T

District Board of Trustees  
July 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 and Continuing Workforce Education Contract Staff

404.450, 17-18

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The individual 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>
Akinola Mahmoud Akinyode	College for Kids
Alexis Bartlett	College for Kids
Stacia Berben	College for Kids
Angelo Carey	College for Kids
Adrian Chandler	College for Kids
Melissa Davis	College for Kids
Aegis Duensing	College for Kids
Wayne Eury	College for Kids
Patrick Green	College for Kids
Bridget Holder	College for Kids
Shaun Jenkins	College for Kids
Julia Lunardo	Community Education
William Moore	College for Kids
Margaret Magyari	College for Kids
Samuel Roberti	College for Kids
Alyson Schwartz	College for Kids
Spencer Thomas	College for Kids

#### **Board Action Requested**

#### **Approval**

Action:     Approved. See item 4.1 (402.799).



**C O N S E N T**

**District Board of Trustees  
July 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

403.541, 17-18

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The individuals listed below are being recommended for appointment.

<u>Name</u>	<u>Position</u>
Deborah Ackerman	Executive Assistant, Legal Services
Magdalena Corchado	Administrative Assistant, Records
Christina Estevez	Admissions Support Specialist
Sarah Warren	Advisement Support Specialist

**Board Action Requested**

**Approval**

Action:     Approved. See item 4.1 (402.799).

## C O N S E N T

District Board of Trustees  
July 18, 2017

Agenda Item: 4.5

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

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Renewal of Interlocal Agreement with City of Gainesville for  
Student Access to Bus Service

408.2326, 17-18

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The RTS agreement renews the agreement between Santa Fe College and the City of Gainesville to provide unlimited public transit services to SF students for a three-year period. The SF Transportation Access Fee is used to fund this project, which currently includes 8 bus routes. Through the agreement, the College demonstrates its commitment to increasing educational access to underserved students, boosting economic development in the local community, reducing demand for on-campus parking and providing a sustainable alternative to commuting.

### **Board Action Requested**

#### **Approval**

Action: Approved. See item 4.1 (402.799).

## C O N S E N T

District Board of Trustees  
July 18, 2017

Agenda Item: 4.6

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

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

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409.2158, 17-18

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

The amount of funds requested from the National Science Foundation for year three is \$111,496, with no matching funds from Santa Fe College. The total funds requested for the three-year project is \$333,002.

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

Operating budget impact: None.

### **Board Action Requested**

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

Action: Approved. See item 4.1 (402.799).

## C O N S E N T

District Board of Trustees  
July 18, 2017

Agenda Item: 4.7

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

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

409.2159, 17-18

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

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

The amount of funds requested from the University of Florida through the U.S. Department of Health and Human Services, National Institutes of Health (NIH) for year three is \$62,988, with no matching funds from Santa Fe College. Total SF funding for the five-year project will be \$429,725.

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

Operating budget impact: None.

### **Board Action Requested**

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

Action: Approved. See item 4.1 (402.799).

## C O N S E N T

District Board of Trustees  
July 18, 2017

Agenda Item: 4.8

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

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Rape Aggression Defense (RAD) Training & "Safe Santa Fe"  
Initiative Byrne Grant 2017-18

409.2160, 17-18

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

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

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

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

Operating budget impact: None.

### **Board Action Requested**

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

Action: Approved. See item 4.1 (402.799).

## C O N S E N T

District Board of Trustees  
July 18, 2017

Agenda Item: 4.9

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

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Institutional Application to Participate in Federal Student Financial  
Aid Programs for Fiscal Year 2018-2019

409.2161, 17-18

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The purpose of this project is to apply for federal funding for the Federal Supplemental Educational Opportunity Grant (FSEOG) and the Federal Work Study Program (FWSP). FSEOG is need-based gift aid and is awarded to exceptionally needy students. The program was designed to provide assistance to qualified students who have financial need. The FWSP provides part-time employment for students who demonstrate financial need. Approximately 1,000 students will benefit from these programs.

The amount of funds requested from the U.S. Department of Education, Office of Postsecondary Education is \$1,430,000, with no matching funds from Santa Fe College.

Duration of this project is July 1, 2018, through June 30, 2019.

Operating budget impact: None.

### **Board Action Requested**

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

Action: Approved. See item 4.1 (402.799).

**C O N S E N T**

District Board of Trustees  
July 18, 2017

Agenda Item: 4.10

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

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Report of Purchases for June 2017

202.638, 17-18

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

Purchasing	\$1,286,656.80
Risk Management Consortium	<u>\$20,521.56</u>
<b>Total</b>	<b><u>\$1,307,178.36</u></b>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y66218 (Fund 1)	\$ 42,710.38	Contract	Dell Marketing	Computers (38) and Related Equipment Information Technology
Y66219 (Fund 7)	\$ 122,500.00	Bid	Jacksonville Sound &	Upgrade Fiber on Northwest Campus Technology Infrastructure
Y66230 (Fund 7)	\$ 386,327.75	Exempt	Morse Communications, Inc.	Phone System Upgrade Technology Infrastructure
Y66243 (Fund 1)	\$ 85,000.00	Exempt	Digital Architecture	Catalog Management System Information Technology
Y66277 (Fund 7)	\$ 103,210.66	Contract	OEC Business Interiors	Building B Classroom Furniture Student & Faculty Area Improvements
Y66282 (Fund 7)	\$ 190,800.00	Contract	D.E. Scorpio Corporation	Robertson Administration Building Roof Repairs General Maintenance
	<u>\$ 930,548.79</u>			

Purchase orders for previously awarded bids/contracts: 0                      Amount: \$                      0.00

Other Purchases \$0 - \$35,000.00  
Number of purchase orders: 114    Amount: \$                      376,629.57

**Board Action Requested**

**Approval of report**

Action:            Approved. See item 4.1 (402.799).

**C O N S E N T**

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

**Agenda Item: 4.11**

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

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Acceptance of Donations, 18-01

200.909, 17-18

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Applied Genetics Technologies Corporation (AGTC) has donated the items listed below to Biotechnology Laboratory Program.

<b>Qty</b>	<b>Description</b>	<b>Cost</b>
4	CO2 Water Jacketed Incubator, Thermo Forma 3110	<u>\$7,200.00</u>
	<b>Total</b>	<u><u>\$7,200.00</u></u>

**Board Action Requested**

**Approval**

Action:     Approved. See item 4.1 (402.799).



**DELETED**

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

**Agenda Item: 5.1**

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

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Approval of Project Priority List Report Based on the Board  
Approved 2017 Five-Year Educational Plant Survey

412.1154, 17-18

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The Project Priority List (PPL) is a compilation of board-planned, survey-recommended projects for expenditure of capital outlay and debt service (CO&DS) funding. Prior to submission, board approval is requested of the attached Project Priority List Report based on the boards approved 2017-2022 Five Year Educational Plant Survey.

In accordance with the provisions of Section (9)(d), Article XII, State Constitution, relating to the order of priority for the expenditure of CO&DS funds, Santa Fe College certifies that the attached list of projects and the order of priority assigned are based on the College's current educational plant survey, dated June 19, 2017, conducted in accordance with Section 1013.31(1), Florida Statutes, the Florida Administrative Code, Section 6A-2.0010, State Requirements for Educational Facilities (SREF), and is consistent with the capital outlay needs of the college.

**Board Action Requested**

**Approval of Project Priority List and certification as set forth above**

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

**Agenda Item: 6.1**

***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 June 2017

201.827, 17-18

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Closing for the fiscal year ending June 30, 2017 will be completed on August 15, 2017. The attached Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report is PRELIMINARY and does not reflect all of the accounting activity for the 12-month period. The Annual Financial Report for fiscal year 2016-2017 will be presented at the September meeting.

**Board Action Requested**

**Approval of report**

Discussion: Ms. Ginger Gibson, Vice President for Administrative Affairs and CFO, reviewed items 6.1 and 6.2 individually.

Action: Motion to approve items 6.1 through 6.2: Hudson

Second: Woody

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

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

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Budget Amendment #1, 2017-2018 Operating Budget, Current  
Unrestricted (Fund 1)

201.828, 17-18

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The first amendment to the Fund 1 (Current Unrestricted) Operating Budget is submitted for approval. Approval is requested in order to increase anticipated revenue based on projected performance funding allocation received June 27, 2017 and incorporate the estimated budget required to pay capital obligations.

**Board Action Requested**

**Approval of budget amendment**

Action: Approved. See item 6.1 (201.827).

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

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Deletion of Courses Not Taught in the Last Five Years

400.641, 17-18

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To stay in compliance with Rule 6A-10.0331, Florida Administrative Code, for the 2017-2018 academic year, the following courses have not been taught in the last five years or more and need to be purged from the Statewide Course Numbering System catalog inventory for Santa Fe College. This is a yearly catalog house-cleaning task that requires District Board of Trustees approval.

Catalog Purge 2017-2018	
Course Number	Title
GRA2834	MM INTERFACE GR
SYG1222	GENDER STUDY

**Board Action Requested**

**Approval**

Discussion: Trustee Hudson asked for clarification on one of the courses being deleted under item 7.1. Provost Bonahue explained that it was an outdated Graphics Design course which was replaced with another class that better reflected our modern technology. Regarding item 7.2, International Travel, President Sasser thanked Dr. Vilma Fuentes for her leadership regarding global travel.

Action: Motion to approve items 7.1 through 7.2: Woody  
Second: Hudson  
Vote: Fletcher – yes, Hudson – yes, Lee – yes, McRae – 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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International Travel

101.130, 17-18

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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. Vertigo Moody travel to South Africa, July 28-August 6, 2017 \***

Dr. Vertigo Moody, the chair of Santa Fe College's Natural Sciences Department and biology professor at the college, will travel to Johannesburg and Kruger National Park in northeast South Africa. Travel between Johannesburg and Kruger National Park will take place by bus. Dr. Moody will spend one week in the Southern African Wildlife College gaining first-hand knowledge of how humans impact wildlife and their habitat and exploring how faculty and students in his department can continue to engage with professionals at this college. No travel alert or warning has been issued for South Africa. This travel will be co-funded by the University of Florida's Center for African Studies and Santa Fe College.

**Dr. Dan Rodkin, travel to Ukraine, September 18-23, 2017 \***

The U.S. Embassy in Kyiv has invited Dr. Dan Rodkin, Associate Vice President for Student Affairs, to participate in a three-day conference to be held in Poltava, Ukraine from September 20-22, 2017, and provide additional training to college administrators in Kyiv, Ukraine. All of these speaking engagements will provide training to administrators from Ukrainian technical colleges in order to help them improve the quality of education at their institutions. All travel in Ukraine will occur in the company of staff from the U.S. Embassy in Kyiv 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.

**Mr. Dug Jones travel to Ukraine, September 18-October 2, 2017 \***

Dug Jones, Associate Vice President for Economic Development, has been invited to participate in a prestigious Fulbright Specialist Program in Cherkassy, Ukraine from September 18-October 2, 2017. As part of this program, he will provide technical assistance and training to the faculty and staff at the Cherkassy College of Business. The U.S. Embassy in Kyiv also has invited Dug Jones to be a presenter at a three-day conference to be held in Poltava, Ukraine from September 20-22, 2017. The conference will provide training to administrators from Ukrainian technical colleges in order to help them improve the

quality of education at their institutions. All travel in Ukraine (Kyiv, Cherkassy, and Poltava) will occur in the company of administrators from the Cherkassy College of Business, the U.S. Embassy in Kyiv, 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.

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

**Board Action Requested**

**Approval of International Travel**

Action:     Approved. See item 7.1 (400.641).

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

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Clinical Education Agreement with Shands Jacksonville Medical Center, Inc. for Cardiovascular Technology and Clinical Laboratory Sciences

408.2327, 17-18

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The agreement with Shands Jacksonville Medical Center, Inc. in Jacksonville, FL will allow students in the Associate of Science in Cardiovascular Technology and Bachelors in Applied Science in Clinical Laboratory Science Programs to participate in clinical training at this general acute care facility. The agreement is for one (1) year with automatic renewal for up to five (5) additional one-year terms, and may be canceled by either party with sixty (60) days' written notice. Any cancellation is effective at the end of a current academic semester.

**Board Action Requested**

**Approval**

Discussion: Regarding item 8.5, Emergency Signature Authority for Services Agreement with HealthTrust Workforce Solutions, Dr. Bonahue explained that Santa Fe College has enjoyed a long and mutually beneficial relationship with both North Florida Regional Medical Center and other HCA hospitals for years. The college has entered into an agreement with HealthTrust Workforce Solutions, a wholly owned subsidiary of HCA, to conduct in-service training for HCA hospital employees on the Santa Fe campus to help reduce attrition within the hospital. There are approximately 150 nurses within 3 different medical cohorts that are being trained from July 10 until September 27, all within Santa Fe's W Building.

Action: Motion to approve items 8.1 through 8.8: Fletcher  
Second: Woody  
Vote: Fletcher – yes, Hudson – yes, Lee – yes, McRae – 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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Master Services Agreement and Addendum with Honorlock, LLC

408.2328, 17-18

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The Honorlock agreement for online test proctoring services will help expand offerings to online students and reduce the cost of optional online testing for many students who have difficulty coming to campus for their proctored exams. Honorlock will be a new option for faculty, in addition to the current services provided by ProctorU. While ProctorU provides live proctoring at a cost of approximately \$25.00 per two-hour exam, Honorlock provides a more economical video-taped option at only \$13 per exam. In addition, students will be able to access this service 24/7/365 and will not need to make an appointment. Faculty will be able to choose the option that best suits the level of proctoring required for each course.

**Board Action Requested**

**Approval**

Action: Approved. See item 8.1 (408.2327).



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

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Letter of Intent to Develop Partnership Between University of South Florida and Santa Fe College Establishing FUSE, an Interinstitutional Guaranteed Transfer Process

408.2329, 17-18

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The FUSE: SF2USF agreement is an articulation agreement whereby SF students who select the University of South Florida (USF) as their transfer institution before earning 30 credit hours are guaranteed admission into select programs. USF and SF staff members will work together to establish “grad paths” to guide students in the courses that they take at SF to best prepare them for chosen majors. Additionally, USF advisors will meet with SF students in the program to offer academic guidance. This partnership will help students graduate on time, avoid excess credit hours, and experience a seamless transfer into USF.

The agreement also specifies that USF applicants who are denied admission and who reside in Bradford and Alachua Counties will be referred SF to complete the associate’s degree and then transfer to USF under FUSE program. This may help to increase SF enrollment.

**Board Action Requested**

**Approval**

Action:     Approved. See item 8.1 (408.2327).

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

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SF2FAMU Program Memorandum of Understanding with Florida  
A&M University

408.2330, 17-18

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The IGNITE: SF2FAMU agreement is a new articulation agreement that will replace the previous agreement with FAMU. Under the previous agreement, SF students who selected Florida A&M University (FAMU) as their transfer institution before earning 30 credit hours were guaranteed admission into the university. With this agreement, SF students will be admitted into select programs at FAMU. FAMU and SF staff members have worked together to establish 10 “venom maps” to guide students in the courses that they take at SF to best prepare them for chosen majors. Additionally, FAMU advisors will meet with SF students in the program to offer academic guidance. The new agreement also states that SF2FAMU students will be eligible to apply for available FAMU transfer scholarships upon graduating from SF with at least a 3.0 GPA. This partnership will help students graduate on time, avoid excess credit hours, access financial support and experience a seamless transfer into FAMU.

The agreement also specifies that FAMU applicants who are denied admission and who reside in Bradford and Alachua Counties will be referred SF to complete the associates degree and then transfer to FAMU under the IGNITE:SF2FAMU program.

**Board Action Requested**

**Approval**

Action: Approved. See item 8.1 (408.2327).

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

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Ratification of Emergency Signature Authority for Services Agreement with HealthTrust Workforce Solutions, LLC

408.2331, 17-18

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Santa Fe College has enjoyed a long and mutually beneficial relationship with both North Florida Regional Medical Center and other HCA hospitals for many years. The HCA hospitals regularly hire SF graduates, allow their staff to serve on SF advisory boards, donate capital equipment and supplies to SF programs, and contribute a small subvention each year in support of SF programs. The College and HCA now seek to deepen that relationship by allowing HealthTrust, a wholly owned subsidiary of HCA, to conduct in-service training for HCA hospital employees on the Santa Fe campus.

Currently, HealthTrust seeks to train three cohorts of employees for work in general medical/surgical facilities, ER units, and perioperative units, and will use SF facilities (primarily in the W-building health sciences areas) to conduct training on various days and times from July 10th until September 27th. SF staff have collaborated with HealthTrust representatives to schedule specific rooms and labs, and to ensure that there be no disruption to SF's regularly scheduled health sciences classes beginning on August 21. Additionally, the College seeks to facilitate future training opportunities for HCA hospitals and companies on the SF campus, with the goal of strengthening the long-term partnership between SF and HCA hospitals.

At this time, approval is requested for a new contract with HealthTrust that specifies general terms and conditions of a continuing collaboration. Specific terms for each training are to be specified in a Statement of Work that details dates, times, facilities, fees, and related issues. Delegation of authority to the Provost and Vice President for Academic Affairs to enter into Statements of Work is requested within the Services Agreement.

**Board Action Requested**

**Ratification**

Action: Approved. See item 8.1 (408.2327).

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

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Veterans Upward Bound – SF (2017-2018)

409.2162, 17-18

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The purpose of this project is to recruit, select, and support a minimum of 125 eligible veterans and provide them with academic and support services to generate the skills and motivation necessary to enter and succeed in postsecondary education. The project target area includes 55 counties in Southern Georgia and North Central Florida. The VUB Project will improve college readiness, college access, college selection, and degree completion for veterans in our target area. Using an individualized academic support plan (IASP) for each participant, the services will use a multi-pronged approach to implement the program to meet the goals of informing, preparing, motivating and assisting military veterans in the development of academic and other skills necessary for acceptance and success in a program of postsecondary education. This is year one of a five-year project.

The amount of funds requested from the US Department of Education, Office of Postsecondary Education is \$257,500 for year one, with no matching funds from Santa Fe College. Total five-year funding is estimated at \$1,287,500.

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

Operating budget impact: None.

**Board Action Requested**

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

Action: Approved. See item 8.1 (408.2327).

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

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Innovative Product Development Center (IPDC): A Community-based Commercialization Center – Economic Development Administration Grant

409.2163, 17-18

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The purpose of this project is to establish a Regional Commercialization Center. The Innovative Product Development Center (IPDC) combines the vision, known best practices, and expertise to create pathways to technology commercialization, entrepreneurship and business development to a recognized but underserved population of regional inventors and innovators. The IPDC will provide community-based innovators and inventors with an array of services and support ranging from proof-of-concept to commercialization. Services will be phased in over a 3-year period. When fully operational, the IPDC will provide community-based innovators with a pathway to commercialization that includes education, intellectual property development, commercial feasibility assessments, patent licensing assistance, access to prototyping and viability testing, and business development leading to manufacturing. This is year one of a three-year project.

The amount of funds requested from the Economic Development Administration (EDA) is \$169,298 for year one, with matching funds of \$101,984 from Santa Fe College and \$176,043 of in-kind services from community collaborative partners. Total three-year funding is 499,914.

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

Operating budget impact: None.

**Board Action Requested**

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

Action: Approved. See item 8.1 (408.2327).

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

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The Authentic Inclusion of Community Colleges in National Efforts  
to Broaden Participation in Computing: A Workshop Proposal –  
National Science Foundation Grant

409.2164, 17-18

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The primary purpose of this workshop will be to develop a written conceptual model for increasing the participation of Community Colleges to strengthen Broadening Participation (BP) in Computing initiatives. To achieve this, a 2-day workshop will be held in fall 2017 to leverage existing Community College collaborations and investments, including members of the National Center for Women & Information Technology's (NCWIT) Community College Outreach group, and attendees of the 2017 CISE BP community meeting. The outcomes from this workshop will inform future directions for broadening participation in computing, and continue to build collaborations to work on this issue. The workshop will also result in a cohesive group of informed and engaged leaders who are positioned to work together on both national and local levels to increase the representation of women and underrepresented minorities in computing.

The amount of funds requested from the National Science Foundation is \$99,954, 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 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 8.1 (408.2327).

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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, Mr. Chuck Clemons stated that the Foundation has received the following contributions from different donors: \$100,000 from Ms. Lois Lamont, which is her third gift to the college, totaling \$400,000; \$20,000 from Mr. Lenton Rowland, following a previous gift of \$50,000; and \$5,000 from Robert and Tiffany Oare. He then shared a new marketing campaign called "Flat Cesar," which features a cardboard cutout of Cesar, the Santa Fe mascot. When staff and students travel to different, exciting locations, they can take a selfie with their Cesar cutout and post the image to social media sites with the hashtag #FlatCesar, gaining recognition for Santa Fe College.

He then asked Mr. Mike Curry to speak on the upcoming Hemingway: Key West to Cuba Conference, which is set to take place in the Fine Arts Hall July 20th through the 22nd, 2017. Mr. Curry stated that they have invited major speakers to participate in the three-day conference. Speakers include Valerie Hemingway, Ernest Hemingway's secretary from 1959 to 1960 and author of "Running with the Bulls: My Years with the Hemingways;" Gladys Rodriguez Ferrero, former director of the Hemingway Museum in Havana and an expert on Hemingway's life in Cuba; Dr. Larry Grimes, Professor Emeritus of English at Bethany College, a founding member of the Hemingway Society, and author of "Hemingway, Cuba and the Cuban Works;" among many others. He noted that this would be an esteemed scholarly conference and recognized Mr. Raul Villarreal, Coordinator of Santa Fe College Cultural Programs, for assisting in coordinating the event.