



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

**Minutes of Board Meeting Held September 19, 2017**  
**Wattenbarger Student Services Building, Gainesville, Florida**

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

Members absent: G.W. Blake Fletcher, Jeffrey L. Oody

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Chair Lisa M. Prevatt called the regular meeting of the District Board of Trustees of Santa Fe College to order at 4:05 p.m., in the Wattenbarger Student Services Building in Gainesville, Florida, followed by the Pledge of Allegiance.

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

President Sasser acknowledged and thanked staff members of the Emergency Management Team for all of their hard work before, during, and after Hurricane Irma. They are: Chief Ed Book, Mr. Jay Anderson, Dr. Cheryl Calhoun, Mr. Gary Cothren, Ms. Lela Frye, Dr. Jodi Long, Ms. Teri McClellan, Ms. Marian Nesbitt, Mr. Bill Penney, Dr. Dan Rodkin, and Captain Ryan Woods. Dr. Sasser went on to thank other staff members who also assisted greatly during the College's closure, as follows: Mr. Tom Ackerman, Mr. Bob Fetterman, Mr. Jeff Kruger, Dr. Kim Fugate-Roberts, Ms. Betty Haddock, Mr. Kenneth Plumley, Mr. Jonathan Miot, Ms. Shawntal Abram, Ms. Kathy Russell, and the entirety of the President's Leadership Team. President Sasser pointed out that out of respect for our employees and students, the College paid all full-time employees, part-time employees, adjunct employees, federal and work study students, and TempForce staff their full salaries for the six days the College was closed due to Hurricane Irma.

The meeting adjourned at 5:30 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 September 19, 2017 at 4 p.m.  
Wattenbarger Student Services Building, Gainesville, Florida**

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**Agenda**

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**Adoption of Agenda**

**Agenda Item: 1.1**  
418.551, 17-18

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Board Meeting of September 19, 2017
- 1.2 Approval of Board Meeting Minutes of July 18, 2017

2. Information Items

- 2.1 President's Report
- 2.2 Strategic Planning
- 2.3 Fee Waiver Report for Summer Term 2017
- 2.4 Community Education "Enrich!" Brochure for Fall B 2017 Term
- 2.5 Tourism Product Development Program – *Spring Arts Festival* – Grant
- 2.6 Blount Center Expansion Update
- 2.7 High School Dual Enrollment Agreement with Family Life Academy Private School
- 2.8 Interinstitutional Articulation Cooperative Agreement for Career Pathways with:  
Gainesville Job Corps Center  
School Board of Lake County
- 2.9 Standard Health Sciences Clinical Affiliation Agreement with Martin Orthodontics

3. Citizen's Requests

4. Consent Items

Personnel

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

Agreements, Grants

- 4.5 Florida Training for Manufactured Construction (TRAMCON) Consortium – Department of Labor – TAACCCT Grant (Year 4)
- 4.6 Upward Bound Program Grant
- 4.7 Little School Food Program 2017-18 Grant
- 4.8 Florida Educational Fund, Center of Excellence Grant

Finance Items

- 4.9 Report of Purchases for July and August 2017
- 4.10 Colonel Harry M. Hatcher, Jr., Property Survey 18-01

5. Facilities Items

- 5.1 Approval of Project Priority List Report Based on the Board Approved 2017 Five-Year Educational Plant Survey
- 5.2 Blount Center Construction Management Services - Permission to Advertise for Construction Management Services
- 5.3 E Building Auditorium Renovation/Remodel Project - Budget and Permission to Advertise for Architectural Services
- 5.4 W Building Dental Clinic Renovation/Remodel - Budget Approval (Minor Project)
- 5.5 G Building Classroom & Lab Remodel Project Budget - Budget Approval (Minor Project)
- 5.6 N Building Reroof - Budget Approval (Minor Project)

6. Finance Items

- 6.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for August 2017
- 6.2 Report of Investments, Quarter Ending June 30, 2017
- 6.3 2017-2018 Annual Budget, Unexpended Plant Fund (Fund 7)
- 6.4 Unaudited Annual Financial Report, Year Ended June 30, 2017
- 6.5 Recommendation for Award of Request for Proposals #13-17: Banking, Merchant, P-Card, and ATM Services

7. General Institutional Items

- 7.1 College Calendar for 2018-2019
- 7.2 Textbook Affordability Compliance Report
- 7.3 Certification of IRS Form 990 for 2016 as required by Direct Support Organizations
- 7.4 Spectrum of Success (SOS) Advisory Board
- 7.5 New Program: Theatre and Entertainment Technology
- 7.6 New Program: Central Sterile Supply Processing
- 7.7 Study Abroad Programs:
  - Brazil: Botucatu and Sao Paolo (Summer B 2018)
  - British Isles: Republic of Ireland, Scotland, and England (Summer A 2018)
  - China: Beijing and Xi'an (Summer A 2018)
  - Colombia: Cartagena (Spring 2018)
  - Ecuador: Quito, San Clemente, and Rio Blanco (Spring 2018)
  - Jamaica: Kingston and Yallahs (Spring 2018)
  - Sweden: Stockholm and Orebro (Summer A 2018)
- 7.8 Ratification of Emergency Signature Authority for International Travel
- 7.9 International Travel

8. Rules

- 8.1 Deletion of Rule 7.25: Religious Observances: Students

9. Agreements/Grants

- 9.1 Nonexclusive Student Affiliation Agreement with Lake Shore HMA, LLC d/b/a Shands Lake Shore Regional Medical Center
  - 9.2 Master Affiliation Agreement with Florida Hospital Waterman, Inc. for Clinical Laboratory Science and Cardiovascular Technology
  - 9.3 College Affiliation Agreement with Integrated Regional Laboratories, LLC.
  - 9.4 First Amendment to Service Agreement with ProctorU, Inc.
  - 9.5 Memorandum of Understanding with the Executive Office of the Governor (Blount Center)
  - 9.6 Memorandum of Understanding for Haiti Project
  - 9.7 Public Safety & Homeland Security Training Simulation Technology System – Florida Job Growth Grant
  - 9.8 21st Century Training in Healthcare – Florida Job Growth Grant
  - 9.9 Stevens Initiative – Gainesville/Qalqilya Virtual Exchange Student Program for Sign Language Students Grant
10. Santa Fe College Foundation Liaison Update and Board Members' Remarks
  11. Adjournment

**Board Action Requested:**

**Approval**

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

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Approval of Board Meeting Minutes of July 18, 2017

401.542, 17-18

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

**Board Action Requested:**

**Approval**

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

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President's Report

Information Item

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The president will discuss a variety of information topics.

Calendar

|                                   |                                                  |
|-----------------------------------|--------------------------------------------------|
| October 17, 2017<br>Noon          | Board Workshop<br>Perry Center                   |
| October 17, 2017<br>4 p.m.        | Regular Board Meeting<br>Perry Center            |
| October 31, 2017<br>3 - 7:30 p.m. | Boo at the Zoo                                   |
| November 14, 2017<br>4 p.m.       | Regular Board Meeting<br>Andrews Cultural Center |

Discussion: President Sasser recognized Dr. David Price, President of the College Senate; Mr. Art Grant, Presiding Officer of the Senate Executive Council; Mr. Isreal Okeowo, President of Student Government; Ms. Renee Henry, Vice President of the Career Service Council; and Ms. Rebecca Rogers, President of AFC.

Dr. Sasser noted that the board workshop will be held on October 17 at the Perry Center beginning at noon. The regular board meeting will follow at 4 p.m.

Dr. Sasser reported that enrollment overall is down, but that there has not been a significant number of withdrawals in the last week due to Hurricane Irma, which is promising. He added that we will continue to monitor this over the next week.

The President asked Mr. Isreal Okeowo to discuss the poster board that was on display in the board room. Mr. Okeowo stated that Student Government had created a card for Lee College in Texas and asked all in attendance to sign. Dr. Sasser said that in addition to the card, the Office for Advancement recently sent a check to Lee College's Foundation office for over \$8,000, which was raised to assist Lee College employees and students after Hurricane Harvey.

President Sasser asked Dr. David Price to comment on the possibility of instructional make-up days due to the closure. Dr. Price deferred to the College Registrar, Mr. Mike Hutley. Mr. Hutley stated that the calendar committee had an emergency meeting to discuss calendar options for the fall term in order to mitigate the instructional time lost during Hurricane Irma. The committee discussed options for fall parent, fall A, and fall B semesters. After much discussion, the committee recommended an adjustment to the end of the terms for fall A and B, but not for fall parent. This recommendation will go forward to College Senate. Dr. Sasser said that he would like to continue the discussion on potential make-up days and semester adjustments in the coming days.

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Strategic Planning

Information Item  
419.50, 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. Lisa Armour presented a new strategic planning endeavor to “meet students where they are,” stating that one of the tactics to achieve that strategy is to create a learning center or learning commons. Previously, Dr. Sasser commissioned a task force to consider how the College could personalize building students’ foundational skills and make the investment in those skills inevitable for them, rather than optional. The task force’s first recommendation was that we establish a learning commons to centralize academic support services. At the June board meeting, Dr. Armour provided information on SF’s Frontier Set grant which focuses on the creation of these types of spaces. Now Dr. Armour has begun planning for such spaces with students’ varied interests, abilities, and resources in mind.

Additionally, Dr. Sasser’s task force recommended that all staff members who work as tutors receive ongoing training to promote best and standard practices. Upon receiving the recommendation, Dr. Armour and Dr. Bonahue assembled a team to begin designing a Tutor Training and Certification program. They have created recommendations that SF can implement in the short term, and have also begun work on an application for national certification of a new tutor training program. As a result of their work, Dr. Armour expects to unify the job description and application process for the College’s tutoring positions; standardize the tutor interview process, incorporating scenario-based questions which focus on candidates’ potential as helpers; establish a tutoring manual that emphasizes the creation of a welcoming tutoring environment and constructive, student-centric interactions; and identify faculty liaisons to support tutors with course-specific material. Dr. Armour said that these activities will help us achieve our strategy to communicate Santa Fe College's value to both the community and our students.

District Board of Trustees  
September 19, 2017

Agenda Item: 2.3

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

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Fee Waiver Report for Summer Term 2017

Information Item  
200.910, 17-18

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



District Board of Trustees  
September 19, 2017

Agenda Item: 2.4

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

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Community Education "Enrich!" Brochure for Fall B 2017 Term

Information Item  
415.170, 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 prior to the board meeting and is provided for reporting to the Board. Changes may be made as needed.

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

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Tourism Product Development Program – *Spring Arts Festival* – Grant

Information Item  
409.2165, 17-18

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The purpose of this Foundation project is to enhance the Santa Fe College Spring Arts Festival which has consistently demonstrated potential to aid in the development of the tourism economy for Alachua County. Santa Fe College Spring Arts Festival provides residents of Alachua County and visitors from across the United States the opportunity to appreciate works of arts by some of the country's finest artists. Santa Fe Spring Arts attracts more than 100,000 visitors each year. Forty-five (45) percent of the requested funds are targeted for out-of-county advertising.

The amount of funds requested from the Alachua County Tourist Development Council to the Foundation is \$50,000.

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

This item is an information item rather than a voting item for the District Board of Trustees of Santa Fe College because this grant is a Foundation grant and is solely administered by and through the Santa Fe College Foundation, Inc.

Operating budget impact to Santa Fe College: None

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

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Blount Center Expansion Update

Information Item  
412.1155, 17-18

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Project Background & Description:

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

In July 2016, the legislature appropriated \$2,563,712 in Public Education Capital Outlay (PECO) funding for the design services of this project. An additional \$5,475,998 in PECO funding was appropriated in July 2017 to partially fund construction costs. The College has requested the remaining funds needed to complete construction with this year's Annual Capital Legislative Budget Request-Capital Improvement Plan (CIP).

Working with one of the College's annual contract architects, a planning group began conceptual planning and programming for the new facility in December 2016. After multiple meetings with the planning group, the architect submitted a final master plan report on June 1, 2017. The report, submitted here as an informational item, has been provided to architectural firms responding to the College's current request for qualifications to provide architectural services for the Blount Center Expansion project, which the Board gave permission to advertise and select in April 2017. A selection committee is in the process of selecting the project architect and will return to the Board in November with a request to execute an agreement with the highest ranked firm.

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

Discussion: Ms. Ginger Gibson, CFO and Vice President for Administrative Affairs, introduced Mr. Reid Rivers, co-project manager of the Blount Center expansion, adding that Ms. Jesse Vander Biezen is the other co-project manager. She noted that Mr. Rivers recently retired from Gainesville Regional Utilities after 35 years of service and has since been serving as a general consultant to the greater Gainesville community in addition to providing guidance to the Blount Steering Committee.

Mr. Rivers thanked the Board for the opportunity to update them on the Blount Center's expansion. He went on to state that the project involves the design and construction of a new 86,311 gross square foot building on the site of the current Center for Innovation and Economic Development at the College's Blount Center. The new building will house vocational classrooms, laboratory space, study and library spaces, meeting and exhibition spaces, student enrollment services, as well as faculty office spaces, allowing the Blount Center to become an independent, full service campus.

A selection committee is in the process of choosing an architect for the project and will return to the Board in November with a request to execute an agreement with the highest ranked firm. He added that the Steering Committee is working with the City of Gainesville regarding right-of-ways and easements, and that efforts are being made to engage city planners and the Gainesville Community Redevelopment Agency early in the process to make sure our use of the property is compatible with the city's vision for the area. Additionally, the committee continues to meet with various nearby community organizations to maintain strong community involvement, giving them an opportunity to express suggestions and concerns.

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

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High School Dual Enrollment Agreement with Family Life Academy Private School      Information Item  
408.2332, 17-18

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The articulation agreement with Family Life Academy, a private school in Archer, is for the High School Dual Enrollment Program. Section 1007.271 (21) of Florida Statutes authorizes the College to enter into dual enrollment agreements with private schools. The terms of the agreement is the same as those that have been approved for other private schools, including tuition reimbursement. The agreement would take effect in January 2018, with automatic renewals on August 1 of each year unless one party terminates.



District Board of Trustees  
September 19, 2017

Agenda Item: 2.9

***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 Martin Orthodontics

Information Item  
408.2334, 17-18

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Martin Orthodontics of Lake City provides a clinical training site for Dental Assisting students. The students work chairside with the dental assistant preceptors and the orthodontist to practice skills in a clinical setting. This agreement is the standard Clinical Affiliate Agreement approved by the District Board of Trustees and is effective from the date of execution with automatic annual renewal until terminated by either party in accordance with the termination clause.

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

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Citizen's Requests

423.57, 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 Prevatt 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  
September 19, 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)

402.800, 17-18

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

### Appointment

#### Full Time

| <u>Name</u>                                                                             | <u>Position</u>                                               |
|-----------------------------------------------------------------------------------------|---------------------------------------------------------------|
| Sarah Almond<br><i>MS, Florida International University</i>                             | Interim Assistant Professor, English                          |
| Adam Christopherson<br><i>PhD, University of London</i>                                 | Assistant Professor, Mathematics                              |
| Mary-Claire Blackburn<br><i>DVM, Louisiana State University<br/>and A&amp;M College</i> | Interim Assistant Professor, Sciences for Health<br>Programs  |
| Penelope Cobb<br><i>Certificate Santa Fe College<br/>Diagnostic Medical Sonography</i>  | Interim Assistant Professor, Diagnostic Medical<br>Sonography |
| Tania Cordova-Sintjago<br><i>PhD, Central University of Venezuela</i>                   | Assistant Professor, Natural Sciences                         |
| Kimberly Davis<br><i>PhD, University of Central Florida</i>                             | Interim Assistant Professor, Education Programs               |
| Paige Fowler<br><i>MA, Colorado State University</i>                                    | Assistant Professor, English                                  |
| Dustin Fridkin<br><i>PhD, University of Florida</i>                                     | Assistant Professor, Social and Behavioral Science            |
| Mark House<br><i>PhD, University of Florida</i>                                         | Assistant Professor, Business Programs                        |
| Tramaine Ingram<br><i>MS, University of Arkansas</i>                                    | Interim Assistant Professor, Mathematics                      |
| Linnea McCarty<br><i>BFA, Savannah College of Art<br/>and Design</i>                    | Assistant Professor, Graphic Design                           |
| Chris Malecki<br><i>Certificate Santa Fe College<br/>Surgical Technology</i>            | Interim Assistant Professor, Surgical Technology              |
| John Mitchell<br><i>PhD, University of Mississippi</i>                                  | Assistant Professor, Natural Sciences                         |
| Richard Monbrod<br><i>MBA, Roosevelt University</i>                                     | Assistant Professor, Business Programs                        |

|                                                                |                                                                 |
|----------------------------------------------------------------|-----------------------------------------------------------------|
| Kasey Nestor<br><i>MS, Western Governors University</i>        | Interim Assistant Professor, Nursing Programs                   |
| John Pfeilsticker<br><i>MS, University of Florida</i>          | Assistant Professor, Mathematics                                |
| Heather Richardson<br><i>MS, University of Central Florida</i> | Interim Assistant Professor, Nursing Programs                   |
| Russell Schultz<br><i>MFA, University of Florida</i>           | Assistant Professor, Theatre Fine Arts                          |
| Gonca Tekin<br><i>MS, Gazi University</i>                      | Assistant Professor, Mathematics                                |
| Ann Thebaut<br><i>PhD, Purdue University</i>                   | Interim Assistant Professor, Humanities and<br>Foreign Language |
| Michael Walker<br><i>MA, University of North Florida</i>       | Assistant Professor, English                                    |

### **Part Time**

|                         |                       |                        |
|-------------------------|-----------------------|------------------------|
| Raisa Ankeny            | Lanier Harper-Dickson | Ann Monson Slagle      |
| Brian Barnhouse         | Azadeh Hassanzadeh    | Joshua Mewller         |
| Lauren Belloni          | Ryan Hiers            | Erin O'Reilly          |
| Jaime Benitez Rodriguez | Latissa Hill          | Amy Beth Parker        |
| Mary Blute              | Mary Hill             | Michelle Plourde       |
| Charlotte Bolch         | Joshua Hobson         | Mary Puckett           |
| Gary Boulware           | Jennifer Hooks        | Robert Quint           |
| Austin Boyd             | Seong Hong            | Herman Ramos           |
| Antonio Cardentey Levin | Robert Hussey         | Vora Randrianaso       |
| Jordan Collier          | Amanda Johnson        | Kristin Rerra          |
| Sarita Cupp             | Rebecca Johnston      | Kyle Schoenborn        |
| Jason Czaplewki         | Malinda Jones         | Barbette Shepherd      |
| Devon Darby             | Parrish Jones         | Dominic Sheppard       |
| Joshua English          | David Kirby           | Brian Shepper          |
| Timothy Fojtik          | Priscilla Kissinger   | Jessica Taylor         |
| Ryan Frisinger          | Bradley Kowal         | Katherine Taylor       |
| Daniel Fuerstman        | Rebecca Lambird       | Marilyn Thompson       |
| George Garbutt          | Angela Larson         | Kristina Van Amerongen |
| Cynthia Gaskin          | Don Lilley            | Gregory Welch          |
| Jeffery Gilliam         | Davind Llanes         | Nikcole Wiles          |
| Bianca Gonzalez         | Jessica Mayhew        | Justin Wilkerson       |
| Larry Green             | Matthew McConn        | Steven Yeauger         |
| Douglas Guilbault       | Matthew Michel        |                        |
| Keren Hardee            | Sarah Mixon           |                        |

### **Board Action Requested:**

#### **Approval**

Action: Motion to approve items 4.1 through 4.10: Mallini  
Second: Hudson  
Vote: Hudson – yes, Lee – yes, Mallini – yes, McRae – yes,  
Prevatt – yes, Woody – yes

## C O N S E N T

District Board of Trustees  
September 19, 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)

411.415, 17-18

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

### Technical/Professional Appointment

#### Full Time

| <u>Name</u>                                                       | <u>Position</u>                                                    |
|-------------------------------------------------------------------|--------------------------------------------------------------------|
| Jennifer Ambrose<br><i>BS, University of Florida</i>              | Director, Communications & Creative<br>Services                    |
| Javan Brown<br><i>BS, University of Florida</i>                   | Coordinator, My Brother's Keeper                                   |
| *Theresa Cothren<br><i>BS, Nova Southeastern University</i>       | Academic Coach, North Central Florida<br>Educational Talent Search |
| *Pamela Childers<br><i>BS, Florida State College Jacksonville</i> | Interim Employer Outreach Specialist,<br>Student Affairs           |
| Beth Groff<br><i>MBA, Saint Leo University</i>                    | Comptroller, Office for Finance                                    |
| Asley Pollas<br><i>BS, University of Florida</i>                  | Advising Specialist, Blount Center                                 |
| *Toris Rutledge<br><i>MA, Liberty University</i>                  | Coordinator, Upward Bound                                          |
| Robert Turner Jr.<br><i>MFA, Digital Media Arts College</i>       | Web Designer and Content Specialist                                |

#### Promotion

|                                              |                                                 |
|----------------------------------------------|-------------------------------------------------|
| Lukisha King<br><i>MBA, South University</i> | Advising Specialist, Health Sciences Recruiting |
|----------------------------------------------|-------------------------------------------------|

#### Part Time

|                      |                                 |
|----------------------|---------------------------------|
| ^Alex Birge          | Specialist, Athletics           |
| ^Jessica Castiglione | Specialist, Athletics           |
| Kevin Cooley         | Specialist, English             |
| ^Josie Corbett       | Specialist, Athletics           |
| Nicole Cox           | Specialist, Blount Learning Lab |
| Ariana Fennell       | Specialist, Mathematics         |
| ^Danielle Gertner    | Specialist, Athletics           |
| Shannon Leontiades   | Specialist, Adult Education     |

Agenda Item 4.2  
September 19, 2017  
Page 2

Lisa Levine  
^Isaac Selva  
^D-Juan Taylor-Hodge  
^Jacob Shaw  
Ileana Vass

Specialist, Adult Education  
Specialist, Athletics  
Specialist, Athletics  
Specialist, Student Life  
Specialist, Mathematics

\*Grant Funded  
^Student Activities Funded

**Board Action Requested:**

**Approval**

Action: Approved. See item 4.1 (402.800).

**C O N S E N T**

**District Board of Trustees  
September 19, 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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Contract Staff (Community and Continuing Workforce Education)

404.451, 17-18

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

**Community Education  
Appointment**

**Part Time**

| <u>Name</u>      | <u>Position</u>     |
|------------------|---------------------|
| Erick Bwenge     | College for Kids    |
| Sidney Davidson  | Community Education |
| Anthony Gonzalez | College for Kids    |
| Mandisa Haaroff  | College for Kids    |
| Sonja Norman     | College for Kids    |

**Board Action Requested:**

**Approval**

Action:     Approved. See item 4.1 (402.800).

## C O N S E N T

District Board of Trustees  
September 19, 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

403.542, 17-18

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The individuals listed below are being recommended for appointment.

| <u>Name</u>        | <u>Position</u>               |
|--------------------|-------------------------------|
| Jorge Frame        | Police Officer                |
| Benjamin Lowe      | Groundskeeper II              |
| Lizeth Mora Porras | Toddler Teacher               |
| Cindy Salvadori    | Administrative Assistant      |
| Mecca Senterfitt   | Facilities Project Specialist |
| Kevin Smith        | Groundskeeper II              |

### **Promotion**

|               |                          |
|---------------|--------------------------|
| Peggy Roberts | Administrative Assistant |
|---------------|--------------------------|

### **Board Action Requested:**

#### **Approval**

Action:     Approved. See item 4.1 (402.800)

## C O N S E N T

District Board of Trustees  
September 19, 2017

Agenda Item: 4.5

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

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Florida Training for Manufactured Construction (TRAMCON)  
Consortium – Department of Labor – TAACCCT Grant (Year 4)

409.2166, 17-18

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The purpose of this project is to design and deliver a blended program of skills, training, and education demanded by the rapidly growing manufactured construction industry which is comprised of manufacturers of modular buildings, manufactured housing, metal buildings, prefabricated trusses, precast concrete, structural insulated panels, panelized buildings, and portable buildings. A very significant shortage of skilled workers for site-built construction, estimated at over 2 million by 2017, is forcing a shift to off-site building and building component manufacturing that, while creating enormous employment opportunities, is also faltering as a result of the absence of training programs oriented toward manufactured construction settings. The TRAMCON program is designed to close this important training gap by providing a complete system of nationally recognized certification programs that will be tied to existing manufacturing technology and construction management programs and two and four-year degree programs offered by Florida's state colleges and universities. The program will offer a series of credentials to systematically train and educate the potential manufactured construction employee: Pre-Vocational, Vocational Training, Entry Level, Apprentice, Journeyman, and Supervisor certifications. This is year four of a four-year project.

This is a collaborative partnership with Miami Dade College as the lead college and fiscal agent and Santa Fe College as a member of this state consortium project.

The amount of funds requested from the U.S. Department of Labor – Employment and Training Administration for the fourth year is \$350,440, with no matching funds from Santa Fe College. Total funding for the four-year project will be approximately \$1.7 million.

Duration of year four 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 (402.800).

## C O N S E N T

District Board of Trustees  
September 19, 2017

Agenda Item: 4.6

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

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Upward Bound Program Grant

409.2167, 17-18

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

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

Duration of this project is September 1, 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 (402.800).



## C O N S E N T

District Board of Trustees  
September 19, 2017

Agenda Item: 4.7

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

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Little School Food Program 2017-18 Grant

409.2168, 17-18

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The purpose of this project is to provide funds for nutritionally balanced meals for children enrolled in the Little School. Using provisions from the U.S. Department of Agriculture, each day breakfast, lunch, and an afternoon snack will be provided to all children enrolled in the childcare program. The food is served family style, with an emphasis on developing independence in eating, serving, and cleaning up. Serving nutritious meals encourages awareness of good nutrition, and adults initiate conversation about mealtime etiquette and nutrition. Approximately 90 children will be served on a daily basis.

The amount of funds requested from the U.S. Department of Agriculture, through the Florida Department of Health is \$45,000, 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 (402.800).

## C O N S E N T

District Board of Trustees  
September 19, 2017

Agenda Item: 4.8

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

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Florida Educational Fund, Center of Excellence Grant

409.2169, 17-18

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The mission of the Florida Educational Fund has been implemented through a number of related programs intended to provide access and to create diversity programs which relate to education. The Center of Excellence mission includes: 1) assuming a more proactive stance in the education of youth; 2) employing the development of a group achievement module for African American elementary and secondary students; and 3) increasing the pool of African American and other historically disadvantaged and underrepresented minority students who are prepared, motivated and qualified to enter higher education. The Center of Excellence will support three chapters and reach an estimated 300 students. Chapters for the Achievers have been established in Gainesville, Alachua/High Springs, and Hawthorne. Grant funds are used to provide after-school tutoring, Brain Bowl competition and other activities designed to address motivation, education, and cultural needs of students.

The amount of funds requested from the Florida Education Fund is \$26,000, 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 4.1 (402.800).

**C O N S E N T**

**District Board of Trustees  
September 19, 2017**

**Agenda Item: 4.9**

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

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Report of Purchases for July and August 2017

202.639, 17-18

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Below are the total amounts and a summary of purchases for the months of July and August 2017.

Purchasing \$12,221,960.68

Risk Management Consortium 311,919.95

**Total \$12,533,880.63**

| <u>P.O. No.</u>    | <u>Amount</u>  | <u>Procurement</u> | <u>Vendor</u>                     | <u>Class of Item-Department</u>                                                       |
|--------------------|----------------|--------------------|-----------------------------------|---------------------------------------------------------------------------------------|
| Y66398<br>(Fund 1) | \$ 65,000.00   | Contract           | Affiliate Engineers               | Energy Management Services<br>Facilities Administration                               |
| Y66408<br>(Fund 1) | \$ 90,000.00   | Exempt             | City of Alachua                   | Perry Center Utilities<br>Utilities                                                   |
| Y66409<br>(Fund 1) | \$1,920,000.00 | Exempt             | Gainesville Regional<br>Utilities | Electric, Water, Heating, and<br>Stormwater<br>Utilities                              |
| Y66507<br>(Fund 6) | \$ 40,000.00   | Exempt             | Triplett & Company                | Audit Report and Management<br>Letter<br>Risk Management Consortium                   |
| Y66513<br>(Fund 1) | \$ 50,193.96   | Sole Source        | Simplex Grinnell                  | Annual Life/Safety Equipment<br>Inspection/Certification<br>Physical Plant Operations |
| Y66520<br>(Fund 1) | \$ 40,000.00   | Exempt             | YPB Library Services              | Books for Collection<br>Library                                                       |
| Y66562<br>(Fund 1) | \$ 136,000.00  | Exempt             | U.S. Postal Service               | Bulk and First Class Mail<br>Mail and Receiving                                       |
| Y66607<br>(Fund 6) | \$ 87,510.60   | Contract           | PK5, LLC                          | Lease Agreement<br>Risk Management Consortium                                         |
| Y66743<br>(Fund 1) | \$ 36,000.00   | Bid                | E.W. Reshard, Inc.                | Grounds Management – Centers<br>Grounds                                               |
| Y66862<br>(Fund 1) | \$ 36,000.00   | Exempt             | Smarthinking, Inc.                | Online Tutoring Services<br>Distance Learning                                         |

Agenda Item 4.9  
September 19, 2017  
Page 2

|                    |               |             |                                    |                                                                                                      |
|--------------------|---------------|-------------|------------------------------------|------------------------------------------------------------------------------------------------------|
| Y66872<br>(Fund 7) | \$ 933,935.00 | Contract    | D.E. Scorpio Corporation           | T-Building Addition, Renovation,<br>and Electrical Upgrades<br>Renovation – Police Department        |
| Y66998<br>(Fund 3) | \$ 80,000.00  | Exempt      | Gainesville Regional<br>Utilities  | Utilities for GTEC Building<br>GTEC                                                                  |
| Y67012<br>(Fund 1) | \$ 48,753.47  | Sole Source | Johnson Controls, Inc.             | Chiller Plant Maintenance<br>HARV                                                                    |
| Y67016<br>(Fund 1) | \$ 260,655.00 | Contract    | University of Florida              | Coordinate Dental Programs<br>Dental Assistant                                                       |
| Y67073<br>(Fund 1) | \$ 59,921.04  | Contact     | Alachua County Sheriff's<br>Office | Training Agreement<br>Criminal Justice                                                               |
| Y67122<br>(Fund 1) | \$ 38,400.00  | Exempt      | Gainesville Regional<br>Utilities  | Annual Ethernet, Internet, and<br>Transport Circuits Service<br>Communication Services               |
| Y67132<br>(Fund 1) | \$ 129,288.00 | Contract    | Airwave Networks                   | Campus Wireless<br>Information Technology                                                            |
| Y67141<br>(Fund 1) | \$ 227,330.00 | Exempt      | AT&T                               | Telephone and Asynchronous<br>Transfer Mode (ATM) Circuits<br>Communication Services                 |
| Y67146<br>(Fund 1) | \$ 88,406.00  | Sole Source | CAE Healthcare, Inc.               | Patient Simulator<br>Nursing                                                                         |
| Y67177<br>(Fund 1) | \$ 36,386.69  | Contract    | Dell Marketing                     | Laptops (24) and Mobile Cart<br>Information Technology                                               |
| Y67179<br>(Fund 1) | \$ 52,548.00  | Exempt      | Dimension Systems, Inc.            | Annual Database Management<br>Information Technology                                                 |
| Y67209<br>(Fund 1) | \$ 46,044.23  | Exempt      | Higher One, Inc.                   | Credit Card Processing<br>Information Technology                                                     |
| Y67264<br>(Fund 1) | \$ 49,200.00  | Exempt      | Blue Koi, LLC                      | Web Development and iPhone<br>Course Help<br>Business & Workforce                                    |
| Y67284<br>(Fund 1) | \$ 125,125.60 | Contract    | Modis                              | Network Engineer and JAVA<br>Developer<br>Information Technology                                     |
| Y67296<br>(Fund 7) | \$ 48,950.00  | Contract    | Walker Architects                  | Design and Construction<br>Administration Services –<br>Building S Third Floor<br>Space Reallocation |

|                    |                |          |                              |                                                                               |
|--------------------|----------------|----------|------------------------------|-------------------------------------------------------------------------------|
| Y67443<br>(Fund 1) | \$ 81,743.32   | Exempt   | E-Tech Services.com,<br>Inc. | Datacenter Infrastructure Storage<br>Information Technology                   |
| Y67588<br>(Fund 7) | \$ 299,403.00  | Bid      | Howard Technology            | IPS Classroom Technology<br>Kirkpatrick Expansion                             |
| Y67717<br>(Fund 2) | \$1,050,000.00 | Contract | City of Gainesville          | Unlimited Student Transportation<br>Access<br>Student Leadership & Activities |
| <hr/>              |                |          |                              |                                                                               |
| \$6,156,793.91     |                |          |                              |                                                                               |

Purchase orders for previously awarded bids/contracts: 56

| <u>Number of P.O.s</u> | <u>Vendor</u>                                | <u>Amount</u>  |
|------------------------|----------------------------------------------|----------------|
| 50                     | Temp Force                                   | \$1,927,651.80 |
| 2                      | PRIDE Enterprises                            | \$41,000.00    |
| 1                      | Mowrey Elevator                              | \$18,200.00    |
| 1                      | City Wide Maintenance                        | \$572,946.00   |
| 1                      | Tribond, LLC                                 | \$42,393.65    |
| 1                      | Brick City Information Technology Consortium | \$30,782.00    |
|                        |                                              | <hr/>          |
|                        |                                              | \$2,632,973.45 |

Other Purchases \$0 - \$35,000.00  
 Number of purchase orders: 1,408  
 Amount: \$3,744,113.27

**Board Action Requested:**

**Approval of report**

Action: Approved. See item 4.1 (402.800).

## C O N S E N T

District Board of Trustees  
September 19, 2017

Agenda Item: 4.10

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

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Colonel Harry M. Hatcher, Jr., Property Survey 18-01

200.911, 17-18

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Below and on the attached pages are requests from the various custodians to remove property from their inventory for the reasons indicated. The College has a Property Survey Committee composed of representatives from around the College who review the departmental requests before they are presented to the Board for approval.

The Property Survey Committee met via email on August 22, 2017, to consider departmental requests to be relieved from inventory accountability. The committee members approved the following requests to remove the items listed below from the active property control inventory records. A detailed list of all items from each category is attached.

| <b>Category</b>  | <b>Number of Items</b> | <b>Original Cost or Value Items &gt; \$5,000 to be Removed from Inventory and Financial Records</b> | <b>Depreciation of Items &gt; \$5,000</b> | <b>Total Book Value Items to be Removed from Inventory and Financial Records</b> |
|------------------|------------------------|-----------------------------------------------------------------------------------------------------|-------------------------------------------|----------------------------------------------------------------------------------|
| Surplus Property | 3                      | \$25,696.00                                                                                         | \$25,696.00                               | \$0.00                                                                           |
| <b>TOTAL</b>     | <b><u>3</u></b>        | <b><u>\$25,696.00</u></b>                                                                           | <b><u>\$25,696.00</u></b>                 | <b><u>\$0.00</u></b>                                                             |

Notes:

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

**Board Action Requested:**

**Approval**

Action:     Approved. See item 4.1 (402.800).

***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

412.1156, 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 Board's 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 are consistent with the capital outlay needs of the College.

**Board Action Requested:**

**Approval of Project Priority List**

Discussion: Ms. Ginger Gibson, CFO and Vice President for Administrative Affairs, reviewed items 5.1 through 6.5 individually. She pointed out that the Operational Audit has not yet been finalized although the exit interview occurred several months ago and that we will be receiving notification once it is completed. Ms. Gibson introduced the College's new comptroller, Ms. Beth Groff, and the Board welcomed her to Santa Fe College.

Regarding item 6.5, Ms. Gibson asked Mr. David Shlafer, Purchasing Director, to explain the use of P-Cards. Mr. Shlafer explained that a P-Card, which stands for purchasing card, is a credit card issued by the College to some staff members for specific purchases within restricted merchant guidelines. He stated that there are currently 40 active card holders at the College, and that there are many components and safeguards in place to protect against misuse and fraud.

Action: Motion to approve items 5.1 through 6.5: Hudson  
Second: Woody  
Vote: Hudson – yes, Lee – yes, Mallini – yes, McRae – yes,  
Prevatt – yes, Woody – yes

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

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Blount Center Construction Management Services - Permission to Advertise for Construction Management Services

412.1157, 17-18

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Project Background & Description:

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

In July 2016, the legislature appropriated \$2,563,712 in Public Education Capital Outlay (PECO) funding for the design services of this project. An additional \$5,475,998 in PECO funding was appropriated in July 2017 to partially fund construction costs. The College has requested the remaining funds needed to complete construction with this year’s Annual Capital Legislative Budget Request-Capital Improvement Plan (CIP).

Working with one of the College’s annual contract architects, a planning group began conceptual planning and programming for the new facility in December 2016. After multiple meetings with the planning group, the architect submitted a final master plan report for the Blount Center on June 1, 2017. The report has been provided to architectural firms responding to the College’s current request for qualifications to provide architectural services for the Blount Center Expansion project, which the Board gave permission to advertise and select in April 2017. A selection committee is in the process of selecting the project architect and will return to the Board in November with a request to execute an agreement with the highest ranked firm.

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

Project Status:

In anticipation of additional PECO allocations and the upcoming selection of an architectural design team, College staff requests permission to advertise, select, and negotiate a contract for construction management services based on procedures defined in Florida Statutes. Having the construction manager (CM) involved early in the project design will allow the CM to provide budget estimating,



constructability analysis, and value management services to make best use the resources invested in the Blount Center Expansion project.

**Board Action(s) Requested:**

**Permission to advertise, select, and negotiate a contract with a firm for construction management services**

Action: Approved. See item 5.1 (412.1156).

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

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E Building Auditorium Renovation/Remodel Project - Budget and  
Permission to Advertise for Architectural Services

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412.1158, 17-18

**Project Background & Description:**

This project involves the design, renovation, and remodel of the E Building Auditorium. Originally built in 1975, E Auditorium is one of the original buildings on Santa Fe College's Northwest Campus. The center of artistic and community activities until the opening of the Fine Arts Hall in 2011, E Auditorium has had few updates since its original construction. In the Fall of 2016, the College hired one of its annual contract architects to evaluate options for renovation, remodel, and potential expansion of the facility. On June 19, 2017, the Board approved allocating \$3,000,000 to renovate and remodel the facility based on some of the architect's recommendations. The project scope will include mechanical and electrical upgrades, acoustical improvements, new fixed seating, modifications to entry and exit doors, and upgrades to house lighting, interior finishes, and restrooms.

|                                  |                   |
|----------------------------------|-------------------|
| Architect/Engineer:              | TBD               |
| Contractor/Construction Manager: | TBD               |
| Florida Building Code Inspector: | In-house          |
| Estimated Project Budget:        | \$3,000,000.      |
| Source of Funds:                 | Other local funds |

**Project Status:**

College staff requests the Board approve a budget for this project in the amount \$3,000,000 based on previously allocated funds. College staff also requests permission to advertise, select, and negotiate a contract for architectural services based on procedures defined in Florida Statutes.

**Board Action Requested:**

- A. Approval of the project budget in the amount of \$3,000,000.**
- B. Permission to advertise, select, and negotiate a contract with an architectural firm for design services.**

Action: Approved. See item 5.1 (412.1156).

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

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W Building Dental Clinic Renovation/Remodel - Budget Approval (Minor Project) 412.1159, 17-18

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Project Background & Description:

This project involves the design, renovation, and remodel of approximately 5,000 square feet in the Dental Clinic in the Health Sciences Building (aka W Building). The Dental Clinic was established in its current location when W Building was originally built in 1984, and it has had very few physical improvements since it opened. On June 19, 2017, the Board approved an allocation of an additional \$1,150,000 to the previous budget of \$500,000 to renovate and remodel the facility. The project scope will include reconfiguring the dental hygiene and assisting labs to provide better privacy and working space for patients, students, and staff; remodeling darkroom space in the radiology suite; mechanical, electrical, and plumbing upgrades; and upgrades to cabinetry, equipment, and interior finishes.

|                                  |                   |
|----------------------------------|-------------------|
| Architect/Engineer:              | Kail Partners     |
| Contractor/Construction Manager: | TBD               |
| Florida Building Code Inspector: | In-house          |
| Estimated Project Budget:        | \$1,650,000       |
| Source of Funds:                 | Other local funds |

Project Status:

College staff requests the Board approve a budget for this project in the amount \$1,650,000 based on previously allocated funds.

**Board Action Requested:**

**Approval of the project budget in the amount of \$1,650,000**

Action: Approved. See item 5.1 (412.1156).

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

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G Building Classroom & Lab Remodel Project Budget - Budget Approval (Minor Project)

412.1160, 17-18

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**Project Background & Description:**

This project involves the design, renovation, and remodel of approximately 11,527 square feet in G Building to create six classrooms and associated support spaces. The College's Northwest Campus has a significant deficit of general education classroom space, which this project will reduce. The project scope will include remodeling the existing Educational Foundations tutoring labs and office space to create a minimum of six state-of-the-art general education teaching spaces including updates to all interior finishes, classroom technology, and furnishings, as well as all necessary mechanical, electrical, and plumbing upgrades.

|                                  |                   |
|----------------------------------|-------------------|
| Architect/Engineer:              | Kail Partners     |
| Contractor/Construction Manager: | TBD               |
| Florida Building Code Inspector: | In-house          |
| Estimated Project Budget:        | \$1,999,000       |
| Source of Funds:                 | Other local funds |

**Project Status:**

College staff requests the Board approve a budget for this project in the amount \$1,999,000 based on previously allocated funds.

**Board Action Requested:**

**Approval of the project budget in the amount of \$1,999,000**

Action: Approved. See item 5.1 (412.1156).

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

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N Building Reroof - Budget Approval (Minor Project)

412.1161, 17-18

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**Project Background & Description:**

In 2016, the College worked with a roofing consultant to evaluate the condition of a group of older roofs on the NW Campus and make recommendations for repair, restoration, and replacement. At that time, the consultant evaluated the original gravel surfaced built up roof on N Building, installed in 1995, and determined that it was in fair condition. They suggested minor repairs and recommended that the roof be slated for replacement in the near future. Facilities Services has continued to maintain the roof and has determined that, at 22-years-old, the roof is beyond both its warranty period and useful life.

This project involves the design, removal, and replacement of the Building N roof. The total square footage of this project is 14,920. The lightweight insulating concrete deck on Building N roof is in good condition and will not need to be replaced.

With over 500,000 square feet of roofs of varying ages on the Northwest Campus, it is imperative that one major roof is replaced each year.

|                                  |                                          |
|----------------------------------|------------------------------------------|
| Architect/Engineer:              | To be determined                         |
| Contractor/Construction Manager: | To be determined                         |
| Florida Building Code Inspector: | In-house                                 |
| Estimated Project Budget:        | \$350,000                                |
| Source of Funds:                 | Other local funds – Deferred Maintenance |

**Project Status:**

College staff has reviewed the history of this roof, the scope of this project, compared it to recent roofing projects of similar size and scope, and is requesting the Board approve the budget in the amount of \$350,000.

**Board Action Requested:**

**Approval of the estimated project budget of \$350,000**

Action: Approved. See item 5.1 (412.1156).

***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 August 2017 201.829, 17-18

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The 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 August 31, 2017.

The following summary provides a comparison of actual revenues and expenditures for 2017-2018 vs. 2016-2017.

|              | <b>2017-2018</b>     |                          | <b>2016-2017</b>     |                          |
|--------------|----------------------|--------------------------|----------------------|--------------------------|
|              | <u>Dollar Amount</u> | <u>Percent of Budget</u> | <u>Dollar Amount</u> | <u>Percent of Actual</u> |
| Revenue      | 22,289,733           | 26.86                    | 21,204,313           | 26.23                    |
| Expenditures | 9,101,350            | 9.98                     | 10,756,007           | 11.35                    |

**Board Action Requested:**

**Acceptance of report**

Action: Approved. See item 5.1 (412.1156).

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

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Report of Investments, Quarter Ending June 30, 2017

201.830, 17-18

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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 June                           | 0.54%    |
| Interest earnings, quarter              | \$ 8,878 |
| Interest earnings, fiscal year to date  | \$ 8,878 |

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 June 30, 2017    | 1.18%     |
| Interest earnings, quarter             | \$ 14,837 |
| Interest earnings, fiscal year to date | \$ 65,058 |

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 June 30, 2017 | 1.75%      |
| Interest earnings, quarter                       | \$ 210,198 |
| Interest earnings, fiscal year to date           | \$ 725,092 |

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            | 1.78 Years |
| Yield-to-maturity @ cost      | 1.25%      |
| Earnings, quarter             | \$ 19,937  |
| Earnings, fiscal year to date | \$ 6,827   |

**Interest Earnings Comparison:**

|                                                       |            |
|-------------------------------------------------------|------------|
| Total interest earnings fiscal year to date 2016/2017 | \$ 805,855 |
| Total interest earnings fiscal year to date 2015/2016 | \$ 738,867 |

**Board Action Requested:**

**Approval of report**

Action: Approved. See item 5.1 (412.1156).

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

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2017-2018 Annual Budget, Unexpended Plant Fund (Fund 7)

201.831, 17-18

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The Fund 7 (Unexpended Plant Fund) is used to account for resources that are available for the acquisition or construction of physical property to be used for institutional purposes and resources designated for the major repair and/or replacement of institutional property, as well as associated liabilities.

The fiscal year 2017-2018 budget details by project the allocated budgets by fund source.

PECO (Public Education Capital Outlay): The primary source of funding for construction, remodeling, renovation, and repair of College facilities, and for site acquisition. This source of funds comes from state-issued bonds backed by utilities services taxes.

CO and DS (Capital Outlay and Debt Service): Another source of funding for construction or remodeling of College educational facilities. These funds are provided directly to the College from an allocation of license tag fees. The Board may elect to expend the funds directly or participate in a state bond issue backed by these funds.

CIF (Capital Improvement Fee): These funds are collected from the Board approved discretionary student fee assessment to be used to maintain, improve, or enhance the educational facilities.

Matching Funds: These funds are generated from soliciting gifts from private sources and requesting and receiving matching funds from the state appropriations to build high priority instructional and community-related capital facilities. These funds can also be awarded through grants with matching requirements

Interest is earned by project on unexpended funds and is allocated monthly. Energy rebates are allocated to the energy conservation project budget as received.

**Board Action(s) Requested:**

- A. Approval of the 2017-2018 Annual Fund 7 Budget.**
- B. Approval to budget interest earnings and energy rebates to the related projects throughout the year as accumulated.**

Action: Approved. See item 5.1 (412.1156).



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

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Unaudited Annual Financial Report, Year Ended June 30, 2017

201.832, 17-18

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The unaudited Annual Financial Report for the fiscal year 2016-17 was completed and filed with the Division of Florida Colleges. There were no adopted Governmental Accounting Standards Board (GASB) Statements for the College during this fiscal year.

**Revenue Highlights:**

College revenues increased by \$7.1 million, or 6.8 percent, compared to the prior fiscal year as a result of the following factors:

Operating Revenues:

- Net student tuition and fee revenue increased by \$1.8 million, or 6.7 percent, as a result of an increase in enrollment, offset by an increase in the scholarship allowance.
- Grants and Contracts increased by \$64,000, or 1.4 percent, primarily due to an increase in nongovernmental grants.
- Auxiliary enterprise revenue increased by \$505,000, or 29.9 percent, as a result of the College's inter-local agreement with the City of Gainesville for management services of the Gainesville Technology Entrepreneurship Center Incubator.

Non-operating and Other Revenues and Gains:

- State noncapital appropriations increased by \$5.0 million, or 13.2 percent, primarily due to increased funding in Florida College System Program funds.
- Federal and State student financial aid decreased by \$234,000, or 1.0 percent, due primarily to a decrease in State program scholarship funds.
- Other gifts, grants, and contracts increased by \$101,000, or 5.0 percent, as a result of increased enrollment by dual-enrolled students.
- Investment income decreased by \$1.5 million, or 116.8 percent, principally due to unrealized losses on investments.
- State capital appropriations increased by \$2.8 million, or 241.8 percent. This was due to increased Public Education Capital Outlay funding from the prior fiscal year.
- Capital grants, contracts, gifts, and fees decreased by \$1.3 million, or 27.6 percent, primarily due to the student technology fee being used for operating rather than capital projects.

**Expense Highlights:**

College operating expenses increased by \$7.2 million, or 7.1 percent, compared to the prior fiscal year as a result of the following factors:

- The College provided a 2 percent recurring salary increase and non-recurring periodic salary supplement of \$2,500 to all full-time personnel. These increases were complemented with

the recording of a net pension expense totaling \$1.6 million. As a result, personnel services increased by \$5.5 million, or 9.3 percent, from the prior fiscal year.

- Scholarships and waivers provided to students decreased by \$576,000, or 3.6 percent, primarily due to a slight increase in waiver expense associated with the state fee waivers for non-Florida resident Florida high school graduates and veterans, offset by an increase in the scholarship allowance. Scholarship expenses, similar to tuition and fees revenue, are also shown net of scholarship allowances (amounts received from other than students and third party payers.)
- Utilities and communications decreased by \$29,000, or 1.3 percent, primarily due to a decrease in electricity expenses, offset by a slight increase in water, sewer, and gas expenses.
- Contractual services increased by \$129,000, or 1.9 percent, primarily due to increased contractual and technology services.
- Other services and expenses decreased by \$432,000, or 9.9 percent, primarily due to a decrease in bad debt expense.
- Materials and supplies increased by \$2.2 million, or 30.7 percent, which is attributable primarily to increases in expenses for non-capitalized renovations and remodeling, minor equipment, and software expenses.
- Depreciation expense increased by \$431,000, or 8.2 percent, as a result of the capitalization of the roof replacement on classroom Building L.

#### **General Operating Fund (Fund 1) Highlights:**

- As a result of operations, transfers, and GASB Statement No. 68, reserve, Board designated, and unallocated net position decreased by \$13.9 million to \$22.3 million. Total unrestricted net position, including the full recognition of long-term liabilities (compensated absences, other post-employment benefits, and net pension liabilities), is a deficit of \$9.1 million.
- Cash, Cash Equivalents, and Investments at year-end were \$26.8 million.
- Operating Revenue Results: State - \$43.0 million, Student - \$33.9 million, and Other - \$3.9 million.
- Operating Expenditure Results: Personnel - \$60.6 million, Current - \$31.5 million, and Capital - \$2.6 million.

#### **Plant Fund (Fund 7) Highlights:**

- Fund Balance at year-end was \$38.3 million.
- Cash and Cash Equivalents at year-end were \$31.3 million.

#### **Student Receivables:**

- At June 30, total net student receivables were \$442,000. These receivables are reported net of a \$408,000 allowance for uncollectible student accounts.

#### **Board Action Requested:**

##### **Approval of report**

Action: Approved. See item 5.1 (412.1156).

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

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Recommendation for Award of Request for Proposals #13-17:  
Banking, Merchant, P-Card, and ATM Services

200.912, 17-18

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A request for proposals (RFP) was issued on June 21, 2017, for an agreement for banking, merchant, P-Card, and ATM services to the College. The term of the contract is to be October 1, 2017, through October 31, 2022, with an option for a five-year renewal contingent upon satisfactory performance by the provider.

The College received responsive proposals from four vendors: Ameris Bank, BBVA Compass, SunTrust, and TD Bank. Final proposals were due on July 25. Elavon/US Bank also submitted a proposal, but it was delivered after the deadline, and was not opened or considered (in accordance with the RFP rules).

On August 3, a committee comprised of five members from the Office for Finance met to hear presentations and ask clarifying questions of each of the proposers. On August 4, the committee met again to complete an evaluation of each of the proposals. The committee reviewed all four responses and found BBVA Compass Bank to have the best proposal. Each proposal was graded for each section: Treasury Management, Merchant Services, Procurement Card, and ATM Services.

A summary of the results appears below as ranked by the committee:

| Bank Name       | Treasury<br>(200<br>possible) | Merchant<br>(95<br>possible) | P-Card (70<br>possible) | ATM (55<br>possible) | Total  |
|-----------------|-------------------------------|------------------------------|-------------------------|----------------------|--------|
| BBVA<br>Compass | 198.00                        | 58.81                        | 70.00                   | 55.00                | 381.81 |
| TD Bank         | 149.99                        | 90.00                        | 53.00                   | 25.00                | 317.99 |
| Ameris          | 96.00                         | 80.78                        | 53.00                   | 0.00*                | 229.78 |
| SunTrust        | 107.36                        | 37.00                        | 37.00                   | 40.00                | 221.36 |

\* Ameris did not propose an ATM.

The Committee recommends the College contract with BBVA Compass to provide the services listed.

Highlights of Selecting BBVA:

In addition to having the lowest fees, BBVA was one of only two vendors to offer an interest rate on the account balance without the requirement of an earnings credit/minimum balance to offset fees. The other vendor's bank fees were three times as high as BBVAs when offering interest-only. This will

allow the maximum flexibility for investment in Florida Prime or the Florida Special Purpose Investment Account. BBVA offered an interest rate of 70 basis points, but with a floor of the 91-day T-bill, less 50 basis points.

BBVA was the only vendor who offered to provide a rebate for our Procurement Card program beginning with a \$1 spend. Other vendors began their rebate with a \$500,000 spend. The current annual spend by P-Card is approximately \$215,000. This rebate would therefore generate about \$860/year.

BBVA was the only vendor who offered to compensate the College for having an ATM on our campus. The College would receive a rental fee of \$100/month. Other vendors either provided no cost or benefit, or wanted the College to cover the costs (but provided no benefit).

The Board is requested to authorize Chief Financial Officer Ginger Gibson and General Counsel Patti Locascio (and any other appropriate College staff) to complete contract negotiations with the highest-scoring bank, BBVA Compass. If for any reason negotiations for the contract cannot be completed with the highest-scoring bank referenced above, under the provisions of the Request for Proposal and the bank's response, the College requests the authority to begin negotiations with the next highest rated proposer.

**Board Action Requested:**

- A. Approval for Board Chair to execute any necessary contracts with BBVA Compass Bank following contract negotiations by staff without further review by the Board.**
- B. Authorization for College staff to begin negotiations with next highest proposer if for any reason the negotiations cannot be completed with the selected proposer, and for the Board Chair to execute any necessary contracts agreed upon without further review by the Board.**

Action: Approved. See item 5.1 (412.1156).

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

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College Calendar for 2018-2019

414.75, 17-18

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The College calendar for 2018-2019 is presented to the Board for approval. The calendar has been approved and endorsed by the Calendar Committee, which includes representative review and feedback from Student Government, the Career Service Council, and the College Senate. This calendar coincides with the University of Florida calendar, which is important to students at both institutions who are often jointly enrolled.

**Board Action Requested:**

**Approval**

Discussion: President Sasser asked Dr. Ed Bonahue, Provost and Vice President for Academic Affairs, to discuss item 7.2. Dr. Bonahue stated that the 2016 legislative session created new accountabilities for Florida College System (FCS) governing boards in order to monitor the affordability of textbooks and instructional materials. The Board is required to submit an annual report by September 30, for which the FCS has provided a four-part template. Dr. Bonahue reviewed all four sections of the report, which was distributed to the Board, allowing for questions and valuable input.

He added that the College has also compiled a list of all sections of all general education courses and their materials price variance, as shown in Appendix A of the report. He hoped the data would give the Board a sense of the College's compliance in the highest enrolled courses. For example, in 2016-2017, the math department piloted an open-source "My Open Math" product offering the same functionality as leading commercial products for MAT1033 Intermediate Algebra. After a positive response, "My Open Math" replaced the previous Pearson standard, "My Math Lab." The new resource is now in place for 74 out of 78 sections, saving students approximately \$133 each. He added that the College will continue to find ways to help lower the cost for students.

President Sasser asked Dr. Vilma Fuentes, Assistant Vice President for Academic Affairs, to share information with the Board about Dr. Dan Rodkin and Mr. Dug Jones' current international trip to the Ukraine. Dr. Fuentes stated that both Dr. Rodkin and Mr. Jones were invited by the U.S. Embassy in Kyiv to participate in a three-day conference held in Poltava, Ukraine, and that their trip was funded by the U.S. Department of State. Their scheduled speaking engagements will provide training to administrators from Ukrainian technical colleges in order to help them improve the quality of education at their institutions. Additionally, Mr. Dug Jones was also invited to participate in a prestigious Fulbright Specialist program in Cherkassy, Ukraine, where he will provide technical assistance and training to the faculty and staff at the Cherkassy College of Business.

Action: Motion to approve items 7.1 through 7.9: Mallini  
Second: Lee  
Vote: Hudson – yes, Lee – yes, Mallini – yes, McRae – yes,  
Prevatt – yes, Woody – yes

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

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Textbook Affordability Compliance Report

100.29, 17-18

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The 2016 legislative session created new accountabilities for Florida College System (FCS) governing boards in the area of overseeing the affordability of textbooks and instructional materials. Specifically, the Board is required to submit a report to the Chancellor of the FCS by September 30, and the FCS has provided a 4-part template for the report. The College continues to make gains in lowering the cost of materials for students, including one high-enrollment general education course (SPC2608) that now utilizes a free, Open Educational Resource (OER) for all sections.

**Board Action Requested:**

**Approval of report for submission to FCS Chancellor**

Action:           Approved. See item 7.1 (414.75).

District Board of Trustees  
September 19, 2017

Agenda Item: 7.3

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

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Certification of IRS Form 990 for 2016 as required by Direct Support Organizations 400.642, 17-18

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In compliance with Florida Statute Section 1004.70, the Board is asked to certify to the Florida Department of Education, Bureau of Budget Management, that the Santa Fe College Foundation has completed the appropriate IRS forms. The form submitted for certification is the federal IRS Return of Organization Exempt from Income Tax (Form 990) for 2016.

**Board Action Requested:**

**Certification that the Santa Fe College Foundation, Inc. has completed IRS Form 990 for 2016 in compliance with Florida Statute Section 1004.70**

Action: Approved. See item 7.1 (414.75)

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

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Spectrum of Success (SOS) Advisory Board

417.114, 17-18

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Santa Fe College's Spectrum of Success (SOS) program is designed to provide currently enrolled SF students on the Autism Spectrum with social and employment-related skills. The program provides support and guidance to help students 1) persist in college; 2) earn their credentials; and 3) find employment to improve financial capability.

Students who maintain at least a **2.0 GPA** and have been enrolled for at least **part of one semester** are eligible to participate in a paid, work-based learning experience.

The Advisory Board will provide advice and guidance on how the program can best meet the needs of SF students on the autism spectrum. The Board will consist of the following appointees:

Ms. Jessica Byrd: Vocational Counselor, Vocational Rehabilitation Services  
Ms. Sara Childers: Student, UF College of Veterinary Medicine  
Dr. Cindi Gayle: Psychiatrist, UF Health  
Dr. Pamela Ginn: Associate Professor, UF College of Veterinary Medicine (Parent)  
Ms. Gayle Jones: Coordinator of Advising & Processing, Santa Fe College  
Dr. Jeremy Melker, Allergist, Gainesville Ent & Allergy Associates (Parent)  
Ms. Ramona Mount, Payroll Specialist, Santa Fe College  
Dr. Ann-Marie Orlando, Research Assistant Professor, UF Center for Autism and Related Disabilities (CARD)  
Mr. Jacob Stevens: Admissions Advisor, Santa Fe College  
Mr. Bill Stephenson, Department Chair, Santa Fe College

**Board Action Requested:**

**Approval**

Action:           Approved. See item 7.1 (414.75).



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

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New Program: Theatre and Entertainment Technology

101.131, 17-18

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Approval is requested for a new Associate in Science degree program in Theatre and Entertainment Technology. With an interdisciplinary curriculum based on the disciplines required to support professional performing arts and other events (set design and construction; lighting and electronics; audio-visual display; sound engineering; and others), students will be trained to work in any professional performance venue utilizing these technical skills. Potential areas of employment within Florida include theme parks, the cruise industry, convention centers, trade shows, casinos, the film industry, or other venues with live performances. While the demand for full-time technicians in the immediate region is limited, the statewide demand for highly qualified technicians ready to work in a state-of-the-art facility is substantial, totaling hundreds of positions each year. The curriculum has been aligned with both industry standards and the statewide curriculum framework, and a preliminary Advisory Board has already been convened to provide guidance on needed employment skills. The College's new Fine Arts Hall (FAH) will be the primary site of instruction and students will, in effect, learn to run all aspects of the FAH, from the box office to the backstage operations. No new faculty lines or extraordinary capital resources are required for program initiation, which is requested for January of 2018.

**Board Action Requested:**

**Approval**

Action:           Approved. See item 7.1 (414.75).

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

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New Program: Central Sterile Supply Processing

101.132, 17-18

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In response to local hospital requests for staff with expertise in Central Sterile Supply, the College seeks approval for a new 30-credit certificate in Central Sterile Supply Processing (also known informally as "Sterile Supply"). This certificate will prepare students for employment as central supply workers and supervisors, ambulatory surgery processors, surgical instrument processors, gastrointestinal (GI) flexible endoscope reprocessors, case cart technicians, inventory technicians, processing technicians, and related jobs. The curriculum is closely related to Surgical Technology, where the College has a strong existing program, but with an emphasis on the management of the sterile supply chain before and after surgery, rather than providing assistance during surgery itself. The College has already identified instructional resources within the Allied Health Programs department with the expertise to provide leadership for curriculum and instruction in this program, and no new facilities or extraordinary capital resources are required. The program will depend on collaboration with area hospitals and surgical centers to provide clinical internships for students and an expansion of the current Surgical Technology Advisory Board is planned to support such collaboration. Approval is requested for initiation of the program in January 2018.

**Board Action Requested:**

**Approval**

Action:           Approved. See item 7.1 (414.75).

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

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|                        |                                                            |                |
|------------------------|------------------------------------------------------------|----------------|
| Study Abroad Programs: |                                                            | 101.133, 17-18 |
| Brazil:                | Botucatu and Sao Paolo (Summer B 2018)                     |                |
| British Isles:         | Republic of Ireland, Scotland, and England (Summer A 2018) |                |
| China:                 | Beijing and Xi'an (Summer A 2018)                          |                |
| Colombia:              | Cartagena (Spring 2018)                                    |                |
| Ecuador:               | Quito, San Clemente, and Rio Blanco (Spring 2018)          |                |
| Jamaica:               | Kingston and Yallahs (Spring 2018)                         |                |
| Sweden:                | Stockholm and Orebro (Summer A 2018)                       |                |

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**Brazil: Botucatu and Sao Paolo (Alejandra Maruniak), Summer B 2018**

**Cost: \$3,000 (includes airfare, accommodations, Terra Dotta and insurance fees, required activities, and meals)**

Courses: BSC 2943 Internship for Biotchnology for AS program (Maruniak)  
BSC 4941 Internship for Biotchnology for BAS program (Maruniak)

*Instructional Intent:* With its emphasis on cultural awareness, literature, and diversity, this program to the British Isles helps Santa Fe College meet its mission of adding value to the lives of our students, which in turn enriches the community in which our students will live before and after graduation.

Course: BSC 2943 Internship for Biotchnology for AS program gives students the opportunity to apply the principles and methods of biotechnology in an actual work environment. This specific course will provide a cooperative education work experience at laboratories in the *Universidade Estadual Paulista Julio de Mesquita Filho* (UNESP) and gives students a global perspective on the importance and use of biotechnology in different country settings.

Course: BSC 4941 Internship for Biotchnology for BAS program gives students the opportunity to apply the principles and methods of biotechnology at a higher level of proficiency in an actual work environment. This specific course will provide a cooperative education work experience at laboratories in the *Universidade Estadual Paulista Julio de Mesquita Filho* (UNESP) and give students a global perspective on the importance and use of biotechnology in different country settings.

Faculty Leader:

Dr. Alejandra Maruniak is an Associate Professor of Biotechnology at Santa Fe College's Perry Center for Emerging Technology. She earned her BA in Biology, MA in genetics of microorganisms, and PhD in molecular genetics in Brazil. She later worked as a research scientist at the University of Florida for 22 years before coming to Santa Fe College in 2012. Dr. Maruniak teaches lower and upper division courses in biotechnology. In 2014, she represented SF in its first faculty exchange program with the *Universidade Estadual Paulista Julio de Mesquita Filho* (UNESP). During that trip, she served as a guest lecturer in undergraduate biology classes and taught a one week graduate level class at UNESP's campus in Botucatu. In July 2017, she returned to Botucatu, Brazil to develop the proposed for-credit international internship in biotechnology and met with UNESP faculty and staff to finalize arrangements. Dr. Maruniak is fluent in Portuguese and lived for several years in Sao Paolo, Brazil.

This trip is capped at 6 students.

**British Isles: Republic of Ireland, Scotland, England (Heidi Lannon and Susan Miller), Summer A 2018**

**Cost: \$3,855 (includes airfare, accommodations, Terra Dotta and insurance fees, required activities, and some meals)**

Courses: GEO2420 Cultural Geography (Lannon)  
GEO1920 Group Study in Geography (Lannon)  
LIT1000 Introduction to Literature (Miller)  
ENL2022 British Literature (Miller)  
ENG1920 Group Study in English (Miller)

*Instructional Intent:* With its emphasis on cultural awareness, literature, and diversity, this program to the British Isles helps Santa Fe College meet its mission of adding value to the lives of our students, which in turn enriches the community in which our students will live before and after graduation.

Course: GEO2420 Cultural Geography provides an opportunity to explore aspects of Cultural Geography in the field and provides Santa Fe College students with an applied setting to personally experience cultural geography concepts. The relevance of applied cultural geography, beyond any text or faculty delivery, cannot be overstated. The concept of cultural traits can be demonstrated, touched, and participated in, rather than considered as an abstract concept in the classroom.

Course: GEO1920 Group Study in Geography provides students with a specific research passion and the opportunity to pursue study with a particular Geography focus (i.e. coastal erosion, population shifts, transportation, stereotypes).

Course: LIT1000 Introduction to Literature explores poetry, fiction, and drama in many contexts. Likewise, it provides an opportunity to integrate literature with culture and allows students to study the evolution of literature from its oral formulaic roots to current literature and film. In short, LIT1000 offers students the opportunity for an expansive look at literature, which is a perfect complement to a trip like this.

Course: ENL2022 British Literature will provide students three credit hours of study in British/Irish Literature with the added research and analysis component. This course will offer transferrable pre-requisite credit for English majors.

Course: ENG1920 Group Study in English will provide students with specific research passion and the opportunity to pursue study with a particular focus (i.e. an individual author's works, works from a specific region).

Faculty Leaders:

Dr. Heidi Lannon is an Associate Professor of Geography at Santa Fe College. She earned a Ph.D. in Geography and Urban Planning, Masters in Public Administration and Coastal Management, and BSc. with Honors in Environmental Science. She was raised in Northwest Europe and the Mediterranean, and is a citizen of Great Britain. Dr. Lannon has travelled extensively and has family in Scotland, France, Singapore, South Africa, Malta, Dubai, and the Philippines. She graduated from the University of Ulster in Northern Ireland, participated in field work in Donegal and the Arran Islands in Ireland, and did study abroad research in Brittany, France and Malaga, Spain. Dr. Lannon has taught Cultural,

Physical, and World Regional Geography and Introduction to Meteorology at Santa Fe College. She has taken students to engage in the field as a component of teaching Physical Geography. Dr. Lannon has travelled with students to Costa Rica and Europe (Paris, Florence, and Rome) and has led study abroad trips to the United Kingdom, Ghana, and Ecuador. She was the recipient of a Title VI faculty award in 2013 that financed her travel to Japan and the Philippines in order to Asianize her curriculum.

Ms. Susan Miller has been in the English department at Santa Fe since 1987 and served as department chair for nine years. She is a former president of the Association of Departments of English, an organization of college English department chairs from all levels of higher education and one of two standing sub-organizations of the Modern Language Association. She is also a former president of the Florida College English Association. This will be the fourth time Professor Miller leads the study abroad program to Ireland and the United Kingdom.

This trip is capped at 20 students.

**China: Beijing and Xi'an (Li Ren-Kaplan and Kalpana Swamy), Summer A 2018**  
**Cost: \$3,705 (includes airfare, accommodations, Terra Dotta & Insurance fees, required activities, visa fees, and most meals)**

Courses: ASN 2002 Introduction to Contemporary Asian Societies (Ren-Kaplan)  
CHI 1930 Study Group: Chinese Conversation and Culture (Ren-Kaplan)  
PSY 2012 Introduction to Psychology  
SLS 2352 Career Development in the Global Workplace  
SLS 2930 Special Topics/Individual Study

*Instructional intent:* This program gives Associate and Baccalaureate students the opportunity to learn about Chinese culture and society in greater depth. This study abroad experience will allow students to develop an understanding about the political system, business culture, history, social class, gender, family, and community firsthand. Students will also be able to gain a cross-cultural perspective by comparing Western and Asian approaches in psychology.

Course: ASN 2002 Introduction to Contemporary Asian Societies is an interdisciplinary introductory course that examines the regions of East, South, and Southeast Asia. A variety of academic disciplines will be used to explore diverse Asian societies within the context of the increasingly globalized world and the focus will be on nation/state, social class, gender, family and communities, ethnicity, religions and philosophy, art and media, urbanization and sustainability, globalization, and national/cultural identities.

Course: CHI 1930 Study Group: Chinese Conversation and Culture is a one-credit course offered to students with different levels of Chinese language proficiency. Pre-trip study involves guided self-study of vocabularies and grammar. During the trip, students will be assigned different projects to complete in Chinese, such as self-introduction, shopping, asking for directions, and ordering food, and will be required to interact daily with native Chinese speakers.

Course: PSY 2012 Introduction to Psychology is a three-credit course. Students will demonstrate the skills necessary for analysis, synthesis, evaluation, decision-making, critical and creative thinking, and the creative process. Through academic activities, cultural events, and opportunities for civic engagement in China during the study abroad trip, the students have the opportunity to explore topics in psychology from a cross-cultural perspective (Chinese psychology). They will analyze, compare and contrast the Western theories and studies on topics such as learning, motivation, emotion personality, mental health, and psychological disorders and therapy with Asian (Chinese) perspectives.

Course: SLS 2352 Career Development in the Global Workplace will allow students to develop a foundational knowledge of how Chinese and American cultures differ. In addition to visiting The Great Wall, the Museum of China, and the Terra Cotta Warriors, students will visit local businesses and markets where they can learn to bargain and negotiate prices of goods.

Course: SLS 2930 Special Topics/Individual Study is a one-credit hour course which focuses on special problems, issues, and trends in China. This particular course will focus on Career Pathways within China. This course will involve meetings with the student and Dr. Swamy to discuss career and study abroad goals, brainstorm project ideas, and discuss the final course assignment.

Faculty Leaders:

Dr. Li Ren-Kaplan holds a Ph.D. in intercultural communications and conducted doctoral research in Chinese media and government public-relations campaigns. She attended Peking University as an undergraduate, is fluent in Mandarin, and travels to China annually. Dr. Ren-Kaplan is familiar with the logistics of travel in China and the many important sites in Beijing. She has led this study abroad program to China five times (in 2009, 2010, 2012, 2014, and 2016) and has extensive connections with BUU administrators and faculty.

Dr. Kalpana Swamy has a Ph.D. in Psychology with a specialization in Industrial and Organization Psychology. She is a Licensed Mental Health Counselor (in Florida) and a clinical psychologist (in India). She currently serves as Chair of the Department of Student Development Instruction and Diversity Programs. She has taught General Psychology, Abnormal Psychology, College Success, and Life/Career Development courses. She currently serves on the Study Abroad Committee and has presented workshops on dealing with culture shock while studying abroad. Dr. Swamy also has counseled study abroad faculty leaders on how to manage disruptive students while abroad. Last year, she accompanied Dr. Li Ren-Kaplan and Dr. Jake Searcy on a study abroad program to China. Her professional and educational background, multicultural experiences, and clinical background make her an ideal faculty leader for this program.

This trip is capped at 20 students.

**Colombia: Cartagena (Mari Jayne Frederick and Vilma Fuentes), Spring 2018**

**Cost: \$1500 (includes airfare, accommodations, activities, Terra Dotta & Insurance Fees, and meals)**

Courses: CTS2321 Linux Administration 1  
CTS2322 Linux Administration 2

*Instructional intent:* This study abroad program is offered through a collaboration between Santa Fe College and the Servicio Nacional de Aprendizaje (SENA) in Cartagena, Colombia. This is a for-credit student exchange program, which will take place over Spring Break 2018. The course work in this program will focus on virtualization technologies, cybersecurity, and entrepreneurship. During their stay in Cartagena, students will interact with SENA students and faculty and will participate in cultural activities in the evenings and weekends that will expose them to a new business culture and help them increase their intercultural competence. As part of the student exchange program, eight SENA students and two faculty will accompany the Santa Fe College group back to the U.S. The SENA students will be taking classes alongside Santa Fe College students for five days.

Course: CTS2321 Linux Administration 1 teaches students how to use the Linux operating system and introduces the CDE, GNOME, and KDE graphical user interfaces (GUI). The class is for new users of

the Linux operating environment. The students will learn fundamental command line features including file system navigation, changing file permissions, the vi and nano text editors, Korn and Bash shell features, and basic network use. They will also learn GUI features include Application Managers, File Managers, Text Editors, printing, and mail.

Course: CTS2322 Linux Administration 2 provides students with the skills required to administer Linux-based network services. Subjects covered include configuring services such as DHCP, DNS, Samba/CIFS, MySQL, web servers using the LAMP stack, and email systems for virtual users with SMTP, POP3, and IMAP. The course will teach students how to secure these services and perform backup and recovery operations for both configuration and user data.

Faculty Leaders:

Dr. Mari Jayne Frederick is an Assistant Professor of Networking and Security at Santa Fe College. She earned a B.S. in Communications from the University of Miami, an M.S. in Education Technology and Distance Education, and a Ph.D. in Instructional Technology and Distance Education from Nova Southeastern University. Dr. Frederick has worked in both academia and the private sector. Before coming to Santa Fe, she worked for the University of Florida's Tropical Research and Education Center as a Network Administrator for 12 years.

Dr. Vilma Fuentes is Assistant Vice President for Academic Affairs at Santa Fe where she provides leadership for the College's education initiatives, international partnerships, and international grants. She earned a Ph.D. in political science from the University of Florida in 2003 with a regional specialization in Latin America and an M.A. in International Studies from Florida International University in 1997. Dr. Fuentes has led study abroad programs to Honduras, Guatemala, Germany, Poland, and the Czech Republic.

This trip is capped at 10 students.

**Ecuador: Quito, San Clemente, Rio Blanco (Heather Hall and Joshua Crosby), Spring 2018**  
**Cost: \$3,005 (includes airfare, transportation, accommodations, tour fees, most meals, Terra Dotta fee, and insurance)**

Courses: ANT2410 Cultural Anthropology Special Focus Indigenous Cultures of Ecuador (Hall)  
ANT1920 Independent Work in Anthropology (Crosby)

*Instructional Intent:* Santa Fe College has offered study abroad opportunities to Ecuador since 2007. This well-established anthropology program will provide students with a cognitive framework necessary to discern meaningful differences and similarities between themselves and members of the Ecuadorian culture. Study abroad to Ecuador helps Santa Fe College meet its mission of adding value to the lives of our students by providing them with the opportunity to become immersed in a world outside their own, thus expanding the students' knowledge of the complex and diverse world we live in. This program is designed to promote cultural understanding and tolerance and to help students become citizens of the world.

Course: ANT2410 Cultural Anthropology is a General Education course that provides students with the opportunity to understand why people throughout the world today, and in the past, differ in their customary ways of thinking and behaving. Through the observation and analysis of diverse cultural adaptations such as subsistence patterns, reproductive strategies, marriage customs, kinship organization, political and economic systems, religion, art, and music, students will develop an understanding of why and how cultures change.

Course: ANT1920 Independent Work in Anthropology is an independent study course designed with anthropology majors in mind, particularly those who have already taken cultural anthropology. Students will work closely with anthropology faculty to design the focus of specific research topics and will be expected to meet regularly with the cultural anthropology class traveling to Ecuador. The international portion of this program is designed to explore the cultural development of the peoples of Ecuador as understood through the anthropological sub-fields of ethnology.

Faculty Leaders:

Ms. Heather Hall is an Associate Professor of Anthropology at Santa Fe College. She has traveled extensively throughout Europe, the Caribbean, South and Central America, Hong Kong, and parts of China. She has co-lead nine very successful study abroad programs with Santa Fe College, including ones to Peru, Ecuador, Costa Rica, and Egypt. This will be her tenth student trip to Ecuador.

Mr. Joshua Crosby has been an Adjunct Professor at Santa Fe College since January 2011. He has taught classes at three institutions, both in the classroom and online, including General Anthropology, Cultural Anthropology, Multicultural Communication, Human Sexuality and Culture, Race and Ethnic Relations, and Global Health Care. He is currently a Ph.D. candidate at the University of Florida. Mr. Crosby has traveled extensively throughout Latin America and has conducted research in Mexico. He has participated in four study abroad trips to Ecuador at Santa Fe College.

This trip is capped at 16 students.

**Jamaica: Kingston and Yallahs (Jennifer Forshee and Georgia Bianchi), Spring 2018**  
**Cost: \$2,300 (includes airfare, accommodations, activities, Terra Dotta & Insurance Fees, and some meals)**

Courses: INR2002 Introduction to International Relations (Forshee)  
POS2930 Individual Study (Forshee)  
SYG2000 Introduction to Sociology (Bianchi)  
SYG2905 Individual Study (Bianchi)

*Instructional Intent:* A study abroad trip to Jamaica provides students with an opportunity to explore the impact the U.S. and other international organizations have on middle income countries and how an English-speaking country can vary so much from the American way of life. American students are often insulated from the power and influence the U.S. and international organizations wield at an international level. Students are often not familiar with the World Bank, USAID, EU, and IMF. Through a visit to several sights in Jamaica, students will be able to see the direct impact of such organizations on social and political life.

Course: INR2002 Introduction to International Relations is the study of basic principles of politics among nations, intergovernmental organizations, and non-governmental organizations. Students will be exposed to the principle controversies surrounding decolonization, neo-colonization, and development regimes prior to departure. Students will meet with political and academic leaders to discuss origins, consequences, and solutions to underdevelopment. They will also have opportunities to consider the issue of development from the perspectives of both grass-roots NGOs as well as foreign based IGOs (EU) and governments (USAID).

Course: POS2930 Individual Study is a one hour individualized study course which allows students to pursue a specific political science research focus under the guidance of Professor Forshee.



Course: SYG2000 Introduction to Sociology is an introductory sociology course. Sociology is the scientific study of social life, human behavior, and social change. Sociologists investigate the structure of groups, organizations, societies, and how people interact within these contexts. Study abroad students will implement a sociological research project tailored to an issue they will have selected prior to departure and will use observational methods to gather data while abroad. The in-class assignments, that can be tailored individually, will focus on Jamaican themes, including gender and education, so that students will be able to contrast knowledge they gained through experience.

Course: SYG2905 Individual Study is a one hour individualized study course which allows students to pursue a specific sociology research focus under the guidance of Professor Bianchi.

Faculty Leaders:

Dr. Jennifer Forshee has a PhD and M.A. in Political Science with a concentration in Comparative Politics and Post-Colonial Political Theory. She has been a professor at Santa Fe College for the past six years. As advisor to the College's Model United Nations (MUN) team, she travels multiple times annually with 10-14 students as they attend MUN competitions. Dr. Forshee also co-led the study abroad programs to China in 2015 and 2017.

Dr. Georgia Bianchi has a Ph.D. in sociology and has taught at Santa Fe College for the past seven years. Her research focuses on immigration, children of immigrants, and citizenship. Dr. Bianchi has led annual study abroad trips to Jamaica since 2013.

This trip is capped at 15 students.

**Sweden: Stockholm and Orebro (Douglas Diekow and Michelle Freas), Summer A 2018  
Cost: \$3,000 (includes airfare, accommodations, Terra Dotta & Insurance fees, required activities, and some meals)**

Courses: SYG2430 Sociology of Marriage and Family (Diekow)  
SYG1920 Group Study: Principles of Sociology (Diekow)  
ASL2510 Deaf Culture (Freas)  
ASL1920 Group Study: Deaf Culture (Freas)

*Instructional intent:* This program will provide students with an understanding of diversity/pluralism in the world community and an understanding of the impact social policy has on individual lives in a culture. Students in each class will identify an area of culture (religion, education, childcare, parenting, adolescent sexuality, politics, sustainability, deaf culture, deaf education, public services for the deaf or hearing impaired, etc.) and will compare and contrast the United States policy with the Swedish policy and draw conclusions on the impact on the individual life using what they have learned, supporting that with research into national statistics from each country.

Course: SYG2430 Sociology of Marriage and Family will offer Santa Fe College students the opportunity to use the sociological perspective while engaging in a cross cultural travel experience. Students will immerse themselves in the Swedish culture while learning about gender, parenting, sexuality, marriage, cohabitation, and divorce and remarriage. By attending classes at Tullangskolan, visiting the homes of Swedish families, engaging in group discussions with Swedish students, faculty, and professionals, and taking field trips, program participants will gain first hand insight into Swedish culture. This will promote an acceptance and appreciation for diversity and encourage global socio-cultural responsibility.

Course: SYG1920 Group Study: Principles of Sociology is designed to provide an introduction to sociology as a social science and to introduce and discuss topics utilizing the sociological imagination in a cross cultural comparison between Sweden and the United States. Areas to be covered include socialization, social structures, deviance, family, education, social stratification, gender, race, and social change.

Course: ASL2510 Deaf Culture will introduce students to the various aspects of the deaf community as a linguistic and cultural group and is designed for students who may or may not have had prior experience with deaf individuals. This course raises questions concerning the nature of the sign language and its varieties internationally, education of the deaf, historical treatment of deaf people, sociological and cultural issues related to the deaf community, and political activism.

Course: ASL1920 Group Study: Deaf Culture will introduce students to the various aspects of the deaf community as a linguistic and cultural group and is designed for students who may not have had prior experience with deaf individuals. This course raises questions concerning the nature of sign language and its varieties internationally, education of the deaf, historical treatment of the deaf people, sociological and cultural issues related to the deaf community, and political activism.

Faculty Leaders:

Mr. Doug Diekow has taught sociology at Santa Fe College for 17 years and has been a strong supporter of internationalizing the curriculum at the College. He has lead the study abroad trip to Sweden (Orebro and Stockholm) on four previous occasions (in 2014, 2015, 2016, and 2017). He also travelled to Tullangskolan as a visiting professor for two weeks in March 2012.

Ms. Michelle Freas has been teaching American Sign Language and Deaf Cultures at Santa Fe College for several years. She co-lead the 2015, 2016, and 2017 study abroad programs to Sweden. She also has developed relationships with faculty who teach at the Deaf College in Orebro and will continue to maintain these relationships throughout this upcoming academic year. Ms. Freas will not be traveling on the 2018 trip, but will supervise those students interested in ASL through online coursework.

This trip is capped at 15 students.

**Board Action Requested:**

**Approval and delegation of authority to the President to approve time-sensitive itinerary and personnel changes**

Action:           Approved. See item 7.1 (414.75).

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

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Ratification of Emergency Signature Authority for International Travel

101.134, 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.

The College is seeking permission to allow the staff member named below to participate in an international travel opportunity. The Assistant Vice President for Academic Affairs has consulted with the traveler and reviewed the academic and professional development plans for this trip. The traveler has presented a detailed itinerary detailing proposed transportation and accommodations, and these plans are reviewed to minimize any concerns related to safety and security. Emergency approval is requested in order to allow College staff to make appropriate travel arrangements. Postponing approval until the next regularly scheduled Board meeting would not allow sufficient planning time for travel preparations to be made.

The signature of the Board Chair on the Emergency Signature Authority Request indicates approval pending ratification by the Board at the next regularly scheduled Board meeting. 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.

**Mrs. Angelica Suarez travel to Bolivia, Ecuador, and Colombia, September 3-16, 2017**

Mrs. Angelica Suarez, Coordinator of International Student Services, will travel to three countries in South America to participate in a portion of Education USA's South American Fair Circuit (Quito and Guayaquil, Ecuador and Bogota, and Colombia) and to two private mini-conferences (in Santa Cruz, Bolivia and Medellin, Colombia) for the purposes of recruiting international students to attend Santa Fe College. Education USA Fairs are the only educational fairs supported by the U.S. Department of State and host embassies. Each of the cities that we will be visiting have the need for higher education and a population which can afford to send students to study abroad. In fall 2016, Education USA Fairs in Quito, Guayaquil, and Bogota attracted close to 8,000 attendees. The private mini-conferences will leverage existing relationships ISS staff have in the host cities to maximize turnout. Travel between cities will be by plane. All travel in Ecuador and Bogota, Colombia will occur in the company of staff from the respective countries' U.S. Embassy. While in Santa Cruz, Bolivia, Mrs. Suarez will be hosted by the Governor of Santa Cruz. While in Medellin, Colombia, Mrs. Suarez will be hosted by the Director of Cultural of Affairs for Empresas Publicas de Medellin. All travel in Santa Cruz, Bolivia and Medellin, Colombia will be in the company of the hosts' staff. No travel alert or warning has been issued for Bolivia nor Ecuador. A travel warning has been issued for Colombia warning individuals to avoid travel by road outside urban areas at night.

**Board Action Requested:**

**Ratification**

Action:           Approved. See item 7.1 (414.75).

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

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International Travel

101.135, 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.

The College is seeking permission to allow the following to participate in international travel opportunities in the coming months:

**Ms. Sheila Lucas travel to Israel and the West Bank, November 5-12, 2017\***

Ms. Sheila Lucas, Director of Health Sciences Counseling and American Sign Language Instructor, will travel to Tel Aviv, Jerusalem, Kfar Saba, Qalqilya, Ramallah, and Nablus as part of a Stevens Initiative Grant project funded by the U.S. Department of State and managed by the Aspen Institute. The project and related travel seeks to promote intercultural competency, global awareness, and collaboration between a Deaf School in Qalqilya, American Sign Language instructors, and students at Santa Fe College. A travel warning has been issued for Israel and the West Bank warning individuals to avoid large gatherings and be vigilant in case of random acts of violence. Ms. Lucas will travel with a delegation from Sister Cities International. All travel in Israel and the West Bank will occur through a chartered bus and driver. In addition, Palestinian Authority officials will accompany the delegation as they travel in the West Bank.

\* 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 (414.75).

***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

410.540, 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.

**Board Action Requested:**

**Approval**

Discussion: President Sassed stated that this rule has been incorporated into Rule 2.8 and should be repealed as duplicative.

Action: Motion to approve item 8.1: Woody

Second: Lee

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

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

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Nonexclusive Student Affiliation Agreement with Lake Shore HMA,  
LLC d/b/a Shands Lake Shore Regional Medical Center

408.2335, 17-18

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The agreement with Shands Lake Shore in Lake City, FL will allow students in the Associate of Science in Diagnostic Medical Sonography Program to participate in clinical training at this general acute care facility. The agreement is for three years and may be canceled by either party with thirty days advance written notice. Any cancellation is effective at the end of a current academic semester.

**Board Action Requested:**

**Approval**

Discussion: President Sasser expressed gratitude to Mr. Liam McClay for drafting the Memorandum of Understanding with the Executive Office of the Governor for the Blount Center, as presented in item 9.5.

Action: Motion to approve items 9.1 through 9.9: Hudson

Second: Lee

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

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

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Master Affiliation Agreement with Florida Hospital Waterman, Inc.  
for Clinical Laboratory Science and Cardiovascular Technology

408.2336, 17-18

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The agreement with Florida Hospital Waterman in Tavares, FL will allow students in the Clinical Laboratory Science and Cardiovascular Technology Programs to participate in clinical training at the hospital. This is a new agreement with an initial two-year term and provision for an additional two-year term after that. It may be canceled by either party at the end of a current academic semester.

**Board Action Requested:**

**Approval**

Action:           Approved. See item 9.1 (408.2335).

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

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College Affiliation Agreement with Integrated Regional Laboratories, LLC.

408.2337, 17-18

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The agreement with Integrated Regional Laboratories, LLC (IRL), a Hospital Corporation of America (HCA) entity in Alachua, FL, will allow students in the Bachelors in Applied Science in Clinical Laboratory Science Program to participate in clinical training at this centralized lab where patient samples from area HCA facilities are sent for processing. The agreement is for three years, and may be canceled by either party with thirty days advance written notice. Should the agreement be canceled, any student currently assigned to the IRL lab for training is permitted to complete training at the facility, with such completion not to exceed six months.

**Board Action Requested:**

**Approval**

Action:           Approved. See item 9.1 (408.2335).



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

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First Amendment to Service Agreement with ProctorU, Inc.

408.2338, 17-18

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ProctorU provides live online test proctoring for students who take online courses at Santa Fe College. Most students come to the SF Testing Center to take proctored exams at no cost. However, some students prefer to pay an additional fee in order to be able to take proctored exams from home at a time that is convenient for them. ProctorU has been proctoring exams for Santa Fe College for two years. This amendment is necessary because they have changed their pricing structure. They eliminated the 30-minute testing option and have increased the additional fees for students who do not make advanced reservations and need to make last-minute requests.

**Board Action Requested:**

**Approval**

Action:           Approved. See item 9.1 (408.2335).

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

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Memorandum of Understanding with the Executive Office of the Governor (Blount Center)

408.2339, 17-18

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The Fiscal Year 2017-18 Fighting for Florida's Future budget provide \$5,475,998 for the Blount Center New Classroom, Lab, and Library Facility. The Santa Fe College Foundation, Inc. secured \$1,000,000 in local matching funds prior to the State of Florida's investment, and the Board pledged these funds to be contributed towards this project. The Foundation has spent \$483,260.46 of the \$1,000,000 on land acquisition in order to complete the new site for the project, leaving a remainder of \$516,739.54 in pledged local matching funds. At the request of the Director of the Office of Policy and Budget of the Executive Office of the Governor of the State of Florida, the College requests approval of the proposed Memorandum of Understanding whereby Santa Fe agrees to spend the remaining \$516,739.54 in pledged local matching funds prior to the release and distribution of this year's state appropriation of \$5,475,998 included in the Fighting for Florida's Future budget.

**Board Action Requested:**

**Approval**

Action:           Approved. See item 9.1 (408.2335).

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

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Memorandum of Understanding for Haiti Project

408.2340, 17-18

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In 2012, Santa Fe College Professor of Theatre Gregg Jones took part in an exchange project with the city of Jacmel, Haiti that included the collection of over 300 hours of raw video footage and approximately 3,000 photographs made in Haiti in the aftermath of the devastating earthquake of 2010. Currently, the Gainesville Sister Cities program continues a relationship with Jacmel and has expressed interest in accessing the 2012 footage, as part of a potential new non-profit film project documenting the long-term earthquake recovery. Because the College retains ownership of the film footage and photographs but is no longer using them, approval is requested to grant the Sister City program use of our intellectual property for this specific purpose. The College will maintain ownership of the property and will also have the right to accept or decline any reference to Santa Fe College in the finished project.

**Board Action Requested:**

**Approval**

Action:           Approved. See item 9.1 (408.2335).

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

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Public Safety & Homeland Security Training Simulation  
Technology System – Florida Job Growth Grant

409.2170, 17-18

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The purpose of this project is to provide funding for a state-of-the-art training simulation technology system at Santa Fe College's Institute of Public Safety (IPS). With this system, IPS will become the first training center in Florida to offer high-tech, real-time, scenario-based training in community-orientated policing strategies. The system also will allow IPS to present realistic training relating to law enforcement, corrections, homeland security, and emergency medical services (EMS) responses to critical incidents and other emergencies. A major component of the system will include Firearms Training Simulation (FTS) technology. These innovative tools will ensure that public safety and homeland security personnel in Florida receive the most up-to-date, relevant, and effective training possible.

The amount of funds requested from Enterprise Florida, Inc. (EFI) and the Florida Department of Economic Opportunity (DEO) is \$594,064, with \$44,028 in matching funds from Santa Fe College.

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 9.1 (408.2335).

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

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21st Century Training in Healthcare – Florida Job Growth Grant

409.2171, 17-18

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The purpose of this project is to provide funding for updated medical and diagnostic equipment to support essential technical training and experience for students in healthcare professions. Funding will create economic opportunity by enhancing workforce training in healthcare occupations that are in high demand in the north central Florida region including: Diagnostic Medical Sonographer, Surgical Technologist, Physical Therapist Assistant, Respiratory Therapist, and Dental Hygienist. Students will be trained using the most contemporary technology and equipment to enhance digital healthcare literacy and the application of requisite associated skills. In being responsive to healthcare employers, colleges must produce technically competent professionals who can immediately perform at a high level, providing the greatest assurance of competency and safety in the workplace. On-the-job training is becoming less prevalent in healthcare because of the tremendous staffing demands. Thus, there is a greater expectation that students will have access to contemporary equipment in labs and simulation centers prior to clinical training.

The amount of funds requested from Enterprise Florida, Inc. (EFI) and the Florida Department of Economic Opportunity (DEO) is \$274,185, with \$276,796 in matching funds from Santa Fe College.

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 9.1 (408.2335).

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

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Stevens Initiative – Gainesville/Qalqilya Virtual Exchange Student Program for Sign Language Students Grant

409.2172, 17-18

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The purpose of this project will be to provide virtual international exchange activities to under-represented youth who are deaf or have special needs. Through virtual exchanges, Santa Fe College will develop a Palestinian sign language dictionary in collaboration with their sister city of Qalqilya, West Bank Territories, allowing students in these countries to interact virtually and share experiences about being deaf in their country, while furthering their education. The goals/objectives include: teaching students in Gainesville beginner-intermediate level Palestinian sign language, teaching students in Qalqilya intermediate-advanced level American Sign Language, creating a Palestinian sign language dictionary, enhancing cross-cultural competencies, and deepening global awareness and understanding through classes, projects, and virtual exchange.

Santa Fe will be a sub-award under the larger sister city initiative which includes travel to the West Bank and Israel.

The amount of funds requested from the Aspen Institute through the U.S. Department of State is \$5,159, with no matching funds from Santa Fe College.

Duration of this project is September 21, 2017, 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 9.1 (408.2335).

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Santa Fe College Foundation Liaison Update and Board Members' Remarks

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Discussion: Reporting for the Santa Fe College Foundation, Trustee Mallini stated that the Foundation has recently received \$50,000 from Mr. Lenton Rowland and \$8,000 from Mrs. Amy Geiser. Further, Trustee Mallini informed the Board that the Foundation has arranged for the Black Label Movement to perform in the Fine Arts Hall on October 26, 2017, at 8 p.m.