



Santa Fe College
District Board of Trustees

Minutes of Board Meeting Held October 17, 2017
Perry Center for Emerging Technologies, Alachua, Florida

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

Members absent: Robert C. Hudson

Chair Lisa M. Prevatt called the regular meeting of the District Board of Trustees of Santa Fe College to order at 4:00 p.m., at the Perry Center for Emerging Technologies in Alachua, Florida, followed by the Pledge of Allegiance.

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

The meeting adjourned at 4:18 p.m.

Lisa M. Prevatt, Chair

Jackson N. Sasser, Secretary



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of October 17, 2017, at 4 p.m.
Perry Center for Emerging Technologies, Alachua, Florida**

Agenda

Adoption of Agenda

Agenda Item: 1.1
418.552, 17-18

1. General Functions

Pledge of Allegiance

1.1 Adoption of Agenda for Board Meeting of October 17, 2017

1.2 Approval of Board Meeting Minutes of September 19, 2017

2. Information Items

2.1 President's Report

2.2 Strategic Planning

2.3 President's Contract Review Committee

2.4 Trustee Emeritus Designation

2.5 Textbook Affordability – Late Adoptions Supplemental Information

2.6 Standard Health Information Technology Management Program Professional Practice Affiliation Agreement with North Central Florida Neurodiagnostic Services, LLC d/b/a NCF Diagnostics & DNA Technologies

3. Citizen's Requests

4. Consent Items

Personnel

4.1 Contract Staff (Faculty)

4.2 Contract Staff (Administrative and Professional)

4.3 Career Service Staff

Agreements, Grants

4.4 Mutual Aid Agreement Between the Santa Fe College Police Department and the City of Gainesville Police Department

4.5 First Amendment to the Master Clinical Education Agreement with Shands Teaching Hospital and Clinics, Inc.

4.6 Alachua County Public Schools Head Start Program Grant

Finance Items

4.7 Report of Purchases for September 2017

5. Finance Items
 - 5.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for September 2017
6. General Institutional Items
 - 6.1 Amended College Calendar for 2018-2019
 - 6.2 International Travel
7. Agreements/Grants
 - 7.1 Warranty Deed for Transfer of Real Property from Santa Fe College Foundation to District Board of Trustees
 - 7.2 Interagency Agreement Between the Santa Fe College Police Department and the State Attorney Office, 8th Judicial Circuit for Criminal Justice Information Exchange and Use
8. Santa Fe College Foundation Liaison Update and Board Members' Remarks
9. Adjournment

Board Action Requested:

Approval

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

Approval of Board Meeting Minutes of September 19, 2017

401.543, 17-18

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

Board Action Requested:

Approval

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

President's Report

Information Item

The president will discuss a variety of information topics.

Calendar

October 31, 2017 3 - 7:30 p.m.	Boo at the Zoo
November 14, 2017 4 p.m.	Regular Board Meeting Andrews Cultural Center
December 8, 2017 3 p.m. and 7 p.m.	Commencement Ceremonies SF Gymnasium
January 5, 2018 8:30 a.m.	Convocation Fine Arts Hall

Discussion: Dr. Sasser thanked Ms. Eileen Monk, Director of the Perry Center, for hosting today's board meeting.

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

Dr. Sasser noted that the next board meeting will be held on November 14 at the Andrews Cultural Center beginning at 4 p.m.

Strategic Planning

Information Item
419.51, 17-18

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

Discussion: Dr. Sasser explained that Dr. Armour gave a complete account of our current Strategic Plan during the board workshop earlier that afternoon and would therefore not present the plan at the meeting.

President's Contract Review Committee

Information Item
411.416, 17-18

To be presented at the meeting.

Discussion: Chair Prevatt asked Trustee Mallini to serve as the committee of one charged with reviewing the President's contract and reporting back to the Board at the November 14 meeting. Trustee Mallini agreed and Dr. Sasser thanked him for serving.

Trustee Emeritus Designation

Information Item
400.643, 17-18

Upon recommendation by the board chair or the president, the board may designate emeritus status to former trustees. This designation is intended to recognize past trustees who have provided distinguished and extraordinary service and contributions to the college and are no longer serving as trustees. A Trustee Emeritus shall not have the right to vote and shall not be considered in constituting a quorum. Trustee Emeritus is an honorary designation that allows for inclusion as guests of honor in special events of the college and other privileges as determined by the board or president. A list of all Trustees Emeriti will be maintained by the Office of the President and on the college's website.

Discussion: President Sasser thanked Trustee McRae for the suggestion of the designation of Trustee Emeritus status for former trustees, as discussed during the board workshop. Dr. Sasser said the item will be brought back to the November board meeting for approval.

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

Textbook Affordability – Late Adoptions Supplemental Information

Information Item
100.30, 17-18

As reported at the September 19, 2017, board meeting, an initial review of Barnes & Noble bookstore records seemed to reveal relatively high rates of late adoptions for the last three semesters, as follows:

Fall 2016 – 485 sections, 23%
Spring 2017 – 269 sections, 14%
Summer 2017 – 218 sections, 22%

Additionally, the Florida College System template for textbook affordability compliance requires that we list each section and explain why they were not posted 45 days before the first day of class. At the time of the September board meeting, departments were still working to compile the necessary section-by-section data. However, final comprehensive spreadsheets are now provided for review.

In summary, a careful analysis reveals that the vast majority of adoptions recorded as late by the bookstore resulted from the addition of new sections or staffing and schedule changes executed to accommodate enrollment. For a second group of purportedly late adoptions, careful review has found that faculty submitted their requests on time, but that there was a delay in the recording of these orders at the bookstore. For a third group of purportedly late sections, textbook orders were, once again, submitted before the deadline. However, either because of a new edition, a new bundle of materials, or some other circumstance, there was a change in ISBN number by the publisher after the deadline. Finally, a fourth group of late orders have been verified as genuinely late, and these will be remediated.

Discussion: Dr. Stefanie Waschull, Associate Vice President for Academic Affairs, stated that, as reported at the September 19, 2017, board meeting, an initial review of Barnes and Noble bookstore records seemed to reveal high rates of late adoptions for the last three semesters, Fall 2016, Spring 2017, and Summer 2017. She added that, in accordance with the Florida College System (FCS) affordability compliance requirements, SF must list each course section and explain why the textbook orders were not posted 45 days before the first day of classes.

At the time of the September board meeting, many departments were still compiling the required section-by-section data. The comprehensive spreadsheets they generated are now available and provided for review. Dr. Waschull carefully explained what the four purportedly late sections were, concluding that many seemingly late submissions were simply processed and reported incorrectly. She added that the few orders that were genuinely submitted after the deadline would be addressed with the appropriate staff members.

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

Standard Health Information Technology Management Program
Professional Practice Affiliation Agreement with North Central
Florida Neurodiagnostic Services, LLC d/b/a NCF Diagnostics &
DNA Technologies

Information Item
408.2341, 17-18

The agreement with North Central Florida Neurodiagnostic Services, LLC d/b/a NCF Diagnostics & DNA Technologies in Alachua, Florida will allow students in the Associate of Science in Health Information Technology and Management Programs and the Medical Coder/Billing programs to participate in health information technology and coding/billing training at this lab facility. The agreement will renew annually unless terminated by either party with ninety days written notice. Any cancellation is effective at the end of the current academic semester or flex term.

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

Citizen's Requests

423.58, 17-18

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
October 17, 2017

Agenda Item: 4.1

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

Contract Staff (Faculty)

402.801, 17-18

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

Appointment

Part Time

AnnMarie Gangelhoff
Margaret Ginestra
Holly Jaudon
Myles Mc Lean
Michael Privette
Lauren Turk

Board Action Requested:

Approval

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

C O N S E N T

District Board of Trustees
October 17, 2017

Agenda Item: 4.2

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

Contract Staff (Administrative and Professional)

411.417, 17-18

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>
David Everitte <i>MBA, Regis University</i>	Project Manager, Facilities Services
Rachael Jordan <i>AS, Santa Fe College</i>	Systems and Datacenter Support Specialist, ITS
Nicholas McMillen <i>AA, Santa Fe College</i>	Specialist, Veterans Services
Diana Sanchez <i>BA, Baruch College</i>	Financial Operations Manager, Office for Advancement

Promotion

<u>Name</u>	<u>Position</u>
Helen Legall <i>AA, Santa Fe College</i>	Criminal Justice Continuing Workforce Education Coordinator, Institute of Public Safety
Haley Wilson <i>BA, University of South Florida</i>	Advising Specialist, Zoo Technology

Part Time

<u>Name</u>	<u>Position</u>
^Victoria Baggett	Specialist, Athletics
Chak Chan	Specialist, Adult Education
^Jeremica Edwards	Specialist, Athletics
Brian Malatesta	Specialist, Blount Learning Lab
Kelly Martin	Specialist, English
Maitreyi Michel-Trapega	Specialist, Fine Arts

^Student Activities Funded

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.801).

C O N S E N T

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

Agenda Item: 4.3

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

Career Service Staff

403.543, 17-18

The individuals listed below are being recommended for appointment.

Appointment

Full Time

<u>Name</u>	<u>Position</u>
Cheetara Ritz	Mover, Facilities Services

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.801).

C O N S E N T

District Board of Trustees
October 17, 2017

Agenda Item: 4.4

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

Mutual Aid Agreement Between the Santa Fe College Police Department and the City of Gainesville Police Department

408.2342, 17-18

This agreement gives both the Santa Fe College Police Department and the Gainesville Police Department authority to provide operational support to the other party for the purpose of requesting and rendering assistance in law enforcement-intensive situations and emergencies, and for assistance of a routine law enforcement nature that crosses jurisdictional lines. Examples of use may include joint investigations, traffic enforcement efforts, and special events. This is a standard mutual aid agreement governed by Florida law.

This agreement continues the successful relationship currently in place with the new term ending three years from the last date of signature.

Board Action Requested

Approval

Action: Approved. See item 4.1 (402.801).

C O N S E N T

District Board of Trustees
October 17, 2017

Agenda Item: 4.5

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

First Amendment to the Master Clinical Education Agreement with
Shands Teaching Hospital and Clinics, Inc.

408.2343, 17-18

This First Amendment to the Master Clinical Education Agreement Between Shands Teaching Hospital And Clinics, Inc. and The District Board Of Trustees Of Santa Fe College, Florida effective January 1, 2016, adds the UF Health Shands Emergency Center - Kanapaha as a site for Radiography students to participate in clinical rotations. All other terms and conditions of the Master Agreement remain in full force and effect.

Board Action Requested:

Approval

Action: Approved. See item 4.1 (402.801).

C O N S E N T

District Board of Trustees
October 17, 2017

Agenda Item: 4.6

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

Alachua County Public Schools Head Start Program Grant

409.2173, 17-18

The purpose of this project is to provide Bachelor of Science, Associate of Science, Florida Child Care Professional Credential, and Child Care Work Certification training for 45-50 trainees from the School Board of Alachua County Head Start program for staff and parents.

The amount of funds requested from the School Board of Alachua County is \$20,000, with no matching funds from Santa Fe College.

Duration of this project is August 15, 2017, through July 31, 2018.

Operating budget impact: None.

Board Action Requested:

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

Action: Approved. See item 4.1 (402.801).

C O N S E N T

District Board of Trustees
October 17, 2017

Agenda Item: 4.7

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

Report of Purchases for September 2017

202.640, 17-18

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

Purchasing	\$700,832.88
Risk Management Consortium	<u>9,516.76</u>
Total	\$710,349.64

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y67905 (Fund 1)	\$ 62,855.64	Contract	Dell Marketing	Classroom Laptops (36) Information Technology
Y67985 (Fund 1)	\$ 55,000.00	Exempt	WT Cox Subscriptions, Inc.	Periodicals & Subscriptions Library
Y68040 (Fund 1)	\$ 134,981.00	Contract	Dell Marketing	Computers (100) Information Technology
	\$ 252,836.64			

Purchase orders for previously awarded bids/contracts: 2
(All Temp Force)

Amount: \$24,839.49

Other Purchases \$0 - \$35,000.00
Number of purchase orders: 218

Amount: \$432,673.51

Board Action(s) Requested:

Approval of report

Action: Approved. See item 4.1 (402.801).

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

Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for September 2017 201.833, 17-18

The attached Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report reflects the status of the college in relation to the percentage of unrealized and unencumbered funds as of September 30, 2017.

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

	2017-2018		2016-2017	
	<u>Dollar Amount</u>	<u>Percent of Budget</u>	<u>Dollar Amount</u>	<u>Percent of Actual</u>
Revenue	25,793,103	31.09	24,335,960	30.10
Expenditures	15,379,101	16.87	16,736,097	17.66

Board Action Requested:

Acceptance of report

Discussion: Ms. Ginger Gibson, CFO and Vice President for Administrative Affairs, reviewed item 5.1.

Action: Motion to approve item 5.1: Lee

Second: Oody

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

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

Amended College Calendar for 2018-2019

414.76, 17-18

The amended 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 thanked Dr. Vilma Fuentes, Assistant Vice President for Academic Affairs, for her hard work and dedication to international opportunities for our students and staff members.

Action: Motion to approve items 6.1 and 6.2: Woody

Second: Fletcher

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

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

International Travel

101.136, 17-18

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 college officials to participate in international travel opportunities in the coming months:

Dr. Vilma Fuentes travel to Ukraine, December 2 - 13, 2017

Dr. Vilma Fuentes is the project co-director for a fourth U.S. State Department-funded Community College Administrator Program (CCAP), a project developed in partnership with Florida State University. Dr. Fuentes will be travelling to the Ukraine to meet with government officials, visit technical colleges, and help recruit participants for a Ukrainian CCAP which is scheduled to take place in Fall 2018. Dr. Fuentes has travelled extensively in Asia, Europe, and South America for personal reasons and as part of official Santa Fe College business. This will be her third trip to Ukraine. Transportation within the Ukraine will take place via train and personal vehicles and will always be in the company of U.S. Embassy officials and/or staff from Ukraine's Ministry of Education and Science. A travel warning has been issued for the Ukraine warning individuals to avoid travel to Crimea and the eastern regions of Donetsk and Luhansk bordering Russia. This international travel will be funded by the U.S. Department of State.

Kathryn Lehman travel to Britain, December 5 - 13, 2017

Kathryn Lehman will be traveling to London and Bath to expand patron development programs to include international curated tours utilizing Santa Fe partnerships in the arts and culture. Transportation while in England will be by chartered bus and public transportation. This travel is being funded by the Santa Fe College Foundation. There are no U.S. State Department travel alerts or warnings for England at the present time.

Travel dates are subject to change.

Board Action Requested:

Approval of International Travel and authorization for college officials to modify dates of travel upon approval of the president or his designee.

Action: Approved. See item 6.1 (414.76).

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

Warranty Deed for Transfer of Real Property from Santa Fe
College Foundation to District Board of Trustees

408.2344, 17-18

The College has developed a master plan for the expansion of the Blount Center to address immediate and future space needs as the College expands its academic services as well as civic, business, and professional partnerships. The site consists of multiple zoning districts, overlay districts, and other significant development standards. It will be advantageous to explore rezoning and other design-standard unifying efforts for this project. The College anticipates working with the City of Gainesville to possibly form an interlocal agreement to address items such as re-zoning, right-of-way reconfigurations, utilities, parking, and multi-modal transportation. The College is also exploring various funding opportunities for the expansion of the Blount Center.

Based on the planning to date for this project, College staff recommends the acceptance of transfer of the following listed parcels from the Foundation to the College. To the extent that any of the parcels are subject to any lease agreements between the Foundation and the College, said lease agreements shall be extinguished under the legal doctrine of merger for the leasehold and fee simple estates upon the recording of the Warranty Deed reflecting the transfer of the property.

Alachua County Tax Parcel Numbers:

14532-000-000
14535-000-000
14528-000-000
14536-000-000
14537-001-000
14547-000-000
14548-000-000
14550-000-000

Board Action Requested:

Approval of attached form of Special Warranty Deed and authorization to record the Special Warranty Deed to convey title of the listed real property from Santa Fe College Foundation, Inc. to The District Board of Trustees of Santa Fe College, Florida, subject to approval of the title insurance commitment by legal counsel, John F. Roscow, IV, of Holden, Carpenter & Roscow, PL.

Discussion: The deed to transfer property from the Foundation to the Board was originally intended to be a "Warranty Deed." However, in advance of the meeting at the request of the Foundation, and with the approval of the College's outside counsel, the deed was changed to a "Special Warranty Deed" and provided to the Board for review.

Action: Motion to approve items 7.1 – 7.2: Woody
Second: Fletcher
Vote: Fletcher – yes, Lee – yes, Mallini – yes, McRae – yes,
Oody – yes, Prevatt – yes, Woody – yes

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

Interagency Agreement Between the Santa Fe College Police Department and the State Attorney Office, 8th Judicial Circuit for Criminal Justice Information Exchange and Use

408.2345, 17-18

The attached Interagency Agreement Between the Santa Fe College Police Department (SFPD) and the State Attorney Office (SAO), 8th Judicial Circuit for Criminal Justice Information Exchange and Use governs the sharing of information by the SFPD with the SAO. This agreement was requested as a result of the body cameras now being worn by the college's police officers and will allow for the secure transfer of all electronic criminal justice information from cameras or other sources in accordance with the Criminal Justice User Agreement executed between the Florida Department of Law Enforcement and the SFPD, dated February 27, 2014. Either party may terminate this agreement upon thirty days written notice. Additionally, SFPD may terminate this agreement immediately and without notice upon finding that the SAO has violated the terms of this agreement.

Board Action Requested:

Approval

Action: Approved. See item 7.1 (408.2344).

Santa Fe College Foundation Liaison Update and Board Members' Remarks

Discussion: Reporting for the Santa Fe College Foundation, Chuck Clemons, Vice President for Advancement, stated that he, Ms. Teri McClellan, Ms. Caridad Lee, Ms. Patsy Blount, Ms. Jo Wiggins, and Ms. Barbara Anderson recently attended the Council for Advancement and Support of Education (CASE) conference in Chicago. He asked Trustee Lee to share her experience.

Trustee Lee said that the two-day CASE conference was very informative and that they returned with a multitude of fresh ideas which could be implemented in the Office for Advancement and Foundation. Ms. Lee stated that all of those in attendance were energized by the experience and came back to SF with renewed enthusiasm for our fundraising efforts.

Mr. Clemons added that on October 26, 2017, at 8 p.m., the Black Label Movement will be performing in the Fine Arts Hall. He also stated that the next Foundation Board meeting will be on November 30 at the Blount Center beginning at 4:30 p.m., and that all are welcome to attend.

Dr. Sasser mentioned that the College was recently awarded the most competitive grant in higher education, which is under Title III, Part A, of the Higher Education Act. He thanked Ms. Kathryn Lehman and all of the other staff members involved in the proposal for their hard work. The grant will bring the College \$414,682 annually for the next five years, funds that will help build a "learning commons," which consolidates our student learning support functions.

Chair Prevatt ended the meeting by thanking everyone for a productive and informative board workshop.