



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

**Minutes of Board Meeting Held November 14, 2017**  
**Andrews Cultural Center, Starke, Florida**

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

Members absent: 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 4:02 p.m., at the Andrews Cultural Center in Starke, Florida, followed by the Pledge of Allegiance.

**Deleted:** Item 9.1 – Santa Fe College Foundation Leases

Trustee Hudson was delayed in arriving, joining the meeting during item 2.1.

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

Chair Prevatt asked for a moment of silence in honor of Ms. Kathy Hobbs, who was a highly respected educator in Bradford County and a 2017 Santa Fe College Woman of Distinction. She stated that Ms. Hobbs lost her battle with cancer on Saturday and that her viewing service would be held this evening at the First Baptist Church in Starke, inviting all to attend.

President Sasser asked Dr. Dan Rodkin, Associate Vice President for Student Affairs, to discuss a new and exciting international initiative for the College. Dr. Rodkin thanked Dr. Sasser for the opportunity to address the Board. He pointed out that over the past several years, the number of international students enrolled at U.S. colleges and universities has grown significantly. In response to this surge in enrollment, he and Dr. Vilma Fuentes, Assistant Vice President for Academic Affairs, have spearheaded an effort to develop a systematic way by which Santa Fe can continue to increase international enrollment. Dr. Rodkin expressed that they had thus far been unsuccessful in proposed international agreements with colleges in China and Brazil, but the lessons learned through these projects helped foster SF's newly successful partnership with Jinan Preschool Education College (JPEC) in Jinan, China.

Some months ago, he continued, Santa Fe was contacted by Ruijuan "Ree" Shi, an SF alumnae who works at the University of Florida's College of Dentistry. Ms. Shi recently visited Jinan in order to develop partnerships with schools in China on behalf of the UF College of Dentistry. During this trip, she met with the leadership team at JPEC who expressed an interest in opportunities for their students to earn a bachelor's degree in Early Childhood Education here in the U.S. Since UF no longer offers such degrees and Santa Fe does, she shared information with the JPEC leadership team about Santa Fe's degree options and they named her their representative in Gainesville, tasking her with developing a relationship between JPEC and SF. Ms. Shi then contacted SF staff about serving some of JPEC's AS equivalent graduates in our Early Childhood Education program, an opportunity we eagerly acted upon.

In May, Dr. Rodkin, Dr. Stefanie Waschull, Associate Vice President for Student Affairs, and Dr. Tyran Butler, Director for Education Programs, met with Ms. Shi to discuss a possible articulation agreement

between JPEC and Santa Fe. As a matter of due diligence, the College contracted with an independent third party organization to confirm that the AS courses offered by JPEC were equivalent to our own, allowing JPEC students to transfer seamlessly to our program. Further, this third party verified that there is a high demand in China for bachelor's degree holders in Early Childhood Education and that JPEC annually graduates students with an AS degree who are unable to pursue this degree domestically. Upon confirmation of the compatibility of our shared courses and the need for further education by JPEC students, SF executed an articulation agreement which streamlines the admissions process for JPEC graduates and solidifies our international partnership. The first enrollees from China will begin classes in Summer or Fall of 2018, with the College expecting to host up to 25 students per year. Dr. Ed Bonahue, Provost and Vice President for Academic Affairs, and Dr. Tyran Butler will be traveling to Jinan, China in March 2018, to meet JPEC students and faculty and continue to cultivate this valuable new partnership.

The meeting adjourned at 5:03 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 November 14, 2017, at 4 p.m.  
Andrews Cultural Center, Starke, Florida**

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**Agenda**

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**Adoption of Agenda**

**Agenda Item: 1.1**  
418.553, 17-18

1. General Functions

Pledge of Allegiance

1.1 Adoption of Agenda for Board Meeting of November 14, 2017

1.2 Approval of Board Meeting Minutes of October 17, 2017

2. Information Items

2.1 President's Report

2.2 Strategic Planning

2.3 Community Education "Enrich" Brochure - Winter Term 2017 and Continuing Workforce Education "Enhance" Brochure - Spring Term 2018

2.4 Standard Health Sciences Clinical Affiliation Agreement with PlayBig Therapy & Recreation Zone, LLC

2.5 District Interinstitutional Articulation Cooperative Agreement for Career Pathways with the School Board of Alachua County

2.6 Blount Center Expansion - Selection Process for Architectural Services

3. Citizen's Requests

4. Consent Items

Personnel

4.1 Contract Staff (Administrative and Professional)

4.2 Contract Staff (Community and Continuing Workforce Education)

4.3 Contract Staff (Faculty)

Agreements, Grants

4.4 Johnson Foundation - AARP BACK TO WORK 50+: WESI Grant

4.5 Santa Fe College Tobacco Free Campus Initiative 2017-2018

Finance Items

4.6 Report of Purchases for October 2017

4.7 Acceptance of Donations, 18-02

5. Personnel Items
  - 5.1 Evaluation of the President
  - 5.2 Amendment #10 to President's Contract and Related Documents
6. Facilities Items
  - 6.1 S Building 3rd Floor Remodel for Student International Center - Phase III Documents and Guaranteed Maximum Price
7. Finance Items
  - 7.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for October 2017
  - 7.2 Report of Investments, Quarter Ending September 30, 2017
  - 7.3 2017-2018 Unexpended Plant Fund (Fund 7) Budget
  - 7.4 First Addendum to the Professional Services Agreement for Guaranteed Tuition Installment Plan with Nelnet Business Solutions, Inc.
8. General Institutional Items
  - 8.1 Advisory Committee Appointments for:
    - Air Conditioning, Refrigeration, and Heating Technology
    - Building Construction Technology
    - Child Development
    - Criminal Justice Technology
    - Diagnostic Medical Sonography
    - Polysomnography
    - Radiologic Programs
    - Zoo Animal Technology
  - 8.2 Approval to Establish New Program - MRI Technology A.T.C. Program
  - 8.3 International Travel
  - 8.4 Trustee Emeritus Designation
9. Agreements/Grants
  - 9.1 Santa Fe College Foundation Leases (DELETED)
    - Amendment #2 to Lease Agreement - Andrews Center
    - Amendment #2 to Lease Agreement - Downtown Center (Phase I)
    - Amendment #3 to Lease Agreement - Downtown Parcels
    - Amendment #2 to Lease Agreement - Lillian Stump Building
    - Amendment #2 to Lease Agreement - Ron and Norita Davis and Family Davis Center
    - Amendment #2 to Lease Agreement - Watson Center
  - 9.2 First Amendment to the Non Exclusive Student Affiliation Agreement with Munroe HMA Hospital, LLC d/b/a Munroe Regional Medical Center
  - 9.3 College Affiliation Agreement with Memorial Health Systems, Inc. d/b/a Florida Hospital Memorial Medical Center
  - 9.4 Nonexclusive Student Affiliation Agreement with Live Oak HMA, LLC d/b/a Shands Live Oak Regional Medical Center for Diagnostic Medical Sonography
  - 9.5 Ratification of Emergency Signature Authority for Santa Fe College Jinan Early Education College-China Academic Articulation Agreement

- 9.6 Ratification of Emergency Signature Authority for Resolution Agreement with Santa Fe College for OCR Complaint #04-17-2132
  - 9.7 Guitar, Robotics, and Rocketry ATE (GRRATE) - National Science Foundation Grant
  - 9.8 Development and Validation of Observational and Self-Report Instruments to Describe Teaching Practices in Online Technical Education Centers Grant
10. Santa Fe College Foundation Liaison Update and Board Members' Remarks
11. Adjournment

**Board Action Requested**

**Approval**

Discussion: President Sasser requested that item 9.1, Santa Fe College Foundation Leases, be deleted for good cause as the Foundation has not yet completed their review of the individual lease amendments. Chair Prevatt asked if there were any other items that the Board would like to have removed from the consent agenda for discussion, and in hearing none, the agenda was approved with the deletion of item 9.1.

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

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Approval of Board Meeting Minutes of October 17, 2017

401.544, 17-18

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The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held October 17, 2017, are presented for approval.

**Board Action Requested**

**Approval**

Action: Motion to approve item 1.2: Lee  
Second: Mallini  
Vote: Fletcher – 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

December 7, 2017 Noon	Nursing Pinning Ceremony SF Gymnasium
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
January 16, 2018 4 p.m.	Regular Board Meeting Kirkpatrick Center

Discussion: Dr. Sasser thanked Ms. Cheryl Canova, Director of the Andrews Center, for hosting today's meeting. The President then asked Dr. Naima Brown, Vice President for Student Affairs, to share with the Board some good news regarding Ms. Canova and Bradford County schools. Dr. Brown stated that with the large number of recent staff changes at both the School Board of Bradford County and Bradford High School (BHS), SF made early contact with relevant educators at BHS to inform them about our "Just for Juniors" program, had they not already been familiar with this annual opportunity for their students. During the "Just for Juniors" event, juniors from Alachua and Bradford counties can visit Santa Fe for a day in order to explore various degree options, learn about the different organizations on campus, and experience a slice of college life in preparation for high school graduation and hopefully college enrollment. Early contact with BHS was meant to ensure high student participation; however, when discussing the program with BHS staff members, the school reported that none of their students would be attending. Ms. Canova was asked to step in to stir student participation, and Dr. Brown proudly announced that due to Ms. Canova's passion for the program, 73 BHS juniors are now registered to participate in the event, which will take place in the coming weeks.

President Sasser thanked Ms. Canova for her hard work and recognized Mr. Art Grant, Presiding Officer of the Senate Executive Council; Mr. Cale McCall, newly elected President of Student Government; Ms. Tyffany Wishart, Career Service Council Treasurer; Ms. Rebecca Rogers, President of AFC; and Dr. David Price, College Senate President.

Dr. Sasser reminded the Board that there is no December board meeting and that the next meeting will be on January 16, 2018, at the Kirkpatrick Center beginning at 4 p.m. He added that after the meeting everyone will have the opportunity to tour the center's recently completed facilities which include training simulation spaces, EMS laboratories, and a state of the art student lounge, among other innovative new features, making the Institute of Public Safety's campus unlike any other in the country.

The President pointed out that commencement ceremonies will be held on December 7 with the Nursing Pinning Ceremony at Noon and December 8 at both 3 p.m. and 7 p.m. He thanked Trustee Fletcher for bringing greetings on behalf of the Board for the 3 p.m. ceremony and Chair Prevatt for her greetings at the 7 p.m. ceremony. He added that during the December 8 event, SF will also host guest speakers Mr. Thomas Wisnieski, Director of the North Florida/South Georgia Veterans Health System, at 3 p.m. and Ms. Madeline Pumariega, Chancellor for the Florida College System, at 7 p.m.

The President went on to inform the Board that Convocation will take place on January 5, 2018, and will be the most faculty-centric event yet, with a panel discussion of eight SF faculty members, a compelling mother and daughter story from one of our own, and a performance from Santa Fe's visiting Fulbright Scholar.



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Strategic Planning

Information Item  
419.52, 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 distributed a handout which listed the components of the fifth-year compliance certification required by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Dr. Armour explained the current certification standards in comparison to the equivalent standards expected from SACSCOC schools by January 2018, and pointed out who will take the lead in bringing each section up to their new expectations.

Further, Dr. Armour said she was excited to present documentation on our Institutional Effectiveness to SACSCOC and expects positive feedback. In addition, the College will submit for review an institutional summary form and an impact report on the Quality Enhancement Plan, *Navigating the College Experience*, two reports that Dr. Armour is also confident will be well received. She added that Santa Fe's full fifth-year interim report is due to SACSCOC on September 14, 2018, and will be reviewed in December of 2018.

***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 - Winter Term 2017 and  
Continuing Workforce Education “Enhance” Brochure - Spring  
Term 2018

Information Item  
415.171, 17-18

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In accordance with Rule 7.11, the President is authorized to approve fees for Community Education courses and programs. Total fees collected must be equal to at least 100% of the total costs of the Community Education course or program within the fiscal year. A draft of the Community Education brochure (“Enrich”) containing the list of courses, programs, and associated fees was reviewed and approved by the President at the November 6, 2017, Cabinet meeting and is provided for reporting to the Board. Changes may be made as needed.

In accordance with Rule 7.11, the President is authorized to approve fees for Continuing Workforce Education (CWE) courses and programs. Total fees collected must fully support the expenditure of the CWE program within the fiscal year. A draft of the CWE brochure (“Enhance”) containing the list of courses, programs, and associated fees was reviewed and approved by the President at the November 6, 2017, Cabinet meeting and is provided for reporting to the Board. Changes may be made as needed.

District Board of Trustees  
November 14, 2017

Agenda Item: 2.4

***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  
PlayBig Therapy & Recreation Zone, LLC

Information Item  
408.2346, 17-18

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This standard Clinical Affiliation Agreement allows Physical Therapist Assistant (PTA) students to train in the PlayBig facilities in the Tallahassee area. Tallahassee Community College (TCC) has provided written permission for PTA students to train in facilities in the TCC service district and has requested an annual review of their permission. The agreement with the facility is for one year upon execution, with automatic annual renewals unless either party terminates the agreement in writing.

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

District Interinstitutional Articulation Cooperative Agreement for  
Career Pathways with the School Board of Alachua County

Information Item  
408.2347, 17-18

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

The Cooperative Agreement is effective for the 2017-2018 school year and is subject to review on an annual basis. If no party requests modifications or termination of the agreement within 60 days prior to the anniversary date, it will continue for up to two years.

<u>Postsecondary Program</u>	<u>Secondary Program</u>
Health Services Management A.S. Health Information Technology A.S. Healthcare Informatics Specialist Certificate Medical Coder/Biller Certificate	Allied Health Assisting Electrocardiograph Technician Emergency Medical Responder Nursing Assistant
Cardiovascular Technology A.S. Dental Hygiene A.S. Diagnostic Medical Sonography A.S. Nuclear Medicine Technology A.S. Physical Therapy Assistant A.S. Respiratory Care A.S. Radiography A.S. Dental Assisting Certificate Surgical Technology Certificate	Allied Health Assisting Electrocardiograph Technician Emergency Medical Responder Nursing Assistant
Automotive Service Management Technology A.A.S. Automotive Service Technology Certificate	Automotive Maintenance and Light Repair
Legal Assisting A.S. Human Resource Administrator Certificate Business Management Certificate Business Specialist Certificate Business Operations Management Certificate Healthcare Informatics Specialist Certificate Office Specialist Certificate Medical Coder/Biller Certificate	Accounting Applications Finance

Business Administration Management A.S. Business Entrepreneurship A.S. Insurance and Risk Management A.S. Office Administration A.S. Marketing Management A.S. Health Services Management A.S.	Accounting Applications Finance
Criminal Justice Technology A.S.	Criminal Justice Operations
Graphic Design Technology A.S. Graphic Design Production Certificate	Digital Arts Imaging
Computer Information Technology A.S. Network Systems Technology A.S.	Digital Design
Business Administration Management A.S. Business Entrepreneurship A.S. Insurance and Risk Management A.S. Office Administration A.S. Marketing Management A.S. Health Information Technology Health Services Management A.S. Legal Assisting A.S. Human Resource Administrator Certificate Business Management Certificate Business Specialist Certificate Business Operations Management Certificate Healthcare Informatics Specialist Certificate Office Specialist Certificate Medical Coder/Biller Certificate	Digital Design
Digital Media Technology A.S. (Multimedia) Graphic Design Support Certificate	Digital Design
Graphic Design Technology A.S. Graphic Design Production Certificate	Digital Design
Digital Media Technology A.S. (Multimedia) Graphic Design Technology A.S. Graphic Design Production Certificate Graphic Design Support Certificate	Digital Media/Multimedia Design
Digital Media Technology A.S. (Multimedia)	Digital Video Production Digital Video Technology
Construction Management Technology	Drafting
Early Childhood Education A.S. Early Intervention Certificate	Early Childhood Education

Emergency Medical Services A.S. Paramedic Certificate Emergency Medical Technician Certificate	Emergency Medical Responder
Biotechnology Laboratory Technology A.S.	Industrial Biotechnology
Computer Information Technology A.S. Network Systems Technology A.S.	Middle School programs – Microsoft Office Specialist Bundle industry certificate
Business Administration Management A.S. Business Entrepreneurship A.S. Insurance and Risk Management A.S. Office Administration A.S. Marketing Management A.S. Health Information Technology A.S. Health Services Management A.S. Legal Assisting A.S. Human Resource Administrator Certificate Business Management Certificate Business Specialist Certificate Business Operations Management Certificate Healthcare Informatics Specialist Certificate Office Specialist Certificate Medical Coder/Biller Certificate	Middle School programs – Microsoft Office Specialist Bundle industry certificate

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

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Blount Center Expansion - Selection Process for Architectural Services

Information Item  
412.1162, 17-18

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Project Background & Description:

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

Project Status:

Following permission by the Board at its April 18, 2017, meeting (agenda item 5.2) to advertise, select, and negotiate a contract for architectural design services for this project, the College prepared and posted the Request for Qualifications #02-18F Architectural Services for the expansion of the Blount Center and received eight qualification packages. A seven-member selection committee met on September 26, 2017, to review, evaluate, and rank the qualification packages in order to create a short-list of firms to invite for presentation and interview. The criteria used to evaluate and rank the proposals were as follows:

- Project understanding, approach, and method (0 – 35 points)
- Related project experience of the firm (0 – 30 points)
- Qualifications of the project team ( 0 – 15 points)
- Ability to perform proposed scope of services (0 – 20 points)

Each of the committee members' total scores per proposal were added together in order to accurately rank the applicants. The point totals of the top five firms were as follows:

<u>Points:</u>	<u>Firm:</u>
661	DLR Group, Orlando, Florida
651	Harvard Jolly Architecture, Tampa, Florida
644	Walker Architects, Gainesville, Florida
610	Flad Architects, Gainesville, Florida
609	Rowe Architects, Tampa, Florida

The above five firms were invited to make presentations and be interviewed by the committee. Flad Architects withdrew from consideration, and the remaining four firms gave presentations and were interviewed by the committee on October 11, 2017. The criteria used to evaluate and rank the firms' presentations and interviews were as follows:

- Understanding of the project (0 – 25 points)
- Approach or method (0 – 25 points)
- Ability to provide service (0 – 10 points)

Each of the committee members' total scores per proposal were added together in order to accurately rank the applicants. The final rankings were as follows:

<u>Points:</u>	<u>Firm:</u>
406	Harvard Jolly Architecture, Tampa, Florida
382	Walker Architects, Gainesville, Florida
348	Rowe Architects, Tampa, Florida
337	DLR Group, Orlando, Florida

Harvard Jolly Architecture was the unanimous choice by the committee due to the depth of their experience with similar projects, their unique approach to the design process, and the outstanding team they assembled to deliver the project. Currently, an agreement is being negotiated with Harvard Jolly for the Architectural Design Services for the Blount Center expansion project. The agreement for Architectural Design Services will be brought back for Board approval once negotiation and review is finalized.

Discussion: President Sasser asked Ms. Ginger Gibson, CFO and Vice President for Administrative Affairs, to describe the selection process for the upcoming architectural services required for the Blount Center's expansion. Ms. Gibson stated that a seven-member selection committee met in September to review, evaluate, and rank the submitted design and construction qualification packages in order to create a short list of firms to invite for presentation and interview. She explained that the panel began the process with the intent to assess five firms, however, one withdrew from consideration after their package was submitted. The remaining four firms gave individual presentations and were evaluated and ranked on their knowledge of the project, approach to the task at hand, and expected ability to provide the stated services. Harvard Jolly Architecture was the committee's unanimous choice due to their depth of experience with similar projects, unique approach to the design process, and the outstanding team they assembled to deliver the project, four of the proposed subcontractors being local Gainesville firms. After a brief discussion with the Board clarifying certain points on payments and fees, Ms. Gibson stated that the agreement for architectural services will be brought back to the Board for approval once the negotiation and review process is finalized.



***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

423.59, 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  
November 14, 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 (Administrative and Professional)

411.418, 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>
Ilsamar Hernandez Cortes <i>MPA, Turabo University Puerto Rico</i>	Associate Registrar, Records
*Cindy Woodruff <i>BA, University of South Florida</i>	Interim Academic Coach, Student Support Services

#### **Part Time**

<u>Name</u>	<u>Position</u>
Lori Hales	Specialist, Disability Resource Center
Tatiana Velasco Bruno	Specialist, International Student Services

\*Grant Funded

### **Board Action Requested**

#### **Approval**

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

**C O N S E N T**

**District Board of Trustees  
November 14, 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 (Community and Continuing Workforce Education)

404.452, 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**

**Full Time**

<u>Name</u>	<u>Program/Class</u>
Jennifer Higgins	Puppy Socialization

**Board Action Requested**

**Approval**

Action: Approved. See item 4.1 (411.418).

## C O N S E N T

District Board of Trustees  
November 14, 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 (Faculty)

402.802, 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>
Gary Boulware <i>PhD, University of Florida</i>	Interim Assistant Professor, Business Programs

#### Part Time

Name  
Patricia Bauer  
Robert Dickman  
Rebecca Hall  
Catherine Jean  
Danielle Garcia  
Melissa Gonzalez  
Guruatma Khalsa  
Amy Kinsey  
Meredith Main  
Michael O'Malley

### Board Action Requested

#### Approval

Action: Approved. See item 4.1 (411.418).

## C O N S E N T

District Board of Trustees  
November 14, 2017

Agenda Item: 4.4

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

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Johnson Foundation - AARP BACK TO WORK 50+: WESI Grant

409.2174, 17-18

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The purpose of this grant is to help Santa Fe College meet the required cash match for Year 3 of our previously funded AARP BACK TO WORK 50+: Women's Economic Security Initiative (WESI) Grant. These funds will support any program need identified by staff (e.g. staff salary, staff travel, candidate scholarships, and educational supplies). This grant will provide pathways to employment and self-sufficiency for program participants needing training for high demand jobs.

The amount of funds requested from the Johnson Foundation is \$15,000, with no matching funds from Santa Fe College.

Duration of this project is October 10, 2017, through October 9, 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 (411.418).

## C O N S E N T

District Board of Trustees  
November 14, 2017

Agenda Item: 4.5

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

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Santa Fe College Tobacco Free Campus Initiative 2017-2018

409.2175, 17-18

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The purpose of this project is to support and promote a tobacco free campus policy and implement changes that impact tobacco related social norms among students, faculty, and staff at Santa Fe College. Students, faculty, and staff will be educated on tobacco prevention, cessation, and the dangers of secondhand smoke (addressing cigarettes, cigars, smokeless tobacco, electronic cigarettes, and hookah), as well as the importance of maintaining a tobacco free college campus. The College will build or sustain organizational capacity through the maintenance of the campus tobacco free team to address tobacco related policies and activities.

The amount of funds requested from the Florida Department of Health (DOH) Bureau of Tobacco Free Florida is \$3,000, with no matching funds from Santa Fe College.

Duration of this project is October 1, 2017, through June 15, 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 (411.418).

**C O N S E N T**

**District Board of Trustees  
November 14, 2017**

**Agenda Item: 4.6**

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

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Report of Purchases for October 2017

202.641, 17-18

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

Purchasing	\$1,324,682.53
Risk Management Consortium	<u>50,000.00</u>
<b>Total</b>	<b><u>\$1,374,682.53</u></b>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y68127 (Fund 6)	\$ 50,000.00	Exempt	DMS Disaster Consultants	FEMA Consultant Risk Management Consortium
Y68140 (Fund 2)	\$ 45,357.60	Contract	University of Florida	Athletic Trainers Athletic Administration
Y68147 (Fund 1)	\$ 53,950.00	Contract	Howard Technology Solutions	Classroom Projectors (50) Information Technology
Y68161 (Fund 2)	\$ 156,000.00	Contract	University of Florida	Student Health Care Center Student Life
Y68342 (Fund 1)	\$ 53,250.00	Contract	Dell Marketing	Classroom Computers (50) Information Technology
Y68367 (Fund 7)	\$ 294,418.59	Exempt	CDW Government, Inc.	Campus Wi-Fi Equipment Information Technology
	\$ 652,976.19			

Purchase orders for previously awarded bids/contracts: 1  
(Temp Force)

Amount: \$40,000.00

Other Purchases \$0 - \$35,000.00  
Number of purchase orders: 301

Amount: \$681,706.34

**Board Action Requested**

**Approval of report**

Action: Approved. See item 4.1 (411.418).

**C O N S E N T**

**District Board of Trustees  
November 14, 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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Acceptance of Donations, 18-02

200.913, 17-18

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The Santa Fe College Foundation donated two vehicles, listed below, to the College's Automotive Program. A portion (\$12,549) of this total was purchased from the approval of expenditures from the Philip Benjamin Matching Grant Program approved by the Board on April 16, 2013, as well as an additional amount of \$880.50 approved on January 17, 2017.

Between 2013 and 2017, the College established a new practice of requesting that the Board officially accept purchased items as donations. Because the agenda item from April 16, 2013, did not include acceptance of the purchased items as donations, and because the funds were not expended until after January 17, 2017, the College requests that the Board formally accept the purchased items as donations from the Santa Fe College Foundation, Inc.

<b>Qty</b>	<b>Description</b>	<b>Cost</b>
1	2014 Chrysler 200	6,177.25
1	2015 Ford Focus	7,252.25
	<b>Total</b>	<u><u><b>\$13,429.50</b></u></u>

**Board Action Requested**

**Approval**

Action: Approved. See item 4.1 (411.418).



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

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Evaluation of the President

411.419, 17-18

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To be presented at the meeting.

**Board Action Requested**

**Approval**

Discussion: Ms. Patti Locascio, General Counsel, thanked the Board members for their participation in the President's evaluation process. Ms. Locascio stated that before providing the Board with the evaluation instrument, she confirmed that all statutorily required questions were included. Since the instrument was up to date in that regard, the same questions which were approved by the Board in prior years were again used for this evaluation cycle.

Ms. Locascio explained that each Trustee completed the evaluation instrument via a Survey Monkey form either electronically or by hand. The results were then summarized using Survey Monkey's compilation technology with the President receiving an overall score of 95% in the "exceeds requirements" ranking. Ms. Locascio stated that printed summaries were delivered to each of the Board members and that should the evaluation receive approval by the Board, it will then be sent to Chancellor Pumariega of the Florida College System. Chair Prevatt thanked the Board for their specific written comments in the evaluation instrument which went above and beyond a simple numerical ranking to give the President valuable feedback on his performance.

Dr. Sasser thanked the Board for their comments regarding his evaluation and said that the success of the College is not due solely to his work, but is a testament to everyone at Santa Fe that facilitates student success at the highest level. Trustee Mallini agreed with Dr. Sasser, thanking the entirety of the SF staff for their hard work and dedication to student success, but pointed out that success develops from the culture of an institution. Dr. Sasser's leadership and vision, Trustee Mallini pointed out, has made a significant impact on the College in the last fifteen years and has been a driving force in Santa Fe's many accomplishments.

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

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

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Amendment #10 to President's Contract and Related Documents

411.420, 17-18

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To be presented at the meeting.

**Board Action Requested**

**Approval**

Discussion: Ms. Locascio stated that once the evaluation process was complete, Trustee Mallini, who stood as the President's contract review committee of one, met with the President to discuss issues related to Dr. Sasser's employment contract. She thanked the Board and Trustee Mallini for their work in conducting the contract review portion of the process.

Trustee Mallini stated that he prepared a written recommendation for the Board in regard to proposed changes to the President's contract and included it in the Board's review packets for consideration. Chair Prevatt confirmed that all of the Trustees had read and reviewed the recommendations regarding the President's contract from Trustee Mallini along with the proposed Amendment #10 to his employment contract. Approval of this agenda item, the Chair pointed out, will amend the President's contract as set forth in these documents.

Action: Motion to approve item 5.2: Hudson  
Second: Woody  
Vote: Fletcher – yes, 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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S Building 3rd Floor Remodel for Student International Center -  
Phase III Documents and Guaranteed Maximum Price

412.1163, 17-18

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**Project Background & Description:**

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

On April 18, 2017, in Agenda Item 5.3, the Board approved a total project budget of \$975,000 to design, construct, furnish, and equip the Student International Center on the 3<sup>rd</sup> floor of S Building.

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

**Project Status:**

College staff reviewed the 100% construction drawings and project manual (phase III documents) for this project, oversaw the construction manager's competitive bidding of all trade packages, and negotiated a not-to-exceed guaranteed maximum price (GMP) in the amount of \$563,407.

**Board Action(s) Requested:**

**A. Approval of phase III construction documents**

**B. Approval of guaranteed maximum price of \$563,407**

Discussion: Ms. Ginger Gibson, Vice President for Administrative Affairs and CFO, reviewed items 6.1 through 7.4 individually. She noted that, in regard to item 6.1, remodeling the third floor of SF's S Building will better serve our students by co-locating four programs which support the College's International Education Initiative. This consolidation of resources will make navigating the onboarding process easier for our newly enrolled international students while also interacting with local students who are interested in study abroad experiences.

Action: Motion to approve items 6.1 – 7.4: Mallini  
Second: Woody  
Vote: Fletcher – yes, 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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Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for October 2017 201.834, 17-18

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The attached Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report reflects the status of the College in relation to the percentage of unrealized and unencumbered funds as of October 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	30,083,276	36.26	29,318,960	36.27
Expenditures	21,396,281	23.47	22,645,599	23.89

**Board Action Requested**

**Acceptance of report**

Action: Approved. See item 6.1 (412.1163).

***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 September 30, 2017

201.835, 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 September	0.65%
Interest earnings, quarter	\$ 14,675
Interest earnings, fiscal year to date	\$ <b>14,675</b>

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 September 30, 2017	1.36%
Interest earnings, quarter	\$ 17,544
Interest earnings, fiscal year to date	\$ <b>17,544</b>

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 September 30, 2017	1.70%
Interest earnings, quarter	\$ 235,960
Interest earnings, fiscal year to date	\$ <b>235,960</b>

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	1.81 Years
Yield-to-maturity at cost	1.34%
Earnings, quarter	\$ 19,281
Earnings, fiscal year to date	\$ <b>19,281</b>

**Interest Earnings Comparison:**

Total interest earnings, fiscal year to date 2017/2018	\$ <b>287,460</b>
Total interest earnings, fiscal year to date 2016/2017	\$ <b>223,439</b>

**Board Action Requested**

**Approval of report**

Action: Approved. See item 6.1 (412.1163).

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

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2017-2018 Unexpended Plant Fund (Fund 7) Budget

201.836, 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.

This modification would reduce the Building G Lab and Classroom Project budget by \$200,000 and reallocate the funds to the Learning Commons project to supplement the Title III grant and allow design work needed for this project to begin.

**Board Action Requested:**

**Approval of modification to 2017-2018 Annual Fund 7 Budget**

Action:           Approved. See item 6.1 (412.1163).

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

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First Addendum to the Professional Services Agreement for  
Guaranteed Tuition Installment Plan with Nelnet Business  
Solutions, Inc.

408.2348, 17-18

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In April 2014, the College entered into a tuition payment plan (or installment plan) agreement with Nelnet Business Solutions, Inc. (NBS). At that time, over half of the 28 Florida colleges were under contract with NBS to provide third party tuition payment plans to their students. Because of current statutory and constitutional restrictions in Florida (i.e. the inability to extend credit), NBS still remains the only company offering guaranteed tuition installment plans to Florida colleges.

Tuition installment plans are a benefit to both students and the College. They allow students an option to schedule payments spread over a defined term, which increases affordability, reduces uncollected tuition, and allows students to pay a nominal, fixed fee to participate, rather than paying interest on a loan. Further, the College experiences reduced staff time involved in the drop/add process for late payments or non-payments.

This first addendum specifically allows for the integration of the College's Enterprise Resource Planning system with NBS's new system platform.

**Board Action Requested:**

**Approval of addendum**

Action:           Approved. See item 6.1 (412.1163).

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

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Advisory Committee Appointments for:	417.115, 17-18
Air Conditioning, Refrigeration, and Heating Technology	
Building Construction Technology	
Child Development	
Criminal Justice Technology	
Diagnostic Medical Sonography	
Polysomnography	
Radiologic Programs	
Zoo Animal Technology	

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The following advisory board committee appointments are being recommended to the Board. All individuals have been contacted and have agreed to serve for a two-year period.

**Air Conditioning, Refrigeration, and Heating Technology**

***New***

Mr. Mark Browning, Owner, Browning AC, Gainesville  
Mr. Chuck Dupree, Gainesville  
Mr. Josh Sumner, Owner, Stellar Services of Florida, Gainesville

***Renew***

Mr. Robert Bounds, Owner, Bounds Heating & Air, Inc., Newberry  
Ms. Patty Cox, Manager, Johnstone Supply, Gainesville  
Mr. Roderick Allen Fair, Realtor, Florida Homes Realty and Mortgage, Gainesville  
Mr. Brian Fletcher, R. E. Michel Company, Archer  
Mr. Randy Hayes, Hayes Electric and Air Conditioning, Starke  
Mr. Steve Jarzembski, Comfort Temp, Gainesville  
Mr. Steve Morris, Inspector, City of Gainesville, Gainesville  
Mr. Pedro Rodriguez, Owner, Pro Air Conditioning Inc., Gainesville  
Mr. Scott Tschida, Branch Manager, Johnstone Supply, Gainesville

**Building Construction Technology**

***New***

Mr. Timothy Egan, Trenton  
Mr. Wes Emmanuel, Scherer Construction, Gainesville  
Mr. Nick Feagin, DE Scorpio Company, High Springs  
Mr. Dwayne Griffis, Griffis Custom Construction, LLC, Reddick  
Mr. Ivan Olerich, Olerich Construction, Newberry

***Renew***

Mr. Erik Anderson, McLeod General Trades, Gainesville  
Ms. Kara Bolton, Kara Bolton Homes, Inc., Gainesville  
Mr. Ira J. Carter, Carter Construction, Gainesville



Mr. Joe Daudelin, Gainesville  
Mr. Dennis Gerling, Masco Home Services, Alachua  
Ms. Sandy Golden, Waste Pro Services, Gainesville  
Mr. Fred Hart, Gainesville  
Mr. Robert Hartley, Hartley Brothers Construction, Gainesville  
Mr. Jerry Painter, Painter Masonry, Gainesville  
Mr. Saul Rentz, SI Construction & Remodeling Inc., Gainesville  
Mr. Jerrold M. Smith, Gainesville  
Mr. Jim Temple, Jim Temple Construction Inc., Keystone Heights

***Outgoing***

Mr. Gary Dounson, Gary Dounson & Associates, Inc., Gainesville

**Child Development**

***New***

Ms. Cindy Devalerio, Coordinator, Rainbow Family Education Center, Starke

***Renew***

Dr. Karen Bennett, Director, The Little School, Gainesville  
Ms. Holly Brussard, Director, Kid's World Preschool, Trenton  
Ms. Andi Lybrand, Director, Early Learning Coalition, Alachua  
Ms. Marilyn McCall, Director, My School, Gainesville  
Dr. Pam Pallas, Director, Baby Gator Child Development Center, Gainesville  
Dr. Tina Smith-Bonahue, Associate Professor, University of Florida, Gainesville

***Outgoing***

Ms. Ann Crowell, Director, HeadStart, Gainesville  
Dr. Sharen Halsall, Assistant Professor, University of Florida, Gainesville

**Criminal Justice Technology**

***New***

Mr. Kris Brady, Regional Specialist, Florida Department of Law Enforcement, Jacksonville  
Director Jeff Cloutier, Director of the Jail, Alachua County Sheriff's Office, Gainesville  
Chief Joel DeCoursey, Jr., High Springs Police Department, High Springs  
Assistant Chief Terrence Pierce, Gainesville Police Department, Gainesville  
Lieutenant Jeff Pruitt, Training Division, University of Florida Police Dept, Gainesville  
Ms. Rebecca Rogers, Chief Probation Officer, Department of Juvenile Justice, Alachua  
Ms. Tonya Shays, Assistant to the Honorable Rob Bradley, Starke Satellite Office, Orange Park  
Major David Sims, Chief of Security, North Florida Evaluation and Treatment Center, Gainesville

***Renew***

The Honorable Rob Bradley, State Senator, Senator, District 5, Orange Park  
The Honorable William Cervone, State Attorney, Eighth Judicial Circuit, Gainesville  
The Honorable Sadie Darnell, Sheriff, Alachua County, Gainesville  
Chief Jeff Johnson, Starke Police Department, Starke  
Chief Tony Jones, Chief, Gainesville Police Department, Gainesville  
The Honorable Keith Perry, State Senator, Senator, District 8, Gainesville  
Chief Chad Scott, Chief, Alachua Police Department, Alachua  
Deputy Chief Antoine Sheppard, High Springs Police Department, High Springs

The Honorable Gordon Smith, Sheriff, Bradford County, Starke  
Captain Lori Stophel, Judicial Services & Training Division, Alachua County, Gainesville  
Chief Linda Stump, Chief, University of Florida Police Department, Gainesville

***Outgoing***

Mr. Jack Anterio, High Springs  
Major Richard W. Hanna, Gainesville Police Department, Gainesville  
Lieutenant Ebony Jenkins, Chief of Security, North Florida Evaluation and Treatment Center, Gainesville  
Lieutenant David Lee, Training Bureau, Alachua County Sheriff's Office, Gainesville  
Director Charles Lee, Director of the Jail, Alachua County Sheriff's Office, Gainesville  
Ms. Diane Pearson, Circuit Manager, Probation and Community Corrections, North Region, Department of Juvenile Justice, Alachua  
Lieutenant Greg Streukens, Training Division, University of Florida Police Dept, Gainesville  
Ms. Donna Suereth, Regional Specialist, Florida Department of Law Enforcement, Tampa

**Diagnostic Medical Sonography**

***New***

Ms. Gwenette Bailey, US Supervisor, Baptist Downtown, Jacksonville  
Ms. Kay Burke, Administrator, Seven Rivers Regional Med Center, Crystal River  
Ms. Fabiola Carter, SIMED, Gainesville  
Mr. Johnny Casey, US Supervisor, Shands Lake Shore Regional Med Center, Lake City  
Ms. Leah Couture, West Marion Community Hospital, Ocala  
Ms. Walinda Hart, Supervisor, Villages Regional Hospital, The Villages  
Ms. Carrie Johnson, Administrator, Shands Starke, Starke  
Ms. Lisa Kohlmaier, US Supervisor, Munroe Regional Med Center, Ocala  
Ms. Tina Life, Supervisor, West Marion Community Hospital, Ocala  
Ms. Gabby Perez, North Florida Regional Medical Center, Gainesville  
Mr. Brian Smith, Director, West Marion Community Hospital, Ocala  
Ms. Ashlyn Woodington, North Florida Regional Medical Center, Gainesville

***Renew***

Mr. Jeremy Edwards, Technologist, UF Health, Gainesville  
Ms. Samantha Knoess, Technologist, North Florida Regional Medical Center, Gainesville  
Ms. Chris Langford, Department of Radiology, Shands at UF, Gainesville  
Dr. Julie Marshall, Department of Radiology, Shands at UF, Gainesville  
Ms. Tosheiba Montgomery, Department of Radiology, North Florida/South Georgia Veterans Health System, Gainesville  
Ms. Jennifer Robinson, Technologist, Diagnostic Imaging Group, Gainesville

***Outgoing***

Ms. Carrie Bell, Shands at UF, Gainesville  
Ms. Melissa May, Technologist, West Marion community Hospital, Ocala  
Ms. Carol Smith, Sonography Supervisor, North Florida Regional Medical Center, Gainesville

**Polysomnography**

***New***

Ms. Debbie Barker, Adjunct Faculty, Santa Fe College, Gainesville  
Dr. Richard Berry, UF Sleep Center, Gainesville

Mr. John Crawford, Adjunct Faculty, Santa Fe College, Gainesville  
Mr. Murphy Miller, Public Member, Alachua  
Mr. Dylan Moquin, Adjunct Faculty, Santa Fe College, Gainesville  
Mr. Tom Selig, Director, CP Services, UF Health Shands, Summerfield  
Ms. Mary Sparks, McAlpin  
Ms. Mary Thames, Advisor, Santa Fe College, Gainesville

### **Radiologic Programs**

#### ***New***

Mr. Mike Kenner, Radiographer, Lake City Medical Center, Lake City  
Ms. Sandra Lloyd, Supervisor, Radiology Department, Lake City Medical Center, Lake City  
Ms. Dallas McKenzie, Staff Radiographer, SIMED, Gainesville  
Ms. Kaitlin Mullins, Radiographer, North Florida Regional Medical Center, Gainesville  
Ms. Shannon Robinson, Director, Advanced Imaging Centers, Ocala  
Mr. Bob Rothermel, CT Tech, UF Health, Gainesville  
Ms. Paula Smith, Supervisor, Orthopedic Institute, Gainesville  
Mr. John Underwood, Administrative Director, UF Health Shands, Gainesville  
Ms. Brandy Volz, Supervisor, Radiology Department, UF Springhill, Gainesville

#### ***Renew***

Ms. Allison Bakke, Radiography Supervisor, Gainesville Veterans Affairs Medical Center, Gainesville  
Ms. Carrie Bell, Technical Director, Radiology Department, Shands at UF, Gainesville  
Mr. Michael Bickelhaupt, CT Supervisor, Shands Hospital, Gainesville  
Mr. Shawn Chatfield, Administration, Intermed Technology Management, Alachua  
Ms. Wendy Frazier, Radiology, Lake City Veterans Affairs Medical Center, Lake City  
Ms. Lara Hagle, Angiography and Interventional Procedure, Shands Hospital, Gainesville  
Mr. Lowell James, Supervisor, Radiology Department, Shands at UF, Gainesville  
Ms. Sherry Moore, Radiography Supervisor, UF Health (Medical Plaza), Gainesville  
Ms. Jennifer Sirera, Quality Control, Shands at UF, Gainesville

#### ***Outgoing***

Ms. Jennifer Bremmer-Long, Radiology, UF Health (Medical Plaza) Gainesville  
Ms. Monica Deleo, Administration, Invision Imaging, Gainesville  
Ms. Lisa Edens, Administration, Invision Imaging, Gainesville  
Mr. Tom Enlow, Radiology Administrator, North Florida Regional Medical Center, Gainesville  
Mr. Tom Harrington, NMT Supervisor, Veteran Affairs Medical Center, Gainesville  
Ms. Janet Hicks, CT Supervisor, Shands at UF, Gainesville  
Mr. Tom Horton, NMT Supervisor, North Florida Regional Medical Center, Gainesville  
Dr. Suzanne Mastin, Chief of NMT/Medical Advisor, Shands at UF, Gainesville  
Mr. Mike Nicole, NMT Supervisor, Shands at UF, Gainesville  
Mr. Steve Norden, Supervisor, Radiology Department, Shands at UF, Gainesville  
Ms. Carol Smith, Radiography Supervisor, North Florida Regional Medical Center, Gainesville  
Mr. Juan Toro, Radiology, Lake City Veterans Affairs Medical Center, Lake City  
Dr. Carol Younathan, Radiologist, North Florida Regional Medical Center, Gainesville

### **Zoo Animal Technology**

#### ***New***

Ms. Sharon Whitcraft, Department Chair, Allied Health Programs, Santa Fe College, Gainesville  
Ms. Norah Fletchall, President/CEO, Buffalo Zoo, Buffalo

Ms. Michelle Hatwood, Animal Curator, Freeport McMoRan Audubon Species Survival Center, New Orleans

***Renew***

Mr. Stewart Clark, President, General Manager, Busch Gardens, Tampa  
Mr. Jack Hanna, Director Emeritus, Columbus Zoological Gardens, Powell  
Mr. Matt Hohne, Animal Operations Manager, Walt Disney Parks and Resorts U.S., Lake Buena Vista  
Mr. Dan Maloney, Deputy Director of Conservation and Education, Jacksonville Zoo, Jacksonville  
Dr. James Wellehan, Assistant Professor, University of Florida College of Veterinary Medicine, Gainesville

***Outgoing***

Mr. Joe Barkowski, Vice President of Animal Conservation & Science, Tulsa Zoo, Tulsa  
Mr. Henry Buz Bireline, Director of Habitats and Nature Center, Maymont Foundation, Richmond  
Ms. Lois Ellis, Gainesville

**Board Action Requested**

**Approval**

Discussion: Dr. Sasser noted there are more Bradford County Members on our Advisory Committees than ever before. He also pointed out that Dr. Craig Capano from Building Construction Technology will be the first professor from one of our technical disciplines to participate in international travel for the College as part of his upcoming trip to Brazil.

Action: Motion to approve items 8.1 – 8.4: Lee  
Second: Fletcher  
Vote: Fletcher – yes, 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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Approval to Establish New Program - MRI Technology A.T.C. Program

101.137, 17-18

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The College has received information from area employers confirming that multiple modality imaging technologists are in demand. With the addition of an Advanced Technical Certificate in Magnetic Resonance Imaging (MRI), our graduates and other medical imagers who are registered radiography technologists employed in the region can obtain formal training in MRI. This will increase the job opportunities for the technologists and fill a gap in the industry, as identified by our area employers. Therefore, permission is requested to begin a new two-semester, 12 credit hour certificate in MRI in order to increase the number of workers trained in this growing modality.

**Board Action Requested:**

**Approval**

Action:           Approved. See item 8.1 (417.115).

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

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International Travel

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

**Dr. Ann Thiebaut, travel to Indonesia, March 3-10, 2018**

Dr. Ann Thiebaut, a philosophy and ethics professor at Santa Fe College, will visit and lecture at Atma Jaya University, the Catholic University in Jakarta, Indonesia, as part of a faculty exchange program. All transportation in Indonesia will take place by car and in the company of Atma Jaya staff. This travel will be funded by the International Education Office with additional funds supplied by Atma Jaya University. No State Department travel alert or warning has been issued for Indonesia.

**Dr. Eugenio Zaldivar, travel to Lviv and Ternopil, Ukraine, March 3-10, 2018**

Dr. Eugenio Zaldivar, a philosophy and ethics professor at Santa Fe College, will visit and lecture at the Technical College of Ternopil Ivan Puluj National Technical University in the western Ukrainian city of Ternopil as part of a faculty exchange program. He will fly into the city of Lviv, located 255 miles from Poland, and travel by car to Ternopil. All transportation in Ukraine will take place by car or train and in the company of administrators from the Technical College of Ternopil. This travel will be funded by the International Education Office with additional funds supplied by the Technical College of Ternopil. A State Department travel warning is in place for travel to eastern Ukraine and Crimea only. The central and western region of the country has no travel warning at this time, and several SF staff have traveled there recently with no incidents.

**Dr. Ritsa Mallous, travel to China, May 23-June 6, 2018**

Dr. Ritsa Mallous, an early childhood education professor at Santa Fe College, will travel to China as part of a faculty exchange program with Beijing Union University (BUU). She will provide guest lectures, contribute to classroom discussions, learn about early childhood education in China, and help deepen the collaboration between Santa Fe and BUU. All transportation in the country will take place by bus or private vehicle and in the company of BUU staff. This travel will be funded by the International Education Office with additional funds from BUU. No travel alert or warning has been issued for China.

**Dr. Craig Capano, travel to Bauru and São Paulo, Brazil, May 20-June 2, 2018**

Dr. Craig Capano, a professor of building construction at Santa Fe College, will visit the Universidade Estadual Paulista “Julio de Mesquita Filho” (UNESP) in Bauru as part of a faculty exchange program. He will provide guest lectures, participate in classroom discussions, learn about sustainable building construction practices in Brazil, and develop new professional relationships between Santa Fe and UNESP. All transportation in Brazil will take place by bus or private vehicle, usually in the company of UNESP staff. This travel will be funded by the International Education Office with additional funds from UNESP. No travel alert or warning has been issued for Brazil.

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 8.1 (417.115).

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Trustee Emeritus Designation

400.644, 17-18

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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.

**Board Action Requested:**

**Approval**

Action:           Approved. See item 8.1 (417.115).



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

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Santa Fe College Foundation Leases	408.2349, 17-18
Amendment #2 to Lease Agreement - Andrews Center	
Amendment #2 to Lease Agreement - Downtown Center (Phase I)	
Amendment #3 to Lease Agreement - Downtown Parcels	
Amendment #2 to Lease Agreement - Lillian Stump Building	
Amendment #2 to Lease Agreement - Ron and Norita Davis and Family Davis Center	
Amendment #2 to Lease Agreement - Watson Center	

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The College leases various parcels of real property from the Santa Fe College Foundation, Inc. (the "Foundation"). As set forth in the attached proposed lease amendments, several of the leases have been amended primarily to reflect renegotiations of annual rental amounts.

**Board Action Requested:**

**Approval**

***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 the Non Exclusive Student Affiliation Agreement with Munroe HMA Hospital, LLC d/b/a Munroe Regional Medical Center

408.2350, 17-18

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This First Amendment to the June 2017 Non Exclusive Student Affiliation Agreement with Munroe Regional Medical Center in Ocala, FL updates Addendum Three to be consistent with the agreement's Face Sheet which requires students to have an active and current BLS certification. All other terms and conditions of the Master Agreement remain in full force and effect.

**Board Action Requested:**

**Approval**

Discussion: President Sasser advised that Item 9.1 was not ready to move forward and requested that the Board refrain from voting on the item at this time. He requested approval of Items of 9.2 through 9.8 and asked General Counsel Patti Locascio to discuss item 9.6. Ms. Locascio explained that the College recently received a complaint from a visually impaired individual who is completely unaffiliated with Santa Fe College. This complaint, registered with the U.S. Department of Education Office for Civil Rights (OCR), alleges that portions of SF's websites and web presence are not accessible to those with disabilities including, but not limited to, visual impairments. College staff negotiated a Resolution Agreement with OCR in order to address the concerns of this individual and make the College's website more accessible. Based on the deadline imposed by OCR, the College requested the Board Chair's signature prior to the meeting. Ms. Locascio stated that the College has had a website accessibility committee for over a year so the mechanisms were in place to move forward quickly. The initial focus will be to ensure that any new online content published or acquired follows strict accessibility guidelines, for those with a wide range of disabilities. Ms. Locascio said that further action would be necessary in the coming months to bring our resources up to proper accessibility standards and that the matter was a top priority for the College. Dr. Sasser thanked Ms. Locascio and all other SF staff members involved in rectifying this important issue.

Action: Motion to approve items 9.2 – 9.8: Fletcher  
Second: Woody  
Vote: Fletcher – yes, 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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College Affiliation Agreement with Memorial Health Systems, Inc.  
d/b/a Florida Hospital Memorial Medical Center

408.2351, 17-18

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The agreement with Florida Hospital Memorial Medical Center in Daytona Beach, FL will allow students in the Computed Tomography (CT) and Cardiovascular Technology (CVT) Programs to participate in clinical training at the hospital. This is a new agreement with an initial two year term and provision for an automatic renewal in one year terms after that. It may be canceled by either party with thirty days written notice and any cancellation is effective at the end of a current academic semester.

**Board Action Requested:**

**Approval**

Action:           Approved. See item 9.2 (408.2350).

District Board of Trustees  
November 14, 2017

Agenda Item: 9.4

*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 Live Oak HMA,  
LLC d/b/a Shands Live Oak Regional Medical Center for  
Diagnostic Medical Sonography

408.2352, 17-18

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The agreement with Shands Live Oak in Live Oak, 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' written notice. Any cancellation is effective at the end of a current academic semester.

**Board Action Requested:**

**Approval**

Action:           Approved. See item 9.2 (408.2350).

***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 Santa Fe  
College Jinan Early Education College-China Academic  
Articulation Agreement

408.2353, 17-18

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This articulation agreement facilitates the smooth transfer of students who earn the equivalent of an Associate of Science degree in Early Childhood Education at Jinan Preschool Education College (Jinan, China) to Santa Fe College to earn a Bachelor of Science in Early Childhood Education. As confirmed by an institutional review conducted by a reputable third party, Jinan Preschool Education College graduates students annually with an AS degree who are unable to pursue a bachelor's degree in China, although there is a demand in China for bachelor's degree holders in Early Childhood Education. The Santa Fe College Early Childhood Education program has the capacity to add up to 25 Chinese students per year.

This agreement establishes minimum qualifications for acceptance into the Bachelor of Science in Early Childhood Education program, describes the admissions process, lays out an academic plan for students, and confirms all associated costs, including out of state tuition and fees, costs of educational materials, health insurance, a level 2 background check, and all travel, room, and board.

The Board has authorized the Chair, or Vice Chair in the Chair's absence, to execute documents, contracts, and change orders requiring Board approval before the next board meeting if waiting for the meeting would create operational or financial difficulties for the College. Based on the justification set forth in the attached memorandum, Chair Lisa M. Prevatt used emergency signature authority to sign both the English and Chinese versions of the agreement, pending ratification by the Board.

**Board Action Requested:**

**Ratification**

Action:           Approved. See item 9.2 (408.2350).

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

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Ratification of Emergency Signature Authority for Resolution Agreement with Santa Fe College for OCR Complaint #04-17-2132

408.2354, 17-18

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The College received a complaint from an individual who is not affiliated with Santa Fe College via the U.S. Department of Education Office for Civil Rights (OCR) alleging that “the college’s websites and web presence are not accessible to students and adults with disabilities including, but not limited to, visual impairments.”

OCR has proposed a Resolution Agreement for OCR Complaint #04-17-2132 in lieu of investigation. The Resolution Agreement describes actions the College will take in order to comply with regulations which prohibit discrimination on the basis of disability by recipients of federal financial assistance and public entities, respectively. This agreement resolves the matter using voluntary resolution procedures in order to satisfy the requirements set forth by OCR and resolve the complaint at the lowest level possible.

The Board has authorized the Chair, or Vice Chair in the Chair’s absence, to execute documents, contracts, and change orders requiring Board approval before the next board meeting if waiting for the meeting would create operational or financial difficulties for the College.

Based on the justification set forth in the attached memorandum, Chair Lisa M. Prevatt used emergency signature authority to sign the Resolution Agreement with Santa Fe College for OCR Complaint #04-17-2131, pending ratification by the Board.

**Board Action Requested:**

**Ratification**

Action:           Approved. See item 9.2 (408.2350).

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

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Guitar, Robotics, and Rocketry ATE (GRRATE) - National Science Foundation Grant 409.2176, 17-18

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The purpose of this project is to address local and regional workforce needs by increasing the number and diversity of students who are interested in entering STEM-related technician careers and who continue on an educational path towards that goal, ultimately enhancing the STEM technician workforce. The project includes creating and implementing a project-based Research and Analysis course with three experiential learning project options: guitar building, robotics, and rocketry.

Project GRRATE will be located at three of Santa Fe's rural educational centers: The Andrews Center, the Davis Center, and the Watson Center. Students served will include a higher percentage of low socioeconomic status students and first time college students than found in the general population. This has broad ramifications for addressing diversity issues for women and other underrepresented groups in the field. Emphasis is placed on collaborating with industry partners to meet their current and future needs for STEM technicians while connecting students with industry experts so they have firsthand knowledge of what is required to become a fully contributing partner within the industry. This is year one of a three-year project.

The amount of funds requested from the National Science Foundation is \$109,003, with no matching funds from Santa Fe College. Total funding for the three-year project is \$396,907.

Duration of this project is May 1, 2018, through April 30, 2019.

Operating budget impact: None.

**Board Action Requested:**

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

Action:           Approved. See item 9.2 (408.2350).

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

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Development and Validation of Observational and Self-Report Instruments to Describe Teaching Practices in Online Technical Education Centers Grant 409.2177, 17-18

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The purpose of this project is to improve online technical education (TE) by developing tools for describing instructional practices in online TE environments. These tools are urgently needed in order to maximize the benefits of this rapidly growing mode of instruction. In order to meet this need, the project will develop and validate two measurement tools, an observational protocol and a self-report instrument, that can be used to reliably collect comparable, non-evaluative data for the description, study, and improvement of online TE courses.

This is a collaborative partnership between Western Michigan University (as the fiscal agent) and Santa Fe College. This is year one of a three-year project.

The amount of funds requested from the National Science Foundation is \$18,382, with no matching funds from Santa Fe College. Total funding for the three-year project is \$54,000.

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

Operating budget impact: None.

**Board Action Requested:**

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

Action:           Approved. See item 9.2 (408.2350).



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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 said that Dr. Sasser and his wife Layne will be hosting a holiday dinner for the Foundation and the Board of Trustees on December 3 at their home in Cedar Key. A charter bus will transport the invitees to Dr. Sasser's home, departing from SF's Northwest Campus at 3:30 p.m. on the afternoon of the event.

Trustee Mallini also stated that the annual Women of Distinction ceremony will be held on March 27, 2018, and that the nomination deadline is November 24, 2017. Further, the Trustee stated, the unveiling of the Spring Arts poster will take place at the Santa Fe College Spring Arts House on March 29, 2018, at 5:30 p.m.