



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

**Minutes of Board Meeting Held January 16, 2018**  
**Fine Arts Hall, Gainesville, Florida**

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

Members absent: G.W. Blake Fletcher, Robert C. Hudson, 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 4:00 p.m., on the Northwest Campus in the Fine Arts Hall in Gainesville, Florida, followed by the Pledge of Allegiance.

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

Dr. Sasser asked Mr. Ed Book, Chief of Police, to update the Board on the recent bomb threat received by Santa Fe College. Chief Book stated that on January 2, 2018, President Sasser received a bomb threat via email demanding a lump sum payment from the College. The same email, Chief Book pointed out, was also believed to be sent to 28 other colleges and 12 universities throughout Florida. He stated that none of the schools contacted paid the amount requested and both the Federal Bureau of Investigation and the Florida Department of Law Enforcement investigated the matter and determined that the threat was likely non-credible. He added that investigators are still following up on leads regarding the transmission of the email, and stated that he would keep College officials apprised of significant developments in the case. President Sasser added that along with informing the Board, he also informed staff and students of the threat and planned to maintain open communication throughout the duration of the investigation.

President Sasser asked Dr. Vilma Fuentes, Assistant Vice President for Academic Affairs, to inform the Board of SF's upcoming international guest. Dr. Fuentes said that Fulbright Visiting Scholar Dr. Serhiy Kvit, Ukraine's former Minister of Education and an expert on Ukrainian education policy and journalism, will visit Santa Fe College from January 29, 2018, through February 3, 2018, followed by visits to the University of Florida and Florida State University. On January 30, 2018, at 7 p.m., Dr. Kvit will give a lecture on the Northwest Campus in the Fine Arts Hall, titled "The Media Context of Ukrainian Revolutions: Understanding the Post-Soviet World." Dr. Fuentes invited the Board to attend.

The meeting adjourned at 4:45 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 January 16, 2018, at 4 p.m.  
Fine Arts Hall, Gainesville, Florida**

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**Agenda**

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**Adoption of Agenda**

**Agenda Item: 1.1**  
418.554, 17-18

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Board Meeting of January 16, 2018
- 1.2 Approval of Board Meeting Minutes of November 14, 2017

2. Information Items

- 2.1 President's Report
- 2.2 Strategic Planning
- 2.3 Continuing Contracts Candidates for 2017-2018
- 2.4 Fee Waiver Report for Fall Term 2017
- 2.5 Preliminary and Tentative Audit Findings Operational Audit
- 2.6 State Authorization Reciprocity Agreement (SARA) Application

3. Citizen's Requests

4. Consent Items

Personnel

- 4.1 Contract Staff (Administrative and Professional)
- 4.2 Contract Staff (Faculty)
- 4.3 Career Service Staff

Agreements, Grants

- 4.4 Foundation for Student Success Mentor Institution Grant

Finance

- 4.5 Report of Purchases for November and December 2017
- 4.6 Colonel Harry M. Hatcher, Jr. Property Survey 18-02
- 4.7 Acceptance of Donations, 18-03

5. Facilities Items

- 5.1 A & B Buildings Transformer Replacements – Budget Approval (Minor Project)
- 5.2 Downtown Center Phase I (Building DA) Reroofing Project – Budget, Phase III Documents, and Guaranteed Maximum Price (Minor Project)
- 5.3 I Building Physics Lab Renovation Remodel – Budget Approval (Minor Project)
- 5.4 N Building Reroof – Budget Amendment (Minor Project)

6. Finance Items
  - 6.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for December 2017
7. General Institutional Items
  - 7.1 Approval to Establish New Program – Cybersecurity A.S. Degree Program
  - 7.2 Study Abroad Program: Spain & Portugal – Lisbon, Seville, and Madrid (Summer A 2018)
  - 7.3 International Travel
8. Agreements/Grants
  - 8.1 Consultant Services Agreement with the School Board of Alachua County (21st Century Community Learning Centers Project Vitalize)
  - 8.2 Memorandum of Understanding with Alachua Habitat for Humanity
  - 8.3 Ratification of Emergency Signature Authority for Memorandum of Understanding with CareerSource of North Central Florida
  - 8.4 Agreement Between Santa Fe College and the University of Florida for the Benefit of the College of Dentistry, University of Florida
  - 8.5 Santa Fe College Foundation Leases
    - 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. Santa Fe College Foundation Liaison Update and Board Members' Remarks
10. Adjournment

**Board Action Requested:**

**Approval**

Discussion: Chair Prevatt asked if there were any items that the Board would like to have removed from the consent agenda for discussion, and in hearing none, the agenda was approved.

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

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Approval of Board Meeting Minutes of November 14, 2017

401.545, 17-18

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The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held November 14, 2017, are presented for approval.

**Board Action Requested:**

**Approval**

Action: Motion to approve item 1.2: Woody  
Second: Mallini  
Vote: 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

February 20, 2018  
4 p.m.

**Regular Board Meeting**  
Kirkpatrick Center

March 27, 2018  
11:30 a.m.

**Women of Distinction Ceremony**  
Hilton UF Conference Center Hotel

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

Dr. Sasser stated that the next board meeting is scheduled for February 20, 2018, at the Kirkpatrick Center, beginning at 4 p.m. He added that after the meeting, the Board will be invited to take a tour of the Institute of Public Safety's new training facilities, which are unlike any in the country.

The President asked Dr. Naima Brown, Vice President for Student Affairs, to provide an update on enrollment. Dr. Brown stated that enrollment for spring is currently 14,032 students strong, and that there are only 181 fewer students currently enrolled than there were at this time last year. She noted that overall headcount is down 1.3% and full-time enrollment is down 0.6%. Dr. Brown proudly reported that SF's "Finish at the Top" numbers for spring show 256 students currently enrolled with 55 new participants. She further noted that 65 students graduated in Fall 2017 with 36 more expected to graduate at the end of the spring term.

Dr. Brown thanked the members of SF's Contact Center who worked over the winter break to assist with enrollment efforts. She stated that the Contact Center responded to 866 phone calls and 448 emails, advancing 104 financial aid files and 47 admission files during this time. In past weeks, Dr. Brown pointed out, the College also offered one-stop registration nights with various offices remaining open until 7 p.m. to assist students in mapping their educational goals. Further, the Communication and Creative Services department ran new social media campaigns for SF's Educator Preparation Institute and Bachelor of Science in Accounting, targeting ages 18-55. Dr. Brown stated that each of these efforts was meant to boost Santa Fe College's overall enrollment and show area residents that advanced education is within reach.

Dr. Brown closed by stating that she recently served as the grand marshal and guest speaker for Bradford County's parade in celebration of Dr. Martin Luther King, Jr. She stated that the position was an honor and that she enjoyed her time with Bradford County's residents.

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Strategic Planning

Information Item  
419.53, 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, Vice President for Assessment, Research, and Technology, was unable to attend the board meeting. There was no review of the strategic plan.

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

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Continuing Contracts Candidates for 2017-2018

Information Item  
402.803, 17-18

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The following faculty members have successfully completed five years of instructional service to the College with comprehensive annual evaluations. The five-year evaluation process culminated with an extensive self-evaluation, peer review, and ultimately a peer vote. Based on satisfactory evaluation, affirmative peer vote, review, and recommendation by the academic department supervisor with the support of the Provost and Vice President of Academic Affairs and the College President, the following faculty members are being considered for recommendation of the award of continuing contract for the 2018-2019 contract year. Recommendations will be sent to the Board in February 2018 for approval.

George Arnold	Assistant Professor, English
Ryan Barbeau	Assistant Professor, Social and Behavioral Sciences
Brenda Berryhill	Assistant Professor, Nursing Programs
Asha Brunings	Assistant Professor, Sciences for Health Programs
Julia Carson	Assistant Professor, Dental Programs
Amy Coker	Assistant Professor, Radiology
Chester Cowart	Assistant Professor, Construction and Technical Programs
Christina Edwards	Assistant Professor, Diagnostic Medical Sonography
Mary El-Semarani	Assistant Professor, Biotechnology
Jennifer Forshee	Assistant Professor, Social and Behavioral Sciences
Margaret Howell	Assistant Professor, Science for Health Programs
Ryan Keith	Assistant Professor, Social and Behavioral Sciences
Vincent Locascio	Assistant Professor, Mathematics
Nare Mautjana	Assistant Professor, Natural Sciences
Joseph Mousel	Assistant Professor, Mathematics
James Nichols	Assistant Professor, ITE Networking
David Pfahler	Assistant Professor, Natural Sciences
Kathie Russell	Assistant Professor, English
Corbin Sponholtz	Assistant Professor, High School Dual Enrollment
Richard Tovar	Assistant Professor, Science for Health Programs

Discussion: President Sasser asked Dr. Ed Bonahue, Provost and Vice President for Academic Affairs, to review the Continuing Contracts Candidates for 2017-2018. Dr. Bonahue stated that the listed faculty members were being considered for continuing contracts for the 2018-2019 contract year after having completed five years of instructional service to the College. The continuing contracts review process, Dr. Bonahue pointed out, requires an extensive self-evaluation, peer review, and peer vote, and each successful candidate must meet the Santa Fe College standard based on satisfactory evaluations, affirmative peer votes, and recommendation by their home academic department. He added that final recommendations will be brought back to the Board for approval in February 2018.

District Board of Trustees  
January 16, 2018

Agenda Item: 2.4

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

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Fee Waiver Report for Fall Term 2017

Information Item  
200.914, 17-18

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



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

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Preliminary and Tentative Audit Findings Operational Audit

Information Item  
200.915, 17-18

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Pursuant to Florida Statutes Section 11.45, at least every three years, the Auditor General's office conducts an operational audit of the accounts and records of Santa Fe College in accordance with government auditing standards. Such audits evaluate management's performance in establishing and maintaining internal controls that are designed and implemented to promote, encourage, and achieve objectives in the categories of compliance, economic and efficient operations, reliability of financial records and reports, and safeguarding of assets. Operational audits identify weaknesses in these internal controls, including those that are meant to prevent and detect fraud, waste, and abuse, and those that administer assigned responsibilities in accordance with applicable laws, administrative rules, contracts, grant agreements, and other guidelines.

Staff of the Auditor General conducted an operational audit of Santa Fe College during the time period of January 2017 - December 2017. The preliminary and tentative audit findings and recommendations that may be included in the final report after review of our written response was provided, via email, on January 2, 2018. College staff will prepare a written statement of explanation concerning each of the findings within the 30-day response window.

Discussion: Dr. Ed Bonahue, Provost and Vice President for Academic Affairs, explained that the College received preliminary findings from the Auditor General's operational audit that was conducted between January 2017 and December 2017. He directed the Board to SF's draft response to these findings which was provided prior to the meeting. In response to item number one concerning textbook affordability, he stated that finding the right balance in this area has been challenging, but that Academic Affairs leadership has made substantial progress toward greater affordability of educational materials. Dr. Bonahue noted that the Academic Affairs department will continue to review its policies and procedures to strive for increased affordability while also ensuring compliance with applicable Florida Statutes and State Board of Education Rules. Dr. Sasser added that the College will continue to assess the efficacy of its methods in all areas and will make necessary internal changes in order to better serve SF's students.

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

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State Authorization Reciprocity Agreement (SARA) Application

Information Item  
100.31, 17-18

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Florida recently passed legislation to join the State Authorization Reciprocity Agreement (SARA), which establishes comparable national standards for postsecondary distance education courses and programs, making it easier for students to take online courses offered by postsecondary institutions based in another state. By joining SARA, Santa Fe College may continue offering online courses to distance learners without having to seek individual authorization from each state in which SF students are enrolled. The fees to join SARA are likely less than they would be to receive authorization in every state individually, and far less than the amount of tuition that would be lost if SF were to stop offering online courses to out-of-state students. Currently California, Massachusetts, and Puerto Rico are the only states/territories that are not members of SARA. As a new member institution, SF joins thousands of schools that can offer online courses to students residing in every state except the three mentioned.

Discussion: Ms. Lisa Ciardulli, Assistant Vice President for Academic Affairs, stated that the State Authorization Reciprocity Agreement (SARA) creates national course standardization which will allow Santa Fe College to offer courses and programs seamlessly across all SARA member states. By joining SARA, Ms. Ciardulli stated, the College can continue to offer online courses to distance learners without having to seek costly individual authorization from each state in which SF students are enrolled, making it easier for students in other states to take classes at SF and boosting overall enrollment. She noted that the fees to participate in SARA will be cost-effective given our increased ability to serve students nationwide.

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Citizen's Requests

423.60, 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  
January 16, 2018

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)

411.421, 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>
Cindy Carstens <i>AS, Santa Fe College</i>	Coordinator, Dental Clinic
Natascha Carter <i>MBA, American Intercontinental University</i>	Coordinator, Financial Aid Eligibility
Linda Croley <i>PhD, University Of Michigan</i>	Interim Access Specialist, DRC
Patrick Hoffman <i>MBA, Hodges University</i>	Associate Director, Office of Financial Aid
*Kristen Jordan <i>MS, Kansas State University</i>	Interim TRAMCON Outcomes & Data

#### Part Time

<u>Name</u>	<u>Position</u>
*Julie Bahret	Specialist, Upward Bound
Geena Cesar	Specialist, Office of Financial Aid
Tawny-Raquel Collins	Specialist, Blount Center Student Services
Lisa Corriveau-Mernaugh	Specialist, Center for Teaching, Technology, & Training
Catherine Kradel	Specialist, Office of Admissions
Tiffany Dunn	Specialist, Adult Education
Amanda Mosley	Specialist, Library
*Patrick Stevens	Specialist, Adult Education
*Behnaz Tat	Specialist, Adult Education
Christopher Taylor	Specialist, College Achievement Program

\*Grant Funded

### Board Action Requested:

#### Approval

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

**C O N S E N T**

**District Board of Trustees  
January 16, 2018**

**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 (Faculty)

402.804, 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>
Timothy Fojtik <i>MA, University of Wisconsin</i>	Assistant Professor, Humanities and Foreign Language
Daniel Osborne <i>PhD, Indiana University</i>	Interim Assistant Professor, Social & Behavioral Science
Nilda Lopez <i>MS, Western Governors University</i>	Interim Assistant Professor, Nursing Programs

**Part Time**

<u>Name</u>
Carolina Abrahan
Sergio Caballero
John Castillo Rivas
Leah Compton
John Crawford
Vincent Dartigue
Thomas Dolan
Pamela Harvey
Stephen Hess
Xuehui Li
Ryan Nixon
Cynthia Okoh
Nickolas Ptschelinzew
Jennifer Rackley
Lauren Richardson
Nancy Schenewerk
Chelsy Stover
Jennifer Skyles
Russell Takashima
Bruce Teague
Dean White
Elizabeth Williams

**Board Action Requested:**

**Approval**

Action: Approved. See item 4.1 (411.421).

**C O N S E N T**

District Board of Trustees  
January 16, 2018

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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Career Service Staff

403.544, 17-18

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The individuals listed below are being recommended for appointment.

**Appointment**

**Full Time**

<u>Name</u>	<u>Position</u>
Christina Arnold	Office Supervisor, SF Teaching Zoo & Animal Technology
*Richard Batchelor	Administrative Assistant, Student Support Services
Stephanie Holt	Financial Aid Representative
Richard Williams	Electrician
Lawanda Young	Nursing Simulated Lab Support Specialist

\*Grant Funded

**Board Action Requested:**

**Approval**

Action: Approved. See item 4.1 (411.421).

## C O N S E N T

District Board of Trustees  
January 16, 2018

Agenda Item: 4.4

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

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Foundation for Student Success Mentor Institution Grant

409.2178, 17-18

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The purpose of this project is for Santa Fe College to serve as a mentor institution for three other colleges that can benefit from Santa Fe's intervention and implementation strategies to identify and support at-risk students. This is year two of a two-year grant.

The amount of funds requested from the Foundation for Student Success, Inc. is \$25,000, with no matching funds from Santa Fe College. Total funding for the two-year period is \$50,000.

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

Operating budget impact: None.

**Board Action Requested:**

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

Action: Approved. See item 4.1 (411.421).

**C O N S E N T**

**District Board of Trustees  
January 16, 2018**

**Agenda Item: 4.5**

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

Report of Purchases for November and December 2017

202.642, 17-18

Below are the total amounts and a summary of purchases for the months of November and December 2017.

Purchasing	\$2,069,915.40
Risk Management Consortium	<u>82,655.18</u>
<b>Total</b>	<b><u>\$2,152,570.58</u></b>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y68380 (Fund 1)	\$ 35,883.00	Contract	Howard Technology Solutions	Classroom Video Conferencing Information Technology
Y68381 (Fund 1)	\$ 43,839.00	Exempt	Education Advisory Board	Grades First Software Quality Enhancement Plan
Y68384 (Fund 1)	\$ 39,199.00	Contract	Howard Technology Solutions	Classroom Presentation Technology Information Technology
Y68496 (Fund 6)	\$ 49,837.00	Contract	Alan Jay Fleet Sales	Consortium Vehicle Risk Management Consortium
Y68602 (Fund 7)	\$ 563,407.00	Contract	D.E. Scorpio Corporation	International Student Center Renovation/Remodel Space Reallocation
Y68684 (Fund 7)	\$ 63,612.00	Contract	D.E. Scorpio Corporation	T & Y Parking Lot ADA improvements ADA Projects
Y68697 (Fund 7)	\$ 268,569.76	RFP	App-Techs Corporation	Scenario Training System Kirkpatrick Center
Y68758 (Fund 1)	\$ 52,800.00	Exempt	MGT of America	Job Classification/Compensation Study Human Resources
Y68770 (Fund 1)	\$ 55,000.00	Bid	Choice Medical Systems, Inc.	Ultrasound Machine Cardiovascular Tech

\$1,172,146.76



Purchase orders for awarded bids/contracts: 5  
TempForce (4), total \$41,705.87  
Mecorp, LLC (1) for \$33,000.00

Amount: \$74,705.87

Other Purchases \$0 - \$35,000.00  
Number of purchase orders: 389

Amount: \$905,717.95

**Board Action Requested:**

**Approval of report**

Action: Approved. See item 4.1 (411.421).

**C O N S E N T**

District Board of Trustees  
January 16, 2018

Agenda Item: 4.6

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

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Colonel Harry M. Hatcher, Jr. Property Survey 18-02

200.916, 17-18

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

The Property Survey Committee met via email on December 15, 2017, to consider departmental requests to be relieved from inventory accountability. The committee members approved the following requests to remove the items listed below from the active property control inventory records. A detailed list of all items from each category is attached.

<b>Category</b>	<b>Number of Items</b>	<b>Original Cost or Value Items &gt; \$5,000 to be Removed from Inventory and Financial Records</b>	<b>Depreciation of Items &gt; \$5,000</b>	<b>Total Book Value Items to be Removed from Inventory and Financial Records</b>
Surplus Property	3	70,640.00	70,640.00	\$0.00
Trade-In	4	80,228.00	80,228.00	\$0.00
<b>TOTAL</b>	<b><u>7</u></b>	<b><u>150,868.00</u></b>	<b><u>150,868.00</u></b>	<b><u>\$0.00</u></b>

Notes

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

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

**Board Action Requested:**

**Approval**

Action: Approved. See item 4.1 (411.421).

**C O N S E N T**

District Board of Trustees  
January 16, 2018

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, 18-03

200.917, 17-18

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Donation #1

Intermed/UF Health Shands has donated the item listed below to Radiologic Technology Program.

<b>Qty</b>	<b>Description</b>	<b>Cost</b>
1	Portable X-Ray Machine, GE AMX 4 Plus	<u>\$4,500.00</u>
	<b>Total</b>	<b><u>\$4,500.00</u></b>

Donation #2

The Orthopaedic Institute has donated the item listed below to Physical Therapist Assistant Program.

<b>Qty</b>	<b>Description</b>	<b>Cost</b>
1	Upper Body Cycle, Biodex Medical UBE	<u>\$2,500.00</u>
	<b>Total</b>	<b><u>\$2,500.00</u></b>

**Board Action Requested:**

**Approval**

Action: Approved. See item 4.1 (411.421).

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

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A & B Buildings Transformer Replacements – Budget Approval  
(Minor Project)

412.1164, 17-18

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**Project Background & Description:**

Academic House Buildings A and B were built in 1974 and are two of the oldest structures on the Northwest Campus. The buildings have been renovated and remodeled over the decades, but the electrical service has been left untouched. The roof-mounted transformers for both buildings are in poor condition and are difficult to maintain. Facilities services has identified the need to replace these transformers since 2004, and is recommending that they be replaced using the Board approved (June 19, 2017) allocation of operating funds to the 2017-18 Unexpended Plant Fund (Fund 7) for utility upgrades and replacements.

This project involves removal of the existing roof-mounted transformers, patching of the roof curbs, and installation of new ground-mounted transformers at Building A and B.

Architect/Engineer:	Kail Partners, LLC
Contractor/Construction Manager:	TBD
Florida Building Code Inspector:	In-house
Estimated Project Budget:	\$675,000
Source of Funds:	Other local funds – Deferred Maintenance

**Project Status:**

College staff has consulted with the design team, evaluated possible options, reviewed the scope of this project, and is requesting the Board approve the budget in the amount of \$675,000.

**Board Action Requested:**

**Approval**

Discussion: Ms. Ginger Gibson, Chief Financial Officer and Vice President for Administrative Affairs, reviewed items 5.1 through 6.1 individually. In response to a question posed by Trustee Mallini regarding the renovation price per square foot for item 5.3, I Building Physics Lab Renovation Remodel, Ms. Rebecca Rogers, Director for Facilities Planning and Construction, stated that the Facilities Department will prepare a detailed report of the renovation expenses for this project, with Ms. Gibson adding that this information will be shared with the Board in the future.

Action: Motion to approve items 5.1, 5.2, 5.4, and 6.1: Mallini  
Second: Lee  
Vote: 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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Downtown Center Phase I (Building DA) Reroofing Project –  
Budget, Phase III Documents, and Guaranteed Maximum Price  
(Minor Project)

412.1165, 17-18

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**Project Background & Description:**

The roof on this leased building, located at 401 NW 6<sup>th</sup> Street, Gainesville, Florida (the Downtown Center Phase 1), was last replaced in the 1990's when the building was remodeled from its original use as a train station into a classroom building for the College. At over 27 years old, the roof is in poor condition and is well beyond its useful life.

This project involves the design, removal, and replacement of both the flat built-up roof on the main portion of the building, including all tapered insulation, as well as the removal and replacement of asphalt shingles over the covered walkways. The combined square footage of this project is approximately 17,500 SF.

Architect/Engineer:	Kail Partners
Contractor/Construction Manager:	Blakeland Construction
Florida Building Code Inspector:	In-house
Estimated Project Budget:	\$667,700
Source of Funds:	Other local funds – Deferred Maintenance Educational Center Upgrades (CIF)

**Project Status:**

When this project was planned and budgeted, the total estimated cost was below the threshold requiring Board approval. Through site investigations during the design process, it became apparent that the tapered insulation and asphalt shingles needed to be replaced, which increased the cost estimate of the project. During bidding, the construction manager identified the need to perform work outside of normal working hours, as well as the need to lift roof top equipment to the work site. These factors also added costs to the project.

With the changes noted, college staff is requesting approval of a minor project budget in the amount of \$667,700. In order to begin roofing work during Spring Break, staff has received a guaranteed maximum price (GMP) in the amount of \$508,430. College staff is also requesting Board approval of the Phase III construction drawings and the GMP.

**Board Action Requested:**

- A. Approval of the estimated project budget of \$667,700**
- B. Approval of Phase III construction drawings**
- C. Approval of guaranteed maximum price of \$508,430**

Action: Approved. See item 5.1 (412.1164).

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

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I Building Physics Lab Renovation Remodel – Budget Approval  
(Minor Project)

412.1166, 17-18

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**Project Background & Description:**

This project involves the design, renovation, and remodel of approximately 2,265 square feet in I Building to create a Physics lab and classroom with associated support spaces. As identified in the Educational Plant Five Year Survey Report, the College's Northwest Campus has a significant deficit of Natural Sciences lab and classroom space. On June 19, 2017, the Board approved the allocation of operating funds to the 2017-18 Unexpended Plant Fund (Fund 7) to renovate and remodel this portion of I Building, which will help reduce the deficit of science lab space. The project scope will include remodeling the former English as a Second Language (ESL) tutoring lab and office space at the west end of I Building to create one Physics lab suite, including updates to all interior finishes, lab and classroom technology, and furnishings, as well as all necessary mechanical, electrical, and plumbing upgrades.

Architect/Engineer:	Kail Partners
Contractor/Construction Manager:	TBD
Florida Building Code Inspector:	In-house
Estimated Project Budget:	\$1,500,000
Source of Funds:	Other local funds

**Project Status:**

College staff requests the Board approve a budget for this project in the amount \$1,500,000 based on previously allocated funds.

**Board Action Requested:**

**Approval of the project budget in the amount of \$1,500,000**

Action: Motion to approve item 5.3 as presented with a detailed summary to follow: Woody  
Second: Mallini  
Vote: 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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N Building Reroof – Budget Amendment (Minor Project)

412.1167, 17-18

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**Project Background & Description:**

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

In September 2017, the Board approved a project budget of \$350,000 for the design, removal, and replacement of the approximately 14,920 square foot roof. Since approval of the budget, staff have discovered that a skylight at the north stairwell, the metal roof of the two stair towers, and the coping around the perimeter of the building also need to be replaced. These replacements were not part of the original project budget. Staff requests that the budget for this project be increased by \$90,400 to a total of \$440,400 so that all of the roofing issues can be addressed as one project.

Architect/Engineer:	Kail Partnership, LLC
Contractor/Construction Manager:	Blakeland Construction
Florida Building Code Inspector:	In-house
Estimated Project Budget:	\$440,400
Source of Funds:	Other local funds – Deferred Maintenance PECO General Maintenance

**Project Status:**

College staff has reviewed the expanded scope of this project and is requesting the Board approve a total revised budget in the amount of \$440,400.

**Board Action Requested:**

**Approval of the revised estimated project budget of \$440,400**

Action: Approved. See item 5.1 (412.1164).

***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 December 2017

201.837, 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 December 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	46,998,689	56.65	44,114,600	54.57
Expenditures	37,165,372	40.77	34,170,765	36.05

**Board Action Requested:**

**Approval of report**

Action: Approved. See item 5.1 (412.1164).



***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 – Cybersecurity A.S. Degree Program

101.139, 17-18

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The current A.S. degree program in Network Systems Technology at Santa Fe College offers a concentration in Information Technology Security. Due to the increasingly specialized nature of network security and the overwhelming industry need for appropriate security administration in all kinds of enterprise systems, the IT Security concentration is now proposed for expansion into an independent A.S. degree program. Recent workforce data provided by the Florida Department of Economic Opportunity indicates strong current demand and sustainable job growth in the area of cybersecurity, and the SF advisory committee for Information Technology programs unanimously approved Security as a distinct degree program. The IT Security degree will stand alongside current degree programs in Network Systems Technology, Computer Information Technology, and Programming and Analysis. Graduates of the program may also apply to continue into the department's B.A.S. in Information Systems Technology.

**Board Action Requested:**

**Approval**

Discussion: Dr. Ed Bonahue, Provost and Vice President for Academic Affairs, stated that, due to the increasingly specialized nature of network security and the industry need for appropriate security administration, SF has proposed that the current IT Security course concentration be expanded into an independent A.S. degree program in Cybersecurity. Dr. Bonahue pointed out that recent workforce data provided by the Florida Department of Economic Opportunity indicates strong current demand and sustainable job growth in the area of cybersecurity, further emphasizing a need for a distinct degree program addressing this growing sector. He added that graduates of the new Cybersecurity A.S. program can continue on to the College's Information Systems Technology B.A.S. program should they wish to further their education in this field.

Action: Motion to approve items 7.1 through 7.3: Lee  
Second: Woody  
Vote: 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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Study Abroad Program: Spain & Portugal – Lisbon, Seville, and Madrid (Summer A 2018)

101.140, 17-18

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**Spain and Portugal: Lisbon, Seville, Madrid (Jorie Scholnik-Zaron and Rimjhim Banerjee):  
Summer A 2018**

**Cost: \$3,630 (includes airfare, accommodations, Terra Dotta and insurance fees, required activities, and some meals)**

Courses: SLS1301 Life and Career Development (Zaron)  
SLS2352 Career Development in the Global Workplace (Zaron)  
SLS2930 Special Topics/Individual Study (Zaron)  
IDS2930 Group Study: Business and Human Resources (Banarjee-Batist)  
IDS4930 Special Topics in Human Resource Management (Banarjee-Batist)

Instructional Intent: Students will be able to see historic parts of Spain and Portugal and observe how these countries have become major business hubs for tourism, automobile, agriculture energy, textile, food and beverage, metal, and chemical industries. Portugal, in particular, is known for its manufacturing in clothing, footwear, food processing, oil refining, and fish canning. Since students will tour several cities, they will be able to delve into each area's unique culture and observe business operations while appreciating the city's history.

Course: SLS1301 is designed to expose students to international careers and gain knowledge about Spain's top business industries. Students will visit local businesses, speak with the tour director about tourism, and interact with locals during career interviews. Students will also learn how to navigate in international business settings by applying the lessons they learned in the language and cultural orientation at a paella and tapas dinner.

Course: SLS2352 will help students develop a foundational knowledge of how Spanish and American cultures differ. They will be exposed to the history of Spain by visiting the Plaza de España, Alcazar Palace, Prado Museum, and Palacio Real. Students will be able to compare and contrast different cities for the duration of the trip so that they will be able to note the city atmosphere, pace of business, cultural norms, and explore the similarities and differences between business cultures.

Course: SLS2930 is a one credit course where students will meet with their instructor to select a specific topic around their career interest. The study abroad experience will allow them to discover how the cultures of Spain and Portugal are different from their own, allowing them to reflect on the best ways to approach international business and social situations. While studying abroad, students will gain insight into their career prospects from a global perspective.

Course: IDS2930 will help students understand the services, products, jobs, and income generation that businesses in Spain and Portugal provide. Students will demonstrate an understanding of Spanish and Portuguese culture and their effects on business operations.

Course: IDS4930 will provide students with an understanding of key human resources practices in modern global organizations. Specific emphasis will be given to understanding the business

environment, political system, and the culture of Spain and Portugal as well as how these elements influence human resource management and practices, business sustainability, and business practices.

Faculty Leaders:

Jorie Scholnik-Zaron is an Associate Professor of Student Development Instruction. She has been travelling internationally since she studied abroad in Italy while pursuing a degree at the University of Florida. To date, she has travelled to Spain, England, France, Amsterdam, Belgium, Israel, Canada, China, Japan, Greece, and Switzerland. Professor Scholnik-Zaron won an Internationalizing the Curriculum Grant through Santa Fe College and accompanied the study abroad program to China, allowing her to bring an intercultural perspective into her career classes. She also led SF's 2017 study abroad program to Japan.

Dr. Rimjhim Banerjee-Batist holds an Ed.D. in Human Resource Development wherein she specialized in international human resource management. Her research specialization is mentoring, and spans training, learning, and career development in different countries. Dr. Banerjee-Batist has been awarded the Sustainability in Curriculum Award whereby students enrolled in the BAS in Organizational Management, Human Resources track engage in course activities that familiarize them with the challenge of sustainability facing today's companies. She loves to travel and travels internationally every year. This will be her first time co-leading a study abroad program.

This trip is capped at 12 students.

*Note:* All cost estimates are subject to change. Trips may or may not occur, based on enrollment.

Board Action Requested:

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

Action: Approved. See item 7.1 (101.139).

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

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International Travel

101.141, 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 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:

**Lila Guertin, Travel to Cartagena, Colombia, March 3-10, 2018**

Lila Guertin, Assistant Professor in Santa Fe College's Cardiovascular Technology Program, will travel to Cartagena in order to create new partnerships between SF's health science programs and Colombian health science programs, as well as explore the possibility of developing a future study abroad program for Santa Fe students. Professor Guertin will fly directly into Cartagena. All transportation in Cartagena will be provided by the Servicio Nacional de Aprendizaje, SENA (National Learning Service Center) and take place in the company of SENA staff. A travel warning currently exists for Colombia cautioning travelers to avoid rural areas and intra-city travel. Professor Guertin will engage in neither. The travel warning states that security in Cartagena and other major cities in Colombia has improved significantly in recent years and that U.S. government officials travel regularly to major cities in Colombia. Santa Fe faculty and staff have traveled to the city of Cartagena twice in the last 12 months with no difficulties.

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 7.1 (101.139).

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

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Consultant Services Agreement with the School Board of Alachua County (21st Century Community Learning Centers Project Vitalize)

408.2355, 17-18

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Santa Fe's College for Kids is working with the 21st Century Community Learning Center's Project Vitalize to offer 3D Printing and Architecture/Tinkercad classes for their afterschool program. Beginning in January, Westwood Middle School and Foster Elementary School students will learn 3D modeling best practices, how to use and maintain a 3D printer, how to find quality content in 3D printing libraries, how to scan objects for 3D printing, and how to use various types of software to create quality 3D prints. Students will use the Design Thinking Process and hands on engineering challenges to learn the fundamentals of 3D printing while expanding their general knowledge of modern technology. SF hopes to expand this program after the initial launch based on attendance and feedback from our participants.

**Board Action Requested:**

**Approval**

Action: Motion to approve items 8.1 through 8.5: Lee  
Second: Mallini  
Vote: Lee – yes, Mallini – yes, McRae – yes, Prevatt – yes,  
Woody – yes

District Board of Trustees  
January 16, 2018

Agenda Item: 8.2

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

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Memorandum of Understanding with Alachua Habitat for Humanity

408.2356, 17-18

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The collaboration between Santa Fe College and Habitat for Humanity dates from 2009, and this spring the College will provide Habitat with an eighth completed house, built principally by Santa Fe students in the Building Construction and Apprenticeship programs. At this time, approval is sought for a Memorandum of Understanding (MOU) that will extend the partnership through 2021 and provide for construction of the ninth, tenth, and eleventh Habitat houses. The project continues to provide hands-on training opportunities for students in multiple programs while also advancing the College's role in providing an affordable home for area residents.

**Board Action Requested:**

**Approval**

Action: Approved. See item 8.1 (408.2353).

***College Goal: Workforce Development - Provide student-centered workforce programs in collaboration with local employers and economic development agencies.***

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Ratification of Emergency Signature Authority for Memorandum of Understanding with CareerSource of North Central Florida

408.2357, 17-18

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Santa Fe College has enjoyed a long and mutually beneficial relationship with the CareerSource North Central Florida One-Stop Center, which connects businesses with skilled employees and training opportunities. Coordination between CareerSource and Santa Fe focuses on workforce training, advancing employment, and greater economic development. The Workforce Innovation and Opportunity Act (WIOA) of 2014 is an affirmation of the work being done throughout the nation to build the workforce development system, as we do with our partnership. The cornerstone of the Act is its One-Stop customer service delivery system, offered by organizations such as CareerSource, which assures coordination between the activities authorized in and linked to this act.

CareerSource North Central Florida has proposed a Memorandum of Understanding (MOU) describing the cooperative efforts of CareerSource North Central Florida, Santa Fe College, Alachua County, and Bradford County, including actions to be taken by each party to assure the coordination of their efforts in accordance with state-issued requirements that establish and maintain an effective and successful One-Stop system.

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 Memorandum of Understanding with the CareerSource North Central Florida One-Stop Center, pending ratification by the Board.

**Board Action Requested:**

- A. Ratification of the MOU**
- B. Delegation of authority to the Provost and Vice President for Academic Affairs to execute any agreements and related documents associated with this MOU, including but not limited to the Infrastructure Funding Agreement, upon review and approval by the General Counsel, Vice President for Administrative Affairs, and other college officials without further review of the Board.**

Action: Approved. See item 8.1 (408.2353).

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

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Agreement Between Santa Fe College and the University of  
Florida for the Benefit of the College of Dentistry, University of  
Florida

408.2358, 17-18

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Building on the College's longstanding relationship with the UF College of Dentistry (UFCD), approval is requested to expand capacity for services within the Santa Fe Dental Clinic. While the clinic has for decades had the benefit of a UF-employed faculty dentist to deliver clinical services and partly supervise Santa Fe College's Dental Programs student training, a new agreement with the College of Dentistry will allow for third- and fourth-year dental students and resident dentists to work in the Santa Fe clinic as well, always under the supervision of their assigned UFCD faculty. This proposed expansion of staffing will provide more training opportunities for SF dental assisting and hygiene students, and will allow the SF clinic to enhance service to clients. Both UF and SF will continue to maintain appropriate supervision and liability insurance at all times for their own personnel and for all services provided.

**Board Action Requested:**

**Approval**

Action: Approved. See item 8.1 (408.2353).



***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	408.2359, 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**

Action: Approved. See item 8.1 (408.2353).

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Santa Fe College Foundation Liaison Update and Board Members' Remarks

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Discussion: Reporting for the Santa Fe College Foundation, Trustee Mallini stated that donations received for the month of December 2017 totaled \$512,493. He informed the Board that the Foundation is hosting multiple events this spring, including a performance by the Harlem Quartet who will appear in the Fine Arts Hall on February 10, 2018, at 7:30 p.m., as well as SF's Women of Distinction ceremony on March 27, 2018, at 11:30 a.m. at the UF Hilton Conference Center. He noted that tickets to both events are now available from the Office of Advancement. Trustee Mallini also stated that the ribbon-cutting ceremony for the Institute of Public Safety's expansion will be held on March 23, 2018, at 10 a.m. and that the unveiling of the Spring Arts poster will take place at the Santa Fe College Spring Arts House on March 29, 2018, beginning at 5:30 p.m.