



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

**Minutes of Board Meeting Held May 21, 2019**  
**Wattenbarger Student Services Building, Gainesville, Florida**

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

Members absent: Michael M. Goldwire, Robert C. Hudson

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

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

The meeting adjourned at 4:55 p.m.

Handwritten signature of Lisa M. Prevatt in blue ink.

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Lisa M. Prevatt, Chair

Handwritten signature of Jackson N. Sasser in blue ink.

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Jackson N. Sasser, Secretary



**The District Board of Trustees  
Santa Fe College, Florida  
Board Meeting of May 21, 2019, at 4 p.m.  
Wattenbarger Student Services Building, Gainesville, Florida**

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**Agenda**

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**Adoption of Agenda**

**Agenda Item: 1.1**  
418.566, 18-19

1. General Functions
  - Pledge of Allegiance
  - 1.1 Adoption of Agenda for Board Meeting of May 21, 2019
  - 1.2 Approval of Board Meeting Minutes of April 16, 2019
2. Information Items
  - 2.1 President's Report
  - 2.2 Strategic Planning
  - 2.3 Presidential Selection
  - 2.4 Proposed Board of Trustees Meeting Schedule for 2019-2020
  - 2.5 Fee Waiver Report for Spring Term 2019
  - 2.6 Standard Health Sciences Clinical Affiliation Agreement for Dental Assisting Program with Damien Hunter, LLC d/b/a Hunter Family Dentistry
  - 2.7 Amended Rule 4.2: Grading System
  - 2.8 Amended Rule 7.10: Recruitment of Students
  - 2.9 Amended Rule 7.23: Student Conduct Code
3. Citizen's Requests
4. Consent Items
  - Personnel
    - 4.1 Career Service Staff
    - 4.2 Contract Staff (Administrative and Professional)
    - 4.3 Contract Staff (Community and Continuing Workforce Education)
    - 4.4 Contract Staff (Faculty)
  - Agreements, Grants
    - 4.5 Wells Fargo – Education to Profession, Building the Training Pathway Grant
  - Finance Items
    - 4.6 Report of Purchases for April 2019
    - 4.7 Colonel Harry M. Hatcher, Jr., Property Survey 19-07

5. Facilities Items
  - 5.1 Annual Comprehensive Safety Inspection Report for Fiscal Year 2018-2019
  - 5.2 A & B Buildings Transformer Replacements Project Completion
  - 5.3 W Building Dental Clinic Renovation/Remodel Project Completion
6. Finance Items
  - 6.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for April 2019
  - 6.2 Report of Investments, Quarter Ending March 31, 2019
  - 6.3 Second Amendment to the Agreement for International Insurance Services with Insurance for Students, Inc.
7. General Institutional Items
  - 7.1 International Travel
  - 7.2 Approval of Presidential Profile
8. Agreements/Grants
  - 8.1 Consultant Services Agreement with the School Board of Alachua County (21st Century Community Learning Centers Project Vitalize and Project Flourish)
  - 8.2 Memorandums of Understanding for the benefit of the Take Stock in Children Scholarship Program with:
    - Education Foundation of Alachua County, Inc.
    - Communities in Schools of Bradford County, Florida, Inc.
  - 8.3 SF2UWF Transfer Agreements with the University of West Florida
    - Transfer Student Partnership Program Agreement
    - Honors Transfer Pathway Agreement with the Kugelman Honors Program
  - 8.4 ACEMAPP Subscription Agreement
  - 8.5 Health Sciences, Information Technology Education, and Business Programs Affiliation Agreement with the University of Florida Board of Trustees
  - 8.6 Amendment to Extend Term of the Affiliation Agreement with Orlando Health, Inc.
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: Woody

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

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Approval of Board Meeting Minutes of April 16, 2019

401.557, 18-19

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The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held April 16, 2019, are presented for approval.

**Board Action Requested**

**Approval**

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

Discussion: Dr. Sasser stated that former Florida State University President Dr. Sandy D'Alemberte passed away recently and asked that those in attendance observe a moment of silence for this outstanding leader in higher education.

Dr. Sasser then recognized Dr. Julie McGrath, Career Service Council Chair; Ms. Kate Santacruz, Student Government President; Dr. David Price, College Senate President; Ms. Kathie Russell, Presiding Officer of the Senate Executive Council; and Mr. Tom Mason, AFC President. The President welcomed the students and part-time employees to the Board meeting, stating that he respects their right to assemble and voice their opinion.

The President noted that the annual evening employee social will be held on June 4, 2019, at 5 p.m. in S-29/30, and that the annual ice cream social will be held on June 11, 2019, at 2 p.m. in R-01. Additionally, Dr. Sasser stated that the next Board meeting is scheduled for June 18, 2019, on the Northwest Campus beginning at 4 p.m.

The President thanked Mr. Gary Cothren for serving as Interim Associate Vice President for Facilities Services over the past few years and announced that Mr. Liam McClay will be taking responsibility for those duties moving forward. He noted that Mr. McClay's duties in governmental affairs will continue along with his new responsibilities in the Facilities Services Department.

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Strategic Planning

Information Item  
419.65, 18-19

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

Discussion: Dr. Sasser asked Dr. Lisa Armour, Vice President for Assessment, Research, and Technology, to provide an update on Strategic Planning. Dr. Armour shared a PowerPoint presentation that highlighted four of the action themes that were discussed at the March 22, 2019, State of the Strategic Planning meeting. She invited the Board to share their comments and suggestions as the new Strategic Plan is in development.

District Board of Trustees  
May 21, 2019

Agenda Item: 2.3

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

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Presidential Selection

Information Item  
411.441 18-19

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To be presented at the meeting.

Discussion: President Sasser asked Trustee Mallini to provide an update on the Presidential Search process during item 7.2: Approval of Presidential Profile.

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Proposed Board of Trustees Meeting Schedule for 2019-2020

Information Item  
416.153, 18-19

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Below is the proposed schedule of the Board of Trustees meetings for the 2019-2020 year. All meetings begin at 4 p.m.

**2019-2020 Board Meeting Schedule**

July 16, 2019	Davis Center
<b>August</b>	<b>No Meeting</b>
September 17, 2019	Perry Center
October 15, 2019	Northwest Campus
November 19, 2019	Andrews Cultural Center
<b>December</b>	<b>No Meeting</b>
January 21, 2020	Northwest Campus
February 18, 2020	Blount Center
<b>March</b>	<b>No Meeting</b>
April 21, 2020	Andrews Center
May 19, 2020	Northwest Campus
June 16, 2020	Northwest Campus
July 21, 2020	Watson Center



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

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Fee Waiver Report for Spring Term 2019

Information Item  
200.938, 18-19

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Florida Statute 1009.26 identifies statutorily authorized fee waivers, and Board-authorized fee waivers are defined in College Rule 7.13: Waiver of Fees. When a course fee is waived, all fees associated with the course are waived except for Technology, Transportation, Access, Lab, and Distant Learning fees.

Pursuant to State Board of Administration Rule 6A-14.054(12), the College maintains the list of persons for whom fees are waived, documentation supporting the waivers, and the amount of the fees waived. Attached is a summary report for the term that identifies the authorized waiver types, number of students granted waivers, and the dollar amount associated per waiver type.

***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 for Dental Assisting Program with Damien Hunter, LLC d/b/a Hunter Family Dentistry

Information Item  
408.2436, 18-19

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The Standard Health Sciences Clinical Affiliation Agreement with Damien Hunter, LLC d/b/a Hunter Family Dentistry will allow students in the Dental Assisting Program to participate in clinical training at the facility's Jonesville location. This agreement is effective from the date of execution with automatic annual renewal unless terminated by either party in accordance with the termination clause.

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

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Amended Rule 4.2: Grading System

Information Item  
410.553, 18-19

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To accommodate non-credit enrollment in SF's Adult Education Program, an amendment to Rule 4.2: Grading System is recommended that will include the award of grades P (Pass) and F (Fail) in Adult Education classes. Because students frequently repeat classes while they are making progress toward basic academic reading and earning their GED, the grades of P and F will better represent students' continued progress in the program while limiting cumulative participation in the program to three years, except for cases explicitly approved and documented by the Provost.

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

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Amended Rule 7.10: Recruitment of Students

Information Item  
410.554, 18-19

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Rule 7.10: Recruitment of Students has been updated to affirm the College's policy against the use of unfair, deceptive, or abusive recruitment tactics and now lists specific recruitment techniques that the College does not condone. These guidelines, which are required under the College's Voluntary Education Partnership Memorandum of Understanding with the Department of Defense, have been in place in the Office of Admissions since 2014, and will now be a College-wide policy.

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

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Amended Rule 7.23: Student Conduct Code

Information Item  
410.555, 18-19

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Rule 7.23: Student Conduct Code has been updated as part of SF's standard periodic review. Changes to the Conduct Code were developed in conjunction with a Faculty Review Committee charged by the College Senate, and in consultation with the Career Service Council and SF's Student Government.

The amendments include terminology updates as follows: gendered pronouns have been replaced with gender neutral alternatives; "accused" has been replaced with the more neutral term "respondent;" the term "instructional days" is now clearly defined to include Saturdays; Threat Assessment and Management Team (TAM Team) has been changed to Behavioral Intervention Team (BIT); and the definition of "cheating" has been updated to include the use of phones, tablets, calculators, and online or other electronic resources without permission.

Additionally, the rule now specifies that faculty members who report misconduct will be notified of the conclusion of a case and of any sanctions that may impact a student's experience in the classroom; sanctions only hearings will be permitted if a student accepts responsibility but does not agree to sanctions; appellate boards may not be made up of members of the related conduct boards; complainants or respondents must provide notice of their intent to have an attorney present at a hearing and reserves SF's right to have counsel present; the College is not required to provide audio or video files of recordings of hearings in response to record requests; and expungement may only occur if there is no continuing administrative value in maintaining a student's record.

***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

423.72, 18-19

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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 fifteen 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 recognized that there were several requests from citizens. She informed the group that they would be allotted a total of fifteen minutes to address the Board.

Dr. Glynn Hayes, Adjunct Professor of Physical Sciences, thanked the Board for the opportunity to speak to them on behalf of members of the Faculty Forward Movement who aim to become part of the Service Employee International Union (SEIU). Dr. Hayes stated that adjunct faculty request respect, equality, and the ability to participate in shared governance. He called upon the College to support adjuncts' democratic right to vote on unionization.

Alachua County Commissioner Ken Cornell, speaking for himself and the County Commission, pointed out that the Commission supports the adjuncts' effort to unionize, noting that they discussed this issue at a recent meeting and stating that a letter of support from the Commission will follow requesting that the Board cease using public funds to fight unionization efforts.

Ms. Nicole Nesberg, Adjunct Professor of History, stated that she has worked for the College for 13 years as an adjunct. She expressed her belief that her teaching has had a positive impact on students, sharing examples of students that have succeeded under her guidance. However, she stated that adjuncts like herself are undercompensated and receive no benefits despite their hard work, asking that the Board take these testimonials into consideration moving forward.

Ms. Kimberly Smith, Adjunct Professor of Psychology, noted that she has worked for SF for 4 years and is also an SF alumna. Ms. Smith highlighted the value of education and educators, stating that an investment in education undoubtedly improves lives. She also expressed her belief that becoming unionized will lead to better wages and working conditions that will benefit both adjunct employees and the College overall.

Mr. Jason Fults, Part-Time Specialist in Adult Education, stated that in addition to working at SF for 3 years, he also serves as the part-time and adjunct representative to the College Senate. He noted that, at the last meeting, the College Senate passed a resolution supporting union neutrality and opposing any effort by SF to obstruct or delay employees' right to collective bargaining. Mr. Fults stated that in recent months he has brought a wide

variety of issues facing adjuncts and part-time staff to the Senate, including the lack of a living wage, contributions to Social Security, sick time or bereavement leave, and access to the Employee Assistance Program, as well as the need for a stronger voice in shared governance. Mr. Fults pointed out that adjuncts and part-time staff continue to play a major role in providing the high-quality education the College is known for and asked that SF administration acknowledge and support them, provide equitable compensation, and allow them to vote on unionization.

Chair Prevatt thanked those who shared their concerns and those who attended to show their support. She reviewed the unionization process and noted that Florida law provides a complex framework for the resolution of issues concerning the representation of employees and collective bargaining practices. She stated that the College is obligated to follow the procedures dictated by the applicable laws and rules and noted that the Board has been advised that at this stage of the legal process, the College cannot deal directly with adjunct faculty concerning wages, hours, and working conditions, pointing out that the Board and adjuncts alike must follow the appropriate administrative proceedings. The Chair noted that if the pending petition is dismissed, SF will work directly with adjunct faculty to address these issues. She pointed out that the College must allow the legal process to play out in order to determine a future plan of action. She reiterated that SF values all of its employees and again thanked those who attended the meeting to share their thoughts.

## C O N S E N T

District Board of Trustees  
May 21, 2019

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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Career Service Staff

403.555, 18-19

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The individuals listed below are being recommended for appointment.

### Appointment

<u>Name</u>	<u>Position</u>
Palenthia Boswell	Admissions Support Specialist
Peggy Debow	Program Assistant, Health Sciences Advisement Office
Jason Harmon	Police Dispatcher
Karmen Santiago Rios	Admissions Processing Assistant

### Promotion

<u>Name</u>	<u>Position</u>
Carol Marks	Administrative Assistant, Facilities
Christine Weeks	Accountant

### Board Action Requested

#### Approval

Discussion: President Sasser pointed out that item 4.6: Report of Purchases for April 2019 reflects several purchases by the Risk Management Consortium, for which SF serves as the fiscal agent.

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



## C O N S E N T

District Board of Trustees  
May 21, 2019

Agenda Item: 4.2

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

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Contract Staff (Administrative and Professional)

411.442, 18-19

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The individuals listed below are being recommended for appointment for 2018-2019, as stated in the individual employee's contract.

### Technical/Professional

#### **Appointment**

##### ***Full Time***

<u>Name</u>	<u>Position</u>
Jessica Cassidy <i>BA, Kent State University</i>	Coordinator, International Education
Kristine Valentine <i>BA, University of Wisconsin-Milwaukee</i>	Advising Specialist, Academic Advisement Center

#### **Promotion**

<u>Name</u>	<u>Position</u>
/ Shannon Ganstine	Associate Director, Enterprise Risk Manager 3

#### **Transfer**

<u>Name</u>	<u>Position</u>
* Sally St Clair	Interim Specialist, Back-to-Work 50+

#### ***Part Time***

<u>Name</u>	<u>Position</u>
Patricia Boyte	Specialist, Academic Affairs
Kayla Moore	Specialist, Blount Learning Lab
Stacy Warner Presley	Specialist, Adult Education

\* Grant Funded  
/ FCSRMC

### **Board Action Requested**

#### **Approval**

Action: Approved. See item 4.1 (403.555).

**C O N S E N T**

**District Board of Trustees  
May 21, 2019**

**Agenda Item: 4.3**

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

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Contract Staff (Community and Continuing Workforce Education)

404.462, 18-19

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The individual listed below is being recommended for appointment for 2018-2019, as stated in the individual employee's contract.

Community Education

**Appointment**

***Part Time***

Name  
Joseph Hill

Position  
Careers in the Arts

**Board Action Requested**

**Approval**

Action: Approved. See item 4.1 (403.555).

## C O N S E N T

District Board of Trustees  
May 21, 2019

Agenda Item: 4.4

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

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Contract Staff (Faculty)

402.820, 18-19

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The individuals listed below are being recommended for appointment for 2018-2019, as stated in the individual employee's contract.

### **Appointment**

#### ***Part Time***

##### Name

Elizabeth Griseck

Allison Raber

Elsie Ramos

### **Board Action Requested**

#### **Approval**

Action: Approved. See item 4.1 (403.555).

## CONSENT

District Board of Trustees  
May 21, 2019

Agenda Item: 4.5

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

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Wells Fargo – Education to Profession, Building the Training  
Pathway Grant

409.2236, 18-19

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The Education to Profession, Building the Training Pathway grant funds the Displaced Homemaker Program (DHP). The DHP provides job training and educational needs to Florida citizens who are at least 30 years of age; have worked primarily in the home providing unpaid household services for family members; are not adequately employed (earning a self-sufficient wage); will likely have difficulty securing adequate employment; and have been dependent on the income of another family member, but are no longer supported by such income, or have been dependent on federal assistance. Funds awarded through this grant will provide assistance in the form of tuition, fees, educational materials, and transportation support for up to 20 participants.

The amount of funds requested from the Wells Fargo Foundation is \$5,000, with no matching funds from Santa Fe College.

Duration of this project is May 1, 2019, through April 30, 2020.

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 (403.555).

**C O N S E N T**

**District Board of Trustees  
May 21, 2019**

**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 April 2019

202.654, 18-19

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Below are the total amounts and a summary of purchases for the month of April 2019.

Purchasing	\$1,172,203.91
Risk Management Consortium	<u>\$1,128,166.00</u>
<b>Total</b>	<b><u>\$2,300,369.91</u></b>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y74164 (Fund 1)	\$ 42,500.00	Exempt	AGB Search, Inc.	Presidential Search Consulting SPD - Staff
Y74203 (Fund 1)	\$ 150,969.39	Exempt	Dell Marketing	Microsoft Campus Agreement Information Technology
Y74251 (Fund 1)	\$ 99,050.00	Contract	Howard Technology Solutions	Classroom Presentation Equipment Information Technology
Y74296 (Fund 7)	\$ 74,557.00	Contract	D.E. Scorpio Corporation	J-Building Lab Renovation Minor Renovation/Remodel
Y74321 (Fund 6)	\$ 50,000.00	Exempt	James Moore & Co. P.L.	Property/Casualty 2018-2019 Audit Risk Management Consortium
Y74334 (Fund 6)	\$ 923,566.00	Contract	Gallagher Bassett	Claims Administration Services Risk Management Consortium
Y74345 (Fund 6)	\$ 132,050.00	Exempt	Fire Prevention Specialists, Inc.	Inspections for Florida Colleges Risk Management Consortium
Y74346 (Fund 2)	\$ 40,000.00	Sole Source	Omid Fotuhi	Consulting to Develop and Customize Mindset Interventions Louis Stokes Regional Center of Excellence
Y74347 (Fund 2)	\$ 40,000.00	Sole Source	Valerie J. Purdie- Greenaway	Consulting to Develop and Customize Mindset Interventions Louis Stokes Regional Center of Excellence



## C O N S E N T

District Board of Trustees  
May 21, 2019

Agenda Item: 4.7

***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 19-07

200.939, 18-19

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Pursuant to Rule and Procedure 5.7: Tangible Personal Property Control, College property that has become unusable or obsolete is reported to the Property Survey Committee by various property custodians, persons designated as responsible for maintaining and protecting the tangible personal property in a department. The Property Survey Committee, appointed by the President and composed of representatives from around the College, reviews the requests of property custodians that wish to remove said items from their inventory before all items valued over \$5,000 are presented to the Board for approval.

The Property Survey Committee met via email on April 23, 2019, to consider requests from property custodians and the committee members approved the requests presented in this Property Survey 19-07. The following table is a summary of the items by disposition method and a detailed list of all items from each category in attached.

<b>Disposition Method</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	7	69,621.83	69,621.83	0.00
<b>TOTAL</b>	<b>7</b>	<b>69,621.83</b>	<b>69,621.83</b>	<b>0.00</b>

Disposition Method:

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

**Board Action Requested**

**Approval**

Action: Approved. See item 4.1 (403.555).

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

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Annual Comprehensive Safety Inspection Report for Fiscal Year  
2018-2019

412.1193, 18-19

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In accordance with Florida Statute 1013.12 and Florida Administrative Code 6A-2.0010, the Board must ensure that all educational facilities meet the requirements of law, rule, and State Requirements for Educational Facilities that provide for enforcement of the life safety, health, sanitation, and other standards. The Board shall ensure that every building on each site within its jurisdiction, whether owned, leased, or lease-purchased, receives an annual comprehensive sanitation and casualty safety inspection conducted by an inspector.

The College's annual inspection was conducted in April 2019 with Fire Prevention Specialists, Inc., through the Florida College System Risk Management Consortium in conjunction with college staff. The Annual Comprehensive Safety Inspection Report was prepared by inspectors Jeb Bynum and Walt Spann, and all of the items noted as a deficiency have been corrected at this time or are scheduled to be corrected as noted.

**Board Action Requested**

**Approval**

Discussion: Ms. Ginger Gibson, Vice President for Administrative Affairs and Chief Financial Officer, reviewed items 5.1 through 6.3 individually. Ms. Gibson pointed out that items 5.2: A & B Buildings Transformer Replacements Project Completion and 5.3: W Building Dental Clinic Renovation/Remodel Project Completion were completed under budget.

Action: Motion to approve items 5.1 through 6.3: Lee

Second: Fletcher

Vote: Fletcher – yes, Lee – yes, Mallini – yes, Oody – 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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A & B Buildings Transformer Replacements Project Completion

412.1194, 18-19

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Project Background, Description, and Status:

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 years, but the electrical service had not been upgraded. Accordingly, the roof-mounted transformers for both buildings were in poor condition and were difficult to maintain. This project involved removal of the existing roof-mounted transformers, patching of the roof curbs, and installation of new ground-mounted transformers at Buildings A and B.

Architect/Engineer:	Kail Partners, Inc.
Contractor/Construction Manager:	D.E. Scorpio, Inc.
Florida Building Code Inspector:	In-house
Board Approved Project Budget:	\$675,000.00
Source of Funds:	Other local funds

Facilities Services identified the need to replace these transformers and recommended that they be replaced using the Board approved (June 19, 2017) allocation of the operating funds to the 2017-2018 Unexpended Plant Fund (Fund 7) for utility upgrades and replacements.

On January 16, 2018, the Board approved a total project budget of \$675,000 to engineer and install the new transformers. On July 17, 2018, the Board approved the project construction documents (phase III drawings) and the construction manager's guaranteed maximum price (GMP) of \$415,574.

Following approval of the GMP, college staff gave the construction manager notice to proceed with construction for this project on August 8, 2018. The project was substantially complete on February 5, 2019, and reached completion on March 7, 2019.

College staff have received and approved all project close out documentation and recommend that the Board accept this project as complete.

<b>Final Project Costs</b>	
Design	\$ 18,040.00
Construction	368,791.13
Miscellaneous	<u>5,433.00</u>
<b>Total:</b>	<b><u>\$392,264.13</u></b>

**Board Action Requested**

**Approval**

Action: Approved. See item 5.1 (412.1193).

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

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W Building Dental Clinic Renovation/Remodel Project Completion

412.1195, 18-19

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Project Background, Description, and Status:

This project involved the design, renovation, and remodel of approximately 5,000 square feet in the Dental Clinic in the Health Sciences Building (W Building). The Dental Clinic was established in its current location when W Building was originally built in 1984, and had very few physical improvements since it opened. The project scope included reconfiguring the dental hygiene and assisting labs to provide better privacy and working space for patients, students, and staff; remodeling the darkroom space in the radiology suite; mechanical, electrical, and plumbing upgrades; as well as upgrades to cabinetry, equipment, and interior finishes.

Architect/Engineer:	Kail Partners, Inc.
Contractor/Construction Manager:	Scherer Construction of North Florida
Florida Building Code Inspector:	In-house
Board Approved Project Budget:	\$1,650,000.00
Source of Funds:	Other local funds

On September 19, 2017, the Board approved a total project budget of \$1,650,000 to design, construct, furnish, and equip the Dental Clinic on the first floor of W Building. On April 17, 2018, the Board approved the project construction documents (phase III drawings) and the construction manager's guaranteed maximum price (GMP) of \$990,481.

Following approval of the GMP, college staff gave the construction manager notice to proceed with construction for this project on May 1, 2018. The project was substantially complete on September 18, 2018, and reached full completion on January 20, 2019.

College staff have received and approved all project close out documentation and recommend that the Board accept this project as complete.

<b>Final Project Costs</b>	
Design	\$ 109,118.00
Construction	988,574.34
Furniture & Equipment	474,247.35
Miscellaneous	9,419.03
<b>Total:</b>	<b><u>\$1,581,358.72</u></b>

**Board Action Requested**

**Approval**

Action: Approved. See item 5.1 (412.1193).

*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 April 2019

201.863, 18-19

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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 April 30, 2019.

The following summary provides a comparison of actual revenues and expenditures for 2018-2019 vs. 2017-2018.

	<b>2018-2019</b>		<b>2017-2018</b>	
	<u>Dollar Amount</u>	<u>Percent of Budget</u>	<u>Dollar Amount</u>	<u>Percent of Actual</u>
Revenue	73,134,539	85.09	72,214,859	87.25
Expenditures	66,760,415	70.67	62,215,050	72.99

**Board Action Requested**

**Approval**

Action: Approved. See item 5.1 (412.1193).

**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 March 31, 2019

201.864, 18-19

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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 March 2019		1.91%
Interest earnings, quarter	\$	16,960
Interest earnings, fiscal year to date	\$	<b>45,571</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. The Participant Yield reflects a 365-day basis and adjustments for realized earnings, fees expenses, and other accounting items.

Participant Yield, net of costs, at March 31, 2019		2.65%
Interest earnings, net of costs, quarter	\$	47,448
Interest earnings, net of costs, fiscal year to date	\$	<b>114,013</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. The Effective Rate reflects an annualized rate net of fees assessed to participants.

Annualized effective rate, net of costs, at March 31, 2019		2.53%
Interest earnings, net of costs, quarter	\$	322,569
Interest earnings, net of costs, fiscal year to date	\$	<b>868,792</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 @ cost		2.28%
Earnings, quarter	\$	90,888
Earnings, fiscal year to date	\$	<b>210,287</b>

**Interest Earnings Comparison:**

Total interest earnings fiscal year to date 2018/2019	\$	<b>1,238,663</b>
Total interest earnings fiscal year to date 2017/2018	\$	<b>789,989</b>

**Board Action Requested**

**Approval**

Action: Approved. See item 5.1 (412.1193).

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

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Second Amendment to the Agreement for International Insurance Services with Insurance for Students, Inc.

408.2437, 18-19

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This amendment to the agreement with Insurance for Students, Inc. is made for the purposes of renewing the agreement for the second of two three-year renewal options, through August 20, 2022, in accordance with the agreement.

After a solicitation in 2013, the College selected Insurance for Students, Inc. to provide insurance services to international students. The agreement was previously extended for three years in 2016, and this is the final extension allowed under the 2013 agreement.

International students studying on an F-1 student visa are required to have this insurance at the university level, and SF has implemented a similar requirement as a best practice. The insurance is purchased by the international students themselves, at no cost to the College. The College has been very satisfied with the responsiveness and services provided by Insurance for Students.

**Board Action Requested**

**Approval**

Action: Approved. See item 5.1 (412.1193).

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

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International Travel

101.157, 18-19

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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:

**Dr. Christopher Gay, travel to Kyoto, Japan, July 2 – 5, 2019**

Dr. Christopher Gay, Assistant Professor of Natural Sciences, will participate in the 15th International Symposium on Origin of Matter and Evolution of Galaxies (OMEG15) at Kyoto University's Yukawa Institute. The OMEG15 symposium will provide a forum for researchers from various fields such as nuclear physics, particle physics, astronomy, astrophysics, and earth and planetary physics to discuss the origin of matter and the evolution of the universe. All transportation in Japan will take place by bus or taxi. No travel alert or warning has been issued for Japan. This travel will be funded by Sana Fe College.

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**

Discussion: President Sasser asked Trustee Mallini to provide an update on the Presidential Search process and to discuss the Presidential Profile, as presented for Board approval. Trustee Mallini, Chair of the Presidential Search Committee (PSC), noted that the College's consulting firm, AGB Search, hosted eight listening sessions which allowed staff, students, and community members to share the ideal traits that the new President will hold. Additionally, the firm received 140 responses to an online survey soliciting the same information. Trustee Lee observed that she attended every listening session and was impressed with the vibrant discussion at each, noting that there was an abundance of input from those that attended.

Trustee Mallini continued, stating that the PSC held their second meeting on May 14, 2019, along with AGB Search, to compile this feedback and incorporate it into the

Presidential Profile. Trustee Mallini thanked those that reviewed and provided comments on the Profile, noting that there will be no further substantive changes but that it may require some grammatical tweaks in the coming days. He asked for approval of the Profile with allowance for minor updates before SF launches the national search. He pointed out that applications will be accepted from May 23, 2019, to July 15, 2019.

Trustee Mallini stated that the PSC will meet on July 8, 2019, to formulate a rating profile, and again on August 2, 2019, and August 16, 2019, to review the applications and develop interview questions. He noted that semifinalists will be invited for interviews with the Committee on September 4, 2019, and September 6, 2019. He stated that the PSC will then rank the individual candidates and provide their recommendations to the Board. The Board will conduct interviews with the finalists in September, with a goal of final selection at the October board meeting.

Trustee Woody asked if the Board will draft their own questions for the upcoming interviews or if the search firm will provide them. Trustee Mallini confirmed that the Board will prepare their own set of questions, but that AGB Search may offer input, as requested.

Action: Motion to approve items 7.1 and 7.2 (with the authority to make small changes): Lee  
Second: Oody  
Vote: Fletcher – yes, Lee – yes, Mallini – yes, Oody – 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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Approval of Presidential Profile

411.443, 18-19

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The Presidential Profile is presented for approval.

**Board Action Requested**

**Approval**

Action: Approved. See item 7.1 (101.157).



***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 and Project Flourish)

408.2438, 18-19

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SF's College for Kids is working with the 21st Century Community Learning Center's Projects Vitalize and Flourish to offer a coding and technology summer camp. Beginning in June, Foster Elementary School and Terwilliger Elementary School students will learn about these disciplines using Minecraft as an entry point while expanding their general knowledge of modern technology. This is the second year the College has participated in this program.

**Board Action Requested**

**Approval**

Action: Motion to approve items 8.1 through 8.6: Woody  
Second: Fletcher  
Vote: Fletcher – yes, Lee – yes, Mallini – yes, Oody – yes,  
Prevatt – yes, Woody – yes

District Board of Trustees  
May 21, 2019

Agenda Item: 8.2

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

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Memorandums of Understanding for the benefit of the Take Stock  
in Children Scholarship Program with:

408.2439, 18-19

The Education Foundation of Alachua County, Inc.  
Communities in Schools of Bradford County, Inc.

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The Memorandums of Understanding (MOU) with the Education Foundation of Alachua County, Inc. (EFAC) and Communities in Schools of Bradford County, Inc. (CIS of Bradford) establishes a formal pipeline for Take Stock in Children (TSIC) scholarship recipients in Alachua County to enroll at Santa Fe College to earn an associate degree upon high school graduation. TSIC scholarship recipients tend to be high-achieving students from diverse backgrounds and many are the first in their families to attend college. They all receive a full scholarship from the EFAC or CIS of Bradford.

The MOU outlines the steps that the EFAC and CIS of Bradford will take to assist their students in selecting SF. SF, the EFAC, and CIS of Bradford will all provide pre-enrollment assistance with the transition process. Once enrolled, SF will provide TSIC scholarship recipients with support systems that create an environment conducive to the students achieving their academic goals.

There is no monetary commitment associated with this agreement.

**Board Action Requested**

**Approval**

Action: Approved. See item 8.1 (408.2438).

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

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SF2UWF Transfer Agreements with the University of West Florida 408.2440, 18-19  
Transfer Student Partnership Program Agreement  
Honors Transfer Pathway Agreement with the Kugelman  
Honors Program

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The SF2UWF Transfer Student Participation Program Agreement will allow SF students who select the University of West Florida (UWF) as their transfer institution to be guaranteed admission into the University and have their application fees waived. UWF and SF staff members will transfer program participants' data to automate the application process. UWF staff will create marketing materials for this program and work with SF staff to hold informational meetings for students and community members. The agreement also specifies that UWF will provide SF with all UWF applicants from Alachua and Bradford Counties who were not accepted for admission as freshmen to UWF for the previous semester, and the University will provide information about admission to SF2UWF to these students as an alternate path to admission to UWF. This may help to increase SF enrollment.

The SF2UWF Transfer Pathway Agreement with the Kugelman Honors Program provides additional opportunities for students enrolled in the SF Honors Program. SF Honors students who meet the eligibility standards as stated in the agreement will be automatically admitted to the Kugelman Honors Program at UWF and will be entitled to the same benefits as UWF Kugelman Honors Program students who began at UWF as freshmen.

**Board Action Requested**

**Approval**

Action: Approved. See item 8.1 (408.2438).

*College Goal: Delivery Alternatives - Assess student needs and outcomes  
as well as create innovative and flexible learning opportunities.*

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ACEMAPP Subscription Agreement

408.2441, 18-19

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SF Cardiovascular Technology students currently participate in clinical rotations at the Phoebe Putney Memorial Hospital in Albany, GA. The hospital now requires SF to maintain a Subscription Agreement with ACEMAPP, a company that provides clinical intake tracking software, in order for students to be processed by the facility for training. This agreement is effective as of January 1, 2019, for a one year term with automatic annual renewal unless terminated by either party in accordance with the subsequent terms and termination clauses.

**Board Action Requested**

**Approval**

Action: Approved. See item 8.1 (408.2438).

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

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Health Sciences, Information Technology Education, and  
Business Programs Affiliation Agreement with the University of  
Florida Board of Trustees

408.2442, 18-19

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This Affiliation Agreement with the University of Florida Board of Trustees will allow students in Health Science, Information Technology, and Business Programs to participate in training at various UF physician clinic locations in Florida. The agreement is in effect from the date of execution and will remain so unless either party wishes to cancel per the termination clause.

**Board Action Requested**

**Approval**

Action: Approved. See item 8.1 (408.2438).

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

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Amendment to Extend Term of the Affiliation Agreement with  
Orlando Health, Inc.

408.2443, 18-19

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This renewal amendment with Orlando Health, Inc. will allow students in the Health Information Technology, Biomedical Engineering Technology, and Non-Invasive and Invasive Cardio Vascular Technology Programs to continue to participate in clinical training at the facility's Orlando location. All other terms of the original agreement remain unchanged. The amendment is effective from the date of execution for a two-year term unless terminated by either party in accordance with the termination clause.

**Board Action Requested**

**Approval**

Action: Approved. See item 8.1 (408.2438).

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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 announced that the Foundation recently received two substantial donations: the first from Lee and Tina Pinkoson in the amount of \$50,000, and the second from the estate of Harold A. Johnson in the amount of \$38,235.93. He continued by sharing an update on the Opening Doors Campaign, which has raised \$5,493,492 to date, 56% of the campaign's goal.