



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

**Minutes of Board Meeting Held September 17, 2019**  
**Perry Center, Alachua, Florida**

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

Members absent: Jeffrey L. Oody

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Chair G.W. Blake Fletcher called the regular meeting of the District Board of Trustees of Santa Fe College to order at 4:05 p.m., at the Perry Center in Alachua, Florida, followed by the Pledge of Allegiance.

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

President Sasser thanked Ms. Eileen Monck, Director of the Perry Center, for hosting today's meeting. Ms. Monck welcomed the Board and expressed her sadness that this will be Dr. Sasser's last meeting at the Perry Center. She extended an invitation to everyone to tour the center following the board meeting if time permitted.

The meeting adjourned at 4:56 p.m.

G.W. Blake Fletcher, Chair

Jackson N. Sasser, Secretary



**The District Board of Trustees  
Santa Fe College, Florida  
Board Meeting of September 17, 2019 at 4 p.m.  
Perry Center for Emerging Technologies, Alachua, Florida**

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**Agenda**

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**Adoption of Agenda**

**Agenda Item: 1.1**  
418.569, 19-20

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Board Meeting of September 17, 2019
- 1.2 Approval of Board Meeting Minutes of July 16, 2019

2. Information Items

- 2.1 President's Report
- 2.2 Strategic Planning
- 2.3 Presidential Selection
- 2.4 Community Education Enrich Brochure – Fall B Term 2019
- 2.5 Career Pathways Articulation Agreements with:
  - The School Board of Columbia County
  - The School Board of Marion County
- 2.6 Fee Waiver Report for Summer Term 2019
- 2.7 Title III Y Building Learning Commons Renovation/Remodel – Change Orders

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)
- 4.5 Leave of Absence

Agreements, Grants

- 4.6 Little School Food Program 2019-2020 Grant
- 4.7 Florida Educational Fund, Center of Excellence Grant
- 4.8 High-Impact Introduction to the Geosciences through the Undergraduate Coral Research Initiative – National Science Foundation Grant
- 4.9 Innovative Product Development Center (IPDC): A Community-based Commercialization Center – Economic Development Administration Grant

Finance Items

- 4.10 Report of Purchases for July and August 2019
- 4.11 Colonel Harry M. Hatcher, Jr., Property Survey 20-02

5. Facilities Items

- 5.1 I Building Physics Lab Renovation/Remodel – Construction Documents (Phase III Documents) and Guaranteed Maximum Price

6. Finance Items

- 6.1 Acceptance of Donations, 20-01
- 6.2 Report of Investments, Quarter Ending June 30, 2019
- 6.3 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for August 2019
- 6.4 2019-2020 Annual Budget, Unexpended Plant Fund (Fund 7)
- 6.5 Unaudited Annual Financial Report, Year Ended June 30, 2019

7. General Institutional Items

- 7.1 College Calendar for 2020-2021
- 7.2 Textbook Affordability Compliance Report
- 7.3 Certification of IRS Form 990 for 2018 as required by Direct Support Organizations
- 7.4 Study Abroad Programs:
  - Belize: Rio Bravo and Caye Caulker (Spring 2020)
  - Brazil: Botucatu and Sau Paulo (Summer B 2020)
  - England & France: London and Paris (Summer A 2020)
  - Italy: Venice, Florence, Assisi, Pompeii, Sorrento, Rome (Summer A 2020)
  - Jamaica: Kingston and Yallahs (Spring 2020)
  - Spain: Barcelona (Summer 2020)
  - Sweden & Denmark: Stockholm, Orebro, and Copenhagen (Summer A 2020)
- 7.5 International Travel
- 7.6 Ratification of Emergency Signature Authority for International Travel

8. Agreements/Grants

- 8.1 SF2UWF International Scholarship Transfer Pathway Program Agreement with the University of West Florida
- 8.2 College Affiliation Agreement with Notami Hospitals of Florida, Inc. d/b/a Lake City Medical Center
- 8.3 Non Exclusive Student Affiliation Agreement with Citrus HMA, LLC d/b/a Bayfront Health Seven Rivers for the Physical Therapist Assistant Program
- 8.4 Ratification of Emergency Signature Authority for the Non Exclusive Student Affiliation Agreement with Citrus HMA, LLC d/b/a Bayfront Health Seven Rivers for the Diagnostic Medical Sonography Program
- 8.5 Ratification of Emergency Signature Authority for the Master Academic Affiliation Agreement with Adventist Health System/Sunbelt, Inc. d/b/a AdventHealth Orlando for the Clinical Laboratory Science Program
- 8.6 Ratification of Emergency Signature Authority for the Second Amendment to the Memorandum of Understanding for Driver's License and/or Motor Vehicle Record Data Exchange with the Florida Department of Highway Safety and Motor Vehicles for the Office of the Registrar

- 8.7 Termination of Florida State Community College System Health Sciences Clinical Facilities Agreement with Barnes & Morgan Partnership d/b/a Optioncare of Gainesville
  - 8.8 Firehouse Subs Public Safety Grant
  - 8.9 Engaging in Ethics: Promoting the “Good Life” through Ethics Education Grant
  - 8.10 Children’s Home Society Community Partnership School Project Grant
  - 8.11 Santa Fe College Law Enforcement-Based Victim Specialist Program Grant
9. Santa Fe College Foundation Liaison Update and Board Members’ Remarks
10. Adjournment

**Board Action Requested**

**Approval**

Discussion: Chair Fletcher 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: Goldwire

Second: Lee

Vote: Fletcher – yes, Goldwire – yes, Hudson – yes, Lee – yes, Mallini – yes, Prevatt – yes, Woody – yes

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Approval of Board Meeting Minutes of July 16, 2019

401.560, 19-20

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

**Board Action Requested**

**Approval**

Action: Motion to approve item 1.2: Goldwire  
Second: Mallini  
Vote: Fletcher – yes, Goldwire – yes, Hudson – yes, Lee –  
yes, Mallini – 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 recognized Ms. Rose Christy, 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 Ms. Rebecca Rogers, representing the AFC.

President Sasser stated that the voting window for adjunct faculty members to decide whether to join the Service Employees International Union (SEIU) is open from August 23, 2019, through September 19, 2019. The President noted that he will inform the Board of the result after the votes are tallied on September 19.

The President also pointed out that Chair Fletcher has called a workshop on October 15, 2019, at 2:30 p.m. prior to the board meeting.

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Strategic Planning

Information Item  
419.68, 19-20

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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 brief survey that will be distributed to the College and Trustees within the next week which will allow for feedback on the applicability of SF's current values statements. Dr. Armour said it is useful to determine whether existing statements continue to reflect SF's values and actions or whether they need to be modified or eliminated if they no longer represent the College culture in which the strategic plan is executed. Dr. Armour added that she will work with Dr. Jodi Long, Associate Vice President for Academic Affairs, Dr. Cheryl Calhoun, Dean of Access and Inclusion, and others in examining the responses to draft new values statements where revisions are suggested. Dr. Armour expressed enthusiasm about receiving and compiling the information from the survey and informing the Board of the results.

***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  
411.449, 19-20

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To be presented at the meeting.

Discussion: President Sasser asked Trustee Mallini to provide an update on the Presidential Search. Trustee Mallini, Chair of the Presidential Search Committee (PSC), stated that the Search Committee has completed its work and the Committee's two recommended finalists are scheduled for interviews with the Board on September 24, 2019, and October 2, 2019.

Trustee Mallini extended his appreciation to all the Search Committee members, stating that they did excellent work during this extended process. He also thanked Ms. Patti Locascio, Vice President and General Counsel, Ms. Lela Frye, Human Resources Director, and Ms. Deborah Ackerman, Executive Assistant to the Vice President and General Counsel, for all their diligent work during the search. Dr. Price added his thanks to the Trustees who served on the PSC for their faith and confidence in the Committee to narrow down the Presidential candidates.

District Board of Trustees  
September 17, 2019

Agenda Item: 2.4

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

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Community Education Enrich Brochure – Fall B Term 2019

Information Item  
415.180, 19-20

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In accordance with Rule 7.11: Student Fees and Refunds, the President is authorized to approve fees for Community Education courses and programs. Total fees collected must be equal to at least 100% of the total costs of the Community Education course or program within the fiscal year. A draft of the Community Education brochure (“Enrich”) containing the list of courses, programs, and associated fees was reviewed and approved by the President at the September 9, 2019, Cabinet meeting and is provided for reporting to the Board. Changes may be made as needed.

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

Career Pathways Articulation Agreements with:  
The School Board of Columbia County  
The School Board of Marion County

Information Item  
408.2459, 19-20

The certificate and A.S. degree programs listed below have been identified as accelerated paths by which students will have the opportunity to receive college credit as described in the Career Pathways Articulation Agreement with the School Board of Columbia County.

**Secondary Program**

**Postsecondary Program**

Allied Health Assisting Nursing Assistant	Cardiovascular Technology A.S. Dental Hygiene A.S. Nuclear Medicine Technology A.S. Diagnostic Medical Sonography A.S. Radiography A.S. Respiratory Care A.S. Surgical Technology Certificate
Building Trades and Construction Design and Technology	Construction Management Technology A.S.

The certificate, A.A.S., and A.S. degree programs listed below have been identified as accelerated paths by which students will have the opportunity to receive college credit as described in the Career Pathways Articulation Agreement with the School Board of Marion County.

**Secondary Program**

**Postsecondary Program**

Agriculture Biotechnology	Biotechnology Laboratory Technology A.S.
Allied Health Assisting Nursing Assistant	Cardiovascular Technology A.S. Dental Hygiene A.S. Nuclear Medicine Technology A.S. Diagnostic Medical Sonography A.S. Respiratory Care A.S.
Automotive Maintenance and Light Repair	Automotive Service Technology Certificate Automotive Service Management Technology A.A.S.
Biomedical Sciences	Biotechnology Laboratory Technology A.S.
Building Construction Technologies	Construction Management Technology A.S.

Electrocardiograph Technician	Cardiovascular Technology A.S.
Industrial Biotechnology	Biotechnology Laboratory Technology A.S.
Electronic Business Enterprise	Insurance and Risk Management A.S.
Technology Support Services	Information Technology Security A.S.

Discussion: Dr. Sasser acknowledged Mr. John McNeely, Associate Vice President for Academic Affairs, for his contributions, noting that this will be Mr. McNeely's last board meeting as he is soon retiring. The President thanked him for his immense service to the College with members of the Board echoing Dr. Sasser's sentiments.

President Sasser then asked Mr. McNeely to discuss the Career Pathways Articulation Agreements presented in this item. Mr. McNeely noted that even though the College services Alachua and Bradford Counties, where SF provides many college courses in collaboration with area high schools, the College also has Career Pathways Articulation Agreements with 14 other Counties to accomplish a similar goal. Mr. McNeely highlighted a few of the subjects in which students can earn college credit, such as Nursing, Automotive Service Technology, Business Administration, and Public Safety.

Mr. McNeely provided a summary of the total number of credits earned by students through these pathways and the number of these students who continued to and are currently enrolled at Santa Fe College. Trustee Prevatt added that these agreements provide invaluable opportunities for high school students and thanked Mr. McNeely for his part in pursuing them.

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

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Fee Waiver Report for Summer Term 2019

Information Item  
200.944, 19-20

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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 Distance Learning fees.

Pursuant to Florida Administrative Code Rule 6A-14.054(12), the College maintains a 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: Resources - Develop, obtain, and allocate the necessary resources to implement the College's mission.***

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Title III Y Building Learning Commons Renovation/Remodel – Change Orders

Information Item  
412.1201, 19-20

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Project Background & Description:

This project involves the renovation and remodel of the first and second floors of the Lawrence W. Tyree Library (Y Building) to incorporate centralized Learning Commons spaces as part of the Title III Strengthening Institutions Program (SIP) Grant. The grant's first year was approved by the Board on May 16, 2017, the second year of the grant was approved on May 15, 2018, and the third year of the grant was approved on June 18, 2019.

In accordance with the College's rules for the procurement of construction services, an invitation to bid (ITB 07-19F) on general construction services for the Y Building Learning Commons Renovation/Remodel was advertised. Bids were opened on October 29, 2018, with seven construction companies submitting proposals. At the November 13, 2018, board meeting, the Board accepted staff's recommendation to award the bid to D.E. Scorpio Corporation and entered into a construction services agreement on the basis of a stipulated sum.

Project Status:

In accordance with Rule 6.14: Facilities Construction Contracts, to expedite the work in progress, the College President may execute change orders in the name of the Board when an item or related group of items adds less than \$50,000 to the contracted cost of construction or when an item results in a deductive change or savings. The change orders presented below for information represent cases in which enhancements to the original design have been recommended and reviewed carefully by college staff.

Change Order Number Thirteen, as signed by the President on July 17, 2019, increases the contract budget for the Y Building Learning Commons Renovation/Remodel by \$14,241.52 to add smoke doors at the corridor north of room Y-130 and additional lighting at the circulation desk.

Change Order Number Fourteen, as signed by the President on August 15, 2019, increases the contract budget for the Y Building Learning Commons Renovation/Remodel by \$30,609.07 to allow for 114 additional data drops.

The original contract sum totaled \$813,264. With Change Orders 1 – 14, the revised contract sum is \$1,025,059.29 and remains within the amount budgeted through the Title III SIP grant.

The use of federal funds for this construction project required the College to procure the general construction services utilizing a bid process and recommending the lowest responsive bid rather than the more commonly used Construction Manager at Risk process. Certain changes to the original scope of work require a Change Order proposal that is routed for review and approval by all parties. Therefore, this procurement process for construction necessitates the use of formal contract changes that are provided for information to the Board.

***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

423.75, 19-20

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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 Fletcher asked if there were any requests from citizens, and in hearing none, the Chair moved to the next board item.

**C O N S E N T**

**District Board of Trustees  
September 17, 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

403.558, 19-20

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The individuals listed below are being recommended for appointment.

**Appointment**

***Full Time***

<u>Name</u>	<u>Position</u>
Stacey Copenhaver	Interim Human Resources Employment Assistant
Debbie Cruz	Contact Center Representative
Marriette Ellis	Interim Records Assistant, Transcript Evaluator
Michael Harrison	HVAC Mechanic
Kristen Jordan	Academic Assistant, Nursing
* Adrienne Lang	Program Assistant, Florida-Caribbean Louis Stokes Regional Center of Excellence
Diane Rowe	Administrative Support Specialist, College Achievement Program
Rachel Simpson	Assessment Specialist
Desirei Solberg	Child Care Center Teacher
* Chelsey Szabo	Interim Administrative Support Specialist, Gainesville Technology Entrepreneurship Center
Ariel Wilson	Child Care Center Teacher

**Promotion**

<u>Name</u>	<u>Position</u>
^ Emly Reinhardt	Student Life Program Support Specialist

***Part Time***

<u>Name</u>	<u>Position</u>
Greta Pallack	Art Model
Maria Sobrino	Art Model

^ Student Activities Funded  
\* Grant Funded

**Board Action Requested**

**Approval**

Action: Motion to approve items 4.1 through 4.11: Goldwire  
Second: Mallini  
Vote: Fletcher – yes, Goldwire – yes, Hudson – yes, Lee –  
yes, Mallini – yes, Prevatt – yes, Woody – yes

**C O N S E N T**

**District Board of Trustees  
September 17, 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)

411.450, 19-20

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The individuals listed below are being recommended for appointment for 2019-2020, as stated in the individual employee's contract.

Executive/Managerial

**Appointment**

***Full Time***

<u>Name</u>	<u>Position</u>
Page Jerzak <i>MA, East Carolina University</i>	Assistant Vice President, Academic Technologies
Lara Zwilling <i>MHS, University of Florida</i>	Interim Equity Officer and Title IX Coordinator

Information Technology Personnel

**Appointment**

***Full Time***

<u>Name</u>	<u>Position</u>
Christopher Cabrera <i>AS, Santa Fe College</i>	Information Systems Administrator

Technical/Professional

**Appointment**

***Full Time***

<u>Name</u>	<u>Position</u>
Ismelda Alvarez <i>BS, University of Florida</i>	Admissions Specialist
Rachel Atanelov <i>BS, University of California Berkley</i>	Project Manager, Facilities
Loni Carter <i>MOT, University of Florida</i>	Access Specialist
Zona Gale <i>AS, Computer Information Technology</i>	Academic Technologies Specialist
Gerald Hunter <i>BS, Norwich University</i>	Coordinator, Basic Recruit Institute of Public Safety

/ Heath Jackson  
BA, University of Florida  
Jason Margolies  
MA, California State University  
\* Olubunmi Oguntolu  
MA, University of New Mexico

Enterprise Risk Manager I, FCSRMC  
Interim Academic Lab Manager, Math Studio  
Coordinator, Language Arts Tutor Learning Commons

**Part Time**

<u>Name</u>	<u>Position</u>
Chandler Ash	Financial Literacy Specialist, Admissions
Dana Coleman	Specialist, Adult Education
Debra Fields	Specialist, College Achievement Program
Julie Kauffman	Specialist, Adult Education
Paul McGarvey	Specialist, English Lab
^ Jaclyn Pickett	Specialist, Assistant Volleyball Coach
^ Bianca Roberts	Specialist, Assistant Women's Basketball Coach
Marcy Shepherd	Specialist, Mathematics
^ Jordan Thompson	Specialist, Student Life
Kia Vallery	Specialist, Disability Resource Center
Montana Wilson	Specialist, Fine Arts

\* Grant Funded  
^ Student Activities Funded  
/ FCSRMC

**Board Action Requested**

**Approval**

Action: Approved. See item 4.1 (403.558).

**C O N S E N T**

**District Board of Trustees  
September 17, 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)

404.465, 19-20

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The individuals listed below are being recommended for appointment for 2019-2020, as stated in the individual employee's contract.

Community Education

**Appointment**

***Part Time***

<u>Name</u>	<u>Position</u>
Ernest Lee	College For Kids
Delroy Thompson	Literacy Skills for Parents

**Board Action Requested**

**Approval**

Action: Approved. See item 4.1 (403.558).

## C O N S E N T

District Board of Trustees  
September 17, 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)

402.823, 19-20

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The individuals listed below are being recommended for appointment for 2019-2020, as stated in the individual employee's contract.

### Appointment

<u>Name</u>	<u>Position</u>
Brian Bennett <i>MS, University of Florida</i>	Assistant Professor, Building Construction Technology
Allison Carr <i>MS, University of Florida</i>	Assistant Professor, Psychology
Sarah Cervone <i>PhD, University of Florida</i>	Assistant Professor, Humanities
Irene Corriette <i>MS, Texas Tech University</i>	Assistant Professor, Mathematics
Kimberly Davis <i>PhD, University of Central Florida</i>	Assistant Professor, Early Childhood Education
George Garbutt <i>PhD, Auburn University</i>	Interim Assistant Professor, Natural Sciences
Jeffrey Haglund <i>MBA, Minnesota State University</i>	Assistant Professor, Business Economics
Sharon Lafferty <i>MS, Central Michigan University</i>	Assistant Professor, Nuclear Medicine Technology
Alexander Lancaster <i>MS, Florida State University</i>	Assistant Professor, Business Economics
Thomas Maple <i>MA, University of Florida</i>	Assistant Professor, Speech
Ryan Nixon <i>PhD, University of Florida</i>	Interim Assistant Professor, Natural Sciences
Sandi Robinson <i>DHS, Nova Southeastern University</i>	Assistant Professor, Dental Programs
Nicholas Sharpe <i>PhD, University of Florida</i>	Interim Assistant Professor, Mathematics
Brian Shepper <i>AS, Santa Fe College</i>	Assistant Professor, Radiography
George Tedder <i>MEng, University of Florida</i>	Assistant Professor, Building Construction Technology
Jeremy Wortham <i>BS, Arkansas State University</i>	Assistant Professor, Surgical Technology

**Part Time**

<u>Name</u>	
Kaitlin Alvarez	Gregory O'Brien
Libardo Alvarez	Olatomike Omoboya
Jeffrey Arciola	Nailen Palacio
Lindsay Bryant	Martin Parks
Regan Burt	Ana Parnell
Spencer Chalifour	Roberto Perez III
Yaritza Childs	Barbra Pesata
Christopher Clingensmith	Johnathan Rice
Brenda Cohen	Autumn Robertson
Kristine Crane	Thomas Robertson
Adrienne deNoyelles	Mary Robinson
Lisa Duffy	Dylan Rodgers
Khaled Ellithy	Kayla Rodney
Rebecca Ewing	Mitchell Rorick
Donna Marie Garcia	Anne Saville
Esmeralda Gonzalez Flores	Hilary Seda
Christie Hicks	Adriana Sessions
Madison Jones IV	Gabriel Short
Margret Koraya	Jessica Slade
Tanaya Lindstrom	Zachary Stepp
Ronnie Lovler	Michele Thomas
Matthew Maloney	Robon Trahan
Suzanne Marcantoni	Dana Viviano
Grace Mhango	Christopher Walker
Alisha Mitchell-Roberts	Michael Weaver
Grace Mumby	Lee Wilberschied
Francis Nkimheng	Melina Yaraghchi

**Board Action Requested**

**Approval**

Action: Approved. See item 4.1 (403.558).

## C O N S E N T

District Board of Trustees  
September 17, 2019

Agenda Item: 4.5

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

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Leave of Absence

420.171, 19-20

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College Rule 3.20: Leaves of Absence allows for “extended personal leave” as follows: “Leave may be granted at the discretion of the Board for an extended period of up to one year. An additional application for leave may be filed at the expiration of approved leave and new leave may be granted at the discretion of the Board; only one such additional application may be considered by the Board.”

In accordance with the foregoing, Mr. Thomas Arteaga has requested an extension of his current leave of absence from his position of Groundskeeper II for a period beginning September 24, 2019, and ending no later than November 30, 2019. This leave of absence may end sooner based on Mr. Arteaga’s release to return to work. This request, which constitutes the one “additional application” to be considered by the Board, is supported by the chain of command, including the Grounds Superintendent, the Facilities Operations Manager, the Interim Director of Facilities Operations, the Acting Associate Vice President for Facilities Services, and the Vice President for Administrative Affairs and Chief Financial Officer. The College recommends approval of the requested leave.

### **Board Action Requested**

#### **Approval**

Action: Approved. See item 4.1 (403.558).

## C O N S E N T

District Board of Trustees  
September 17, 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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Little School Food Program 2019-2020 Grant

409.2251, 19-20

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

The amount of funds requested from the U.S. Department of Agriculture, through the Florida Department of Health, is \$25,000, with no matching funds from Santa Fe College.

Duration of this project is October 1, 2019, through September 30, 2020.

Operating budget impact: None.

### **Board Action Requested**

**Approval of grant. Upon legal review and approval, the President or 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 (403.558).

## C O N S E N T

District Board of Trustees  
September 17, 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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Florida Educational Fund, Center of Excellence Grant

409.2252, 19-20

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The mission of the Florida Educational Fund has been implemented through a number of related programs intended to create and provide access to diversity programs which relate to education. The Center of Excellence supports this mission in multiple ways: 1) assuming a more proactive stance in the education of youth; 2) employing the development of a group achievement module for African American elementary and secondary students; and 3) increasing the pool of African American and other historically disadvantaged and underrepresented minority students who are prepared, motivated, and qualified to enter higher education. With funding from this grant, the Center of Excellence will support three chapters in Gainesville, Alachua/High Springs, and Hawthorne, and reach approximately 300 students by providing after-school tutoring, Brain Bowl competitions, and other activities designed to address motivation, education, and the cultural needs of students.

The amount of funds requested from the Florida Education Fund is \$26,000, with no matching funds from Santa Fe College.

Duration of this project is July 1, 2019, through June 30, 2020.

Operating budget impact: None.

### **Board Action Requested**

**Approval of grant. Upon legal review and approval, the President or 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 (403.558).

## C O N S E N T

District Board of Trustees  
September 17, 2019

Agenda Item: 4.8

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

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High-Impact Introduction to the Geosciences through the  
Undergraduate Coral Research Initiative – National Science Foundation Grant

409.2253, 19-20

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This program recruits students to pursue geoscience degrees and supports their ascent to geoscience careers. The project initially capitalized on an opportunity to participate in a mentored research collaboration with scientists at the U.S. Geological Survey (USGS). The mentored research program was built upon the recent discovery by USGS scientists of a unique coral refuge from global warming among the shaded mangrove prop roots in Hurricane Hole, within the U.S. Virgin Islands Coral Reef National Monument Marine Reserve. Program goals will be accomplished through a yearlong program with three phases: Phase I – introduction to general research methods; Phase II – specific research skills and application through mentored research; and Phase III – broadening perspectives of geoscience careers and facilitating successful transfer to a four-year geoscience program.

This is year three of the three-year program. Participants from initial cohorts have the opportunity to continue their development by facilitating the training of subsequent cohorts. Due to the destruction of the U.S. Virgin Islands by Hurricanes Maria and Irma in 2017, the original study site in the U.S. Virgin Islands has been changed to utilize the resources of the Keys Marine Lab at the Florida Institute of Oceanography, the Mote Marine Laboratory, and the Whitney Laboratory for Marine Biosciences. This project will likely be extended to a fourth year, pending National Science Foundation (NSF) approval.

The amount of funds requested from the NSF is \$110,966 for year three, with no matching funds from Santa Fe College. Total three-year funding is \$322,591.

Duration of this project is September 1, 2019, through August 31, 2020.

Operating budget impact: None.

### **Board Action Requested**

**Approval of grant. Upon legal review and approval, the President or 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 (403.558).

## C O N S E N T

District Board of Trustees  
September 17, 2019

Agenda Item: 4.9

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

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Innovative Product Development Center (IPDC): A Community-based  
Commercialization Center – Economic Development Administration Grant

409.2254, 19-20

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The Innovative Product Development Center (IPDC) will serve as a regional commercialization center, combining vision, known best practices, and expertise to create pathways to technology commercialization, entrepreneurship, and business development to a recognized but underserved population of regional inventors and innovators. The IPDC will provide community-based innovators and inventors with an array of services and support ranging from proof-of-concept to commercialization. Services will be phased in over a three-year period. When fully operational, the IPDC will provide community-based innovators with a pathway to commercialization that includes education, intellectual property development, commercial feasibility assessments, patent licensing assistance, access to prototyping and viability testing, and business development leading to manufacturing. This is year three of a three-year project.

The amount of funds requested from the Economic Development Administration (EDA) is \$167,612 for year three, with matching funds of \$95,011 from Santa Fe College and \$117,736 worth of in-kind services from community collaborative partners. Total three-year funding is \$499,914.

Duration of this project is January 1, 2020, through December 31, 2020

Operating budget impact: None.

### **Board Action Requested**

**Approval of grant. Upon legal review and approval, the President or 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 (403.558).

## C O N S E N T

District Board of Trustees  
September 17, 2019

Agenda Item: 4.10

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

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Report of Purchases for July and August 2019

202.657, 19-20

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Below are the total amounts and a summary of purchases for the months of July and August 2019.

Purchasing \$15,021,072.13

Risk Management Consortium \$264,830.94

**Total** **\$15,285,903.07**

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y75085 (Fund 7)	\$ 100,567.35	Contract	Utility Service of Gainesville, Inc.	Manhole Modification, Pipe Installation and Insulation, Install Sump Pump and Conduit Underground Utilities
Y75223 (Fund 1)	\$ 35,500.00	Exempt	Amazon.com	Library Books Library
Y75229 (Fund 1)	\$ 45,060.00	Bid	E.W. Rashard, Inc.	Centers Grounds Maintenance Grounds
Y75243 (Fund 1)	\$ 39,000.00	Contract	L.V. Hiers, Inc.	Fuel for Campus Vehicles Automotive
Y75274 (Fund 1)	\$ 36,000.00	Exempt	City of Starke	Andrews Center Utilities Utilities
Y75276 (Fund 1)	\$ 90,000.00	Exempt	City of Alachua	Perry Center Utilities Utilities
Y75277 (Fund 1)	\$2,062,000.00	Exempt	Gainesville Regional Utilities	Electric, Water, Heating, and Stormwater Utilities
Y75471 (Fund 1)	\$ 120,000.00	Exempt	U.S. Postal Service	Bulk and First-Class Mail Mail and Receiving
Y75496 (Fund 1)	\$ 50,000.00	Contract	WW Grainger Industrial	Cleaning Supplies Custodial
Y75580 (Fund 1)	\$ 51,776.00	Exempt	Santa Fe College Foundation, Inc.	College Centers Lease Agreement Physical Plant Operations

Y75632 (Fund 1)	\$ 49,760.00	Exempt	Dimension Systems, Inc.	Annual Database Management Information Technology
Y75634 (Fund 1)	\$ 40,440.00	Exempt	Gainesville Regional Utilities	Etherlink and Internet Access Information Technology
Y75761 (Fund 1)	\$ 308,142.40	Exempt	Modis	Software Developers Information Technology
Y75810 (Fund 1)	\$ 40,000.00	Contract	Copyfax of Gainesville, Inc.	Copier Maintenance Faculty Units
Y75813 (Fund 1)	\$ 49,548.72	Sole Source	Johnson Controls, Inc.	Chiller Plant Maintenance HVAC
Y75837 (Fund 1)	\$ 66,000.00	Exempt	Citrus Hearing Impaired Program Services, Inc.	Interpreting Services Disabilities Resources
Y75844 (Fund 6)	\$ 89,342.46	Contract	PK5, LLC	Lease Agreement Risk Management Consortium
Y75911 (Fund 1)	\$ 171,443.48	Exempt	Apple Computer, Inc.	iMac Computers (52) Information Technology
Y75912 (Fund 1)	\$ 129,500.00	Contract	Dell Marketing	Computers (100) Information Technology
Y75922 (Fund 1)	\$ 231,000.00	Exempt	AT&T	Telephone and Asynchronous Transfer Mode (ATM) Circuits Communication Services
Y75964 (Fund 1)	\$ 59,921.04	Contract	Alachua County Sheriff's Office	Training Agreement Criminal Justice
Y75992 (Fund 1)	\$ 44,411.58	Contract	Dell Marketing	Laptops (30) and Classroom Cart Information Technology
Y76002 (Fund 1)	\$ 260,655.00	Contract	University of Florida	Dental Clinic UF Partnership Dental Programs
Y76065 (Fund 7)	\$ 39,557.00	Contract	D.E. Scorpio Corporation	Building M Classroom Renovation Minor Renovation/Remodel
Y76080 (Fund 1)	\$ 48,966.37	Sole Source	Johnson Controls, Inc.	Annual Life Safety Equipment Certification Physical Plant Operations
Y76153 (Fund 7)	\$ 40,600.38	Contract	WW Gay Mechanical	Exhaust Fan Replacements (Includes Duct Work, Electrical) General Maintenance

Y76154 (Fund 7)	\$ 211,432.85	Contract	Howard Technology Solutions	Learning Commons A/V and Presentation Equipment Student Technology
Y76163 (Fund 2)	\$ 69,611.50	Bid	OEC Business Interiors	Learning Commons Technology Tables Title III
Y76225 (Fund 7)	\$2,547,804.00	Contract	Parrish McCall Constructors, Inc.	Auditorium Renovation E Auditorium
Y76287 (Fund 1)	\$ 39,212.00	Contract	Ricoh USA, Inc.	Copiers for Faculty Units Units
Y76344 (Fund 1)	\$ 65,000.00	Contract	Affiliated Engineers	Energy Engineering Services Utilities
Y76420 (Fund 7)	\$ 97,573.08	Contract	Utility Service of Gainesville, Inc.	Sewer Manhole Modification, Pipe Installation Underground Utilities
Y76424 (Fund 1)	\$ 195,712.96	Exempt	Dell Marketing	Data Protection/Backup Solution Information Technology
Y76427 (Fund 2)	\$ 828,000.00	Contract	City of Gainesville	Unlimited Student Transportation Access Student Leadership & Activities
Y76477 (Fund 7)	\$ 106,275.58	Contract	WW Gay Mechanical	Zoo Replacement Air Handler General Maintenance
Y76490 (Fund 1)	\$ 49,118.00	Exempt	EAB Global, Inc.	Grades First Software Quality Enhancement Plan
Y76497 (Fund 7)	\$ 46,275.00	Contract	Alachua Environmental	Hazardous Material Abatement Campus Safety
Y76558 (Fund 7)	\$ 84,290.00	Contract	Tom Barrow Company	Direct Purchase – Air Handler Unit & Related E Auditorium
<hr/>				
\$8,639,496.75				

Purchase orders for previously awarded bids/contracts: 78	Amount: \$3,133,338.94
65 Temp Force (\$2,026,755.66)	
3 City Wide Maintenance (\$928,728.00)	
2 PRIDE Enterprises (\$46,000.00)	
2 WCA of Florida (38,894.00)	
2 McCall Service (\$30,151.28)	
2 Mowrey Elevator (\$21,900.00)	
1 Brick City Information Technology (\$30,782.00, Consortium)	
1 Nader's Pest Raiders (\$10,128.00)	

Agenda Item 4.10  
September 17, 2019  
Page 4

Other Purchases \$0 - \$35,000.00  
Number of purchase orders: 1,363

Amount: \$3,513,067.38

**Board Action Requested**

**Approval**

Action: Approved. See item 4.1 (403.558).

## C O N S E N T

District Board of Trustees  
September 17, 2019

Agenda Item: 4.11

***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 20-02

200.945, 19-20

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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 August 20, 2019, to consider requests from property custodians and the committee members approved the requests presented in this Property Survey 20-02. The following table is a summary of the items by disposition method and a detailed list of all items from each category is 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	11	234,853.91	234,853.91	0.00
<b>TOTAL</b>	<b><u>11</u></b>	<b><u>234,853.91</u></b>	<b><u>234,853.91</u></b>	<b><u>0.00</u></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 (403.558).

***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 – Construction Documents  
(Phase III Documents) and Guaranteed Maximum Price

412.1202, 19-20

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Project Background & Description:

Santa Fe College’s Northwest Campus has a significant deficit of Natural Sciences lab and classroom spaces as identified in the College’s Educational Plant Five-Year Survey Report. On June 19, 2017, the Board approved the allocation of operating funds to the 2017-2018 Unexpended Plant Fund (Fund 7) to renovate and remodel a portion of Building I, intended to modernize teaching spaces and reduce the deficit of science lab space. The project was originally planned to have two phases, and this allocation was expected to cover all costs associated with Phase 1 and a portion of Phase 2. On February 20, 2018, the Board approved a project budget for Phase 1 in the amount \$682,660. Additional funds for the balance of the project were allocated as part of the 2018-2019 Unexpended Plant Fund (Fund 7) and approved by the Board on September 18, 2018.

This project includes the design, renovation, and remodel of 6,715 square feet in Building I in order to create new studio-style Physics teaching spaces that better suit modern instructional methods. Phase 1 includes heavy renovation and remodel of 2,265 square feet to create additional Physics labs and classrooms in the former ESL tutoring lab and office space at the west end of the building. Phase 2 consists of moderate-to-heavy renovation and remodel of 4,450 square feet of the existing Physics labs in the middle of Building I that will expand these teaching spaces. Both phases include reconfiguring walls to optimize use of space, updating all interior finishes, installing state-of-the art lab equipment and classroom technology, and providing new furnishings. The project will also provide significant improvements to the building’s mechanical, electrical, and plumbing systems.

On January 15, 2019, the Board approved combining Phases 1 and 2 into a consolidated project with a budget of \$1,807,080 to make better use of the available space and for more efficient renovation.

Architect/Engineer:	Kail Partners
Contractor/Construction Manager:	Scherer Construction
Florida Building Code Inspector:	In-house
Estimated Project Budget:	\$1,807,080
Source of Funds:	Other local funds

Project Status:

College staff has received, reviewed, and approved the construction documents (Phase III) for this project; has overseen the construction manager’s competitive bidding of all trade packages; has participated in a value management process, and is negotiating a guaranteed maximum price (GMP) not to exceed the construction budget amount of \$1,400,000.

**Board Action Requested**

**A. Approval of Construction Documents (Phase III Documents)**

**B. Approval of a Guaranteed Maximum Price not to exceed \$1,400,000**

Discussion: Mr. Liam McClay, Acting Associate Vice President for Facilities Services and Senior Advisor to the President, reviewed item 5.1 and provided a review of item 2.7: Title III Y Building Learning Commons Renovation/Remodel, as requested by the President.

Ms. Ginger Gibson, Vice President for Administrative Affairs and CFO, reviewed items 6.1 through 6.5 individually.

Action: Motion to approve items 5.1 through 6.5: Woody  
Second: Hudson  
Vote: Fletcher – yes, Goldwire – yes, Hudson – yes, Lee –  
yes, Mallini – 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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Acceptance of Donations, 20-01

200.946, 19-20

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Donation #1

UF Health/Shands Laboratories has donated the item listed below to the Clinical Laboratory Science Program.

<b>Qty</b>	<b>Description</b>	<b>Cost</b>
1	Ortho ProVue, Automated Blood Bank Sample Analysis Instrument	<u>\$4,500.00</u>
	<b>Total</b>	<b><u>\$4,500.00</u></b>

Donation #2

LifeSouth Blood Center has donated the item listed below to the Clinical Laboratory Science Program.

<b>Qty</b>	<b>Description</b>	<b>Cost</b>
1	MTD Gel Blood Bank Sample Analysis Workstation	<u>\$1,250.00</u>
	<b>Total</b>	<b><u>\$1,250.00</u></b>

**Board Action Requested**

**Approval**

Action: Approved. See item 5.1 (412.1202).

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

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Report of Investments, Quarter Ending June 30, 2019

201.870, 19-20

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Demand deposits are maintained in the Board's operating funds account with BBVA Compass. Daily collected balances earn interest at the average monthly federal funds rate less 50 basis points.

Average Adjusted rate (not less than 0), Month of June 2019	1.88%
Interest earnings, quarter	\$ 10,386
Interest earnings, fiscal year to date	\$ <b>55,957</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 June 30, 2019	2.55%
Interest earnings, net of costs, quarter	\$ 61,594
Interest earnings, net of costs, fiscal year to date	\$ <b>175,607</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 June 30, 2019	3.38%
Interest earnings, net of costs, quarter	\$ 392,909
Interest earnings, net of costs, fiscal year to date	\$ <b>1,261,702</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	1.80 Years
Yield-to-maturity @ cost	2.31%
Earnings, quarter	\$ 121,585
Earnings, fiscal year to date	\$ <b>332,144</b>

**Interest Earnings Comparison:**

Total interest earnings fiscal year to date 2018/2019	\$ <b>1,825,410</b>
Total interest earnings fiscal year to date 2017/2018	\$ <b>1,094,135</b>

**Board Action Requested**

**Approval**

Action: Approved. See item 5.1 (412.1202).

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

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Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for August 2019 201.871, 19-20

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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 August 31, 2019.

The following summary provides a comparison of actual revenues and expenditures for 2019-2020 vs. 2018-2019.

	<b>2019-2020</b>		<b>2018-2019</b>	
	<u>Dollar Amount</u>	<u>Percent of Budget</u>	<u>Dollar Amount</u>	<u>Percent of Actual</u>
Revenue	21,976,953	26.43	22,952,165	26.61
Expenditures	9,459,446	9.65	9,689,827	10.97

**Board Action Requested**

**Approval**

Action: Approved. See item 5.1 (412.1202).

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

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2019-2020 Annual Budget, Unexpended Plant Fund (Fund 7)

201.872, 19-20

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

The fiscal year 2019-2020 budget details by project the allocated budgets by fund source.

PECO (Public Education Capital Outlay): These funds are administered by the State Board of Education through the Department of Education. The state issues bonds that are backed from revenue derived from state gross receipts taxes to provide funding to the colleges. These funds are provided for construction, remodeling, renovation, and repair of college facilities and for site acquisition. They are allocated to colleges in the state appropriations each year.

CO and DS (Capital Outlay and Debt Service): These funds are administered by the State Board of Education from revenue derived from an allocation of the state motor vehicle licensing fees. These funds are allocated to the colleges based on an FTE formula. The Board may elect to expend the funds directly or participate in a state bond issue backed by these funds. Expenditures from these funds are on projects approved in the Project Priority List which are developed from projects recommended in the Educational Plant Survey.

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

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

Other Local: These funds are from sources other than those described above, but the use of the funds is for capital projects.

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

**Board Action Requested**

- A. Approval of the 2019-2020 Annual Unexpended Plant Fund (Fund 7) Budget**
- B. Approval to budget interest earnings and energy rebates to the related projects throughout the year as accumulated**

Action: Approved. See item 5.1 (412.1202).

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

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Unaudited Annual Financial Report, Year Ended June 30, 2019

201.873, 19-20

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The unaudited Annual Financial Report for the fiscal year 2018-2019 was completed and filed with the Division of Florida Colleges.

**Revenue Highlights:**

College revenues increased by \$968,000, or 0.8%, compared to the prior fiscal year as a result of the following factors:

➤ **Operating Revenues**

- Net student tuition and fee revenue decreased by \$731,000, or 2.5%, as a result of a decrease in enrollment and a slight increase in the scholarship allowance.
- Grants and Contracts increased by \$459,000, or 11%, primarily due to an increase in federal grants and contracts.
- Auxiliary enterprise revenue increased by \$391,000, or 16.3%, as a result of the College's inter-local agreement with the City of Gainesville for management services of the Gainesville Technology Entrepreneurship Center Incubator.

➤ **Nonoperating and Other Revenues and Gains**

- State noncapital appropriations increased by \$1.6 million, or 3.6%, primarily due to increased funding in Florida College System Program funds.
- Federal and State student financial aid increased by \$333,000, or 1.4%, due primarily to increases in state program scholarship funds.
- Other gifts, grants, and contracts decreased by \$66,000, or 3.0%, as a result of a slight decrease in enrollment by dual enrolled students.
- Investment income increased by \$2.3 million, or 277.1%, principally due to an increase in unrealized gain on investments and interest earned.
- State capital appropriations decreased by \$587,000, or 8.4%. This was due to decreased Public Education Capital Outlay funding from the prior fiscal year.
- Capital grants, contracts, gifts, and fees decreased by \$1.6 million, or 33.7%, primarily due to transfers of capital assets from the Foundation to the College compared to the previous fiscal year.
- Other revenues decreased by \$1.1 million, or 100%, due to the recording of a premium and gain from the refinancing of capital improvement bonds in the prior fiscal year.

**Expense Highlights:**

College operating expenses increased by \$22,000, or 0.02%, compared to the prior fiscal year as a result of the following factors:

- The College provided a non-recurring salary supplement of \$1,250 to all full-time personnel and \$375 to part-time personnel. These increases were offset with the recording of a net reduction of pension and accrued leave totaling \$1.1 million. As a result, personnel services only increased by \$23,000, or 0.03 %, from the prior fiscal year.
- Scholarships and waivers provided to students decreased by \$27,000, or 0.2%, primarily due to an increase in Florida's Bright Futures scholarship and scholarship allowances accompanied by a decrease in federal Pell scholarships. Scholarship expenses, similar to tuition and fee revenue, are also shown net of scholarship allowances (amounts received from individuals other than students and third-party payers).
- Utilities and communication increased by \$124,000, or 5.1%, primarily due to an increase in electricity and gas expenses.
- Contractual services decreased by \$837,000, or 13.0%, primarily due to a decrease in contractual and technology services.
- Other services and expenses increased by \$436,000, or 6.3%, primarily due to an increase in student travel associated with restricted funds and a decrease in bad debt expense associated with the leases of managed space.
- Materials and supplies decreased by \$383,000, or 3.5%, which is attributable primarily to decreases in expenses for software.
- Depreciation expense increased by \$686,000, or 14.9%, largely as a result of the beginning depreciation of the building addition at the Institute of Public Safety Kirkpatrick Center.

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

- As a result of operations, transfers, and GASB statement No. 68, reserve, Board designated, and unallocated net position increased by \$77,000 to \$23.1 million. Total unrestricted net position, including the full recognition of long-term liabilities (compensated absences, other post-employment benefits, and net pension liabilities), is a deficit of \$14.4 million.
- Cash, Cash Equivalents, and Investments at year-end were \$27.5 million.
- Operating Revenue Results: State \$46.1 million, Student \$33.2 million, and Other \$7.0 million.
- Operating Expenditure Results: Personnel \$65.5 million, Current \$20.1 million, and Capital \$2.7 million.
  - Personnel expenses related to Pension (\$2.4 million), Compensated Absences (-\$310,000), and OPEB (\$8,000) totaled \$2.1 million of the total expense of \$65.5 million.

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

- Fund Balance at year-end was \$47.7 million.

- Cash and Cash Equivalents at year-end were \$34.2 million.

**Student Receivables:**

- At June 30, total net student receivables were \$567,000. These receivables are reported net of a \$330,000 allowance for uncollectible student accounts.

**Board Action Requested**

**Approval**

Action: Approved. See item 5.1 (412.1202).

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

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College Calendar for 2020-2021

414.81, 19-20

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The Calendar Committee is recommending the proposed 2020-2021 academic calendar for the Board's consideration. The calendar is compliant with State Rules and guidelines.

In addition, the Calendar Committee is proposing a two-part plan to compensate for lost instructional time due to storm closures. To compensate for up to three lost teaching days, faculty members will develop plans that incorporate alternate methods, days, and times to provide instruction. To compensate for days lost beyond three days, the Calendar Committee is recommending an end-of-term (fall) alternate calendar that includes shifting the last day of classes to two days later, shifting the dates of final exams, and shifting the grades due date.

**Board Action Requested**

**Approval**

Discussion: Dr. Ed Bonahue, Provost and Vice President for Academic Affairs, opened his report by introducing Ms. Page Jerzak, SF's new Assistant Vice President for Academic Technologies and Training, who previously served as the Director of Online Teaching and Learning at Valencia College. The Board welcomed Ms. Jerzak to Santa Fe College.

He went on to explain that Florida College System (FCS) governing boards are required to submit an annual report to the FCS that provides information about the affordability of textbooks and instructional materials at the institution. Dr. Bonahue noted that the FCS provides a template for the report and the information is compiled for the Board's review.

Dr. Bonahue pointed out that in order to comply with the mandated deadlines for course textbooks to be posted online, the College specifies that textbook adoptions be submitted 75 days before the start of the term, as required by statute. This allows adequate time for the adoptions to be made available to students, giving them the ability to see the textbooks and materials that are required for each course along with the related costs before registering.

The Provost discussed various strategies used by the College to increase affordability of instructional materials, and especially the gains made through the adoption of no- or low-cost Open Educational Resources. As an example, he discussed the College's move to an open-source "My Open Math" product that offers the same functionality and results as leading commercial products for MAT1033 Intermediate Algebra, a change that has proven to be quite cost effective for students.

Dr. Bonahue noted the small number and percentages of course sections by semester that were not able to meet the textbook and instructional materials posting deadlines for

the 2018-2019 year. He also shared with enthusiasm that this year's Operational Audit showed substantive compliance with no findings.

Lastly, Dr. Bonahue thanked Dr. Stefanie Waschull, Associate Vice President for Academic Affairs, for her impressive contributions to the compliance report, along with all the Academic Assistants within each of the represented departments that assisted in compiling the required information.

Action: Motion to approve item 7.1 through 7.6: Lee  
Second: Prevatt  
Vote: Fletcher – yes, Goldwire – yes, Hudson – yes, Lee –  
yes, Mallini – yes, Prevatt – yes, Woody – yes

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

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Textbook Affordability Compliance Report

100.35, 19-20

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Florida law sets forth accountabilities for Florida College System (FCS) governing boards in the area of overseeing the affordability of textbooks and instructional materials. Specifically, the Board is required to submit a report to the Chancellor of the FCS by September 30, and the FCS has provided a template for the report.

**Board Action Requested**

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

Action: Approved. See item 7.1 (414.81).

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

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Certification of IRS Form 990 for 2018 as required by Direct Support Organizations

400.658, 19-20

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In compliance with Florida Statute Section 1004.70, the Board is asked to certify to the Florida Department of Education, Bureau of Budget Management, that the Santa Fe College Foundation, Inc. has completed the appropriate IRS forms. The form submitted for certification is the federal IRS Return of Organization Exempt from Income Tax (Form 990) for 2018.

**Board Action Requested**

**Certification that the Santa Fe College Foundation, Inc. has completed IRS Form 990 for 2018 in compliance with Florida Statute Section 1004.70**

Action: Approved. See item 7.1 (414.81).

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

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Study Abroad Programs:	101.159, 19-20
Belize:	Rio Bravo and Caye Caulker (Spring 2020)
Brazil:	Botucatu and Sau Paulo (Summer B 2020)
England & France:	London and Paris (Summer A 2020)
Italy:	Venice, Florence, Assisi, Pompeii, Sorrento, Rome (Summer A 2020)
Jamaica:	Kingston and Yallahs (Spring 2020)
Spain:	Barcelona (Summer 2020)
Sweden & Denmark:	Stockholm, Orebro, and Copenhagen (Summer A 2020)

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**Belize: Spring 2019 (Leslie Rios, Beatriz Gonzalez)**

**Cost: \$2,250 (includes airfare, accommodations, Terra Dotta and insurance fees, required activities, and some meals)**

Courses: MCB2000: Intro to Microbiology (Rios)  
          MCB2000L: Intro to Microbiology Lab (Rios)  
          MCB2905: Independent Study (Rios)  
          BSC2905: Individual Study (Gonzalez)  
          BSC2001: Introduction to Biology (Gonzalez)  
          BSC2001L: Introduction to Biology Lab (Gonzalez)

*Instructional Intent: This study abroad program to Belize will allow Santa Fe College students to gain knowledge and experience about the field aspects of microbiology and coastal biology. Students will be able to understand how different forces (political, geographical, and historical) lead to global health and environmental concerns and will be able to draw comparisons between Belize and the United States. This program will also incorporate a service-learning component in which students will create research-based educational materials for the Caye Caulker Village Council and Rio Bravo Health Department.*

Course: MCB 2000 is a microbiology course intended for science, engineering, biotechnology, and pre-professional majors. It includes the study of bacterial genetics, metabolism, industrial applications of microbiology, properties of selected organisms and their diseases, and an introduction to molecular biological techniques as they relate to microbiology.

Course: MCB 2000L is the co-requisite course to MCB 2000. Students will demonstrate skills necessary to understand and apply scientific concepts and reasoning, including analysis and interpretation of various types of data.

Course: MCB2905 is an independent study course focused on understanding tropical infectious diseases. Students will participate in field research focusing on water quality, including three water quality aspects in particular: 1) mosquito breeding habitats, 2) bacterial contaminants, and 3) protozoa/parasites.

Course: BSC 2905 will require students to participate in field research focusing on the mangrove ecosystem in the reef region of Belize.

Course: BSC 2001 is intended to help students construct a framework for the interpretation of interrelationships between all living systems. It includes the cell concept, multicellular organization, and reproduction; the taxonomy, morphology, and physiology of important groups of the animal and plant kingdoms; and the study of the organism-environmental relationships.

Course: BSC 2001L is the lab portion of BSC 2001 and is an integral part of the course. It will consist of weekly experiences paralleling the topics covered in the lecture.

Faculty Leaders:

Dr. Leslie Rios is an entomologist by training. Her work as a lab technician and graduate student focuses on mosquito vectors and the diseases they transmit. Her postdoctoral research was with the influenza virus. Her background with virology and with arthropod disease vectors led to her teaching microbiology at Santa Fe College, and she has done so since 2009. Dr. Rios has field research experience in Belize and maintains contacts with ecotourism companies there. She co-led the study abroad program to Belize in 2019.

Dr. Beatriz Gonzalez is a biology professor in the Department of Natural Sciences. In March 2018, she was recognized with the John and Suanne Roueche Excellence Award by the League for Innovation in the Community College for her teaching and mentoring contributions. Dr. Gonzalez has created and published biology and sustainability educational resources. She is an avid outdoor enthusiast and has traveled extensively both domestically and internationally. Originally from Puerto Rico, Dr. Gonzalez brings a multicultural perspective to her teaching and is interested in internationalizing the curriculum and incorporating experiential learning in science courses. She co-led the study abroad program to Belize in 2019.

This trip is capped at 12 students.

**Brazil: Botucatu and Sao Paulo, Summer B 2020 (Alejandra Maruniak)**

**Cost: \$3,200 (includes airfare, accommodations, Terra Dotta and insurance fees, required activities, visa fees, and most meals)**

Courses: BSC2943: Internship for Biotechnology AS  
BSC4941: Internship for Biotechnology BAS  
MLS4824L: Clinical Serology Internship for Clinical Laboratory Science BAS

*Instructional Intent: This program will enable students to spend three weeks in the city of Botucatu, São Paulo State, Brazil, conducting an international internship toward completion of an AS in Biotechnology Laboratory Assistant, BAS in Industrial Biotechnology, or BAS in Clinical Laboratory Science. Students will complete their internship in research laboratories belonging to the Universidade Estadual Paulista Julio de Mesquita Filho (UNESP). Students will be involved with several different applications of the biotechnology methods they already know and engage in experiments, collect data, and/or present scientific information. They will also be immersed in the Brazilian language, culture, and politics, not only by working side by side with Brazilian students and faculty, but by sharing housing accommodations.*

Course: BSC 2943 gives students the opportunity to apply the principles and methods of biotechnology to an actual work environment. This course will provide a cooperative education work experience at laboratories at UNESP and will give students a global perspective on the importance and use of biotechnology in foreign settings. Students will have the opportunity to compare the methods they have learned cross-culturally in order to develop a well-rounded perspective of biotechnology.

Course: BSC 4941 gives students the opportunity to apply the principles and methods of biotechnology at a higher level of proficiency in a research environment. This course will provide a cooperative education work experience at laboratories at UNESP and will give students a global perspective on the importance and use of biotechnology in foreign settings. Students will have the opportunity to compare the methods they have learned cross-culturally to develop a well-rounded perspective of biotechnology.

Course: MLS 4824L provides students practical clinical experience performed in a serology laboratory setting at UNESP. Emphasis will be placed on basic lab techniques and the review of core specialization. Students will have the opportunity to compare the methods they have learned cross-culturally in order to develop a well-rounded perspective of serology.

Faculty Leaders:

Dr. Alejandra Maruniak is an Associate Professor of Biotechnology at SF's Perry Center for Emerging Technologies. She earned her BA in Biology, MA in Genetics of Microorganisms, and PhD in Molecular Genetics in Brazil. She later worked as a research scientist at the University of Florida for 22 years before coming to Santa Fe College in 2012, where she teaches lower and upper division courses in biotechnology. In 2014, she represented SF in its first faculty exchange program with UNESP. During that trip, she served as a guest lecturer in undergraduate biology classes and taught a one week graduate level class at UNESP's campus in Botucatu. In July 2017, she returned to Botucatu, Brazil to develop the proposed for-credit international internship in biotechnology and met with UNESP faculty and staff to finalize those arrangements. Dr. Maruniak led a successful biotechnology internship program to Brazil in 2018. She is fluent in Portuguese and lived several years in Sao Paolo, Brazil.

This trip is capped at 8 students.

**England and France: Summer A 2020 (Heidi Lannon, Susan Miller)**

**Cost: \$2,516 (includes airfare, accommodations, Terra Dotta and insurance fees, required activities, and some meals)**

Courses: GEO2420: Cultural Geography (Lannon)  
GEO1920: Group Study in Geography (Lannon)  
ENG2102: Movies as Narrative (Miller)  
ENG1920: Independent Study in English (Miller)

*Instructional Intent: This program will expose students to familiar and unfamiliar forms of ethnic, cultural, and population development within different geographic settings. The global concept of colonization and post-colonial experiences in Great Britain and France will be experienced in person as well as through film. Students will discover the remnants of the colonial system, intertwined with the indigenous, and gain an awareness of the evolution of multiculturalism in the British Isles and France.*

Course: GEO2420 will introduce students to the geographic characteristics that have influenced contemporary societies. Societal norms and paradigms will be investigated within a spatial context. Cultural similarities and differences, including race, ethnicity, religious affiliation, linguistic, demographic, organizational characteristics, spatial distributions, and cultural interaction with the environment will be evaluated in the context of a study abroad to the British Isles.

Course: GEO1920 will introduce the student to the systematic study of the field of geography in conjunction with a study abroad experience in London and Paris. Societal norms and paradigms in London and Paris will be investigated within a spatial context. The biosphere, atmosphere, lithosphere, and hydrosphere of England and France will provide a Physical Geography laboratory for students.

Course: ENG2120 is a course that teaches research skills through the context of the Film Studies discipline. As part of the study abroad program, the course will explore the film/cultural iconography of London and Paris. Being in the cities will allow students to assess the extent to which the cities have been both over-romanticized and villainized by filmmakers. The trip will also allow students to research the historical importance of both cities in terms of film creation and film study. Rarely do our students have the chance to visit two cities where so many films have been produced.

Course: ENG1920 will allow students to do intensive research into a single aspect of literary/film studies on an approved topic related to the study abroad trip to London and Paris.

Faculty Leaders:

Dr. Heidi Lannon is an Associate Professor of Geography at Santa Fe College. She has a PhD in Geography and Urban Planning, an MS in Public Administration and Coastal Management, and a BS with Honors in Environmental Science. Dr. Lannon was raised in Northwest Europe and the Mediterranean and is a citizen of Great Britain. She has travelled extensively and has family in Scotland, France, Singapore, South Africa, Malta, Dubai, and the Philippines. Dr. Lannon graduated from the University of Ulster in Northern Ireland and participated in field work in Donegal and the Arran Islands in Ireland, as well as conducted study abroad research in Brittany, France, and Malaga, Spain. She spent 20 years working in industry and government prior to joining the faculty at Santa Fe College in 2008. Dr. Lannon has taught Cultural, Physical, and World Regional Geography and Introduction to Meteorology at the College. She has taken students in the field as a component of teaching Physical Geography. Dr. Lannon has travelled with students to Costa Rica and Europe (Paris, Florence, and Rome) and has led study abroad trips to Ecuador, Peru, Ghana, and the United Kingdom.

Ms. Susan Miller has been in the English department at Santa Fe College since 1987 and was the Department Chair for nine years. She is a former President of the Association of Departments of English, standing sub-organization of the Modern Language Association, and a former President of the Florida College English Association. She has co-led five study abroad programs to Ireland and the United Kingdom.

This trip is capped at 16 students.

**Italy: Venice, Florence, Assisi, Pompeii, Sorrento, Rome, Summer 2020 (Claire Orenduff-Bartos)**  
**Cost: \$3,365 (includes airfare, transportation, accommodations, tour fees, some meals, Terra Dotta and insurance fees, and activities)**

Courses: ARH2050: Art History 1 (Orenduff-Bartos)  
ARH2051: Art History 2 (Orenduff-Bartos)  
ARH1920: Art History Specialized Group Study (Orenduff-Bartos)

*Instructional Intent: This study abroad program will give students the opportunity to examine art in person and in cultural context. Through their immersion in the culture of these objects, students will also be able to make connections between the works themselves and the historical, social, and economic contexts of the work. Similarly, the literature courses serve to familiarize students with masterpieces of literature with a focus on Italian artists. The study abroad component expands upon the emphasis on historical, cultural, and aesthetic elements of written art in myriad ways not encompassed in the traditional classroom version of the class.*

Course: ARH 2050 is an introduction to Art History which acquaints students with major works of art as they relate to the historical and cultural development of artistic styles from ancient times to the

beginning of the Renaissance. Students will carry out introductory research methodologies appropriate to art history. Further, students will explore the medium through several college-level writing exercises, including gallery and architectural visits, analyses of art and architectural works, research papers, and other discipline specific writing.

Course: ARH 2051 constitutes the second half of the Art History sequence which is required by art majors wishing to transfer as juniors to State of Florida upper division institutions.

Course: ARH 1920 will allow students to select and critically examine in-depth one work of art or architecture that will be encountered in person during the Italy study abroad program. It is designed for students who have already had exposure to Art Appreciation, Humanities, and/or Art History courses. The course will allow students to make connections between their chosen project and the greater artistic and cultural context of Italy. ARH1920 will comprise an independent research project, based on an artwork or location to be visited during the study abroad program.

Faculty Leaders:

Dr. Claire Orenduff-Bartos holds a PhD in the History of Art with a specialization in European Art. She is thoroughly acquainted with the art and culture of Italy and has taught courses on Italian art since 2005. Dr. Orenduff-Bartos has visited Italy four times, led a study abroad program to Italy in 2017, and is familiar with all the program's itinerary sites. She also lived in three different European countries for five years. She spent a year as an exchange student in Europe as an undergraduate and a year on a grant as a graduate student.

This trip is capped at 15 students.

**Jamaica: Kingston and Yallahs, Spring 2020 (Jennifer Forshee and Georgia Bianchi)**  
**Cost: \$1,900 (includes airfare, accommodations, activities, Terra Dotta and insurance fees, some meals, and activities)**

Courses: INR2002 Introduction to International Relations (Forshee)  
POS 1920 Individual Study (Forshee)  
SYG2000 Introduction to Sociology (Bianchi)  
SYG2905 Individual Study (Bianchi)

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

Course: INR2002 introduces students to the study of basic principles of politics among nations, intergovernmental organizations, and non-governmental organizations. Students will be exposed to the principle controversies surrounding decolonization, neo-colonization, and development regimes prior to departure. Students will meet with political and academic leaders to discuss origins, consequences, and solutions to underdevelopment. They will have opportunities to consider the issue of development from the perspectives of governments, grass-roots non-governmental organizations, and foreign-based international governmental organizations.

Course: POS1920 is a one-hour individualized study course which allows students to pursue a specific Jamaican case study under the guidance of Professor Forshee.

Course: SYG2000 is an introductory Sociology course. In this class, students will learn to critically analyze historical and contemporary events in terms of their implications and impacts on individuals, groups, organizations, and societies. Students will also learn and implement the techniques that sociologists use to research various aspects of social life. Further, this course will help demonstrate the skills necessary for analysis, synthesis, evaluation, decision-making, critical and creative thinking, and the creative process.

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

Faculty Leaders:

Dr. Jennifer Forshee has an MA and PhD in Political Science from the University of Florida. Her dissertation concerns evolving notions of cosmopolitanism within the framework of development studies. Her teaching at Santa Fe College includes Comparative Politics, International Relations, Political Theory, and the United Nations. Dr. Forshee is also the faculty advisor for Santa Fe College's Model United Nations team and travels multiple times a year with ten to eighteen students for conferences and competitions. She co-led a study abroad program to China in 2015 and 2017, as well as co-led a study abroad program to Jamaica in 2018.

Dr. Georgia Bianchi is an Assistant Professor of Sociology and has taught at Santa Fe College for the past eight years. She earned a PhD in Sociology and conducts research on immigration, children of immigrants, and citizenship. Dr. Bianchi has led yearly study abroad trips to Jamaica from 2013-2017 as part of another educational institution. In 2018, she successfully co-led this study abroad program to Jamaica with Dr. Forshee.

This trip is capped at 13 students.

**Spain: Barcelona, Summer 2020 (Rimjhim Banerjee and Nik Bajorek)**

**Cost: \$2,845 (includes airfare, accommodations, activities, Terra Dotta and insurance fees, some meals, and activities)**

Courses: ENG2102 Movies as Narrative (Bajorek)  
ENG2930 Special Topics (Bajorek)  
IDS2930/IDS4930 Group Study (Banerjee-Batist)  
MAN4301 Human Resource Management (Banerjee-Batist)  
MAN2300 Human Resources (Banerjee-Batist)

*Instructional Intent: One of the goals of this study abroad program is to understand the interconnectedness and commonality that exists between different places and cultures worldwide. This interconnectedness will be explored through the lens of film and business. Students will see historic parts of Spain and observe how the country has transformed into a major business hub and how these businesses and their management practices continue to be shaped by Spanish culture. Students will also do an in-depth analysis of Spanish film and develop a better understanding of how history, culture, and place have shaped such films.*

Course: ENG 2102 will provide an invaluable synthesis between the content within the studied films and the historical and cultural contexts that inspired and/or is represented within the related texts. The course will explore the interplay between film-text-history-culture-location. Moreover, students will

make other visceral connections between the texts based on their own unique analysis associated with the particular environment and people they encounter in Barcelona.

Course: ENG 2930 will provide a synthesis between the content within Spanish films and the historical and cultural contexts that inspired and/or is represented within the related texts. The course will explore the interplay between film-text-history-culture-location in Spanish films.

Course: IDS 2930 will allow students to visit three firms based in Barcelona: Hewlett-Packard, AMES, and CIEN to gain a greater, firsthand understanding of Spanish businesses as well as their services, products, jobs, and income generation for Spanish society. Students will study the different kinds of social, economic, and political actions that have shaped businesses in this country in the past and the present situation with Catalonia, analyze these elements, and evaluate how they have led to the state of businesses in the Spain of today. The focus will be on corporate ethics, sustainability, and management, including human resource practices such as training and development (comparison with training in the U.S.) as well as recruitment, selection, and acculturation of foreign workers in Spain.

Course: IDS 4930 will allow students to meet the learning outcomes described above by gaining a greater, firsthand understanding of Spanish businesses and their services, products, jobs, and income generation for the Spanish society. Students will study the different kinds of social, economic, and political actions that have shaped businesses in this country in the past and the present situation with Catalonia, analyze these elements, and evaluate how they have led to the state of businesses in the Spain of today.

Course: MAN 4301 will allow students to study the different kinds of social, economic, and political actions that have shaped businesses and HR practices in this country in the past, along with the present situation with Catalonia, analyze these elements, and evaluate how they have shaped the state of businesses and utilization of the human capital of Spain. The focus will be on training and development (comparison with training in the U.S.), benefits (comparison with benefits in the U.S., such as health care and time off) as well as recruitment, selection, and acculturation of foreign workers in Spain.

Course: MAN 2300 will allow students to study the different kinds of social, economic, and political actions that have shaped businesses and HR practices in this country in the past, along with the present situation with Catalonia, analyze these elements, and evaluate how they have shaped the state of businesses and utilization of the human capital of Spain. The focus will be on training and development (comparison with training in the U.S.), benefits (comparison with benefits in the U.S., such as health care and time off), as well as recruitment, selection, and acculturation of foreign workers in Spain.

#### Faculty Leaders:

Dr. Rimjhim Banerjee-Batist holds an EdD in Human Resource Development wherein she studied 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 led a successful study abroad program to Spain in 2018.

Mr. Nik Bajorek holds a Master's Degree in English with a focus on Postcolonial Literature, and is ABD on his PhD in English, which is focused on Literature, Literary Theory, and Popular Culture. He has taught World Literature Courses, which encompass major works from Italy and their influence on the

overall literary canon. He visited Italy while on active duty in the U.S. Navy and traveled throughout Europe as part of his active military service. Mr. Bajorek participated in a Santa Fe College faculty exchange program to Beijing Union University in 2017.

This trip is capped at 10 students.

**Sweden & Denmark: Stockholm, Orebro, and Copenhagen, Summer A 2020 (Douglas Diekow)  
Cost: \$2,900 (includes airfare, accommodations, Terra Dotta and insurance fees, required activities, and some meals)**

Courses: SYG2430 Sociology of Marriage and Family (Diekow)  
SYG1920 Group Study – Sociology (Diekow)

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

Course: SYG2430 will give students the opportunity to use the sociological perspective while engaging in a cross-cultural analysis. Students will immerse themselves in the Swedish culture while learning about gender, parenting, sexuality, marriage, cohabitation, and divorce and remarriage. Program participants will gain first-hand insight into Swedish culture by attending classes at the Thoren Business School, visiting the homes of Swedish families, engaging in group discussions with Swedish students, faculty, and professionals, and taking field trips. This will promote an acceptance and appreciation for diversity and encourage global socio-cultural responsibility.

Course: SYG1920 will provide students with an introduction to sociology as a social science. Students will discuss topics utilizing the sociological imagination in a cross-cultural comparison between Sweden and the United States. Areas to be covered include socialization, social structures, deviance, family, education, social stratification, gender, race, and social change.

Faculty Leaders:

Dr. Doug Diekow has taught Sociology at Santa Fe College for 17 years and has been a strong supporter of internationalizing the curriculum at the College. He travelled to Sweden as a visiting professor for two weeks in March 2012 and has led six study abroad programs to Sweden since 2014, including one in 2019 that took students to Copenhagen.

This trip is capped at 15 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 or designee to approve time-sensitive itinerary and personnel changes**

Action: Approved. See item 7.1 (414.81).

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

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International Travel

101.160, 19-20

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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. Bea Awoniyi travel to Toronto, Canada, October 17 - 20, 2019**

Dr. Bea Awoniyi, Assistant Vice President for Student Affairs, is a member of the Board of Directors of the Johnson Scholarship Foundation and will attend the Johnson Foundation's Disability Convening in Toronto, Canada. Through Dr. Awoniyi's participation on the Johnson Foundation Board, the College gains insight on best practices in helping disadvantaged individuals obtain employment through education, is kept abreast of various funding opportunities, and benefits from an extensive network of professionals committed to social justice and educational access. There are currently no travel warnings for Canada. This travel will be funded by the Johnson Scholarship Foundation.

**Dr. Jackson Sasser and Dr. Ed Bonahue travel to Calgary, Canada, October 22 - 25, 2019**

Dr. Jackson Sasser, President, and Dr. Ed Bonahue, Provost and Vice President for Academic Affairs, will travel to the League for Innovation's fall board meeting at the Southern Alberta Institute of Technology in Calgary, Alberta. Participation at the board meeting is required and allows Santa Fe College to continue to provide national level leadership for efforts to research, recognize, and promote best practices in community college education. There are currently no travel warnings for Canada. This travel will be funded by Santa Fe College.

**Mr. Chauncey Fagler and/or one other Florida College Risk Management Consortium (FCSRMC) Board Member and/or FCSRMC staff travel to London, England, December 2019**

Mr. Chauncey Fagler, FCSRMC Executive Director, will meet with the Lloyd's of London and various other London insurance markets to secure property coverage for the Consortium's 27 member colleges. The 27 colleges represent \$8 billion in property, over 175 campuses, and excess of 1,810 buildings/contents, including vehicles and watercraft. This is the seventh year that the Executive Director and a Consortium Board Member have been approved by the Consortium Board to make this trip. The Consortium Board recognizes that this helps ensure proper coverage is solicited at competitive rates for the colleges. Meetings with London insurance markets are tentatively scheduled to occur during December 2019. This travel request was approved by the Chair of the FCSRMC Operations Committee meeting in a memo dated January 23, 2019. There are currently no travel warnings for England. This travel will be funded by the FCSRMC.

Travel dates are subject to change.

**Board Action Requested**

**Approval of international travel and authorization for college officials to modify dates of travel and destination (within the designated country) upon approval of the President or designee**

Action: Approved. See item 7.1 (414.81).

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

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Ratification of Emergency Signature Authority for International Travel

101.161, 19-20

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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.

**Vilma Fuentes travel to Florianopolis, Brazil, September 11 - 15, 2019**

Vilma Fuentes, Assistant Vice President for Academic Affairs, has been invited by SF's partner institution, the Universidade Estadual Paulista "Julio de Mesquita Filho" (UNESP), to deliver a lecture at a conference of Brazilian university rectors focused on promoting internationalization and innovation in higher education. Dr. Fuentes has specifically been asked to highlight the many projects that Santa Fe College and UNESP have co-sponsored. UNESP aims to feature these innovative international projects before other peer institutions and highlight how they improve student learning and success. This travel will strengthen an existing international partnership, allow both institutions to plan future faculty exchange projects, help pave the way for a 2020 study abroad program to Brazil, and potentially help recruit new students to Santa Fe College. No travel alert or warning has been issued for Brazil. This travel will be funded by Santa Fe College and UNESP.

Travel dates are subject to change.

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, Vice Chair Michael M. Goldwire used emergency signature authority to authorize the above international travel opportunity, pending ratification by the Board.

**Board Action Requested**

- A. Ratification**
- B. Authorization for college officials to modify dates of travel and destination (within the designated country) upon approval of the President or designee**

Action: Approved. See item 7.1 (414.81).

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

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SF2UWF International Scholarship Transfer Pathway Program Agreement with the University of West Florida

408.2460, 19-20

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The SF2UWF International Scholarship Transfer Pathway Program Agreement with the University of West Florida (UWF) will guarantee admission into UWF for SF international students studying on an F-1 student visa who meet the eligibility standards as stated in the agreement. International students will also be eligible for one of five tuition waivers for 50% of the total tuition and fees per credit hour for out-of-state students. Additionally, SF international students with Latin American or Caribbean citizenship who meet the eligibility standards will be eligible for one of fifteen out-of-state tuition waivers plus an additional \$500.00 scholarship each semester for a total of four semesters.

**Board Action Requested**

**Approval**

Action: Motion to approve items 8.1 through 8.11: Goldwire  
Second: Woody  
Vote: Fletcher – yes, Goldwire – yes, Hudson – yes, Lee – yes, Mallini – yes, Prevatt – yes, Woody – yes

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

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College Affiliation Agreement with Notami Hospitals of Florida, Inc.  
d/b/a Lake City Medical Center

408.2461, 19-20

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The College has had an Affiliation Agreement in place with Notami Hospitals of Florida, Inc. d/b/a Lake City Medical Center since 2015. Continuation of this relationship will allow students in the Cardiovascular Technology, Clinical Laboratory Sciences, Computed Tomography, Diagnostic Medical Sonography, Nuclear Medicine Technology, Radiography, Respiratory Care, and Surgical Technology Programs to participate in clinical training at the facility's Lake City location. This agreement is effective from January 1, 2020, for a three-year term unless terminated by either party in accordance with the termination clause.

**Board Action Requested**

**Approval**

Action: Approved. See item 8.1 (408.2460).

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

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Non Exclusive Student Affiliation Agreement with Citrus HMA, LLC d/b/a  
Bayfront Health Seven Rivers for the Physical Therapist Assistant Program

408.2462, 19-20

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This agreement extends the College's relationship with Citrus HMA, LLC d/b/a Bayfront Health Seven Rivers to allow students in the Physical Therapist Assistant Program to participate in clinical training at the facility's Crystal River location. The agreement is effective as of November 1, 2019, for a three-year term, unless terminated by either party by giving thirty days' advance written notice to the other party or as otherwise set forth in the agreement.

**Board Action Requested**

**Approval**

Action: Approved. See item 8.1 (408.2460).

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

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Ratification of Emergency Signature Authority for the Non Exclusive Student Affiliation Agreement with Citrus HMA, LLC d/b/a Bayfront Health Seven Rivers for the Diagnostic Medical Sonography Program 408.2463, 19-20

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SF has had a Non Exclusive Student Affiliation Agreement in place with Citrus HMA, LLC d/b/a Bayfront Health Seven Rivers for the Diagnostic Medical Sonography Program since 2016. Continuation of this agreement will allow SF students to remain active in clinical training at the facility's Crystal River location. The agreement is effective for a period of three years unless terminated by either party in accordance with the termination clause.

The College's current agreement with the facility expired on August 21, 2019, and there were a number of Health Sciences students scheduled to continue clinical training at this site. Waiting until the September board meeting would have had an adverse effect on the students' education, as they would have missed essential clinical training time.

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 G.W. Blake Fletcher used emergency signature authority to authorize this agreement, pending ratification by the Board.

**Board Action Requested**

**Ratification**

Action: Approved. See item 8.1 (408.2460).

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

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Ratification of Emergency Signature Authority for the Master Academic Affiliation Agreement with Adventist Health System/Sunbelt, Inc. d/b/a AdventHealth Orlando for the Clinical Laboratory Science Program

408.2464, 19-20

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This Master Academic Affiliation Agreement with Adventist Health System/Sunbelt, Inc. d/b/a AdventHealth Orlando re-establishes SF's relationship with the hospital and will allow students in the Clinical Laboratory Science (CLS) Program to participate in clinical training at various locations in Orlando and the surrounding areas, including Altamonte Springs, Apopka, Celebration, Kissimmee, Lake Mary, Winter Park, and Winter Garden. This agreement is effective from July 1, 2019, through June 30, 2021, unless terminated by either party as set forth in the agreement.

An Orlando-based CLS student was scheduled to begin clinical training at one of these sites the week of September 3, 2019. Waiting until the September board meeting would have had an adverse effect on the student's education, as she would have missed valuable training time.

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 G.W. Blake Fletcher used emergency signature authority to authorize this agreement, pending ratification by the Board.

**Board Action Requested**

**Ratification**

Action: Approved. See item 8.1 (408.2460).

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

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Ratification of Emergency Signature Authority for the Second Amendment to the Memorandum of Understanding for Driver's License and/or Motor Vehicle Record Data Exchange with the Florida Department of Highway Safety and Motor Vehicles for the Office of the Registrar 408.2465, 19-20

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On March 1, 2019, Chair Lisa M. Prevatt used emergency signature authority to execute the First Amendment to the Memorandum of Understanding with the Florida Department of Highway Safety and Motor Vehicles (FDHSMV) for Drivers License and/or Motor Vehicle Record Data Exchange for the benefit of the Registrar's Office. The First Amendment extended the termination date to September 3, 2019, to allow the Registrar's Office to maintain access to the Driver's License and Motor Vehicle Record Data Exchange systems while the FDHSMV and SF worked out the details of a new agreement.

The FDHSMV advised that it requires additional time to draft the agreement. In order to allow the Registrar's Office to maintain access to the FDHSMV's databases to verify residency and continue normal operations, the FDHSMV proposed a Second Amendment to the MOU, which extends the original agreement until March 3, 2020. As the agreement was set to expire before the Board would convene again at the regularly scheduled September board meeting, it was imperative that the College execute this Second Amendment to maintain continuous service.

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 G.W. Blake Fletcher used emergency signature authority to authorize this amendment, pending ratification by the Board.

**Board Action Requested**

**Ratification**

Action: Approved. See item 8.1 (408.2460).

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

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Termination of Florida State Community College System Health Sciences Clinical Facilities Agreement with Barnes & Morgan Partnership d/b/a Optioncare of Gainesville

408.2466, 19-20

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Executed in 2001, the Florida State Community College System Health Sciences Clinical Facilities Agreement with Barnes & Morgan Partnership d/b/a Optioncare of Gainesville allowed students in the Respiratory Care Program to participate in clinical training at the facility's Gainesville location. It has been a number of years since SF students were sent to this site for training; therefore, the College wishes to cancel the agreement. In accordance with the termination clause, SF must provide written notice of its intent to terminate the agreement.

**Board Action Requested**

**Approval**

Action: Approved. See item 8.1 (408.2460).

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

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Firehouse Subs Public Safety Grant

409.2255, 19-20

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Funds from this grant will provide equipment for the newly launched Building Safety Ambassador Pilot Program, which is comprised of key college representatives that are trained to make the campus environment safer. The requested equipment, including evacuation chairs, a digital fire extinguisher training system, and "Stop the Bleed" kits, will enhance Building Safety Ambassador training and help to expand the Program throughout SF.

The amount of funds requested from the Firehouse Subs Foundation is \$24,659, with no matching funds from Santa Fe College.

Duration of this project is November 1, 2019, through October 31, 2020.

Operating budget impact: None.

**Board Action Requested**

**Approval of grant. Upon legal review and approval, the President or 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 8.1 (408.2460).

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

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Engaging in Ethics: Promoting the "Good Life" through Ethics Education Grant

409.2256, 19-20

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This project aims to expand ethics education at Santa Fe College through initiatives that actively engage students in ethics and promote their civic, vocational, and humanistic development. Proposed initiatives include the design and development of Ethics Across the Curriculum workshops, a Character Education Certificate Program, and Ethics Bowl events. Project activities will develop students' abilities to think critically, express ideas clearly, and interact with others in a positive and productive way, capacities necessary for a "good life" that embraces engagement with the humanities. Additionally, the project will support SF's commitment to educate students who are on diverse educational and career pathways by infusing a humanities topic, ethics, into fields outside the humanities. This is year one of the three-year project.

The amount of funds requested from the National Endowment for the Humanities for year one is \$34,067, with matching funds of \$49,157 from Santa Fe College. Total funding for the three-year project is \$100,000.

Duration of this project is February 1, 2020, through January 31, 2021.

Operating budget impact: From existing college funds.

**Board Action Requested**

**Approval of grant. Upon legal review and approval, the President or 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 8.1 (408.2460).

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

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Children's Home Society Community Partnership School Project Grant

409.2257, 19-20

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Santa Fe College is actively involved in the Howard Bishop Community School (HBCS) and provides leadership and support services as outlined in the Memorandum of Understanding between SF, the Children's Home Society of Florida (CHS), the Alachua County Health Department (ACHD), the School Board of Alachua County (SBAC), and the University of Florida (UF), executed in 2016.

Projected activities funded by this grant include:

1. Be actively involved in promoting the community school model.
2. Participate in the development of the community school partnership and participate actively in the development of the school's mission, goals, objectives, and logic model in collaboration with the CHS, ACHD, SBAC, and UF.
3. Facilitate communication among community school partners and surrounding community stakeholders.
4. Arrange for student interns to support the community school partnership when applicable.
5. Continue to collaborate with the partners to this agreement with regard to the potential expansion of services and benefits to the student population and population of the surrounding community.
6. Provide representation to the Howard Bishop Community Leadership Cabinet and Leadership Councils, along with the CHS, ACHD, SBAC, and UF, as well as other parties designated by the Cabinet.
7. Aid in sustaining the partnership through activities such as resource development, grant writing, and/or professional development.

The amount of funds requested from the Children's Home Society of Florida is \$27,752, with \$7,678 in matching funds from Santa Fe College.

Duration of this project is July 1, 2019, through June 30, 2020.

Operating budget impact: None.

**Board Action Requested**

**Approval of grant. Upon legal review and approval, the President or 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 8.1 (408.2460).

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

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Santa Fe College Law Enforcement-Based Victim Specialist  
Program Grant

409.2258, 19-20

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Funding from this grant will be used to enact a Victim Specialist Program at SF to address the need for direct services, enhance advocacy efforts throughout the community, and expand outreach and prevention services to students, faculty, staff, and community members who have experienced sexual assault, harassment, dating/domestic violence, and stalking. This is year one of the three-year project.

The amount of funds requested from the U.S. Department of Justice for year one is \$83,405, with \$6,064 in matching funds from Santa Fe College. Total funding for the three-year project is \$255,719.

Duration of this project is October 1, 2019, through September 30, 2020.

Operating budget impact: None.

**Board Action Requested**

**Approval of grant. Upon legal review and approval, the President or 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 8.1 (408.2460).

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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 a donation of \$100,000 from an anonymous donor.

Mr. Mike Curry, Associate Vice President for Advancement, reported that the total assets for the Foundation currently stand at \$53 million. He continued by sharing an update on the Opening Doors Campaign, which has raised over half of its goal of \$10 million.