



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of May 17, 2016, at 4 p.m.
Wattenbarger Student Services Building, Gainesville, Florida**

Agenda

Adoption of Agenda

Agenda Item: 1.1
418.539, 15-16

1. General Functions
 - Pledge of Allegiance
 - 1.1 Adoption of Agenda for Board Meeting of May 17, 2016
 - 1.2 Approval of Board Meeting Minutes of April 19, 2016

2. Information Items
 - 2.1 President's Report
 - 2.2 Strategic Planning
 - 2.3 Proposed Board of Trustees Meeting Schedule for 2016-2017
 - 2.4 Fee Waiver Report for Spring Term 2016

3. Citizen's Requests

4. Consent Items
 - Personnel
 - 4.1 Contract Staff (Faculty)
 - 4.2 Contract Staff (Administrative and Professional)
 - 4.3 Community and Continuing Workforce Education Staff
 - 4.4 Career Service Staff

 - Agreements, Grants
 - 4.5 Athletic Training and Service Agreement with University of Florida
 - 4.6 Johnson Foundation – AARP Back to Work 50+ WESI Grant
 - 4.7 Women's Giving Circle – Training Matters Grant

 - Finance Items
 - 4.8 Report of Purchases for April 2016
 - 4.9 Colonel Harry M. Hatcher, Jr., Property Survey 16-08

5. Facilities Items
 - 5.1 Annual Comprehensive Safety Inspection Report for Fiscal Year 2015-2016
 - 5.2 Supplemental Easement – Duke Energy

6. Finance Items
 - 6.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for April 2016
 - 6.2 Report of Investments, Quarter Ending March 31, 2016
 - 6.3 Credit and Postsecondary Adult Vocational Lab Fee Schedule for 2016-2017
 - 6.4 Recommendation for Awarding a Proposal for Custodial Services
 - 6.5 Recommendation for Awarding a Proposal for Beverage and Snack Vending
7. General Institutional Items
 - 7.1 International Travel
 - 7.2 Biomedical Equipment Technician Associate of Science Degree Revision
8. Rules
 - 8.1 Amended Rule 7.9: Academic Progress
 - 8.2 Deletion of Rule 7.4: Priority of Admissions
9. Agreements/Grants
 - 9.1 Ratification of Emergency Signature Authority for College Affiliation Agreement with Lake City Imaging, LLC d.b.a. Invision Imaging Center at Lake City
 - 9.2 Memorandum of Understanding with University of Florida for Use of Seahorse Key Marine Laboratory
 - 9.3 Standard Dual Enrollment Articulation Agreement for In-District Home Education Students
 - 9.4 Standard Dual Enrollment Articulation Agreement for Out-of-District Home Education Students
 - 9.5 Second Amendment to Bradford County High School Dual Enrollment Articulation Agreement
 - 9.6 Memorandum of Understanding for Law Enforcement Agency Access to Driver and Vehicle Information Database System (DAVID)
 - 9.7 Santa Fe College (FL) – Body-Worn Camera Program Grant
10. Santa Fe College Foundation Liaison Update and Board Members' Remarks
11. Adjournment

Board Action Requested:

Approval

Approval of Board Meeting Minutes of April 19, 2016

401.530, 15-16

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held April 19, 2016, are presented for approval.

Board Action Requested:

Approval

President's Report

Information Item

The president will discuss a variety of information topics.

Today's special presentation will be given by Santa Fe College Police Chief Ed Book presenting the AppArmor Santa Fe Campus Mobile Safety App.

Calendar

June 20, 2016
5 p.m.

Board Budget Workshop and Dinner
Board Room – S-329

June 21, 2016
4 p.m.

Regular Board Meeting
Wattenbarger Student Services Building
Board Room – S-329

July 19, 2016
4 p.m.

Regular Board Meeting
Watson Center

District Board of Trustees
May 17, 2016

Agenda Item: 2.2

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

Strategic Planning

Information Item
419.38, 15-16

A strategic planning update will be provided to the Board by Mr. Gary Hartge, Director of Institutional Research.

Proposed Board of Trustees Meeting Schedule for 2016-2017

Information Item
416.141, 15-16

Below is the proposed schedule of the Board of Trustees meetings for the 2016-2017 year. All meetings begin at 4 p.m.

2016-2017 Board Meeting Schedule

July 19, 2016	Watson Center
August	No Meeting
September 20, 2016	NW Campus
October 18, 2016	Perry Center
November 15, 2016	Andrews Cultural Center
December	No Meeting
January 17, 2017	NW Campus
February 21, 2017	Blount Center
March	No Meeting
April 18, 2017	Andrews Cultural Center
May 16, 2017	NW Campus
June 20, 2017	NW Campus
July 18, 2017	Watson Center

District Board of Trustees
May 17, 2016

Agenda Item: 2.4

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

Fee Waiver Report for Spring Term 2016

Information Item
200.878, 15-16

Pursuant to Rule 7.13, the college grants fee waivers for course fees (excluding technology, transportation, access, lab, and distant learning fees). The attached report identifies the waiver type granted by the college for the identified term(s) listed by waiver type, number of students granted waiver (count) and the dollar amount associated with the waiver type.

Citizens' Requests

423.45, 15-16

Subject to exceptions set forth in Florida law, members of the public shall be permitted to be heard on a proposition pending before the board during this agenda item prior to the board taking action on the proposition. An individual wishing to be heard shall complete the Citizen's Request form maintained by the board secretary (College President) at least 15 minutes in advance of the meeting and shall be allotted up to three minutes to address any issues, whether the issue is on the board agenda or not; the board chair may allow limited extended time at the chair's discretion. If a group consisting of more than five individuals wishes to be heard on a subject, the group must designate a representative to speak on its behalf.

C O N S E N T

**District Board of Trustees
May 17, 2016**

Agenda Item: 4.1

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

Contract Staff (Faculty)

402.788, 15-16

The individuals listed below are being recommended for appointment for 2015-2016, as stated in the individual employee's contract.

Appointment

Part Time

Name

Matthew Abramson
Jude Alcide
James Gross
Michael Joseph
Makiescha Lanier
Philana Marshall
Christopher Mortimer
Raluca Rusovici
Latoya Weaver

Board Action Requested:

Approval

C O N S E N T

**District Board of Trustees
May 17, 2016**

Agenda Item: 4.2

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

Contract Staff (Administrative and Professional)

411.399, 15-16

The individuals listed below are being recommended for appointment for 2015-2016 or 2016-2017, as stated in the individual employee's contract.

Technical/Professional

Appointment

Full Time

Name

Position

Rhett Butler

Coordinator, Financial Aid Technical

B.A., Florida Atlantic University

Rodney Thomas

Academic Director, Construction and
Technical Program

M.A., University South Florida

Part Time

Paul Adams

Specialist, College Achievement

Traavis Chandler

Specialist, Admissions

Zachary Clauss

Specialist, Mathematics

Diedre Houchen

Specialist, Education Programs

Takeshia Pierre

Specialist, College Achievement

Jon Samborski

Specialist, Mathematics

Lenonar Walton

Specialist, Fine Arts

Board Action Requested:

Approval

C O N S E N T

**District Board of Trustees
May 17, 2016**

Agenda Item: 4.3

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

Community and Continuing Workforce Education Staff

404.441, 15-16

The individuals listed below are being recommended for appointment for 2015-2016, as stated in the individual employee's contract.

Appointment

Community Education

Part Time

Name

Mary Ann Hastings

Program/Class

Cooking

Board Action Requested:

Approval

C O N S E N T

**District Board of Trustees
May 17, 2016**

Agenda Item: 4.4

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

Career Service Staff

404.530, 15-16

The individuals listed below are being recommended for appointment.

Appointment

Name

Position

Geraldine McMillan

Financial Aid Support Specialist

Promotion

Carol Wilson

Executive Assistant, Office for Advancement

Board Action Requested:

Approval

C O N S E N T

District Board of Trustees
May 17, 2016

Agenda Item: 4.5

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

Athletic Training and Service Agreement with University of Florida

408.2251, 15-16

The proposed agreement between Santa Fe College and the University of Florida Department of Applied Physiology and Kinesiology and the Department of Orthopaedics and Rehabilitation for Athletic Trainer coverage sets policies and guidelines under which these entities will continue to provide trainer coverage for SF student athletes. As in the past, this agreement combines support from the UF College of Health and Human performance and the College of Medicine to supply trainer coverage for an average of 50 hours per week, with two individuals serving the athletic trainer needs of SF. This agreement will provide coverage from August 1, 2016 through May 31, 2017, for the cost of \$43,450 which represents a 4% increase from the prior agreement for 2015-2016.

Board Action Requested:

Approval

C O N S E N T

District Board of Trustees
May 17, 2016

Agenda Item: 4.6

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

Johnson Foundation – AARP Back to Work 50+ WESI Grant

409.2092, 15-16

The purpose of this grant is to help meet the required cash match for year 2 of our previously funded AARP BACK TO WORK 50+: Women's Economic Security Initiative (WESI) Grant. These funds will support any need (scholarships, educational supplies, and work-based learning initiatives) identified by staff for the WESI participants. This grant will provide pathways to employment and self-sufficiency for women ages 50-64 through training in high demand jobs.

The amount of funds requested from the Johnson Foundation is \$16,000, with no matching funds from Santa Fe College.

Duration of this project is April 12, 2016, through April 11, 2018.

Operating budget impact: None

Board Action Requested:

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

C O N S E N T

District Board of Trustees
May 17, 2016

Agenda Item: 4.7

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

Women's Giving Circle – Training Matters Grant

409.2093, 15-16

The purpose of this project is to enhance the Displaced Homemaker Program's (DHP) ability to broaden their reach to be more inclusive of women less than 35 years old and to increase their economic self-sufficiency by providing education and skill development training to increase their chances for gainful employment. This program will provide short-term training and employment support for 4 survivors of domestic violence, and therefore provide 4 families with a goal of independence and economic security. This project will support participants without a high school diploma to obtain their GED and then facilitate short-term training for a Certified Nursing Assistant (CNA) Certification.

The amount of funds requested from the Community Foundation of North Central Florida is \$2,626, with no matching funds from Santa Fe College.

Duration of this project is July 1, 2016 through June 30, 2017.

Operating budget impact: None

Board Action Requested:

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

C O N S E N T

**District Board of Trustees
May 17, 2016**

Agenda Item: 4.8

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

Report of Purchases for April 2016

202.626, 15-16

Below are the total amounts and a summary of purchases for the month of April 2016.

Purchasing	\$979,972.68
Risk Management Consortium	<u>976,886.00</u>
Total	<u>\$1,956,858.68</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y60751 (Fund 1)	\$38,894.00	Exempt	IParadigms, LLC	Turn-It-In Originality Checking Software/Service Distance Learning Support
Y60763 (Fund 6)	\$799,575.00	Contract	Gallagher Bassett	Claims Administration Services Risk Management Consortium
Y60781 (Fund 6)	\$128,050.00	Exempt	Fire Prevention Specialists, Inc.	Inspections for Florida Colleges Risk Management Consortium
Y60815 (Fund 7)	\$36,406.39	Contract	OEC Business Interiors	Classroom Furniture Student & Faculty Area Improvements
Y60873 (Fund 7)	\$68,658.20	Contract	Charles Perry Partners, Inc.	Preconstruction Services Institute of Public Safety (IPS) Expansion
Y60993 (Fund 1)	\$284,499.50	Contract	Dell Marketing	Computers (250) Information Technology

\$1,356,083.09

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

Amount: \$6,741.42

Agenda Item 4.8
May 17, 2016
Page 2

Other Purchases \$0 - \$35,000.00
Number of purchase orders: 382

Amount: \$594,034.17

Board Action Requested:

Approval of report

C O N S E N T

District Board of Trustees
May 17, 2016

Agenda Item: 4.9

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

Colonel Harry M. Hatcher, Jr., Property Survey 16-08

200.879, 15-16

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

The Property Survey Committee met via email on April 26, 2016, to consider departmental requests to be relieved from inventory accountability. The committee members approved the following requests to remove the items listed below from the active property control inventory records. A detailed list of all items from each category is attached.

Category	Number of Items	Original Cost or Value Items > \$5,000 to be Removed from Inventory and Financial Records	Depreciation of Items > \$5,000	Total Book Value Items to be Removed from Inventory and Financial Records
Trade-In	1	\$8,490.00	\$8,490.00	\$0.00
TOTAL	<u>1</u>	<u>\$8,490.00</u>	<u>\$8,490.00</u>	<u>\$0.00</u>

Notes

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

Board Action Requested:

Approval

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

Annual Comprehensive Safety Inspection Report for Fiscal Year 2015-2016

412.1138, 15-16

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

The College's annual inspection was conducted on April 4 and April 5, 2016, with Fire Prevention Specialists, Inc., through the Florida College System Risk Management Consortium in conjunction with college staff. The Annual Comprehensive Safety Inspection Report was prepared by inspectors Jeb Bynum and Walter Spann, Jr. and all of the items noted as a deficiency have been corrected or are scheduled to be corrected as noted.

Board Action Requested:

Approval of report

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

Supplemental Easement – Duke Energy

412.1139, 15-16

In July of 1960, a court issued an Order of Taking in favor of Florida Power Corporation that included a small area of the southeast corner of the College's Northwest Campus (see Aerial Map attached). A Final Judgment was entered in April of 1961. DUKE ENERGY FLORIDA, L.L.C. d/b/a DUKE ENERGY, as successor in title to Florida Power Corporation, was granted an easement for the transmission and distribution of electricity across certain property owned by Santa Fe College. DUKE ENERGY is in the process of rebuilding the transmission line and wishes to modify the existing transmission system and the College recommends that the Board authorize the Chair to sign the necessary documentation, such as a supplemental easement, to grant such rights and to clarify the relationship between the parties, which was not well documented over 55 years ago.

The supplemental easement would grant to DUKE ENERGY the supplemental right, privilege and easement to construct, reconstruct, operate and maintain one or more overhead and/or underground electric transmission lines, distribution lines, and communication systems and related facilities for providing electric energy services, and communications services (including services to telecommunication providers and other customers) and the transmission of any and all present or future form of communication by any present or future means or method (including supporting structures, communication and other wires, fiber optics, guys, anchors, attachments and accessories desirable in connection therewith) all of which may be installed or constructed over, under, upon, across, through and within DUKE ENERGY's existing Easement Area traversing property now owned by The District Board of Trustees of Santa Fe College.

During the review of the supplemental easement request, College Staff discovered that a campus sign was placed within the easement area. Duke Energy has agreed to allow the College to keep and maintain a sign and landscaping within the easement, which will also be described in the supplemental easement.

Board Actions Requested:

Approval in concept of Supplemental Easement and delegation of authority to Board Chair to sign all necessary documentation upon approval by College Staff and Legal Counsel.

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

Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report
for April 2016

201.802, 15-16

The attached Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report reflects the status of the college in relation to the percentage of unrealized and unencumbered funds as of April 30, 2016.

The following summary provides a comparison of actual revenues and expenditures for 2015-2016 vs. 2014-2015.

	2015-2016		2014-2015	
	<u>Dollar Amount</u>	<u>Percent of Budget</u>	<u>Dollar Amount</u>	<u>Percent of Total Year</u>
Revenue	64,855,162	87.77	62,602,289	85.96
Expenditures	57,284,572	67.00	55,501,030	75.36

Board Action Requested:

Acceptance of report

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

Report of Investments, Quarter Ending March 31, 2016

201.803, 15-16

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 December		0%
Interest earnings, quarter	\$	0
Interest earnings, fiscal year to date	\$	0

Short-term investments are invested in the Florida PRIME investment pool administered by the State Board of Administration. Investments in the Florida PRIME investment pool are reported at fair value, which is amortized cost.

Participant Yield, at March 31, 2016		0.57%
Interest earnings, quarter	\$	15,917
Interest earnings, fiscal year to date	\$	36,626

Short-term investments are invested in the Florida Division of Treasury Special Purpose Investment Account (SPIA). Investments in the SPIA are recorded at cost each month.

Annualized effective rate, net, at March 31, 2016		1.66%
Interest earnings, quarter	\$	152,739
Interest earnings, fiscal year to date	\$	394,031

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		1.82 Years
Yield-to-maturity at cost		1.03%
Earnings, quarter	\$	76,057
Earnings, fiscal year to date	\$	70,901

Interest Earnings Comparison:

Total interest earnings fiscal year to date 2015/2016	\$	501,558
Total interest earnings fiscal year to date 2014/2015	\$	480,191

Board Action Requested:

Approval of report

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

Credit and Postsecondary Adult Vocational Lab Fee Schedule for 2016-2017

301.124, 15-16

The attached credit and postsecondary adult vocational lab fee schedule is to be effective for the 2016-2017 academic year, beginning fall term 2016.

Methodology for Requesting and Assessing Laboratory Fees

Florida Statutes 1009.22 (9) *Workforce development postsecondary* student fees and 1009.23 (12) Community college student fees allow the assessment of user fees. State Board Rule 6A-14.054 (6) provides that each board of trustees may establish user fees in addition to tuition fees for services that incur unusual costs. Such user fees shall not exceed the cost of the goods or services provided and shall only be charged to students or agencies receiving those goods or services.

These fees shall not exceed the cost of the services provided and shall only be charged to persons receiving the service, or persons for whom the services were designed. At Santa Fe, laboratory fees are assessed to students who are enrolled in classes that, because of their nature, require special funding not provided by regular tuition. Examples of items that would fall within the college's definition of "unusual costs" include but are not limited to the following:

- Specialized instructional software
- Specialized instructional equipment
- Equipment and software maintenance agreements
- Learning Management System costs
- Substantial photocopying
- Tutors, student assistants, and lab assistants
- Pass-through costs from third parties
- Instructional videos or tapes
- Instructor certification programs and required continuing education
- Liability insurance
- Hazardous materials-related charges
- Differential faculty pay when market adjustment is necessary

Fees are reviewed in academic departments on a rolling three year cycle with exceptions being made for fees associated with new courses or with substantial curriculum changes in existing courses. The college review cycle by academic department is as follows:

YEAR 1 (2014/2015)	YEAR 2 (2015/2016)	YEAR 3 (2016/2017)
Academic Foundations	English	Social & Behavioral Sciences
Information Technology Education	Institute of Public Safety	Business Programs
Mathematics	Natural Sciences	Sciences for Health Programs
Nursing Programs	Cardiovascular Technology & Sonography	Radiologic Programs
Humanities & Foreign Languages	Visual & Performing Arts	Library
Respiratory Care & Surgical Technology	Dental Programs	Construction & Technical Programs
Student Development		EPI
Emerging Technologies		Education/Child Development

Fee requests or changes are initiated by the department's chair or director and submitted on the attached form to the Office of the Provost and Vice President for Academic Affairs for review **at least 45 days** in advance of the college's June District Board of Trustees' meeting. If approved by the Provost, the lab fee form is forwarded to the Coordinator for Curriculum and Scheduling. The coordinator compiles the complete list of fees for the upcoming academic year and submits the list to the District Board of Trustees at the June meeting for approval. All new and changed fees become effective with the fall term.

Board Action Requested:

Approval

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

Recommendation for Awarding a Proposal for Custodial Services

200.880, 15-16

A Request for Proposals (RFP) was released on February 19, 2016, for custodial services for several College locations. The anticipated term of agreement is up to thirty-seven months, with an option to renew for an additional three-year period.

Responses to the solicitation were received from the following vendors and opened on Wednesday, March 16, 2016:

- American Facility Services
- City Wide Maintenance
- Cleaning Genie
- Coverall of North Central Florida
- Elite Enterprises
- Ralons America
- SBM Management Services
- Tee's Cleaning Service
- Tribond

Each RFP evaluation committee member, made up of facilities personnel and representatives from College Centers, read the proposals and conducted group meetings to consider the proposals. The Committee had the option of recommending one company to provide service to all locations or splitting the award and awarding by location. The Committee recommended splitting the award for best value.

Proposals were then scored based on the following criteria:

- Proposal, Qualifications, Experience, and References (Max. 80 points)
- Pricing (Comparatively at each site - max. 70 points)
- Bonus Points (Max. 10 points)

A summary of the scores appears below:

	Blount	Davis	Kirkpatrick	NW Campus	Perry	Watson	Consortium
American Facility Services	130.70	127.65	125.77	124.07	128.12	116.62	114.33
City Wide Maint.	131.61	<u>139.94</u>	129.48	<u>137.10</u>	<u>137.97</u>	134.95	127.52
Cleaning Genie	92.97	103.59	100.95	112.57	108.48	No Bid	81.51
Elite Enterprises	No bid	135.00	135.00	135.00	135.00	<u>135.00</u>	134.92
Ralons America	115.00	83.11	101.35	99.04	87.76	81.90	108.38
SBM Mgmt.	133.94	130.09	133.61	132.07	129.63	114.22	95.02
Tribond	<u>145.62</u>	131.07	<u>146.18</u>	132.62	135.09	128.66	<u>154.00</u>

Non-Responsive

Coverall (product listing submitted was not Green Seal certified, as required)
Tee's Cleaning Service (no product was list included in their proposal, as required)

The recommended award by vendor is therefore as follows:

City Wide Maintenance

Davis Center (Archer)
NW Campus (Gainesville)
Perry Center (Alachua)

Elite Enterprises of Gainesville, Inc.

Watson Center (Keystone)

Tribond, LLC

Blount Center (Downtown Gainesville)
Kirkpatrick Center (Institute of Public Safety)
Risk Management Consortium

The cost per year by location and the maximum annual increase proposed by each vendor is as follows:

Center	Vendor	Annual Cost	Max. Annual Increase
Blount	Tribond, LLC	\$41,562	2%
Davis	City Wide	\$13,197	1%
Kirkpatrick	Tribond, LLC	\$35,246	2%
NW Campus**	City Wide	\$274,838	1%
Perry	City Wide	\$33,157	1%
Watson	Elite Enterprises	\$15,000	3%
Consortium	Tribond, LLC	\$4,539	2%

**The Northwest Campus includes buildings A, B, V (Gym), W, and WA.

Scoring by Location:

Detailed award information by location can be found on the College's Purchasing Bids and Solicitations Website as follows: <http://www.sfcollege.edu/finance/index.php?section=purch/bids>

Board Actions Requested:

1. **Acceptance of the committee's recommendation to award the agreements to City Wide Maintenance, Elite Enterprises of Gainesville, Inc., and Tribond, LLC as indicated above.**
2. **Approval for Ginger Gibson, the College's Vice President for Administrative Affairs and Chief Financial Officer, to negotiate agreement(s) with City Wide Maintenance, Elite Enterprises of Gainesville, Inc., and Tribond, LLC subject to approval by College legal counsel.**

Agenda item 6.4
May 17, 2016
Page 3

- 3. Authorization to negotiate an agreement with the second-highest rated proposer if negotiations with the highest-rated proposer for any location are unsuccessful.**
- 4. Authorization for board chair to execute agreement(s) without further action by the board.**

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

Recommendation for Awarding a Proposal for Beverage and Snack Vending

200.881, 15-16

An Invitation to Negotiate (ITN) was released on February 3, 2016, for snack and vending services throughout all College locations. The anticipated term of agreement is for five years, with an option to renew for an additional five-year period.

Responses to the solicitation were received from the following four vendors and opened on Wednesday, March 16, 2016:

- Canteen (a Division of Compass Group, USA)
- Coca Cola Refreshments, Inc.
- Pepsi Beverages Company
- The Vending Station, Inc.

Each ITN evaluation committee member, made up of students, faculty and staff, read the proposals, heard presentations, and conducted group meetings to consider the proposals. In addition, the College hired an industry expert consultant, Tom Britten, to assist and advise the College during the process. The consultant was not a scoring member of the Committee. The Committee had the option of recommending one company to provide both snack and beverage vending or splitting the award into a snack vendor and beverage vendor with exclusive pouring rights. The Committee recommended splitting the award.

Proposals were then scored based on the following criteria:

- Company Experience and Qualifications (20 points)
- Merchandising, Service, and Product Range (20 points)
- Total Economic Value (30 points)
- Technology and Sustainability (30 points)

A summary of the rankings for beverage vending with exclusive pouring rights (in rank order) appears below:

<u>Proposer</u>	<u>Experience/ Qual.</u>	<u>Merch./ Serv & Product</u>	<u>Economic Value</u>	<u>Technology & Sustainability</u>	<u>Total</u>
Pepsi	20.00	20.00	30.00	24.00	94.00
Coca-Cola	13.00	14.00	18.83	28.00	73.83

A summary of rankings for snack vending appears below:

<u>Proposer</u>	<u>Experience/ Qual.</u>	<u>Merch./ Serv & Product</u>	<u>Economic Value</u>	<u>Technology & Sustainability</u>	<u>Total</u>
Canteen	18.00	20.00	30.00	30.00	98.00
The Vending Station*	No Proposal	No Proposal	No Proposal	No Proposal	No Proposal

*The Vending Station proposed for snack and beverage combined but did not wish to propose for snack vending only.

Based on current sales, the proposed agreement with Canteen is expected to generate approximately \$29,000 in revenue for the College each year. Canteen has guaranteed a revenue amount of \$25,000 annually.

The agreement with Pepsi includes a one-time \$40,000 signing bonus, an annual sponsorship amount of \$60,000 (regardless of sales), commissions of 45% on all products, which, based on current sales, would generate an annual amount of approximately \$90,000, and various other benefits (marketing incentives, product rebates, and free product) expected to be valued at approximately \$11,700 annually for a total annual value of approximately \$161,700.

Board Actions Requested:

1. **Acceptance of the committee's recommendation to award the beverage vending agreement to Pepsi Beverages Company**
2. **Acceptance of the committee's recommendation to award the snack vending agreement to Canteen.**
3. **Approval for Ginger Gibson, the College's Vice President for Administrative Affairs and Chief Financial Officer, to negotiate agreement(s) with Pepsi and Canteen subject to approval by College legal counsel.**
4. **Permission for Board chair to execute agreement(s) without further action by the board.**

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

International Travel

101.118, 15-16

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 are augmented and enhanced by international study for faculty and by student-centered educational opportunities that prepare students for successful participation in the global community. International travel is just one of the ways in which the College's mission for international education is accomplished.

All international travel is subject to the rules and requirements stated in existing rules, regulations, and guidelines. As the College is now increasing its international travel, it has been determined that it would be a best practice for the board to have final approval of all recommended international travel, regardless of funding source or destination.

The College requests permission to allow full-time faculty to participate in the international travel opportunities described below. No travel warnings have been issued by the U.S. State Department for any of these destinations. Each party requesting travel has presented a detailed itinerary detailing proposed transportation and accommodations, and these plans are reviewed to minimize any concerns related to safety and security. Additionally, the Assistant Vice President for Academic Affairs consults with each traveler, reviewing their academic and professional development plans, as well as any logistics that require forethought.

The College is seeking permission to allow the following individuals to participate in international travel opportunities in the coming months:

Florida College Risk Management Consortium (FCSRMC) Executive Director, Mr. Chauncey Fagler and one other Consortium Board Member, Travel to London, December 2016*

The purpose of the travel is to meet with Lloyd's of London and various other London insurance markets to secure property coverage for the Consortium 27 member colleges. The 27 colleges represent \$7.4 billion in property, over 175 campuses, excess of 2400 buildings/contents including vehicles and watercraft. This is the fourth 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 December 2016 and any extension of travel time will be personal.

* These are tentative travel dates. Tickets have yet to be purchased, and the departure and arrival dates will be contingent on securing the best travel rates.

Board Action Requested:

Approval of travel

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

Biomedical Equipment Technician Associate of Science Degree Revision

101.119, 15-16

The Florida Department of Education is required by 1004.92(2)(a)4., Florida Statutes, to review curriculum frameworks every three years. The review of the statewide framework for the Biomedical Engineering Technology AS Degree resulted in significant updated standards requiring changes in program requirements. The revised program carries the name "Biomedical Equipment Technician," reduces the program length by two credit hours, and includes updated learning outcomes aligned with the technical knowledge and skills needed for careers in the biomedical and manufacturing career cluster. To conform Santa Fe's extant program with the updated curriculum framework, the faculty and staff at the Perry Center for Emerging Technologies has restructured and enhanced the existing curriculum. The program content includes but is not limited to designing, manufacturing, evaluating, troubleshooting, repairing and testing various types of biomedical equipment.

Additionally, students will learn to function in a hospital or industry environment through an internship at a local biomedical department. During the internship, students will be assigned routine duties as biomedical equipment technicians.

Revision and update of our existing biomedical curriculum does not constitute a substantive change requiring SACS approval or notification. However, to comply with Federal financial aid regulations relating to program change, Board approval of the program change is requested.

Board Action Requested:

Approval

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

Amended Rule 7.9: Academic Progress

410.521, 15-16

The proposed changes to Rule 7.9 seek to remedy frequent student confusion caused by the current system of measuring academic progress (or lack thereof) using deficit points because the deficit point system is not a widely used method and can seem complicated. The new measurement system would use grade point average to determine academic progress and adds intentional interventions for students who are placed on warning or drop to probation status. Students on warning and on probation would be required to work with the counseling center towards a path to positive progress, likely including but not limited to completing a College Success course.

Board Action Requested:

Approval

District Board of Trustees
May 17, 2016

Agenda Item: 8.2

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

Deletion of Rule 7.4: Priority of Admissions

410.522, 15-16

College staff recommends the deletion of Rule 7.4 entirely, as the context in which it was originally drafted no longer applies.

Board Action Requested:

Approval

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

Ratification of Emergency Signature Authority for College Affiliation Agreement with Lake City Imaging, LLC d.b.a. Invision Imaging Center at Lake City 408.2252, 15-16

The College Affiliation Agreement with Lake City Imaging, LLC doing business as Invision Imaging Center at Lake City was intended to be included in Agenda Item 7.3 at the February Board meeting but was inadvertently omitted from the board packet. At the February meeting, the Board approved a nearly identical agreement for North Florida Outpatient Imaging Center, Ltd. Because students needed to commence their clinical learning experiences at Invision Imaging Center at Lake City prior to the May board meeting, emergency approval of this agreement was requested and granted. Ratification by the Board is now requested.

Under College Rule 1.1, the Board Chair has the authority to execute documents requiring board approval before the next Board meeting if waiting for the meeting would create operational or financial difficulties for the College.

Board Action Requested:

Ratification

District Board of Trustees
May 17, 2016

Agenda Item: 9.2

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

Memorandum of Understanding with University of Florida for Use of Seahorse Key 408.2253, 15-16
Marine Laboratory

The College has had a collaborative relationship with the University of Florida since 2011 to support SF student access to the Seahorse Key Marine Laboratory. Currently, students from biology, ecology, geography, geology, and oceanography classes regularly enjoy free visits to the island, and the Honors Program, Saints for Sustainability, and other programs have also sponsored free co-curricular activities. The College continues to pay an annual fee that supports student access, and beginning with the current year will make an annual contribution toward improvement of a classroom facility on Cedar Key that will further enhance student access and programming.

Board Action Requested:

Approval

District Board of Trustees
May 17, 2016

Agenda Item: 9.3

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

Standard Dual Enrollment Articulation Agreement for In-District Home Education Students 408.2254, 15-16

This agreement outlines the eligibility requirements for in-district home education students to participate in the College's Dual Enrollment program. Under the terms of the agreement, home education students are responsible for their own instructional materials and transportation, as well as meeting all eligibility requirements established for all other dually enrolled students.

Board Action Requested:

Approval of this standard template and authorization for the Provost and Vice President for Academic Affairs to execute future standard agreements on behalf of the college without further review by the board.

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

Standard Dual Enrollment Articulation Agreement for Out-of-District Home
Education Students

408.2255, 15-16

This agreement outlines the eligibility requirements for home education students outside of the College's service area of Alachua and Bradford counties to participate in the College's Dual Enrollment program. Under the terms of the agreement, home education students are responsible for their own instructional materials and transportation, as well as meeting all eligibility requirements established for all other dually enrolled students.

Board Action Requested:

Approval of this new standard template and authorization for the Provost and Vice President for Academic Affairs to execute future standard agreements on behalf of the college without further review by the board.

District Board of Trustees
May 17, 2016

Agenda Item: 9.5

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

Second Amendment to Bradford County High School Dual Enrollment
Articulation Agreement

408.2256, 15-16

The proposed second amendment to the 2013 articulation agreement with Bradford County adds a Dual Enrollment option for students in Bradford County not meeting current program eligibility. This amendment will allow certain students to take the class known as "College Success." This amendment will be effective August 1, 2016.

Board Action Requested:

Approval

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

Memorandum of Understanding for Law Enforcement Agency Access to Driver and Vehicle Information Database System (DAVID)

408.2257, 15-16

This agreement with the Florida Department of Highway Safety and Motor Vehicles and local law enforcement agencies provides access to driver license, vehicle, and related information. It allows the Santa Fe College Police Department the right to use database information from the state such as drivers licenses, photographs, vehicle, and related information. This information is used when officers make traffic stops, investigate traffic crashes, and other criminal cases. The College has had a similar agreement in place since 2008. The agreement will remain in effect for 6 years.

Board Action Requested:

Approval

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

Santa Fe College (FL) – Body-Worn Camera Program Grant

409.2040, 15-16

The purpose of this project is to implement and document a Body-Worn Camera (BWC) program for 17 sworn officers. A pilot program will be developed and implemented to address the most appropriate procedures to deal with concerns of operational areas, storage, downloading, evidentiary issues, public records requests, and privacy rights issues. Policies and procedures will comply with Florida State Statutes and will be in compliance with Florida's new BWC statute. Objectives include: 1) bridge-building between SFPD and the community; 2) SFPD professional development using video encounters with the goal of reducing disproportionate negative minority contacts; 3) police-type "Customer service" pre- and post-surveys with the community. Other area law enforcement and the state attorney will be using this program as a model.

The amount of funds requested from the U.S. Department of Justice is \$28,490, with \$28,621 in matching funds from Santa Fe College.

Duration of this project is October 1, 2016 through September 30, 2017.

Operating budget impact: From existing college budget.

Board Action Requested:

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