



**The District Board of Trustees  
Santa Fe College, Florida  
Board Meeting of July 17, 2018, at 4 p.m.  
Watson Center, Keystone Heights, Florida**

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**Amended Agenda**

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**Adoption of Agenda**

**Agenda Item: 1.1**  
418.559, 18-19

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Board Meeting of July 17, 2018
- 1.2 Approval of Board Meeting Minutes of June 19, 2018
- 1.3 Organization of the Board for 2018-2019

2. Information Items

- 2.1 President's Report
- 2.2 Strategic Planning
- 2.3 College Catalog for 2018-2019
- 2.4 Community Education Enrich Brochure - Fall A Term and Continuing Workforce Education Enhance Brochure - Fall Term
- 2.5 Amended Rule 7.6: Nonimmigrant International Student Admission and Registration
- 2.6 Standard Health Sciences Clinical Affiliation Agreement with:  
Central Florida Health, Inc.  
Gainesville Wellness and Performance, LLC
- 2.7 Standard Plumbing Technology Program Agreement for Student Field Experience with Harvey Baker Plumbing, Inc.

3. Citizen's Requests

4. Consent Items

Personnel

- 4.1 Contract Staff (Administrative and Professional)
- 4.2 Contract Staff (Community and Continuing Workforce Education Staff)
- 4.3 Contract Staff (Faculty)

Agreements/Grants

- 4.4 Institutional Application to Participate in Federal Student Financial Aid Programs for Fiscal Year 2019-2020
- 4.5 Community College Administrator Program (CCAP) Grant – FY 2021-2023 Extension
- 4.6 High-Impact Introduction to the Geosciences through the Undergraduate Coral Research Initiative – National Science Foundation Grant

4.7 Innovative Product Development Center (IPDC) at GTEC: A Community-Based Commercialization Center – Economic Development Administration Grant

Finance Items

4.8 Report of Purchases for June 2018

4.9 Colonel Harry M. Hatcher, Jr., Property Survey 19-01

5. Facilities Items

5.1 A & B Buildings Transformer Replacements – Phase III Documents and Guaranteed Maximum Price (Minor Project)

5.2 E Auditorium Renovation/Remodel – Selection Process for Construction Management Services and Construction Management Services Agreement with Parrish McCall Constructors

6. Finance Items

6.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for June 2018

6.2 Budget Amendment #1, 2018-2019 Operating Budget, Current Unrestricted (Fund 1)

7. General Institutional Items

7.1 International Travel

8. Agreements/Grants

8.1 Dual Enrollment Articulation Agreement with the School Board of Marion County

8.2 Dual Enrollment Articulation Agreement with St. Francis Catholic Academy

8.3 Associated Health Education Affiliation Agreement with the Department of Veterans Affairs

8.4 Health Sciences Clinical Affiliation Agreement with LifeSouth Community Blood Centers, Inc.

8.5 Nursing Practicum Agreement with the University of South Florida

8.6 Agreement for Food Truck Services with:  
Endless Summer Ice Cream Company, LLC  
Mayflower Cellars

8.7 Blount Center Sublease Agreement for the Gainesville Police Department, B.O.L.D. Program

8.8 Memorandum of Understanding with the Gainesville Orchestra

8.9 Ratification of Emergency Signature Authority for Postsecondary Data Partnership Amendment to Participation Agreement with National Student Clearinghouse

8.10 Program Letter of Agreement for Rotation of University of Florida College of Medicine Residents and/or Fellows at Santa Fe College – **ADDED**

8.11 Adult Education and Family Literacy – Adult General Education Grant

8.12 Adult Education and Family Literacy – Integrated English Literacy and Civics Education Grant

8.13 Santa Fe College Center for Innovation and Economic Development Expansion at the Blount Center Grant

8.14 Ukraine: Small Public Diplomacy Program – Promoting Inclusive Education Through Youth Leadership Grant

8.15 Engage the Election: 2018 – Campus Compact Grant – **ADDED**

9. Santa Fe College Foundation Liaison Update and Board Members' Remarks

10. Adjournment

**Board Action Requested**

**Approval**

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Approval of Board Meeting Minutes of June 19, 2018

401.550, 18-19

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The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held June 19, 2018, are presented for approval.

**Board Action Requested**

**Approval**

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Organization of the Board for 2018-2019

416.152, 18-19

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To be presented at the meeting.

**Board Action Requested**

**Approval**

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President's Report

Information Item

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The President will discuss a variety of information topics.

Calendar

August 21, 2018  
8:30 a.m.

Fall Convocation  
Fine Arts Hall

September 3, 2018

Labor Day  
Holiday

September 18, 2018  
4 p.m.

Regular Board Meeting  
Wattenbarger Student Services Building

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Strategic Planning

Information Item  
419.58, 18-19

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Dr. Lisa Armour, Vice President for Assessment, Research, and Technology, will present information on the Strategic Plan at the board meeting scheduled for September 18, 2018.

District Board of Trustees  
July 17, 2018

Agenda Item: 2.3

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

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College Catalog for 2018-2019

Information Item  
400.650, 18-19

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The annual Santa Fe College Catalog provides college policies, student procedures, and a variety of academic information and requirements. The 2018-2019 catalog is presented herewith for information at the following link: <https://catalog.sfcollege.edu>. The online-only catalog will be updated throughout the year to reflect the addition of new programs that may be approved by the Board and to update other information as needed.



***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 A Term and  
Continuing Workforce Education Enhance Brochure - Fall Term

Information Item  
415.174, 18-19

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In accordance with Rule 7.11, the President is authorized to approve fees for Community Education courses and programs. Total fees collected must be equal to at least 100% of the total costs of the Community Education course or program within the fiscal year. A draft of the Community Education brochure ("Enrich") containing the list of courses, programs, and associated fees was reviewed and approved by the President after the July 9, 2018, Cabinet meeting and is provided for reporting to the Board. Changes may be made as needed.

In accordance with Rule 7.11, the President is authorized to approve fees for Continuing Workforce Education (CWE) courses and programs. Total fees collected must fully support the expenditure of the CWE program within the fiscal year. A draft of the CWE brochure ("Enhance") containing the list of courses, programs, and associated fees was reviewed and approved by the President after the July 9, 2018, Cabinet meeting and is provided for reporting to the Board. Changes may be made as needed.

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

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Amended Rule 7.6: Nonimmigrant International Student Admission and Registration

Information Item  
410.547, 18-19

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The Amended Rule 7.6: Nonimmigrant International Student Admission and Registration, which provides for the College to admit international students on an F-1 visa, was last updated in 2002. Since then, there have been significant changes in the government's infrastructure as related to international students and in federal law and associated policies, thus requiring a significant re-write of this rule. This amendment also provides an opportunity to expand the scope of the rule to codify requirements related to course registration for international students with an F-1 Visa. The updated rule and its associated College Procedure will clarify the admissions requirements for international students, including the documents required by both the College and the U.S. Department of Homeland Security, multiple ways in which applicants may provide proof of English competency, guidance for initial course placement, and requirements for ongoing registration that is consistent with federal law.

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

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Standard Health Sciences Clinical Affiliation Agreement with:  
Central Florida Health, Inc.  
Gainesville Wellness and Performance, LLC

Information Item  
408.2379, 18-19

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The standard affiliation agreement with Central Florida Health, Inc. will allow students in the Biomedical Engineering Technology, Cardiovascular Technology, Clinical Laboratory Science, Computed Tomography, Diagnostic Medical Sonography, and Health Service Administration programs to participate in clinical training at the entity's locations in Leesburg and The Villages. This agreement is effective from the date of execution with automatic annual renewal until terminated by either party in accordance with the termination clause.

The standard affiliation agreement with Gainesville Wellness and Performance, LLC will allow students in the Physical Therapist Assistant program to participate in clinical training at the organization's Gainesville location. This agreement is effective from the date of execution with automatic annual renewal until terminated by either party in accordance with the termination clause.

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

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Standard Plumbing Technology Program Agreement for Student Field  
Experience with Harvey Baker Plumbing, Inc.

Information Item  
408.2380, 18-19

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This agreement with Harvey Baker Plumbing, Inc. in Orlando, FL, allows for field experience opportunities for students in the Plumbing Technology Program. Students will shadow licensed plumbing contractors and participate in actual plumbing work during their final semester of the Plumbing Technology Program, providing written confirmation of activities observed each day of the program. The agreement will remain in effect for twelve months and will renew automatically each year unless terminated by either party as provided in the agreement.

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Citizen's Requests

423.65, 18-19

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

## C O N S E N T

District Board of Trustees  
July 17, 2018

Agenda Item: 4.1

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

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Contract Staff (Administrative and Professional)

411.427, 18-19

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The individuals listed below are being recommended for appointment for 2017-2018 or 2018-2019, as stated in the individual employee's contract.

### Technical/Professional

#### **Appointment**

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

<u>Name</u>	<u>Position</u>
Dustin McMillan <i>MA, University of Florida</i>	High School Dual Enrollment Advisement and Guidance Specialist

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

<u>Name</u>	<u>Position</u>
Ismelda Alvarez	Recruitment Specialist, Admissions
* Carol Blythe	Specialist, Center of Excellence
* Sherri Brown	Specialist, Center of Excellence
Linda Croley	Access Specialist
* Yvonne Hughes	Specialist, Center of Excellence
* Alisha Kage	Specialist, Upward Bound
* Thashea Miles	Specialist, Center of Excellence

#### **Promotion**

<u>Name</u>	<u>Position</u>
* Tonika Jones	Academic Coach, Student Support Services
Francisco Lopez	Assistant Comptroller, Office for Finance
* Grant Funded	

### **Board Action Requested**

**Approval**

## C O N S E N T

District Board of Trustees  
July 17, 2018

Agenda Item: 4.2

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

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Contract Staff (Community and Continuing Workforce Education Staff)

404.456, 18-19

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The individuals listed below are being recommended for appointment for 2017-2018 or 2018-2019, as stated in the individual employee's contract.

### Community Education

#### **Appointment**

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

<u>Name</u>	<u>Program/Class</u>
Cody Banes	College for Kids
Lauren Chandler	College for Kids
Suzette Cook	College for Kids
Chester Cowart	What's Inside Your Car
Noah Dimaano	College for Kids
David Ford	College for Kids
Maximilian Fowler	College for Kids
Edrick Hamilton	College for Kids
Kimberly Heiss	College for Kids
James Horne	College for Kids
Bevon James	College for Kids
Brianna Jones	College for Kids
Lindsey Kotynski	College for Kids
Crystal Ladwig	College for Kids
Rose Lugano	Learn Swahili
Daniel Mondragon	College for Kids
Kevin Norton	Meditation
Jennifer Protano	College for Kids
Michael Ragukonis	College for Kids
Christopher Rodgers	College for Kids
Ryan Reidway	College for Kids
Leslie Thomas	College for Kids
Kelly Verner	College for Kids
Abigail Waldhauer	College for Kids
Ryan Wolf	College for Kids

### **Board Action Requested**

**Approval**

**C O N S E N T**

**District Board of Trustees  
July 17, 2018**

**Agenda Item: 4.3**

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

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Contract Staff (Faculty)

402.811, 18-19

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The individuals listed below are being recommended for appointment for 2017-2018, as stated in the individual employee's contract.

**Appointment**

***Part Time***

Name

Kristi Cheyney-Collante  
Lori Haywood  
Patricia Tavares

**Board Action Requested**

**Approval**



## C O N S E N T

District Board of Trustees  
July 17, 2018

Agenda Item: 4.4

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

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Institutional Application to Participate in Federal Student Financial  
Aid Programs for Fiscal Year 2019-2020

409.2204, 18-19

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The purpose of this project is to apply for federal funding for the Federal Supplemental Educational Opportunity Grant (FSEOG) and the Federal Work Study Program (FWSP). FSEOG is needs-based gift aid that provides assistance to qualified students who have financial need. Alternately, the FWSP provides part-time employment for students who demonstrate financial need. Approximately 1,000 students will benefit from these programs.

The amount of funds requested from the U.S. Department of Education, Office of Postsecondary Education is \$1,430,000, 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 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  
July 17, 2018

Agenda Item: 4.5

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

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Community College Administrator Program (CCAP) Grant – FY  
2021-2023 Extension

409.2205, 18-19

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This grant will allow SF to implement a six-week study program in the United States for sixteen officials with higher education planning responsibilities and administrators from postsecondary vocational and technical institutions. The program is designed to familiarize college administrators from Pakistan and one additional, not yet determined, country with the structure and functions of the U.S. community college model as well as best practices in how these higher education institutions are administered. The program will consist of an initial one-week charge focused on approaches of the U.S. community college sector and educational development issues, followed by a structured five-week program with two weeks on-site at Santa Fe College. Topics will include administration, governance, finance, student affairs and student services, program assessment, leadership technology, workforce development, community engagement, private sector partnership, and distance learning.

This project is a partnership between Florida State University as the fiscal agent and Santa Fe College as a subrecipient.

The amount of funds requested from the Department of State through the Bureau of Educational and Cultural Affairs (ECA) is \$117,912 with no matching funds from Santa Fe College.

Duration of this project is January 1, 2022, through December 30, 2022.

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  
July 17, 2018

Agenda Item: 4.6

***College Goal: Resources – Development, 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

409.2206, 18-19

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The main purpose of this proposal is to recruit students to pursue geoscience degrees and support their development to geoscience careers. Santa Fe College will capitalize on an opportunity to participate in a mentored research collaboration with scientists at the U.S. Geological Survey (USGS). This mentored research program builds 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. 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. The yearlong program will be repeated with a new cohort for three successive years, and participants from initial cohorts will have the opportunity to continue their development by facilitating the training of subsequent cohorts. Due to an active 2017 hurricane season and the destruction of the original study site in the U.S. Virgin Islands, year two of the program will be truncated while the Project Director investigates alternative sites to study. Therefore, a significant portion of this budget may be rolled into year three and the project may extend to a fourth year, pending NSF approval.

The amount of funds requested from the National Science Foundation is \$109,407 with no matching funds from Santa Fe College.

Duration of this project is September 1, 2018, through August 31, 2019.

Operating budget impact: None.

### **Board Action Requested**

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

## C O N S E N T

District Board of Trustees  
July 17, 2018

Agenda Item: 4.7

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

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

409.2207, 18-19

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The Innovative Product Development Center (IPDC) at the Gainesville Technology Entrepreneurship Center (GTEC) combines the 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. In conjunction with the IPDC, this grant will establish a Regional Commercialization Center where 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 two of a three-year project.

The amount of funds requested from the Economic Development Administration (EDA) is \$163,004 for year one, with matching funds of \$92,154 from Santa Fe College and \$117,736 of in-kind services from community collaborative partners. Total three-year funding is 499,914.

Duration of this project is January 1, 2019, through December 31, 2019

Operating budget impact: None.

### **Board Action Requested**

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

**C O N S E N T**

District Board of Trustees  
July 17, 2018

Agenda Item: 4.8

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

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Report of Purchases for June 2018

202.647, 18-19

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Below are the total amounts and a summary of purchases for the month of June 2018.

Purchasing	\$845,226.83
Risk Management Consortium	<u>\$57,487.58</u>
<b>Total</b>	<b><u>\$902,714.41</u></b>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y70647 (Funds 1&7)	\$ 131,273.00	Contract	Instructure	Canvas Learning Management System Information Technology & Student Technology Infrastructure
Y70718 (Fund 7)	\$ 293,599.30	Contract	Patterson Dental	Dental Lab Furnishings and Equipment Dental Program Remodel
Y70723 (Fund 7)	\$ 134,640.00	Contract	D.E. Scorpio Corporation	Building J Student Lab Improvements Minor Renovation/Remodel
	<u>\$ 559,512.30</u>			

Purchase orders for previously awarded bids/contracts: 0                      Amount: \$                      0.00

Other Purchases \$0 - \$35,000.00  
Number of purchase orders: 104    Amount: \$    343,202.11

**Board Action Requested**

**Approval of report**

## C O N S E N T

District Board of Trustees  
July 17, 2018

Agenda Item: 4.9

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

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Colonel Harry M. Hatcher, Jr., Property Survey 19-01

200.925, 18-19

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

The Property Survey Committee met on June 26, 2018, 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
Surplus Property	1	70,915.22	70,915.22	0.00
<b>TOTAL</b>	<b><u>1</u></b>	<b><u>70,915.22</u></b>	<b><u>70,915.22</u></b>	<b><u>0.00</u></b>

### Notes

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

### **Board Action Requested**

**Approval**

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

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A & B Buildings Transformer Replacements – Phase III  
Documents and Guaranteed Maximum Price (Minor Project)

412.1178, 18-19

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Project Background & Description:

Academic House Buildings A and B were built in 1974 and are two of the oldest structures on the Northwest Campus. The buildings have been renovated and remodeled over the years, but the electrical service has not been upgraded. Accordingly, the roof-mounted transformers for both buildings are in poor condition and are difficult to maintain. Facilities Services has identified the need to replace these transformers since at least 2004 and is recommending that they be replaced using the Board approved (June 19, 2017) allocation of operating funds to the 2017-18 Unexpended Plant Fund (Fund 7) for utility upgrades and replacements.

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

On January 16, 2018 (agenda item 5.1), the Board approved a total estimated project budget of \$675,000 to engineer and install the new transformers.

Architect/Engineer:	Kail Partners, Inc.
Contractor/Construction Manager:	D.E. Scorpio, Inc.
Florida Building Code Inspector:	In-house
Board Approved Project Budget:	\$675,000
Source of Funds:	Other local funds – Deferred Maintenance

Project Status:

College staff has reviewed the 100% construction drawings and project manual (Phase III Documents) for this project, overseen the construction manager's competitive bidding of all trade packages, and negotiated a not-to-exceed guaranteed maximum price (GMP) in the amount of \$415,574. College staff requests that the Board approve the Phase III documents and GMP.

Board Action Requested

- A. **Approval of Phase III Documents**
- B. **Approval of guaranteed maximum price of \$415,574**

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

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E Auditorium Renovation/Remodel – Selection Process for Construction Management Services and Construction Management Services Agreement with Parrish McCall Constructors

Information Item  
412.1179, 18-19

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Project Background & Description:

This project involves the design, renovation, and remodel of the E Building Auditorium. Originally built in 1975, E Auditorium is one of the original buildings on SF’s Northwest Campus. The center of artistic and community activities until the opening of the Fine Arts Hall in 2011, E Auditorium has had few updates since its original construction. In Fall 2016, the College hired one of its annual contract architects to evaluate options for renovation, remodel, and potential expansion of the facility. On June 19, 2017, the Board approved allocating \$3,000,000 to renovate and remodel the facility based on some of the architect’s recommendations. The project scope will include mechanical and electrical upgrades, acoustical improvements, new fixed seating, modifications to entry and exit doors, and upgrades to house lighting, interior finishes, and restrooms.

Project Status:

Following permission by the Board at its February 20, 2018, meeting (agenda item 5.1) to advertise, select, and negotiate a contract for construction management at risk services for this project, the College prepared and posted the Request for Qualifications #12-18F for Construction Management Services for the E Auditorium Renovation/Remodel and received five qualification packages. A six-member selection committee met on May 17, 2018, to review, evaluate, and rank the qualification packages in order to create a short list of firms to invite for presentation and interview. The criteria used to evaluate and rank the proposals was as follows:

- Related project experience of the firm (0 – 25 points)
- Recordkeeping and Administrative Ability (0 – 15 points)
- Scheduling Expertise (0 – 10 points)
- Cost Estimating and Cost Control Ability (0 – 15 points)
- Quality Control Capability (0 – 15 points)
- Qualifications, Experience, and Ability of the Project Team ( 0 – 20 points)

Each of the committee member’s total scores per proposal were added together and the top five firms were as follows:

<u>Points:</u>	<u>Firm:</u>
503	A.D. Morgan Corporation, Tampa, Florida
490	D.E. Scorpio Corporation, Gainesville, Florida
482	Parrish McCall Constructors Inc., Gainesville, Florida
472	Allstate Construction, Inc., Ocala, Florida
450	Oelrich Construction, Inc., Gainesville, Florida



The above five firms were invited to make presentations and be interviewed by the committee on May 29, 2018. The criteria used to evaluate and rank the firms' presentations and interviews were as follows:

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

Each of the six committee member's total scores per firm based on their presentation and interview were added together, and the final rankings were as follows:

<u>Points:</u>	<u>Firm:</u>
335	Parrish McCall Constructors, Inc., Gainesville, Florida
324	A.D. Morgan Corporation, Tampa, Florida
308	D.E. Scorpio Corporation, Gainesville, Florida
291	Oelrich Construction, Inc., Gainesville, Florida
289	Allstate Construction, Inc., Ocala, Florida

Parrish McCall Constructors, Inc. was ranked highest by the committee due to their understanding of the project, the site, and the campus; their recent experience with similar, relevant projects; their unique approach to preconstruction services and the construction management process; and the strength of the team proposed to deliver the project. The Agreement for Construction Management Services with Parrish McCall Constructors, Inc. for this project is pending finalization. College staff requests that the Board approve the agreement in concept as presented.

**Board Action Requested**

- A. Approval in concept of the Construction Management Services Agreement with Parrish McCall Constructors, Inc. for the E Auditorium Renovation/Remodel based on the draft presented**
  
- B. Delegation of authority to the Board Chair to execute the final Agreement and any future amendments or addenda upon legal review and approval by the President, the Vice President for Administrative Affairs, and other appropriate college officials**

**District Board of Trustees  
July 17, 2018**

**Agenda Item: 6.1**

***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 June 2018

201.847, 18-19

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Closing for the fiscal year ending June 30, 2018, will be completed on August 15, 2018. The attached Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report is preliminary and does not reflect all of the accounting activity for the 12-month period. The Annual Financial Report for fiscal year 2017-2018 will be presented at the September board meeting.

**Board Action Requested**

**Acceptance of report**

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

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Budget Amendment #1, 2018-2019 Operating Budget, Current  
Unrestricted (Fund 1)

201.848, 18-19

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The first amendment to the Fund 1 (Current Unrestricted) Operating Budget is submitted for approval. Approval is requested to increase the budget to pay capital obligations and technology fee carryover funds.

**Board Action Requested**

**Approval**

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

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International Travel

101.148, 18-19

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The College is committed to international and intercultural education and globalization efforts. International education is an integral component of the College's mission, and the College seeks to create an environment where teaching and learning is augmented and enhanced by international study for faculty and by student-centered educational opportunities that prepare students for successful participation in the global community. International travel is just one of the ways in which the College's mission for international education is accomplished.

All international travel is subject to the rules and requirements stated in the existing rules, regulations, and guidelines.

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

**C. Michael Curry, Raul Villarreal and Melissa Flanagan travel to Paris, France, July 20 – July 29, 2018**

C. Michael Curry, Associate Vice President for the Office for Advancement, Raul Villarreal, Coordinator for Cultural Programs, and Melissa Flanagan, Academic Chair, English Communications, will be traveling to Paris, France as part of the Santa Fe College Foundation donor outreach program. The program expands patron development programs to include international, curated tours utilizing Santa Fe College partnerships in the arts and culture. The group will also present a documentary on Hemingway's life between Key West and Cuba during their stay. A travel advisory has been issued for Paris, France encouraging individuals to be aware of their surroundings in crowded public venues. All travel within Paris will be via tour bus. This international travel will be funded with support from Santa Fe College Foundation.

**Dr. Heidi Lannon, travel to Quebec, Canada, August 5-11, 2018**

Dr. Heidi Lannon, Associate Professor of Social and Behavioral Sciences, will attend the National Council for Geographic Education in Quebec, Canada from August 5-11, 2018, to deliver a presentation on how Santa Fe College is serving underrepresented students in science through its Geoscience Outreach Program, which Dr. Lannon directs. No travel warnings have been issued for Canada and this international travel will be funded by Santa Fe College.

**Jorge Ibáñez, travel to Cartagena, Colombia, September 24-28, 2018**

Jorge Ibáñez, Information Technology Education Director, will travel to Cartagena, Colombia in order to deliver a presentation at a Partners of the Americas Conference highlighting the recent U.S. Department of State funded collaboration between Colombia's Servicio Nacional de Aprendizaje, SENA (National Learning Service) and Santa Fe College. This travel also will allow Jorge Ibáñez to deepen the collaboration that has been unfolding between SENA and SF in the area of information technology.

No travel warnings have been issued for Colombia and this international travel will be funded by Santa Fe College.

**Angelica Suarez, travel to Brazil, August 27-September 3, 2018**

Angelica Suarez, Coordinator of International Student Services, will travel to Brasilia and Sao Paolo, Brazil as part of a U.S. Department of State-organized Education USA fair to visit the U.S. Embassy, make presentations at various local high schools, develop relationships with school counselors, recruit new international students, and help raise awareness about Santa Fe College. No travel warnings have been issued for Brazil. This international travel will be funded by Santa Fe College.

**Angelica Suarez, travel to Bolivia and Honduras, October 27-November 3, 2018**

Angelica Suarez, Coordinator of International Student Services, will travel to Tegucigalpa, Honduras and Cochabamba, La Paz, and Santa Cruz, Bolivia to visit the U.S. Embassies in these countries, make presentations at various local high schools, develop relationships with school counselors, recruit new international students, and help raise awareness about Santa Fe College. No travel warnings have been issued for Bolivia. The U.S. Department of State advises U.S. citizens to reconsider travel to Honduras due to high crime levels. This international travel will be funded by Santa Fe College.

Travel dates are subject to change.

**Board Action Requested**

**Approval of international travel and authorization for College officials to modify dates of travel upon approval of the President or his designee**

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

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Dual Enrollment Articulation Agreement with the School Board of  
Marion County

408.2381, 18-19

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The agreement with the Marion County School Board is for participation in SF's High School Dual Enrollment Program. Florida Statute section 1007.271 (2) authorizes the College to enter into dual enrollment agreements with public school districts outside of its main service area. The terms of the agreement allows for qualified, approved eleventh and twelfth graders to participate in the program on either a part-time or full-time basis. The agreement will take effect on August 1, 2018, with automatic renewals on August 1 each year unless one party terminates as provided in the agreement.

**Board Action Requested**

**Approval of the Agreement and authorization for the President or his designee to administer the terms and conditions of the Agreement, including terminating the Agreement as provided herein**

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

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Dual Enrollment Articulation Agreement with St. Francis Catholic Academy

408.2382, 18-19

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This agreement with St. Francis Catholic Academy, a private school, is for participation in the High School Dual Enrollment Program. Florida Statute section 1007.271 authorizes the College to enter into dual enrollment agreements with private schools. The terms of the agreement allow for qualified, approved eleventh and twelfth graders to participate in the program on either a part-time or full-time basis. The agreement takes effect on August 1, 2018, with automatic renewals on August 1 each year unless one party terminates as provided in the agreement.

**Board Action Requested**

**Approval of the Agreement and authorization for the President or his designee to administer the terms and conditions of this Agreement, including terminating the Agreement as provided herein**

District Board of Trustees  
July 17, 2018

Agenda Item: 8.3

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

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Associated Health Education Affiliation Agreement with the  
Department of Veterans Affairs

408.2383, 18-19

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SF's agreement with The Department of Veterans Affairs (VA) will allow students in the Health Information Technology AS degree and certificate programs to participate in health information technology training at the VA. Training will include billing and coding, privacy and security practices, and informatics. The agreement will remain in effect for ten years unless terminated in writing with due consideration of patient care and educational commitments.

**Board Action Requested**

**Approval**



District Board of Trustees  
July 17, 2018

Agenda Item: 8.4

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

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Health Sciences Clinical Affiliation Agreement with LifeSouth  
Community Blood Centers, Inc.

408.2384, 18-19

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The College's agreement with LifeSouth Community Blood Centers, Inc. will allow students in the Clinical Laboratory Science and Phlebotomy programs to participate in clinical training at the organization's Gainesville locations. The agreement is effective from the date of execution with automatic annual renewal until terminated by either party in accordance with the termination clause. Any cancellation is effective at the end of a current academic semester.

**Board Action Requested**

**Approval**

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

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Nursing Practicum Agreement with the University of South Florida

408.2385, 18-19

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This agreement with the University of South Florida (USF) for its College of Nursing will allow USF graduate nurse educator students to participate in a preceptorship under the supervision of SF's nursing faculty in partial fulfillment of the graduate degree requirements. Santa Fe College will provide appropriate didactic, lab, and clinical experiences for the student-educator. The agreement will remain in effect for two years, unless terminated by either party in accordance with the termination clause. Any cancellation is effective at the end of a current academic semester.

**Board Action Requested**

**Approval**

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

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Agreement for Food Truck Services with: 408.2386, 18-19  
Endless Summer Ice Cream Company, LLC  
Mayflower Cellars

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The College's Teaching Zoo requests permission to enter into Agreements with both Endless Summer Ice Cream Company, LLC and Mayflower Cellars, LLC to provide food sales to the Zoo's guests by use of an on-site food truck to enhance public participation at up to five special events throughout the year.

Endless Summer Ice Cream, a small, locally owned entrepreneurial start-up, and Mayflower Cellars, who only uses locally sourced meats for its products, have values that align with the Zoo's mission of sustainable conservation.

The vendors are required to provide adequate insurance and are responsible for their own clean-up after events. In addition, each vendor will make a payment of \$25 per event to Santa Fe College for the benefit of the SF Teaching Zoo.

**Board Action Requested**

**Approval**

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

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Blount Center Sublease Agreement for the Gainesville Police Department, B.O.L.D. Program

408.2387, 18-19

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The proposed sublease will formalize the office space utilization arrangement between the Blount Center and the Gainesville Police Department's Brave Overt Leaders of Distinction (B.O.L.D.) program. The B.O.L.D. program serves young men between the ages of 16-24 who need professional guidance, community resources, and other services that provide intervention and prevention of criminal activity and/or incarceration. These men are often unemployed, under-employed, and/or under-educated. Many of them have been admitted to Santa Fe College as adult education/GED or college students. The sublease will designate a six-office suite that provides office facilities for the B.O.L.D. program staff. The initial term of the lease will be for one year and will automatically renew annually for a total of three years. The rental rate is set at \$1.00 per year.

**Board Action Requested**

**Approval**

District Board of Trustees  
July 17, 2018

Agenda Item: 8.8

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

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Memorandum of Understanding with the Gainesville Orchestra

408.2388, 18-19

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Santa Fe College and the Gainesville Orchestra, formerly known as the Gainesville Chamber Orchestra, have had a close relationship for many years. The orchestra routinely rehearses on the SF campus, provides educational opportunities and reduced ticket prices for SF students, and collaborates with SF in marketing activities. This agreement will support collaboration with the Fine Arts Department, enhance the opportunities for the College's students, and bring new performances by the Gainesville Orchestra to the SF campus.

**Board Action Requested**

**Approval**

***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 Postsecondary  
Data Partnership Amendment to Participation Agreement with  
National Student Clearinghouse

408.2389, 18-19

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Santa Fe College has a standing agreement with National Student Clearinghouse (NSC) as part of the College's participation in the Gates Foundation's Frontier Set initiative. NSC collects education data from participating institutions such as SF and aggregates this data for ease of use within the contributing institution, as well as shares anonymized descriptions of the data with other participating institutions to further research within the initiative. Use of this data allows SF to evaluate student aid programs and/or improve instruction to increase student success. The Aspen Institute is serving as the intermediary for community colleges receiving this grant, with funding provided by the Gates Foundation.

Consistent with the Frontier Data Sharing and Security Agreement (FDSA) dated March 29, 2017, Coffey Consulting, LLC ("Coffey") is terminating its oversight of the FDSA. The project is being transferred to the National Student Clearinghouse (NSC). This Amendment to the College's Postsecondary Data Partnership to Participation Agreement with NSC provides for the appointment of NSC as the College's agent for purposes of collecting certain new data elements and generating studies. The Amendment further defines submission guidelines that the College must follow in order to ensure that data is reported in an efficient and effective manner in compliance with FERPA and all other applicable student data privacy statutes and regulations.

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

Based on the justification set forth in the attached memorandum, Chair Lisa M. Prevatt used emergency signature authority to sign the Postsecondary Data Partnership Amendment to Participation Agreement with National Student Clearinghouse, pending ratification by the Board.

**Board Action Requested**

**Ratification**

**A D D E D**

**District Board of Trustees  
July 17, 2018**

**Agenda Item: 8.10**

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

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Program Letter of Agreement for Rotation of University of Florida  
College of Medicine Residents and/or Fellows at Santa Fe College

408.2390, 18-19

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This agreement between the University of Florida Primary Care Sports Medicine Fellowship Program and the SF Athletics Department provides comprehensive treatment to SF student-athletes by participants in UF's Fellowship Program. Through the program, UF fellows will have the opportunity to participate in direct patient care with Santa Fe College student athletes where they can observe, evaluate, and manage outpatients of all ages with a wide variety of disorders of the musculoskeletal system. This agreement will remain in effect for five years and may be terminated by either party providing sixty days' written notice to the other party.

**Board Action Requested**

**Approval**

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

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Adult Education and Family Literacy – Adult General Education Grant

409.2208, 18-19

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This grant will allow SF to assist adults to become literate, obtain the knowledge and skills necessary for employment and self-sufficiency, and complete high school or an equivalent. The program will also help parents to obtain the educational skills necessary to become full partners in the educational development of their children. Approximately 670 students will be served by this project, and this is year two of a three-year funding cycle.

The amount of funds requested from the State of Florida, Department of Education, Division of Career and Adult Education is \$228,338, with no matching funds from Santa Fe College.

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

Operating budget impact: None.

**Board Action Requested**

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



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

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Adult Education and Family Literacy – Integrated English Literacy  
and Civics Education Grant

409.2209, 18-19

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The purpose of this project is to provide English literacy programs linked to civics education to help individuals of limited English proficiency achieve competence in the English language and achieve U.S. Citizenship and/or register to vote. Additionally, this project focuses on assisting students in becoming knowledgeable of support agencies in the community and in becoming partners in their children's education. This project plans to serve approximately 150 students, and this is year two of a three-year funding cycle.

The amount of funds requested from the State of Florida, Department of Education, Division of Career and Adult Education is \$34,777, with no matching funds from Santa Fe College.

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

Operating budget impact: None.

**Board Action Requested**

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

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

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Santa Fe College Center for Innovation and Economic  
Development Expansion at the Blount Center Grant

409.2210, 18-19

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This project will expand the College's current business incubator, Center for Innovation and Economic Development (CIED), from a 3,000 square foot facility to a +/- 13,780 square foot facility, allowing more new companies to develop and facilitate job growth. The current CIED will be replaced by the new facility that will include added business incubator spaces, public/private spaces, and collaborative space. The economic impact of the CIED expansion will be multiplied by its inclusion in the larger project of the SF's Blount Center general expansion.

The amount of funds requested from the Economic Development Administration (EDA), U.S. Department of Commerce (DOC) is \$5,204,965, with \$1,301,241 in matching funds from Santa Fe College.

Duration of this project is October 1, 2018, through September 30, 2021.

Operating budget impact: Facility operating costs will be requested from the state prior to opening.

**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.**

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

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Ukraine: Small Public Diplomacy Program – Promoting Inclusive Education Through Youth Leadership Grant

409.2211, 18-19

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This grant will help Santa Fe College students and staff deepen their understanding of how inclusive education is guaranteed through U.S. federal and state laws as well as prevailing norms and customs. It will also support Ukrainian educational reform by providing students and administrators at Poltava National Technical University (PoltNTU), its affiliate college, and 20 schools in the region with training on how to understand and promote inclusive education. Approximately 80 Santa Fe College students will have virtual exchanges with 80 college students and 25 staff members from PoltNTU. The virtual training sessions will emphasize that education should be accessible to all without discrimination or harassment and regardless of an individual's race, ethnicity, religion, age, disability, sex, gender, national origin, sexual orientation, political affiliation, or veteran status. A group of 4 SF students and 2 SF staff will travel to Poltava in October 2018 to provide training on anti-bullying practices to students and staff from PoltNTU and its affiliate college. Students and staff from SF, PoltNTU, and its affiliate college will deliver anti-bullying sessions to 1,000 students (grades 9-11) and 60 teachers and school psychologists from 20 schools in the Poltava region. In addition, in November 2018, 3 students and 2 administrators from PoltNTU will travel to Florida to attend a leadership workshop, a state-wide student conference, and individualized training on inclusive education together with SF students and staff.

The amount of funds requested from the U.S. Department of State, U.S. Embassy in Kyiv, is \$11,955, with matching funds of \$44,915 from Santa Fe College and Poltava National Technical University.

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

Operating budget impact: Funds 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.**

**A D D E D**

**District Board of Trustees  
July 17, 2018**

**Agenda Item: 8.15**

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

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Engage the Election: 2018 – Campus Compact Grant

409.2212, 18-19

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This project will create electoral engagement opportunities for Santa Fe College students during the 2018 midterm elections. Planned events include a National Voter Registration Day Contest and a student Election Day event.

The amount of funds requested from Campus Compact is \$1,850, with no matching funds from Santa Fe College.

Duration of this project is August 15, 2018, through February 15, 2019.

Operating budget impact: None.

**Board Action Requested**

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

**District Board of Trustees**  
**July 17, 2018**

**Agenda Item: 9**

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Santa Fe College Foundation Liaison Update and Board Members' Remarks

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