



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of April 16, 2019, at 4 p.m.
Watson Center, Keystone Heights, Florida**

Agenda

Adoption of Agenda

Agenda Item: 1.1
418.565, 18-19

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Board Meeting of April 16, 2019
- 1.2 Approval of Board Meeting Minutes of February 19, 2019

2. Information Items

- 2.1 President's Report
- 2.2 Strategic Planning
- 2.3 Presidential Selection
- 2.4 Community Education Enrich Brochure and Continuing Workforce Education Enhance Brochure – Summer 2019
- 2.5 Educational Equity Act Report for 2018-2019 – Part 1: Course Substitutions and College Employment Equity Accountability Plan
- 2.6 Financial Audit Report 2019-187, For the Fiscal Year Ended June 30, 2018
- 2.7 Title III Y Building Learning Commons Renovation/Remodel – Change Orders
- 2.8 Standard Health Sciences Clinical Affiliation Agreement for Diagnostic Medical Sonography with East Central Florida Outpatient Imaging, LLC, Commonly Referred to as Radiology Associates Imaging

3. Citizen's Requests

4. Consent Items

Personnel

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

Agreements, Grants

- 4.5 Order Form for Honorlock, LLC
- 4.6 Criminal Justice Training Trust Funds Grant
- 4.7 Santa Fe College Spring Arts Festival Grant

- 4.8 Florida Center for Students with Unique Abilities – Florida Postsecondary Comprehensive Transition Program (FPCTP) – Project SAINT Enhancement Grant – Year 3

Finance Items

- 4.9 Report of Purchases for February and March 2019
- 4.10 Colonel Harry M. Hatcher, Jr., Property Survey 19-06

5. Facilities Items

- 5.1 Blount Center Expansion – Enhanced Hurricane Protection Area (EHPA) Exemption

6. Finance Items

- 6.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for March 2019
- 6.2 Acceptance of Donations, 19-03
- 6.3 Recommendation for Awarding a Proposal for Manual Food Service – Food Court Middle Bay
- 6.4 Amendment #1 to the Agreement for Custodial Services with North Florida Building Maintenance, LLC d/b/a City Wide Maintenance of Jacksonville
- 6.5 Contracts for Personal Professional Services funded by the Florida Caribbean Louis Stokes Regional Center of Excellence Grant with:
 - Dr. Omid Fotuhi
 - Dr. Valerie Purdie-Greenaway

7. General Institutional Items

- 7.1 International Travel
- 7.2 Amended College Calendar for 2019-2020

8. Agreements/Grants

- 8.1 Agreement for Food Truck Services with:
 - Cilantro Tacos
 - The Hyppo
- 8.2 Affiliation Agreement with Archer Rehabilitation, LLC
- 8.3 Affiliation Agreement with the Sarasota County Public Hospital District d/b/a Sarasota Memorial Hospital and the Sarasota Memorial Health Care System
- 8.4 Ratification of Emergency Signature Authority for the College Affiliation Agreement with Lake City Imaging, LLC d/b/a Invision Imaging Center at Lake City
- 8.5 Ratification of Emergency Signature Authority for the College Affiliation Agreement with North Florida Outpatient Imaging Center, LTD d/b/a Invision Imaging
- 8.6 Ratification of Emergency Signature Authority for the Agreement with the State of Florida, Department of Health, Alachua County Health Department for the Benefit of the We Care Physician Referral Network Program
- 8.7 Ratification of Emergency Signature Authority for the First Amendment to the Memorandum of Understanding for Driver's License and/or Motor Vehicle Record Data Exchange with the Florida Department of Highway Safety and Motor Vehicles for the Office of the Registrar
- 8.8 Collaborative Research: Geosciences: from Exploration to Opportunity (GEO) Scholars – National Science Foundation Grant

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

10. Adjournment

Board Action Requested

Approval

Approval of Board Meeting Minutes of February 19, 2019

401.556, 18-19

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held February 19, 2019, are presented for approval.

Board Action Requested

Approval

President's Report

Information Item

The President will discuss a variety of information topics.

Strategic Planning

Information Item
419.64, 18-19

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

District Board of Trustees
April 16, 2019

Agenda Item: 2.3

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

Presidential Selection

411.439, 18-19

To be presented at the meeting.

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

Community Education Enrich Brochure and Continuing Workforce
Education Enhance Brochure – Summer 2019

Information Item
415.178, 18-19

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 at the April 8, 2019, 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 at the April 8, 2019, Cabinet meeting and is provided for reporting to the Board. Changes may be made as needed.

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

Educational Equity Act Report for 2018-2019 – Part 1:
Course Substitutions and College Employment Equity
Accountability Plan

Information Item
400.653, 18-19

The College is required to submit an annual Equity Report to the Florida Department of Education (FLDOE). This report reflects both student and employee measurements regarding representation of minority populations and includes an analysis of historical data to assess trends and measure whether the College has met internal goals. The FLDOE has requested that this year's Equity Report be divided into two parts. The first submission, due on April 30, 2019, consists of the previous year's student course substitutions and the College Employment Equity Accountability Plan, as presented in this item. The second submission, due on June 28, 2019, will include data on student enrollment, retention, completions, and strategies for increasing rates for these markers for underrepresented populations; College policies related to harassment and discrimination; and information about gender equity in athletics. SF staff plans to present the full report to the Board at the June 18, 2019, board meeting before submission to the FLDOE.

District Board of Trustees
April 16, 2019

Agenda Item: 2.6

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

Financial Audit Report 2019-187, For the Fiscal Year Ended June 30, 2018

Information Item
201.861, 18-19

The Financial Audit for the fiscal year ended June 30, 2018, has been released. This report will be available on the State of Florida Auditor General's website under "reports" and is included with this agenda.

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

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

Information Item
412.1191, 18-19

Project Background & Description:

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

When the Board approved the most recent Educational Plant Survey on June 19, 2017, the Learning Commons space was scheduled to be located in P Building on the Northwest Campus. After further analysis, it was determined that the goals of the grant would be better served if the Learning Commons were incorporated into SF's Y Building. To facilitate this change, a spot survey was prepared for the Board's consideration to amend the Educational Plant Survey to reflect the room use changes associated with this project and to recommend capital improvements to the affected spaces.

Under an annual agreement for architectural services, College staff worked with Kail Partners, LLC to provide construction documents and specifications to competitively bid general construction services for this renovation/remodel project as required by the SIP grant.

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

Change Order Number One was signed by President Sasser on February 11, 2019, increasing the contract budget for the Y Building Learning Commons Renovation/Remodel by \$12,466.24 to provide wide stile storefront doors in lieu of narrow stiles and to provide and install 36 data cables. It was presented to the Board as an informational item at the February 19, 2019, board meeting.

Project Status:

In accordance with Rule 6.14, to expedite the work in progress, the College President may execute change orders in the name of the Board when an item or related group of items adds less than \$50,000 to the contracted cost of construction or when an item results in a deductive change or savings.

Change Order Number Two, as signed by the President on March 21, 2019, increases the contract budget for the Y Building Learning Commons Renovation/Remodel by \$12,250.74 to add additional cabinetry to house a full complement of anatomical models for use by students in Sciences for Health Programs and provide additional electrical access for microscope use to room Y-115.

Additionally, Change Order Number Three, as signed by the President on March 21, 2019, increases the contract budget for the Y Building Learning Commons Renovation/Remodel by \$7,103.97 to add occupancy sensors in room Y-109, add electrical and variable air volume boxes, relocate fire sprinkler heads in room Y-221, and change the door swing direction for new storefront doors in room Y-205.

District Board of Trustees
April 16, 2019

Agenda Item: 2.8

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

Standard Health Sciences Clinical Affiliation Agreement for Diagnostic
Medical Sonography with East Central Florida Outpatient Imaging, LLC,
Commonly Referred to as Radiology Associates Imaging

Information Item
408.2427, 18-19

This Standard Health Sciences Clinical Affiliation Agreement with East Central Florida Outpatient Imaging, LLC (commonly referred to as Radiology Associates Imaging) d/b/a St. Augustine Imaging, Palm Coast Imaging, Town Center Imaging, Twin Lakes Imaging, Port Orange Imaging, and Radiology Associates Imaging Deltona will allow students in the Diagnostic Medical Sonography Program to participate in clinical training at the facility's St. Augustine, Palm Coast, Daytona, Port Orange, and Deltona locations. This agreement is effective from the date of execution with automatic annual renewal unless terminated by either party in accordance with the termination clause.

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

Citizen's Requests

423.71, 18-19

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
April 16, 2019**

Agenda Item: 4.1

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

Career Service Staff

403.554, 18-19

The individuals listed below are being recommended for appointment.

Appointment

<u>Name</u>	<u>Position</u>
Carlos Garcia Gonzalez	Financial Aid Representative
Trisha Jordan	Custodian
Chiquitta Lake	Custodian
John Peebles	Custodian

Promotion

<u>Name</u>	<u>Position</u>
Ronny Freeney	Senior Custodian
Paula Gainey	Executive Assistant, Office of the Provost and Vice President for Academic Affairs
Cheetara Ritz	Administrative Assistant, Admissions
William Wise	Senior Custodian

Board Action Requested

Approval

C O N S E N T

District Board of Trustees
April 16, 2019

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)

411.440, 18-19

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

Executive and Managerial

Appointment

Full Time

<u>Name</u>	<u>Position</u>
* Jhenai Chandler <i>MS, Nova Southern University</i>	Director, Florida-Caribbean Louis Stokes Alliance for Minority Participation Regional Center for Excellence

Technical/Professional

Appointment

Full Time

<u>Name</u>	<u>Position</u>
Rachael McBride <i>MS, University of Pennsylvania</i>	Coordinator, International Education
Sara Tilli <i>MS, Florida International University</i>	Advising Specialist, Blount Center

Part Time

<u>Name</u>	<u>Position</u>
Alexander Kronholm	Adult Education Specialist
John Shorey	Specialist, Counseling Center
* Ashley Spell	Senior Instructional Specialist, Upward Bound

* Grant Funded

Board Action Requested

Approval

C O N S E N T

**District Board of Trustees
April 16, 2019**

Agenda Item: 4.3

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

Contract Staff (Community and Continuing Workforce Education)

404.461, 18-19

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

Community Education

Appointment

Part Time

<u>Name</u>	<u>Position</u>
Sharon Cole	Writing
Melanie Phillpot	Intro to K9 Nose Work
Aida Valdes	Calligraphy
Russell Wesley	Run for All: No Excuses
Robert Wooley	Iron Clads of the Civil War

Board Action Requested

Approval

C O N S E N T

District Board of Trustees
April 16, 2019

Agenda Item: 4.4

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

Contract Staff (Faculty)

402.819, 18-19

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

Appointment

Part Time

Name

Kelly Almaguer
Kristin Fletcher
Mirian Hay-Roe
Joseph Kelly
Doris Lombo
Mark Modas
Soujanya Pechetti
Mukunda Rico
Alisa Roberts
Eric Stabel
David Tamayo

Board Action Requested

Approval

C O N S E N T

District Board of Trustees
April 16, 2019

Agenda Item: 4.5

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

Order Form for Honorlock, LLC

408.2428, 18-19

This Order Form updates the pricing set forth in the Master Services Agreement with Honorlock, LLC to provide students with new cost options. Currently, students must pay for Honorlock's online test proctoring services per exam but will now have the option to pay one flat rate per semester, potentially reducing costs. The prices are effective from the date of execution and will remain in effect until December 31, 2020.

Board Action Requested

- A. Approval
- B. **Delegation of authority to the Provost and Vice President for Academic Affairs to execute future order forms or amendments that update pricing amounts associated with this agreement upon legal review and approval by the President and other appropriate college officials**

C O N S E N T

District Board of Trustees
April 16, 2019

Agenda Item: 4.6

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

Criminal Justice Training Trust Funds Grant

409.2232, 18-19

This project provides advanced and specialized training to approximately 1,041 law enforcement, corrections, probation, and parole officers in the College's service district. The training may include courses such as Hostage Negotiations, Instructor Techniques, Breath Test Operator, Speed Measurement, Defensive Tactics Instructor, Crisis Intervention Team Training, Field Training Officer, Line Supervision, Stress Management Techniques, Advanced Report Writing, Emergency Preparedness for Correctional Officers, Profiling and Professional Traffic Stops, and Domestic Violence/Juvenile Sexual Offenders, among others.

The amount of funds requested from the Florida Department of Law Enforcement is \$83,280, 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
April 16, 2019

Agenda Item: 4.7

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

Santa Fe College Spring Arts Festival Grant

409.2233, 18-19

The purpose of this project is to request in-kind services from the City of Gainesville for the 2020 Santa Fe College Spring Arts Festival. The services requested include police security, maintenance and clean-up, traffic engineering, code enforcement, and dumpster placement. Approximately 100,000 area residents attend this festival annually.

The amount of funds requested from the City of Gainesville is \$32,500, 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
April 16, 2019

Agenda Item: 4.8

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

Florida Center for Students with Unique Abilities – Florida
Postsecondary Comprehensive Transition Program (FPCTP) –
Project SAINT Enhancement Grant – Year 3

409.2234, 18-19

This project expands the capacity and quality of Santa Fe College's Florida Postsecondary Comprehensive Transition Program (FPCTP) – Project SAINT (Student Access and INclusion Together). The goals of this enhancement grant are to fully address the vocational goals, preparation, and job placement of students with intellectual disabilities (ID) at SF and to expand the size and capacity of Project SAINT, doubling its current enrollment over three years from five to ten students. Primary enhancements include adding a Job Developer position devoted to developing vocational internships and job opportunities for students with ID, as well as the addition of two new career pathways, Horticulture/Agriculture and Artist/Entrepreneurship. This is year three of a three-year grant.

The amount of funds requested from the University of Central Florida is \$95,756 for year three funding, with no matching funds from Santa Fe College. Total funding for the three-year grant period is \$281,775.

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
April 16, 2019

Agenda Item: 4.9

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

Report of Purchases for February and March 2019

202.653, 18-19

Below are the total amounts and a summary of purchases for the months of February and March 2019.

Purchasing	\$1,430,401.63
Risk Management Consortium	<u>980,953.38</u>
Total	<u>\$2,411,355.01</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y73695 (Fund 7)	\$ 132,831.00	Contract	Parrish McCall Constructors, Inc.	Preconstruction Service Fees Blount Campus Expansion
Y73748 (Fund 1)	\$ 39,714.41	Exempt	E-Techservices.com	Passport Advantage Software Maintenance Information Technology
Y73749 (Fund 6)	\$ 825,000.00	Contract	FBMC Benefits Management	Benefits Enrollment/Billing Administration Risk Management Consortium
Y73796 (Fund 1)	\$ 39,720.00	Sole Source	Carefusion Solutions, LLC	Point-of-Care Units and Pumps Nursing
Y73862 (Fund 7)	\$ 116,677.00	Contract	D.E. Scorpio Corporation	S-Building Board/Dining Room Area Renovation Repairs/Renovations
Y73898 (Fund 1)	\$ 42,363.55	Sole Source	Laerdal Medical Corporation	Patient Simulators Nursing
Y73929 (Fund 1)	\$ 36,653.72	Contract	Dell Marketing	Computers (27) Information Technology
Y74121 (Fund 7)	\$ 46,757.04	Contract	Mannington Commercial	J-Building Lab Flooring Minor Repairs/Renovation
Y74136 (Fund 6)	\$ 50,000.00	Exempt	James Moore & Co.	Auditing Services Risk Management Consortium
	<hr style="width: 20%; margin-left: 0;"/> \$1,329,716.72			

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Purchase orders for previously awarded bids/contracts: 5
(All Temp Force)

Amount: \$27,855.00

Other Purchases \$0 - \$35,000.00
Number of purchase orders: 533

Amount: \$1,053,783.29

Board Action Requested

Approval of report

C O N S E N T

District Board of Trustees
April 16, 2019

Agenda Item: 4.10

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

Colonel Harry M. Hatcher, Jr., Property Survey 19-06

200.935, 18-19

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

The Property Survey Committee met via email on March 19, 2019, to consider requests from property custodians and the committee members approved the requests presented in this Property Survey 19-06. The following table is a summary of the items by disposition method and a detailed list of all items from each category is attached.

Disposition Method	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	5	71,789.82	71,789.82	0.00
TOTAL	<u>5</u>	<u>71,789.82</u>	<u>71,789.82</u>	<u>0.00</u>

Disposition Method:

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

Board Action Requested

Approval

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

Blount Center Expansion – Enhanced Hurricane Protection Area (EHPA) Exemption

412.1192, 18-19

Project Background and Description:

This project involves the design and construction of a new 86,311 gross square foot building on the site of the current Center for Innovation & Economic Development at Santa Fe College's Blount Center campus in downtown Gainesville. This project is in accordance with the College's most recent Master Plan, Educational Plant Survey, and Capital Improvement Program (CIP). The new facility will house vocational classroom and laboratory spaces to meet existing and anticipated enrollment growth from Information Technology Education and Business Programs, as well as general education classes. It will also provide modern and innovative spaces for SF's students and incubating businesses with the addition of a full slate of support spaces including study, library, meeting, and exhibition spaces. Additionally, this facility will provide space for student enrollment services and faculty offices, allowing the Blount Center to become a full-service campus.

Working with one of the College's annual contract architects, a planning group began conceptual planning and programming for the new facility in December 2016. After multiple meetings with the planning group, the architect submitted a final master plan report for the Blount Center on June 1, 2017. The report was provided to architectural firms responding to the College's Request for Qualifications to provide architectural services for the Blount Center Expansion project, which the Board gave permission to advertise and select in April 2017.

Following approval of the project budget and permission by the Board in April 2017 to advertise, select, and negotiate a contract for architectural services for this project, a seven-member selection committee unanimously chose Harvard Jolly Architecture as the top ranked firm. College staff brought an informational item to the Board in November 2017 that reviewed the selection process for Architectural Services. In February 2018, the Board approved the agreement for Architectural/Engineering Services for the Blount Center Expansion. The estimated construction cost identified in this agreement was \$25,235,951.

Harvard Jolly Architecture has completed numerous meetings with SF's Facilities Planning and Construction department and the College's Steering Committee for the programming and design of the new Blount Center expansion. Harvard Jolly Architecture representatives were present at the September 2018 board meeting to share the schematic design images that had been completed for the project. These images are being used to move forward with completing the final construction documents for the new building.

In July 2016, the legislature appropriated \$2,563,712 in Public Education Capital Outlay (PECO) funding for the design services of this project. An additional \$5,475,998 in PECO funding was appropriated in July 2017 and \$5,000,000 in July 2018 to partially fund construction costs. The Santa Fe College Foundation secured \$1,000,000 in local matching funds for this project and has spent \$483,260.46 of the \$1,000,000 on land acquisitions, leaving the remainder of \$516,739.54 in pledged

funds. In September 2017, the Board approved a Memorandum of Understanding with the Executive Office of the Governor, agreeing to spend the remaining \$516,739.54 of pledged local funds prior to the release and distribution of the July 2017 PECO funding of \$5,475,998. The College requested the remaining funds needed to complete the project with this year's Annual Capital Legislative Budget Request-Capital Improvement Plan (CIP).

In July 2018, the Board approved a request for funds from the Economic Development Administration, U.S. Department of Commerce, to expand and enhance the business incubator within this project. If awarded, these funds will be used to significantly modify this part of the project beyond the original scope of this space in the overall project. Schematic level cost estimates, provided to the College from the Construction Manager on August 20, 2018, identify the total construction costs for the project at this phase of planning to be \$29,198,368.

Based on the schematic cost estimate and the possibility of receiving federal grant funds to enhance the incubator space within the project, at the October 2018 board meeting, the Board approved increasing the estimated project budget by the projected increase in the construction costs of \$3,962,417 to a revised estimated project budget totaling \$36,493,446.

Architect:	Harvard Jolly Architecture
Construction Manager:	Parrish-McCall Constructors, Inc.
Florida Building Code Inspector:	In-house
Estimated Project Budget:	\$36,493,446
Source of Funds:	PECO; Other local and federal funds

Project Status:

Under requirements of the Florida Building Code, Section 453.25.1, new construction at Florida colleges, unless specifically exempted by the Board with written concurrence of the local emergency management agency or the Florida Division of Emergency Management, are required to have areas designated as Enhanced Hurricane Protection Areas (EHPA).

In the attached letter dated February 27, 2019, the Alachua County Office of Emergency Management determined that the new facility is not a suitable selection for county sheltering needs and has concurred with granting the College an exemption to the EHPA Building Code criteria.

Board Action Requested

Determination that the Blount Center Expansion project will be exempt from the requirement to designate areas as Enhanced Hurricane Protection Areas in concurrence with the written findings of the Alachua County Office of Emergency Management

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 March 2019

201.862, 18-19

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 March 31, 2019.

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

	2018-2019		2017-2018	
	<u>Dollar Amount</u>	<u>Percent of Budget</u>	<u>Dollar Amount</u>	<u>Percent of Actual</u>
Revenue	64,864,098	75.47	63,201,073	76.36
Expenditures	58,847,216	62.29	55,614,537	65.25

Board Action Requested

Acceptance of report

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

Acceptance of Donations, 19-03

200.936, 18-19

North Florida Regional Medical Center has donated the items listed below to the Emergency Medical Service Program. Upon acceptance, College staff will add the items to its tangible personal property.

Qty	Description	Cost
4	Stretchers	\$11,980.00
3	Adult Crash Carts	\$3,000.00
4	Overbed Tables	\$1,297.92
2	Wire SS Racks	\$425.92
3	Controlled Humidity Cabinet, Metro/Starsys C5-9	\$14,100.00
	Total	<u>\$30,803.84</u>

Board Action Requested

Approval and acceptance of donations

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

Recommendation for Awarding a Proposal for Manual Food Service –
Food Court Middle Bay

209.199, 18-19

A Request For Proposals (RFP) was released on December 10, 2018, for food service in one of the three food court bays that is currently occupied by La Fortuna Latin Restaurant. The anticipated term of the agreement is five years, with an option to renew for two additional five-year periods.

Responses to the solicitation were received from the following two vendors and opened on Friday, January 25, 2019:

- La Fortuna Latin Market & Deli, LLC
- Nature's Table Franchise Company

The RFP Evaluation Committee, made up of students, faculty, and staff, read the proposals and met as a group to consider them. With both Subway and Domino's already present in the Food Court, the committee sought to identify the vendor that best complemented the other restaurants and was able to serve the various populations of the College, including High School Dual Enrollment students, which have strict nutritional guidelines (these guidelines preclude many vendors from submitting proposals). Each proposal was scored based on five criteria:

- Menu and Food Options (50 points)
- Approach to Service/Experience (25 points)
- Sustainable Practices (15 points)
- Compensation to the College (10 points)
- Bonus Points (10 points)

"Bonus points" could be issued for anything that the proposer offered that went above and beyond the requirements of the solicitation.

A summary of the rankings (in rank order) appears below:

<u>Proposer</u>	<u>Menu/Food Options</u>	<u>Service/ Experience</u>	<u>Sustainable Practices</u>	<u>Compensation</u>	<u>Bonus Points</u>	<u>Total</u>
La Fortuna	45	22	14	10	4	95
Nature's Table	43	24	15	2	6	90

The committee reviewed the responses, and found La Fortuna Latin Market & Deli, LLC to have the best proposal.

La Fortuna will pay the College a rent amount of \$939/month (\$11,268/year), as well as a 5% commission on net sales.

Board Action Requested

- A. Acceptance of the committee's recommendation to award the agreement to La Fortuna Latin Market & Deli, LLC**
- B. Approval in concept of the Agreement for Manual Food Services with La Fortuna Latin Market & Deli, LLC based on the draft presented**
- C. Delegation of authority to the Board Chair to execute the final agreement upon legal review and approval by the President, the Vice President for Administrative Affairs, and other appropriate college officials**

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

Amendment #1 to the Agreement for Custodial Services with North Florida Building Maintenance, LLC d/b/a City Wide Maintenance of Jacksonville

200.937, 18-19

At the May 17, 2016, board meeting, the Board accepted the College's recommendation to award agreements to North Florida Building Maintenance, LLC d/b/a City Wide Maintenance of Jacksonville ("City Wide") to provide custodial services for SF's Northwest Campus, Davis Center, and Perry Center. The Board also awarded contracts to Tribond, LLC for the Blount Center, Kirkpatrick Center, and Risk Management Consortium, and Elite Enterprises for the Watson Center. Elite Enterprises declined the award (City Wide was awarded the agreement since they were ranked second), and the agreement with Tribond, LLC, has since terminated. Under the Agreement for Custodial Services with City Wide, the College has the option to add additional areas per the rates in the original proposal and has since added the Blount Center and Kirkpatrick Center, as well as several additional buildings on the Northwest Campus. The total cost for custodial services with City Wide for FY 2019-2020 is expected to be \$917,422.25.

This Amendment #1 to the Agreement for Custodial Services with City Wide is made for the purposes of renewing the agreement through June 30, 2022, in accordance with the terms of the agreement.

Board Action Requested

Approval

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

Contracts for Personal Professional Services funded by the Florida Caribbean Louis Stokes Regional Center of Excellence Grant with: 209.200, 18-19
Dr. Omid Fotuhi
Dr. Valerie Purdie-Greenaway

Santa Fe College is the lead institution for the Florida Caribbean Louis Stokes Regional Center of Excellence funded by a grant from the National Science Foundation. The Center seeks to create psycho-social interventions to improve the performance of underrepresented minority students in Science, Technology, Engineering, and Math (STEM) fields. Dr. Omid Fotuhi and Dr. Valerie Purdie-Greenaway will work together to co-develop adaptive mindset intervention methods and lead faculty development training to create an academic environment that enhances the mindset and sense of belonging for underrepresented minorities in STEM programs. This work is for the first year of a three-year grant.

Santa Fe College Rule 5.2: Purchasing and Contract Authority requires that personal professional service contracts in excess of \$35,000 be approved by the Board of Trustees and executed by the Board Chair. These grant-funded contracts call for a payment of \$40,000 to each contractor for their first year of work.

Board Action Requested

Approval

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

International Travel

101.156, 18-19

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

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

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

Kathryn Lehman and Heidi Lannon, travel to the Kilimanjaro Region, Tanzania, April 30 – May 13, 2019

Ms. Kathryn Lehman, Director of Sponsored Projects, and Dr. Heidi Lannon, Associate Professor of Social and Behavioral Sciences, will travel to multiple locations in Tanzania to conduct patron development programs that include international curated tours utilizing SF partnerships in the arts and ecotourism. There are currently no U.S. State Department travel warnings for Tanzania. This travel will be funded by the Santa Fe College Foundation.

Dr. David Pfahler, travel to Bauru, Brazil, June 15 – 23, 2019

Dr. David Pfahler, Associate Professor of Natural Sciences, will visit and lecture at the Universidade Estadual Paulista "Julio de Mesquita Filho" (UNESP) in Bauru as part of a faculty exchange program with UNESP. He will provide guest lectures, participate in classroom discussions, learn about sustainable building materials and practices in Brazil, and develop new professional relationships with UNESP faculty. All transportation in Brazil will take place by bus or private vehicle in the company of UNESP staff. No travel warning has been issued for Brazil. This travel will be funded with matching funds from UNESP and the International Education Office.

Chief Ed Book, travel to Vancouver, Canada, June 24 – 29, 2019

SF Police Department Chief Ed Book will travel to Vancouver, Canada to attend the International Association of Campus Law Enforcement Administrators (IACLEA) Annual Conference and Exposition. The SFPD are active members of the IACLEA, and participation in the annual conference allows College staff to observe best practices, obtain professional development, and pursue accreditation. There are currently no travel warnings for Canada. This travel will be funded by Santa Fe College.

Dr. Vilma Fuentes, travel to Dnipro and Kyiv, Ukraine, June 26 – July 6, 2019

Dr. Vilma Fuentes, Vice President for Academic Affairs, is the project co-director for SF's Community College Administrator Program (CCAP), developed in partnership with Florida State University and funded by the U.S. State Department. In her role, Dr. Fuentes will travel to Dnipro and Kyiv, Ukraine to

conduct interviews with CCAP alumni and implement a multi-day alumni symposium. Transportation in Ukraine will take place via taxi, chartered vehicle, and train, usually in the company of U.S. Embassy officials. No travel warning has been issued for Ukraine, but Americans are warned to avoid travel to Russian-occupied Crimea, Donetsk, and Luhansk. The College has international travel insurance that will cover travelers in the case of medical emergency, auto accident, sickness, security and political evacuation, kidnap or ransom, accidental death, and repatriation. Worker's Compensation will not cover Santa Fe College employees traveling to Ukraine, but staff are prepared to use personal medical insurance if required. This international travel will be funded by the U.S. Department of State.

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

District Board of Trustees
April 16, 2019

Agenda Item: 7.2

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

Amended College Calendar for 2019-2020

414.80, 18-19

SF's academic calendar coincides with the University of Florida's calendar, which is important to students at both institutions who are often jointly enrolled. As such, UF's Homecoming celebration, which will be October 4-5, 2019, has been confirmed and inserted accordingly. The amended calendar has been approved and endorsed by the Calendar Committee, which includes representatives from Student Government, the Career Service Council, and the College Senate, and continues to comply with State Rules and guidelines.

Board Action Requested

Approval

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

Agreement for Food Truck Services with:
Cilantro Tacos
The Hyppo

408.2429, 18-19

The College's Teaching Zoo requests permission to enter into agreements with both Cilantro Tacos and The Hyppo 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.

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

Affiliation Agreement with Archer Rehabilitation, LLC

408.2430, 18-19

This College Affiliation Agreement with Archer Rehabilitation, LLC will allow students in the Physical Therapist Assistant Program to participate in clinical training at the facility's Gainesville location. The agreement is effective as of April 16, 2019, with automatic annual renewal unless terminated by either party in accordance with the termination clause.

Board Action Requested

Approval

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

Affiliation Agreement with the Sarasota County Public Hospital
District d/b/a Sarasota Memorial Hospital and the Sarasota
Memorial Health Care System

408.2431, 18-19

This agreement with Sarasota Memorial Hospital in Sarasota, Florida will allow students in the Clinical Laboratory Science Program to participate in clinical training at the hospital. The College has placed Cardiovascular Technology and Biomedical Engineering Program students at this facility in the past, and both College and hospital staff have been interested in expanding this affiliation. The agreement is effective for one year and will automatically renew annually for one-year terms unless either party cancels the agreement through written notice.

The local college has provided written approval to SF for student placement at this out-of-district site.

Board Action Requested

Approval

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

Ratification of Emergency Signature Authority for the College
Affiliation Agreement with Lake City Imaging, LLC d/b/a Invision
Imaging Center at Lake City

408.2432, 18-19

SF has had a College Affiliation Agreement in place with Lake City Imaging, LLC d/b/a Invision Imaging Center at Lake City since 2016. Continuation of this agreement will allow students in the Computed Tomography and Diagnostic Medical Sonography Programs to participate in clinical training at the facility's Lake City location. This agreement is effective from March 1, 2019, for a period of five years unless terminated by either party in accordance with the termination clause.

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 authorize this agreement, pending ratification by the Board.

Board Action Requested

Ratification

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

Ratification of Emergency Signature Authority for the College
Affiliation Agreement with North Florida Outpatient Imaging
Center, LTD d/b/a Invision Imaging

408.2433, 18-19

SF has enjoyed a College Affiliation Agreement with North Florida GI Center LTD d/b/a North Florida Endoscopy Center since 2016. Continuation of this agreement will allow students in the Cardiovascular Technology, Computed Tomography, Diagnostic Medical Sonography, Nuclear Medicine Technology, and Radiography Programs to participate in clinical training at the facility's Gainesville location. This agreement is effective from March 1, 2019, for a period of three years unless terminated by either party in accordance with the termination clause.

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 authorize this agreement, pending ratification by the Board.

Board Action Requested

Ratification

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

Ratification of Emergency Signature Authority for the Agreement with the State of Florida, Department of Health, Alachua County Health Department for the Benefit of the We Care Physician Referral Network Program

408.2434, 18-19

This agreement memorializes a long-standing relationship between Santa Fe College and the Alachua County Health Department. The agreement allows the Alachua County Health Department to use the physical space of Santa Fe College's dental clinic to provide dental services, through its We Care Program, to uninsured and underserved Alachua County residents. This provides SF Dental Program students additional opportunities for clinical rotations while offering a substantial benefit to county residents. The parties have been negotiating this agreement for several months, and waiting until the April board meeting would further delay the opportunity to serve both the community and SF's students. The agreement is effective upon the date of execution and will remain in force unless either party cancels with 30 days' written notice.

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 authorize this agreement, pending ratification by the Board.

Board Action Requested

Ratification

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

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

408.2435, 18-19

At the February 19, 2019, board meeting, the Board ratified the Chair's use of emergency signature authority for the Memorandum of Understanding and the First and Second Amendments to the Memorandum of Understanding for Driver's License and/or Motor Vehicle Record Data Exchange with the Florida Department of Highway Safety and Motor Vehicles (FDHSMV) for the Office of the Registrar. The new MOU was a renewal of a similar 2016 agreement executed by the College for the benefit of the Registrar. The First Amendment, requested by the FDHSMV, addressed federal regulations and laws regarding access to the deceased date of individuals in the Data Exchange system.

As discussed at the February board meeting, the Second Amendment, requested by SF, had not yet been approved by the FDHSMV. This Amendment added the FDHSMV as an additional insured party on SF's Cyber Insurance Policy, allowing the College's insurance to protect the FDHSMV in the case of a data breach caused by SF. In hopes that the FDHSMV would approve the Second Amendment, the College requested that the Chair sign the Amendment to efficiently process it along with the other pending documents.

Since the February board meeting, the FDHSMV has expressed a desire to add SF's Cyber Insurance Policy language from the Second Amendment into the new MOU instead of accomplishing this additional insurance coverage through an Amendment. While the FDHSMV is working on the new MOU, the FDHSMV provided SF with a First Amendment to the 2016 MOU, extending the old agreement (which expired on March 3, 2019) so that the Registrar's Office could maintain access to the Driver's License and Motor Vehicle Record Data Exchange systems without interruption and continue normal operations.

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 authorize this amendment to extend the 2016 agreement for six months, pending ratification by the Board.

Board Action Requested

Ratification

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

Collaborative Research: Geosciences: from Exploration to Opportunity (GEO) Scholars – National Science Foundation Grant

409.2235, 18-19

This grant will help to establish, evaluate, and sustain a GEO cohort of students, faculty, and staff at Santa Fe College and the University of Florida across the Geosciences. The GEO Program will clearly define pathways from high school to the globally competitive Science, Technology, Engineering, and Math (STEM) workforce. SF will recruit a two-year cohort of students for associate degrees which will matriculate to UF for bachelor's degrees in Geography, Geology, Environmental Geosciences, or Environmental Engineering. Specific degree pathways guide students to matriculation, preparation for employment, or continued Geoscience education. Students matriculating from SF to UF retain their full S-STEM scholarship support. This is year one of a five-year project.

This is a collaborative partnership between Santa Fe College and the University of Florida.

The amount of funds requested from the National Science Foundation is \$218,011 for year one funding, with no matching funds from Santa Fe College. Estimated total funding for the entire five-year period is approximately \$1.8 million.

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

Operating budget impact: None.

Board Action Requested

Approval of grant. Upon legal review and approval, the President or 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
April 16, 2019

Agenda Item: 9

Santa Fe College Foundation Liaison Update and Board Members' Remarks
