



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of June 18, 2019, at 4 p.m.
Wattenbarger Student Services Building, Gainesville, Florida**

Agenda

Adoption of Agenda

Agenda Item: 1.1
418.567, 18-19

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Board Meeting of June 18, 2019
- 1.2 Approval of Board Meeting Minutes of May 21, 2019
- 1.3 Board Meeting Schedule for 2019-2020

2. Information Items

- 2.1 President's Report
- 2.2 Strategic Planning
- 2.3 Presidential Selection
- 2.4 Organization of the Board for 2019-2020
- 2.5 Amended Rule 2.3: Direct Support Organization Use of College Resources
- 2.6 Amended Rule 7.1: Eligibility for Admission
- 2.7 Title III Y Building Learning Commons Renovation/Remodel – Change Orders
- 2.8 Standard Health Sciences Clinical Affiliation Agreements for Dental Assisting Program with:
 - Cathy M. Taylor, DMD, PA, d/b/a Taylor Dentistry
 - Richard A. Parent, DMD, PA

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 Collaborative Research: LSRCE Florida-Caribbean Louis Stokes Regional Center of Excellence Grant
- 4.6 Guitar, Robotics, and Rocketry ATE (GRRATE) – National Science Foundation Grant
- 4.7 North Central Florida Educational Talent Search (NCFETS) STEM Supplement Grant
- 4.8 North Central Florida Educational Talent Search Project Grant (Year 3)
- 4.9 Title III – Part A – Strengthening Institutions Program (SIP) Grant (Year 3)

4.10 Student Support Services Grant (Year 5)

Finance Items

4.11 Report of Purchases for May 2019

5. Personnel Items

5.1 2019-2020 Salary Schedule

5.2 Addendum to Contract of Employment for Charles W. Clemons, Sr.

6. Facilities Items

6.1 Approval of College's Annual Capital Legislative Budget Request - Capital Improvement Plan (CIP)

7. Finance Items

7.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for May 2019

7.2 Approval of 2019-2020 Operating Budget

7.3 Approval of 2019-2020 Unexpended Plant Fund Budget (Fund 7)

7.4 Permission to Write Off Uncollectible Accounts

7.5 User Fees and Fines Schedule

7.6 Acceptance of Donations 19-04

7.7 Department of Defense Voluntary Education Partnership Memorandum of Understanding

8. General Institutional Items

8.1 Advisory Committee Appointments for:

Automotive Technology

Cardiovascular Technology

Dental Programs

Educator Preparation Institute

Emergency Medical Services

Graphic Design and Multimedia Technology

Information Technology Education

Physical Therapist Assistant

Plumbing Technology

8.2 Acceptance of Financial Statements and Independent Auditors' Report for Santa Fe College Foundation

8.3 Direct Support Organization Certification of Santa Fe College Foundation Activity

8.4 Educational Equity Act Report for 2018-2019 – Part 2: Student Enrollments, Completions, and Success in Targeted Programs, and Gender Equity in Athletics

9. Rules

9.1 Amended Rule 4.2: Grading System

9.2 Amended Rule 7.10: Recruitment of Students

9.3 Amended Rule 7.23: Student Conduct Code

10. Agreements/Grants

- 10.1 Dual Enrollment Articulation Agreement with Cambridge Prep Academy, Inc.
- 10.2 Dual Enrollment Articulation Agreement with the School Board of Levy County
- 10.3 State of Florida Statewide School Readiness Provider Contract
- 10.4 Non Exclusive Student Affiliation Agreement with Lake Shore HMA, LLC d/b/a Shands Lake Shore Regional Medical Center for:
 - Clinical Laboratory Technology Program
 - Physical Therapist Assistant Program
- 10.5 Interlocal Agreement for GTEC Incubator Management Services with the City of Gainesville
- 10.6 Memorandum of Agreement with the Florida Department of Management Services, Bureau of Federal Property Assistance
- 10.7 Amendment to the Settlement Agreement with Danis Building Construction Company, JE Abercrombie, Inc., and Zeidler Partnership Architects (Fine Arts Hall)

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

12. Adjournment

Board Action Requested

Approval

Approval of Board Meeting Minutes of May 21, 2019

401.558, 18-19

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held May 21, 2019, are presented for approval.

Board Action Requested

Approval

Board Meeting Schedule for 2019-2020

416.154, 18-19

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

2019-2020 Board Meeting Schedule

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

Board Action Requested

Approval

President's Report

Information Item

The President will discuss a variety of information topics.

Strategic Planning

Information Item
419.66, 18-19

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

District Board of Trustees
June 18, 2019

Agenda Item: 2.3

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

Presidential Selection

Information Item
411.444, 18-19

To be presented at the meeting.

District Board of Trustees
June 18, 2019

Agenda Item: 2.4

Organization of the Board for 2019-2020

Information Item
416.155, 18-19

To be presented at the meeting.

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

Amended Rule 2.3: Direct Support Organization Use of College Resources

Information Item
410.556, 18-19

Florida law authorizes Florida College System institutions to define the guidelines for Direct Support Organizations (DSO) to use college resources. Recent updates to the relevant statutes require annual review of the DSO's use of these resources by college boards. Amended Rule 2.3: Direct Support Organization Use of College Resources now specifies that SF's DSO, the Santa Fe College Foundation, will supply the Board with information about the volume of staff time and SF resources that are used to benefit the Foundation, as is already common practice at SF.

District Board of Trustees
June 18, 2019

Agenda Item: 2.6

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

Amended Rule 7.1: Eligibility for Admission

Information Item
410.557, 18-19

Amended Rule 7.1: Eligibility for Admission now allows students to use the High School Equivalency Test (HiSET) in place of a General Education Diploma (GED) when qualifying for admission to the College. The new test option furthers the College's goal of open access, allowing more students to enroll with this expanded pathway.

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
412.1196, 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 proposals. At the November 13, 2018, board meeting, the Board accepted staff's recommendation to award the bid to D.E. Scorpio Corporation and entered into a construction services agreement on the basis of a stipulated sum.

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.

Change Order Number Two was signed by the President on March 21, 2019, increasing 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. It was presented to the Board as an informational item at the April 16, 2019, board meeting.

Change Order Number Three was signed by the President on March 21, 2019, increasing 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. It was presented to the Board as an informational item at the April 16, 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 Four, as signed by President Sasser on June 10, 2019, increases the contract budget for the Y Building Learning Commons Renovation/Remodel by \$44,614.61 to leave a structural shear wall in place that was original scheduled for removal.

Change Order Number Five, as signed by President Sasser on June 10, 2019, increases the contract budget for the Y Building Learning Commons Renovation/Remodel by \$3,769.92 to add chair rails in nine study rooms.

Change Order Number Six, as signed by the President on June 10, 2019, increases the contract budget for the Y Building Learning Commons Renovation/Remodel by \$28,163.67 to update the fire protection systems to meet current building code requirements.

Change Order Number Seven, as signed by the President on June 10, 2019, decreases the contract budget for the Y Building Learning Commons Renovation/Remodel by \$30,000, as a flooring moisture mitigation system which was initially budgeted for will not be necessary in the space.

The original contract sum totaled \$813,264. With Change Orders 1-7, the revised contract sum is \$891,633.15.

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

Standard Health Sciences Clinical Affiliation Agreements for
Dental Assisting Program with:
Cathy M. Taylor, DMD, PA, d/b/a Taylor Dentistry
Richard A. Parent, DMD, PA

Information Item
408.2444, 18-19

These Standard Health Sciences Clinical Affiliation Agreements with Cathy M. Taylor and Richard A. Parent will allow students in the Dental Assisting Program to participate in clinical training at the facilities' Gainesville locations. The agreements are effective from the date of execution with automatic annual renewal unless terminated by either party in accordance with the termination clauses.

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

Citizen's Requests

423.73, 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
June 18, 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

403.556, 18-19

The individuals listed below are being recommended for appointment.

Appointment

<u>Name</u>	<u>Position</u>
Anna Alvarado	Academic Assistant, Mathematics
Kirsten Baltich	Records Assistant
Rhonda Mott	Academic Assistant, Business Programs

Promotion

<u>Name</u>	<u>Position</u>
Thomas Huggins	HVAC Supervisor

Board Action Requested

Approval

C O N S E N T

District Board of Trustees
June 18, 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)

411.445, 18-19

The individuals listed below are being recommended for appointment for 2018-2019 or 2019-2020, as stated in the individual employee's contract.

Technical/Professional

Appointment

Full Time

<u>Name</u>	<u>Position</u>
Lisa Cook <i>MA, University of Colorado</i>	Instructional Specialist, Stage Manager
Ayanna George <i>BS, University of Florida</i>	Web Designer/Web Developer

Lateral

<u>Name</u>	<u>Position</u>
Steven Vutsinas	Coordinator, Counseling Center

Part Time

<u>Name</u>	<u>Position</u>
Lauren Brabham	Admissions Specialist
Jamaal Corley	Admissions Specialist
Karen Shaddeau	Adult Education Specialist

Board Action Requested

Approval

C O N S E N T

District Board of Trustees
June 18, 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)

404.463, 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>
Piper Call	Irish Set Dancing
Emily Canova	College for Kids
Jordan Hill	College for Kids
Vanessa Walthall	College for Kids

Board Action Requested

Approval

C O N S E N T

District Board of Trustees
June 18, 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)

402.821, 18-19

The individuals listed below are being recommended for appointment for 2018-2019 or 2019-2020, as stated in the individual employee's contract.

Appointment

Full Time

<u>Name</u>	<u>Position</u>
Marcela Murillo Van Den Bossche <i>MA, Bowling Green State University</i>	Assistant Professor, Spanish

Part Time

<u>Name</u>
Steven Bonett
Danielle Collins
Jessica Greer
Sarah Rajkumari Jayasekaran
Todd Molnar
Timothy Porter
Kyle Russ-Navarro
David Sankey

Board Action Requested

Approval

C O N S E N T

District Board of Trustees
June 18, 2019

Agenda Item: 4.5

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

Collaborative Research: LSRCE Florida-Caribbean Louis Stokes
Regional Center of Excellence Grant

409.2237, 18-19

The Florida-Caribbean Louis Stokes Regional Center of Excellence will be a transformative center for science, technology, engineering, and mathematics (STEM) education. Through conferences and an online community, faculty will gain the skills needed to alleviate psychosocial threats to the success of underrepresented minorities (URM) in STEM, leading to an increase in URM in STEM fields. The center has three main objectives: 1. Host annual conferences on psychosocial interventions that provide faculty with research-based STEM-focused interventions and training on faculty feedback and student success. Additionally, the conferences will promote the Visiting Faculty Program at Brookhaven National Laboratory, which seeks to expand underrepresented populations in the scientific research community; 2. Utilize the STEM-Central Hub, an online networking platform for STEM faculty, to provide access to information about psychosocial interventions that help mitigate factors impacting URM in STEM fields. The hub will feature presentations on the impact of interventions at participating institutions and webinars that spotlight successful interventions in the K-20 STEM community to promote widespread dissemination of knowledge; and 3. Conduct rigorous assessment on interventions to be published in peer-reviewed journals. This is year two of a three-year project.

This is a collaborative project between Santa Fe College and the University of the Virgin Islands with SF serving as the lead institution.

The amount of funds requested from the National Science Foundation is \$300,470 for the second year of the project, with no matching funds from Santa Fe College. Total funding for the three-year project is \$974,191 for Santa Fe College.

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

Operating budget impact: None.

Board Action Requested

Approval of grant. Upon legal review and approval, the President or 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
June 18, 2019

Agenda Item: 4.6

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

Guitar, Robotics, and Rocketry ATE (GRRATE) – National
Science Foundation Grant

409.2238, 18-19

This project aims to address local and regional workforce needs by increasing the number and diversity of students who are interested in entering STEM-related technician careers and who continue on an educational path towards that goal, ultimately enhancing the STEM technician workforce. Project leaders will create and implement one project-based Research and Analysis course with three experiential learning project options: guitar building, robotics, and rocketry. Project GRRATE will be located at three of SF's rural educational centers: the Andrews Center, the Davis Center, and the Watson Center. Students served in these locations include a higher percentage of low socioeconomic status students and first time in college students than found in the general population, which has broad ramifications for addressing diversity issues for underrepresented groups in STEM. Emphasis is placed on collaborating with industry partners to meet their current and future needs for STEM technicians while connecting students with the industry so they have firsthand knowledge of what is required to become a fully contributing partner. This is year two of a three-year project.

The amount of funds requested from the National Science Foundation is \$161,152, with no matching funds from Santa Fe College. Total funding for the three-year project is \$467,713.

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
June 18, 2019

Agenda Item: 4.7

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

North Central Florida Educational Talent Search (NCFETS) STEM Supplement Grant

409.2239, 18-19

This grant will be used to enhance participants' mastery of key STEM field prerequisites, expose them to computer coding skills, and support the development of proficiency in the use of computer applications. This project utilizes the Legacy Cycle methodology, a problem-based learning model frequently adopted within science and engineering fields which requires students to solve real-world problems by utilizing critical thinking and problem-solving techniques. NCFETS will employ this model through a combination of a web-based course and an in-person two-week summer STEM camp. The project, titled STEM Tank, will engage participants by mimicking the popular TV series Shark Tank, providing students with an opportunity to authentically engage in STEM research.

The amount of funds requested from U.S. Department of Education, Office of Postsecondary Education, is \$39,975, with no matching funds from Santa Fe College.

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

Operating budget impact: None.

Board Action Requested

Approval of grant. Upon legal review and approval, the President or 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
June 18, 2019

Agenda Item: 4.8

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

North Central Florida Educational Talent Search Project Grant
(Year 3)

409.2240, 18-19

The North Central Florida Educational Talent Search Project provides educational services and information to 680 low-income and potential first-generation college students in grades 9-12 to encourage them to complete high school and enroll in postsecondary education. The project provides academic advisement, workshops, career information, assistance with college and financial aid applications, campus tours, and financial literacy instruction. Santa Fe College, the College of Central Florida, and Florida Gateway College have developed a consortium for the purpose of implementing this mission in concert with local school districts. This is year three of a five-year project.

The amount of funds requested from the U.S. Department of Education, Office of Postsecondary Education, for the third year is \$334,560, with no matching funds from Santa Fe College. Total funding for the five-year project will be approximately \$1.7 million.

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

Operating budget impact: None.

Board Action Requested

Approval of grant. Upon legal review and approval, the President or 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
June 18, 2019

Agenda Item: 4.9

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

Title III – Part A – Strengthening Institutions Program (SIP) Grant
(Year 3)

409.2241, 18-19

This program will expand the College's capacity to serve low-income students by improving academic quality and institutional resources through the following strategies that aim to increase student success: 1. Centralization of the availability of critical student services from seven separate labs into one Learning Commons space to ensure the inevitability of students receiving the services; 2. Mindset interventions designed to enhance students' belief in their ability to experience academic growth; 3. Tutoring by College certified tutors; 4. Co-requisite instruction for at-risk students; and 5. Use of Digital Learning Plans. This is year three of a five-year project.

The amount of funds requested from the U.S. Department of Education is \$414,683 for the third year of the project, with no matching funds from Santa Fe College. Total funding for the five-year project is \$2,072,043.

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

Operating budget impact: From existing college budget.

Board Action Requested

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

C O N S E N T

District Board of Trustees
June 18, 2019

Agenda Item: 4.10

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

Student Support Services Grant (Year 5)

409.2242, 18-19

This grant will allow SF to provide supplementary support services to low-income, first-generation, or disabled college students in order to increase student success in these populations as measured by retention, graduation, and transfer rates. Individual counseling, tutoring, and other extensive work in the basic academic subjects (mathematics, sciences, reading, and writing) will constitute the core of the program. Additionally, the program will include an initiative to assist SF students in securing admission to and financial assistance for enrollment in four-year higher education institutions. This is year five of a five-year project. This project will serve approximately 206 students per year.

The amount of funds requested from the U.S. Department of Education, Office of Postsecondary Education, for the fifth year is \$281,511, with no matching funds from Santa Fe College. Total funding for the five-year project is approximately \$1.4 million.

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

Operating budget impact: None.

Board Action Requested

Approval of grant. Upon legal review and approval, the President or 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
June 18, 2019

Agenda Item: 4.11

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

Report of Purchases for May 2019

202.655, 18-19

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

Purchasing	\$1,655,276.39
Risk Management Consortium	<u>\$26,705.32</u>
Total	<u>\$1,681,981.71</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y74485 (Fund 2)	\$ 65,067.90	Bid	OEC Business Interiors	Learning Commons Walls, Doors, and Partitions Title III
Y74486 (Fund 2)	\$ 35,116.06	Bid	OEC Business Interiors	Learning Commons Furniture Title III
Y74556 (Fund 1)	\$ 146,333.05	Contract	Dell Marketing	Virtual Lab Automation Licenses and Software Information Technology
Y74684 (Fund 7)	\$ 54,831.84	Exempt	Apple Computer, Inc.	Computers (16) Student Technology
Y74694 (Fund 2)	\$ 295,560.86	Bid	Office Environments, Inc.	Learning Commons Furniture Title III
Y74697 (Fund 1)	\$ 59,911.40	Exempt	E-Techservices.com, Inc.	Servers and Server Infrastructure Information Technology
Y74778 (Fund 1)	\$ 36,202.50	Contract	Builder's Association of North Central Florida (BANCF)	Administrative Services for Apprenticeship Training Programs
Y74838 (Fund 1)	\$ 135,173.00	Contract	Instructure, Inc.	Canvas Learning Management System Information Technology
	\$ 828,196.61			

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June 18, 2019
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Purchase orders for previously awarded bids/contracts: 5
(All Temp Force)

Amount: \$13,235.36

Other Purchases \$0 - \$35,000.00
Number of purchase orders: 489

Amount: \$840,549.74

Board Action Requested

Approval

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

2019-2020 Salary Schedule

405.125, 18-19

The proposed 2019-2020 Salary Schedule is submitted for review and approval by the Board. The Salary Schedule is established annually and, once adopted, becomes the sole instrument used in determining employee compensation.

Board Action Requested

Approval

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

Addendum to Contract of Employment for Charles W. Clemons, Sr.

411.446, 18-19

Charles W. Clemons, Sr., Vice President for Advancement, was elected to the Florida House of Representatives in November 2016. At his request, this proposed addendum modifies his contract of employment to reduce his Santa Fe College salary to avoid any duplicate payment as long as he remains in office as a Representative.

Board Action Requested

Approval

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

Approval of College's Annual Capital Legislative Budget Request -
Capital Improvement Plan (CIP)

412.1197, 18-19

Every year, all colleges in the Florida College System are required to complete a capital Legislative Budget Request which consists of four parts:

1. A five-year Capital Improvement Plan (CIP) identifying the need for construction of new educational facilities, as well as major additions, renovations, or repairs necessary to extend the useful life of buildings.
2. State funds for operating costs for new facilities.
3. Requests authorizing non-state funded projects to request state operating funds.
4. College requests for reappropriation of state funds that need legislative approval on an individual basis.

Projects included in the CIP must be based on the institution's most recent Educational Plant Survey. The Capital Improvement Plans are reviewed by Division of Florida College staff and recommendations are made to fund specific projects within the limits of available funds earmarked for public educational facilities.

Attached is the Capital Improvement Plan (CIP-2 Summary) for SF based on the 2018 Educational Plant Survey. This plan will serve as the legislative funding request for 2020-2021 Public Education Capital Outlay (PECO) funds that cover the proposed renovation, remodeling, and new construction for the next five years. Since this is an annual report, modifications can be made to the rolling five-year plan each year.

Board Action Requested

- A. Approval of the state-funded projects identified in the CIP-2 Summary to be included in Santa Fe College's Florida College System Capital Improvement Plan**
- B. Approval of the Request for Operating Costs of New Facilities**
- C. Authorization for the President to certify the completed 2020-2021 Legislative Budget Request forms without further review by the Board**

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 May 2019 201.865, 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 May 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	80,370,005	93.51	77,920,690	94.14
Expenditures	73,912,675	78.24	69,191,748	81.18

Board Action Requested

Approval

District Board of Trustees
June 18, 2019

Agenda Item: 7.2

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

Approval of 2019-2020 Operating Budget

201.866, 18-19

The College's Operating Budget has been presented to and reviewed by the Board at the annual budget workshop.

Board Action Requested

Approval

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

Approval of 2019-2020 Unexpended Plant Fund Budget (Fund 7)

201.867, 18-19

Following the close of accounting records for fiscal year 2018-2019, the Unexpended Plant Fund budget (Fund 7) can be prepared. The budget will be presented for Board approval at its September 2019 meeting. In the meantime, Board approval is requested to expend from the Unexpended Plant Fund beginning July 1, 2019, as follows:

- Projects approved in the 2018-2019 budget to the extent of balances carried forward, including interest and energy rebate earnings through June 30, 2019, at June 30; and
- Projects the College approves in the 2019-2020 Operating Budget as a transfer of funds to the Unexpended Plant Fund.

Board Action Requested

Approval

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

Permission to Write Off Uncollectible Accounts

200.940, 18-19

The College requests permission to write off the accounts listed below as uncollectible. These accounts are at least one year past due and, where appropriate, students' records will continue to be flagged, which will stop registration and other activity until any student write off amount is repaid.

<u>Type</u>	<u>Amount Requested to Write Off</u>	<u>Total Amount Awarded in 2017 - 2018</u>	<u>Percentage of Award Amount to be Written Off</u>
Other Uncollectible Accounts			
Returned Check/Charges	\$9,032.89	N/A	N/A
Miscellaneous Non Student Receivables	839.75	N/A	
Total Other Write-Offs	\$9,872.64		N/A
Accounts Receivable			
Title IV	\$134,330.22	\$35,914,187.17	
Financial Aid Repayments	36,032.04	1,803,565.00	
Bright Futures	2,544.98	1,623,715.10	
Tuition Payment Plan	2,604.28		
Florida Prepaid	4,139.77		
Miscellaneous A/R	7,652.04		
<i>Subtotal Federal & State A/R</i>	187,303.33	39,341,467.27	0.48%
Tuition Deferments			
Financial Aid Deferment	147,043.58	13,281,394.27	1.11%
Veterans Deferment	25,703.34	371,443.34	6.92%
Total Student Write-Offs	\$360,050.25	\$52,994,304.88	0.68%

Board Action Requested

Approval

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

User Fees and Fines Schedule

200.941, 18-19

Florida Statutes Section 1009.22 (9): Workforce Development Postsecondary Student Fees and 1009.23 (12): Community College Student Fees allow the assessment of user fees and fines. These fees shall not exceed the cost of the services provided and shall be charged only to persons receiving the service. At Santa Fe College, user fees and fines are assessed to students or community members who engage in services that, because of their nature, require special funding not provided by regular tuition.

The proposed 2019-2020 User Fees and Fines Schedule outlines the details of existing fees that are proposed to be changed and all proposed changes. All proposed increases are based on an increase in the cost of the services. These fees and fines are for unusual costs and do not exceed the costs of the services provided, and the funds received by the College will be used to cover the cost of these services.

Board Action Requested

Approval of 2019-2020 User Fees and Fines Schedule effective July 1, 2019

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

Acceptance of Donations 19-04

200.942, 18-19

Donation #1

UF Health Shands Teaching Hospital and Clinics, Inc. has donated the item listed below to the Radiologic Technology Program.

Qty	Description	Cost
1	Imaging Machine, GE OEC 6600 Miniview C-Arm	<u>\$4,000.00</u>
	Total	<u>\$4,000.00</u>

Donation #2

North Florida Regional Hospital has donated the items listed below to the Cardiovascular Technology Program.

Qty	Description	Cost
2	Ultrasound Machines, GE Vivid 7 Dimension	<u>\$2,000.00</u>
	Total	<u>\$2,000.00</u>

Donation #3

Cardiac Vascular Institute has donated the items listed below to the Cardiovascular Technology Program.

Qty	Description	Cost
6	Stretchers, Gendron 890	<u>\$3,000.00</u>
	Total	<u>\$3,000.00</u>

Donation #4

Sarah Anderson has donated the item listed below to the Physical Therapist Assistant Program.

Qty	Description	Cost
1	Bike, Schwinn 170 Upright	<u>\$ 250.00</u>
	Total	<u>\$ 250.00</u>

Board Action Requested

Approval

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

Department of Defense Voluntary Education Partnership
Memorandum of Understanding

408.2445, 18-19

As of January 2012, the Department of Defense (DoD) requires higher education institutions to sign a Voluntary Education Partnership Memorandum of Understanding (MOU) in order to participate in the DoD's Tuition Assistance Program (TA Program) for service members. In November 2011, in anticipation of the new regulations, the Board authorized the President to electronically execute this MOU. Further, in February 2013, the Board authorized execution of a revised version of the MOU.

In May 2014, the DoD issued new regulations and a new MOU related to the TA Program. Many of the changes in the 2014 MOU were based on Executive Order 13607, Establishing Principles of Excellence for Educational Institutions Servicing Service Members, Veterans, Spouses, and Other Family Members, which President Obama signed in April 2012. In July 2014, the Board authorized the President to execute the new MOU, which expires on September 1, 2019.

Continuation of this agreement will ensure that SF is familiar with pertinent DoD policies prior to enrolling service members and will allow for continued participation in the TA Program. Prior to signing the renewal MOU, SF must submit updated information for the following items to reflect accurate tuition related data for the current academic year: compliance tutorial, points of contact, tuition rate information, TA eligible programs, institution fees, unearned TA policy, institution tuition rates, and other expenses. The MOU otherwise remains unchanged from the agreement signed in 2014.

Board Action Requested

- A. Approval in concept of the MOU based on the draft presented**
- B. Delegation of authority for the President or his designee to execute the final MOU and related documents upon legal review and approval by the Vice President for Administrative Affairs and other appropriate college officials**

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

Advisory Committee Appointments for:	417.119, 18-19
Automotive Technology	
Cardiovascular Technology	
Dental Programs	
Educator Preparation Institute	
Emergency Medical Services	
Graphic Design and Multimedia Technology	
Information Technology Education	
Physical Therapist Assistant	
Plumbing Technology	

The advisory committee appointments are being recommended to the Board effective July 1, 2019, through June 30, 2021. All individuals have been contacted and have agreed to serve for the two-year period.

Automotive Technology

New

Mr. Darnell Brown, Owner, D&L Performance, Gainesville
Mr. Chris Bryant, Parts Representative, O'Reilly Auto Parts, Gainesville
Mr. Jason Cranford, Technician, CarMax, Gainesville
Mr. Michael Mennenga, Service Director, Sullivan Auto Group, Ocala
Mr. Lee Smith, Owner, RPM Automotive, Newberry
Mr. Paul Stark, Technician, City of Gainesville, Gainesville
Ms. Rachel Wacha, Owner, City Auto Repair, Gainesville

Renew

Mr. Steve Brotherton, Owner, Continental Imports, Gainesville
Mr. Ken Creel, Owner, AERSI, Gainesville
Mr. Eric Duke, Service Manager, Parks Ford of Gainesville, Gainesville
Mr. Richard Feagle, Owner, Archer Automotive & Tire, Archer
Ms. Amy Hogle, Customer Relations Manager, Murray Chrysler Dodge Jeep Ram Superstore, Starke
Mr. Wes Hoy, Engineer, Proctor Engineering, Alachua
Mr. Dave Mays, Owner, Dave Mays Automotive, Gainesville
Mr. Frank McGeown, Owner, Star Import Service, Inc., Gainesville
Ms. Fran Ricardo, Gainesville
Mr. Cliff White, Technician, Subaru of Gainesville, Gainesville

Outgoing

Mr. Rob Hurlbert, Jacksonville
Mr. Julian McDonald, Technician, Mercedes-Benz of Gainesville, Gainesville
Mr. Steve Tillman, Technician, City of Gainesville Fleet Management, Newberry

Cardiovascular Technology

Renew

Mr. Matthew Allen, Vascular Technologist, Shands at the University of Florida, Gainesville
Mr. Joseph Belgrade, EP Technician, Shands at the University of Florida, Gainesville
Ms. Jennifer Cannaday, RCS/RVS Adjunct Faculty, Santa Fe College, Gainesville
Mr. Earl Cannon, Catheterization Technician, North Florida/South Georgia Veterans Administration Medical Center, Gainesville
Mr. Dwayne Edwards, Gainesville
Ms. Chenoa Everidge, Echo Vascular Technician, Lake City Medical Center, Lake City
Ms. Sonya Fallon, Catheterization Technician, North Florida Regional Medical Center, Gainesville
Mr. Jeff Farrar, Echo Technician, Shands at the University of Florida Echo Lab, Gainesville
Ms. Christina Gomez, Registered Diagnostic Cardiac Sonographer, Pediatric Echocardiography, UF Health, Gainesville
Mr. Dominic Greco, RVT, RCIS, Vascular Lab, North Florida/South Georgia Veterans Administration Medical Center, Gainesville
Mr. Rick Kerensky, Cardiologist, Cardiac & Vascular Institute, Gainesville
Dr. Scott Medley, Gainesville
Mr. John Palmer, RCIS, Munroe Regional Medical Center, Ocala
Ms. Martha Robertson, Echo Lab, Cardiac & Vascular Institute, Gainesville
Ms. Sharon Stebbins, Catheterization Technician, North Florida Regional Medical Center, Gainesville
Ms. Katherine Taylor, Echo Technician, Gainesville Internal Medicine Physicians, Gainesville
Mr. Michael Wehrli, RVT, Cardiovascular Technologist, Lake City Medical Center, Lake City
Ms. Carlee Welch, RCIS, CVT, The Vascular Institute, Gainesville
Mr. Jeffrey Wright, RDCS, RVT, Echo/Vascular Technologist, North Florida Regional Medical Center, Gainesville

Outgoing

Ms. Sandra Daughtry, Director, Non-Invasive Cardiology, North Florida Regional Medical Center, Gainesville
Ms. Jennifer Dorsey, Echo Technologist, North Florida/South Georgia Veterans Administration Medical Center, Gainesville
Mr. Chris Ferrel, Echocardiographer, UF Health Shands Hospital, Gainesville
Ms. Reida Squires, Director, Cardiovascular Lab, North Florida Regional Medical Center, Gainesville

Dental Programs

New

Ms. Julienne Barber, Dental Assistant, Pavlik Orthodontics, Gainesville
Dr. Frank Catalanotto, Dentist/Professor, University of Florida College of Dentistry, Gainesville
Ms. Laura Guyer, Master Lecturer/Registered Dietician, University of Florida, Health Disparities Program, Gainesville
Ms. Jennifer Widerman, Dental Assistant, Santa Fe Dental, Gainesville

Renew

Dr. Brian Decker, Dentist, Decker and Pomeranz Dentistry, Gainesville
Dr. Timothy Garvey, Dentist/Professor, University of Florida College of Dentistry, Gainesville
Dr. Yvette Godet, Dentist, Gainesville
Ms. Kelly Hough, Dental Assistant, Parent Dental Group, Gainesville
Ms. Richelle Janiec, Assistant Director Health Care Administration/Dental Assistant/Dental Hygienist, University of Florida College of Dentistry, Gainesville

Dr. William Marchese, Dentist, Starke
Ms. Kelly Raulerson, Coordinator of Community Outreach Programs/Dental Hygienist, University of Florida College of Dentistry, Gainesville
Ms. Ruijuan Shi, Dental Hygienist, Dr. Lewis M. Garrish Dentistry, Gainesville
Ms. Stacie Wasylow, Dental Hygienist/Dental Assistant, Smart Smile Dentistry, Gainesville

Educator Preparation Institute

New

Ms. Bessie Criscione, School Board of Alachua County, Gainesville
Ms. Jennifer Morton, Director, Brentwood School, Gainesville
Ms. Liz Stewart, EPI Field Placement Coordinator, Santa Fe College, Gainesville
Mr. James Simpson, Principal, Bradford High School, Starke
Ms. Kelly Brill-Jones, Principal, Fort Clarke Middle School, Gainesville
Mr. Laurie Bauer, Human Resources, Alachua County Public Schools, Gainesville

Renew

Ms. Isabel Carter, School Board of Alachua County, Alachua County Public Schools, Gainesville

Outgoing

Mr. Mike Delucas, Principal, Buchholz High School, Gainesville
Mr. Will Calsam, School Board of Alachua County Equity Office Coordinator, Alachua County Public Schools, Gainesville

Emergency Medical Services

New

Mr. Karl Brindle, Nurse Education Specialist, Shands at the University of Florida, Gainesville
Chief Joseph Hillhouse, Assistant Chief, Gainesville Fire Rescue, Gainesville
Mr. Louis Kalivoda, Gainesville
Ms. Sarah Lorenzini, ED Educator, North Florida Regional Medical Center, Gainesville
Mr. Ronny Pinkston, Mayor, Worthington Springs, Gainesville
Chief Michael Steele, Training Chief, Gainesville Fire Rescue, Gainesville
Chief Jeffery Taylor, Assistant Chief, Alachua County Fire Rescue, Gainesville

Renew

Mr. Edward Crews, Director, ShandsCair, Gainesville
Dr. Peter Gianas, Medical Director, Bradford County EMS, Starke
Chief Jeff Lane, Chief, Gainesville Fire Rescue, Gainesville
Mr. Allen Parrish, Director, Bradford County EMS, Starke
Mr. Craig Skeath, EMS Coordinator, North Florida Regional Medical Center, Gainesville
Ms. Wendy Swan, Emergency Department Nurse Manager, Shands at the University of Florida, Gainesville
Chief Harold Theus, Chief, Alachua County Fire Rescue, Gainesville

Outgoing

Ms. Wendy Edmonds, Nurse Manager CICU/CCU, Shands at the University of Florida, Gainesville
Mr. Daniel Griffin, President, DJ Griffin Education, LLC, Gainesville
Chief William Northcutt, Chief, Alachua County Fire Rescue, Gainesville
Ms. Vicki Sullivan, Administrative Director Emergency Services, North Florida Regional Medical Center, Gainesville

Graphic Design and Multitmedia Technology

New

Mr. TJ Aseltyne, Director of Brand Voice, Frankel Media, Newberry
Mr. Bruce Hazen, Motion Picture Set Lighting Specialist, Gainesville

Renew

Ms. Jeannette Baer, Director of Operations, Frankel Media, Newberry
Mr. Walton Dale, Graphic Designer, 160/90, Gainesville
Mr. Hector De Valle, Senior Visual Designer, Info Tech, Inc., Gainesville
Mr. Kyle Farris, Owner, GB Video, High Springs
Mr. DJ Head, Owner, Two-Head Video, Archer
Ms. Mary Beth Head, Owner, Two-Head Video, Archer
Ms. Jorgia McAfee, Owner, Elevens Productions, Gainesville
Mr. Joseph Nicholson, Associate Director of Video Production, UF Health Lifelong Learning, Gainesville
Mr. Chad Paris, Chief Executive Officer, Parisleaf, Gainesville

Outgoing

Mr. Dave Melosh, Video/Audio Producer, Medusa Studios, Gainesville
Mr. Carlos Morales, Web Services, Shands at the University of Florida, Gainesville

Information Technology Education

New

Mr. Walter T. Banks, Chief Information Officer, Gainesville Regional Utilities, Gainesville
Mr. John Bennett, Human Resources Director, The Arc of Alachua County, Inc., Gainesville
Mr. John Chapman, Director, Santa Fe College, Information Technology Services, Gainesville
Mr. David Darus, IT Infrastructure Designer & Administration, Lead-Operations, Gainesville Regional Utilities, Gainesville
Mr. Fred Evans, Desktop Manager, Santa Fe College, Information Technology Services, Gainesville
Mr. Eric May, Chief Executive Officer, Emerald Data Partners, High Springs
Mr. Carlos Morales, Web Services, Shands at the University of Florida, Gainesville
Mr. Jeff Parker, Human Resources Director, Shadow Health, Gainesville
Mr. Deepu Paul, Programming Director, Mindtree, Gainesville
Mr. Mike Ridlon, Network Infrastructure Specialist, Santa Fe College, Information Technology Services, Gainesville
Mr. Tyler Roddenbery, IT Manager, Bradford County, Starke
Ms. Priva Rudradas, Chief Operations Officer, Opie Software, Gainesville
Mr. Fran Schoelhorn, Director of Technology, 352, Newberry
Mr. Curt Stuart, Info Tech, Inc., Gainesville
Mr. Kirby Stuart, Associate Director Information Technology, Info Tech, Inc., Gainesville
Ms. Usha Survadevara, Director of Development, Products Division, Info Tech, Inc., Gainesville
Mr. Alejandro Wyskowski, Opie Software, Gainesville

Renew

Ms. Jean Clark, IT Infrastructure Designer & Administration, Clients Projects and Infrastructure Information Technology, Gainesville Regional Utilities, Gainesville
Mr. Dan H. Cromer, IT Director, UF/IFAS, Gainesville
Mr. Ryan Frankel, Chief Technology Officer, Digital Brands Inc., Gainesville
Mr. Jeff Hoover, IT Director, Info Tech, Inc., Gainesville
Mr. Steve Kozakoff, IT Director, UF Student Health, Gainesville

Mr. Blake McLeod, Front End Developer, 352, Newberry
Mr. Martin Smith, Rackspace Hosting, Gainesville

Outgoing

Mr. George Canova, Starke
Mr. Bouzid Choubane, State Pavement Material Engineer, Florida Department of Transportation, Gainesville
Mr. Derek Criner, Human Resource Director, The Arc of Alachua County, Inc., Gainesville
Mr. Aaron Dixon, 352, Newberry
Mr. Sajid Hasan, Director of Technology, Infinite Energy, Gainesville
Mr. Charles Holzschuher III, Pavement Performance Engineer, Florida Department of Transportation, Gainesville
Mr. Chris Meyers, Systems Analyst and ISC Manager, James Moore & Company, PL, Gainesville
Mr. Brandon Vega, Associate Director, Development Services Enterprise Systems, University of Florida, Gainesville

Physical Therapist Assistant

New

Ms. Rhonda Felheim, Professor, Science For Health Programs, Santa Fe College, Gainesville

Renew

Dr. Jenny Amsinger, CCCE/ACCE, UF Health Rehab Hospital, Gainesville
Mr. Herb Anding, Physical Therapy Clinical Director, The Orthopaedic Institute, Gainesville
Mr. Tony Cere, PT/DPT, Kinetix Physical Therapy, Gainesville
Mr. Scott Eddins, CCCE, Kinetix Physical Therapy, Gainesville
Ms. Jennifer Fogel, Staff Physical Therapist, UF Health Shands Rehab Hospital, Gainesville
Mr. Donald Frison, Staff Physical Therapist Assistant, UF Health Shands Rehab Hospital, Gainesville
Mr. Jeffery Gilliam, Staff Physical Therapist, CCCE Clinical Manager, ReQuest Physical Therapy, Gainesville
Ms. Kathleen Hastings, CCCE/PT, North Florida Regional Medical Center, Gainesville
Ms. Laura Herndon, Rehab Manager, North Florida Regional Medical Center, Gainesville
Ms. Lauren Lehman, CI and Adjunct Professor, Gainesville Physical Therapy and Wellness, Gainesville
Dr. Bill McGehee, Director of Clinical Education for Physical Therapy, University of Florida, Gainesville
Ms. Neda Mitova-Caneva, Therapist, UF Health Shands Rehab Hospital, Gainesville
Ms. Margaret Nonnemacher, Director of Clinical Education, University of St. Augustine, St. Augustine
Ms. Christina Pettie, Manager, Shands Rehab at Magnolia Parke, Gainesville
Mr. Bruce Sack, Owner, New Day Wellness, Gainesville
Mr. Santiago Villami, Rehab Manager, Request Physical Therapy, Gainesville
Mr. Mark Ward, PT/DPT, North Florida/South Georgia Veterans Administration Medical Center, Gainesville

Plumbing Technology

New

Mr. Carlos Allen, Sunshine Plumbing and Gas, Bronson
Mr. Jorge Zukorski, Co-Owner, Best Water Solutions, Gainesville

Renew

Mr. Rocky Arledge, Titledown Plumbing, Gainesville
Mr. Nate Bazinet, Owner, Sunshine Plumbing, Gainesville

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Mr. Bryan Nazworth, Quality Plumbing, Gainesville
Mr. Preston Nazworth, Quality Plumbing, Gainesville
Mr. Shawn Scott, Mike Scott Plumbing, Hernando
Mr. Tom Smith, WW Gay Mechanical Contractors, Gainesville

Outgoing

Mr. Josh Scarborough, Owner, Scarborough Plumbing, Gainesville

Board Action Requested

Approval

District Board of Trustees
June 18, 2019

Agenda Item: 8.2

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

Acceptance of Financial Statements and Independent Auditors'
Report for Santa Fe College Foundation

400.654, 18-19

Attached are the Financial Statements and Independent Auditors' Report dated December 31, 2018, for the Santa Fe College Foundation.

Board Action Requested

Approval

District Board of Trustees
June 18, 2019

Agenda Item: 8.3

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

Direct Support Organization Certification of Santa Fe College
Foundation Activity

400.655, 18-19

In compliance with Florida Statutes Section 1004.70, each year the Board is asked to certify that the Santa Fe College Foundation is operating in a manner consistent with the goals of Santa Fe College and in the best interest of the state.

Board Action Requested

Certification that the Santa Fe College Foundation has operated in compliance with Florida Statutes Section 1004.70 and within the goals of the College

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 2: Student Enrollments, Completions, and Success in Targeted Programs, and Gender Equity in Athletics

400.656, 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 the 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, as presented at the April board meeting, consisted of the previous year's student course substitutions and the College Employment Equity Accountability Plan. The second submission, due to the FLDOE on June 28, 2019, includes 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. The complete report is presented for Board approval before submission to the FLDOE.

Board Action Requested

Approval

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

Amended Rule 4.2: Grading System

410.558, 18-19

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

Board Action Requested

Approval

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

Amended Rule 7.10: Recruitment of Students

410.559, 18-19

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

Board Action Requested

Approval

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

Amended Rule 7.23: Student Conduct Code

410.560, 18-19

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

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

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

Board Action Requested

Approval

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

Dual Enrollment Articulation Agreement with Cambridge Prep Academy, Inc.

408.2446, 18-19

This Articulation Agreement with Cambridge Prep Academy, Inc. allows for participation in SF's High School Dual Enrollment Program for qualified, approved eleventh and twelfth graders on a part-time or full-time basis. The agreement takes effect on August 1, 2019, with automatic annual renewal unless either party terminates the agreement in writing. Florida Statutes Section 1007.271 authorizes the College to enter into dual enrollment agreements with private schools such as Cambridge Prep.

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.

Dual Enrollment Articulation Agreement with the School Board of
Levy County

408.2447, 18-19

This Articulation Agreement with the School Board of Levy County allows for participation in SF's High School Dual Enrollment Program for qualified, approved eleventh and twelfth graders on a part-time or full-time basis. The agreement takes effect on August 1, 2019, with automatic annual renewal unless either party terminates the agreement in writing. The School Board of Levy County is a public school district whose students are served by the College through the Davis Center. Florida Statutes Section 1007.271 (2) authorizes the College to enter into dual enrollment agreements with public school districts outside of its main service district.

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.

State of Florida Statewide School Readiness Provider Contract

408.2448, 18-19

The Early Learning Coalition of Alachua County (ELC) disseminates state money in the form of childcare subsidies to contracted providers for low income and working-poor families. This agreement allows the College to provide childcare services through the Little School to children of qualified families, as determined by the ELC. The ELC manages all eligibility determinations and paperwork with the families and then issues a voucher for childcare. Qualified families who choose to enroll at the Little School will be enrolled on a space available basis. At the end of each month, the SF Little School will provide attendance information for the children of these families and the ELC will pay the agreed upon daily rate. Since the daily rate that the ELC will pay is less than SF charges, the difference will be charged to those families, as is standard practice. This agreement does not obligate any financial resources from the College.

It is expected that up to fifteen children will be enrolled at the SF Little School through the ELC. Additionally, working with the ELC allows SF staff to participate in valuable training opportunities that are only available to contracted childcare providers. The ELC has established an online portal to execute the agreement and upload related documentation. As such, to expedite implementation of the agreement, college staff request that signature authority be delegated to the Provost and Vice President for Academic Affairs or his designee.

Board Action Requested

- A. Approval of the agreement**
- B. Delegation of authority for the Provost and Vice President for Academic Affairs or his designee to execute the agreement and related documents**

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

Non Exclusive Student Affiliation Agreement with Lake Shore HMA, 408.2449, 18-19
LLC d/b/a Shands Lake Shore Regional Medical Center for:
Clinical Laboratory Technology Program
Physical Therapist Assistant Program

The College has had Student Affiliation Agreements in place with Lake Shore HMA, LLC d/b/a Shands Lake Shore Regional Medical Center since 2016. Continuation of these agreements will allow students in the Clinical Laboratory Technology Program and Physical Therapist Assistant Program to maintain participation in clinical training at the facility's Starke location. These agreements are effective from the date of execution for a three-year period unless terminated by either party in accordance with the termination clauses.

Board Action Requested

Approval

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

Interlocal Agreement for GTEC Incubator Management Services
with the City of Gainesville

408.2450, 18-19

The Gainesville Technology Entrepreneurship Center (GTEC) is a business incubator owned by the City of Gainesville providing early stage startup companies with tools, training, and infrastructure to help them grow into financially viable enterprises. Due to the success of SF's Center for Innovation and Economic Development (CIED) in fostering new businesses, the College was approached to manage GTEC and entered into an agreement with the City of Gainesville in 2014. This agreement expires on June 30, 2019, and the parties wish to renew with some modifications to the original terms.

The College will continue to recruit, select, train, and grow startup companies; provide entrepreneurship training; and strive to increase the number of service, technology, and light manufacturing firms established in Gainesville through a comprehensive program of incubation, education, networking, and mentoring at GTEC. However, under the new agreement, the College will no longer be required to perform property management duties such as establishing and collecting rent or paying utilities.

This three-year agreement will begin on July 1, 2019, and will automatically renew for one-year terms for up to five years unless either party terminates the agreement as provided. The City of Gainesville will pay the College an annual fee of \$150,000 to staff and manage the center.

Board Action Requested

- A. Approval in concept of the agreement based on the draft presented**
- B. Delegation of authority for the Board Chair to execute the final agreement and related documents upon legal review and approval by the President, the Provost and Vice President for Academic Affairs, and other appropriate college officials**

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

Memorandum of Agreement with the Florida Department of Management Services, Bureau of Federal Property Assistance

408.2451, 18-19

In furtherance of the SF Police Department's safety and security missions, the Memorandum of Agreement (MOA) with the Florida Department of Management Services, Bureau of Federal Property Assistance will allow the Police Department to request and obtain excess Department of Defense property available under Title 10 USC § 2576a. Excess property may include clothing, office supplies, tools, rescue equipment, vehicles, and arms that the SFPD may otherwise not be able to access or obtain.

The MOA promotes the efficient and expeditious transfer of property and ensures accountability for that property. The agreement further requires the SFPD to pay administrative fees associated with the acquisition of available property, obtain audits, provide training in the use of specialized equipment, maintain insurance to cover damages related to the use of property obtained through the program, and appropriately dispose of said property. The agreement may be terminated due to lack of compliance or with thirty days' notice by either party.

This agreement includes an indemnification clause that the Florida Department of Management Services is unwilling to remove. Contrary to common practice at the College, staff recommend that the Board approve the agreement with this clause intact as SF anticipates that the benefits of participation in the program outweigh the risks associated with indemnifying the other party.

Board Action Requested

Approval

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

Amendment to the Settlement Agreement with Danis Building Construction Company, JE Abercrombie, Inc., and Zeidler Partnership Architects (Fine Arts Hall)

408.2452, 18-19

In April 2008, the College engaged Zeidler Partnership Architects (ZPA) to perform professional services, including the preparation of plans and specifications for the Fine Arts Hall project, and to provide certain administration services for the construction of the project. SF entered into a Construction Contract with Danis, as the Construction Manager, in September 2008 for the construction of the Fine Arts Hall. Danis subcontracted with J.E. Abercrombie (JEA) in December 2009 to provide certain labor, materials, and services for the exterior building envelope of the project including the stucco system. The project was completed in February 2011.

In October 2016, the College notified Danis of deficiencies and defects in the exterior facade of the project. Danis engaged Wiss, Janney, Elstner Associates, Inc. (WJE) to perform an investigation of the exterior facade. WJE inspected the project in January 2017 and produced its Final Stucco Distress Investigation Report on March 14, 2017, noting alleged deficiencies in the facade and purported causes of said deficiencies. In June 2017, SF retained outside counsel and served upon Danis and ZPA a 558 Notice of Claim identifying claimed deficiencies in the exterior wall system, which Danis forwarded to JEA. In February 2018, the College entered into a consulting contract with Hoy and Miller Consulting, LLC to perform an investigation of the exterior building envelope. WJE developed, and the College, in turn, independently reviewed and accepted, a warranty protocol to address the deficiencies.

On December 4, 2018, SF, Danis, ZPA, and JEA entered into a Board-approved settlement agreement related to the exterior facade based on a proposed scope of warranty work. Since the execution of that agreement, an increased scope of warranty work has been identified. The increased scope includes the addition of new finish coating to the loading dock retaining walls and soffit, the full de-cladding of stucco and re-sheathing of the East Tower, and an increased scope of full de-cladding of stucco and re-sheathing to a section of the South East portion of the lower building. Danis and JEA estimate that the cost to perform the increased scope of work will add \$88,940 to the total project budget, and SF has agreed to contribute an additional \$21,000 for completion of the work. This amendment defines the additional work required for the added repairs and the conditions thereof.

The amendment has not yet been finalized by the parties but work must proceed as soon as possible. Accordingly, college staff recommend approval of the amendment in concept based on the draft presented and authorization for the Chair to execute the amendment after review and approval by appropriate college officials and outside legal counsel.

Board Action Requested

- A. Approval in concept of the amendment based on the draft presented**
- B. Delegation of authority for the Board Chair to execute the final amendment and related documents upon legal review and approval by the President, the Vice President for Administrative Affairs, and other appropriate college officials**

District Board of Trustees
June 18, 2019

Agenda Item: 11

Santa Fe College Foundation Liaison Update and Board Members' Remarks
