



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of July 16, 2019, at 4 p.m.
Davis Center, Archer, Florida**

Agenda

Adoption of Agenda

Agenda Item: 1.1
418.568, 19-20

1. General Functions

Pledge of Allegiance

- 1.1 Adoption of Agenda for Board Meeting of July 16, 2019
- 1.2 Approval of Board Meeting Minutes of June 18, 2019
- 1.3 Organization of the Board for 2019-2020

2. Information Items

- 2.1 President's Report
- 2.2 Strategic Planning
- 2.3 Presidential Selection
- 2.4 College Catalog for 2019-2020
- 2.5 Community Education Enrich Brochure – Fall A Term and Continuing Workforce Education Enhance Brochure – Fall Term
- 2.6 Title III Y Building Learning Commons Renovation/Remodel – Change Orders

3. Citizen's Requests

4. Consent Items

- Personnel
- 4.1 Career Service Staff
 - 4.2 Contract Staff (Administrative and Professional)
 - 4.3 Contract Staff (Community and Continuing Workforce Education)
 - 4.4 Contract Staff (Faculty)
 - 4.5 Leave of Absence

- Agreements/Grants
- 4.6 Adult Education and Family Literacy – Adult General Education Grant
 - 4.7 Adult Education and Family Literacy – Integrated English Literacy and Civics Education Grant
 - 4.8 Carl D. Perkins Career and Technical Education (CTE) Postsecondary Programs, Section 132 Grant
 - 4.9 Carl D. Perkins Postsecondary Rural and Sparsely Populated Grant
 - 4.10 National Institutes of Health (NIH) – SF2UF – Bridges to Baccalaureate Grant

- 4.11 Institutional Application to Participate in Federal Student Financial Aid Programs for Fiscal Year 2020-2021
- 4.12 SF Teaching Zoo – Sensory Inclusive Certification Grant

Finance Items

- 4.13 Report of Purchases for June 2019
- 4.14 Colonel Harry M. Hatcher, Jr., Property Survey 20-01

5. Facilities Items

- 5.1 E Auditorium Renovation/Remodel – Construction Documents (Phase III Documents), Guaranteed Maximum Price, and Amendment No. 1 to Agreement for Construction Management Services
- 5.2 Building N Reroof Project Completion

6. Finance Items

- 6.1 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for June 2019
- 6.2 Budget Amendment #1, 2019-2020 Operating Budget, Current Unrestricted (Fund 1)

7. General Institutional Items

- 7.1 International Travel

8. Rules

- 8.1 Amended Rule 2.3: Direct Support Organization Use of College Resources
- 8.2 Amended Rule 7.1: Eligibility for Admission

9. Agreements/Grants

- 9.1 Criminal Justice User Agreement with the Florida Department of Law Enforcement for the Benefit of the Police Department
- 9.2 State of Florida Statewide Voluntary Prekindergarten Provider Contract
- 9.3 First Amendment to the State of Florida Statewide School Readiness Provider Contract
- 9.4 Non Exclusive Student Affiliation Agreement with Lake Shore HMA, LLC d/b/a Shands Lake Shore Regional Medical Center for the Phlebotomy Technician Program
- 9.5 First Amendment to the Health Sciences, Information Technology Education, and Business Programs Affiliation Agreement with the University of Florida Board of Trustees
- 9.6 National Study of Learning, Voting and Engagement Participation Authorization Form with the National Student Clearinghouse
- 9.7 Cultural Programs General Support Grant

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

11. Adjournment

Board Action Requested

Approval

Approval of Board Meeting Minutes of June 18, 2019

401.559, 19-20

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held June 18, 2019, are presented for approval.

Board Action Requested

Approval

Organization of the Board for 2019-2020

416.156, 19-20

To be presented at the meeting.

Board Action Requested

Approval

President's Report

Information Item

The President will discuss a variety of information topics.

Strategic Planning

Information Item
419.67, 19-20

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

Presidential Selection

Information Item
411.447, 19-20

To be presented at the meeting.

District Board of Trustees
July 16, 2019

Agenda Item: 2.4

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

College Catalog for 2019-2020

Information Item
400.657, 19-20

The annual Santa Fe College Catalog includes policies, procedures, and a variety of academic information and requirements. The 2019-2020 catalog is presented herewith for information at the following link: <https://catalog.sfcollge.edu>. The online-only catalog will be updated throughout the year to reflect the addition of new programs that may be approved by the Board and to update other information as needed.

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

Community Education Enrich Brochure – Fall A Term and
Continuing Workforce Education Enhance Brochure – Fall Term

Information Item
415.179, 19-20

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 July 9, 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 July 9, 2019, Cabinet meeting and is provided for reporting to the Board. Changes may be made as needed.

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
412.1198, 19-20

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.

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

Project Status:

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

Change Order Number Eight, as signed by the President on June 27, 2019, increases the contract budget for the Y Building Learning Commons Renovation Remodel by \$1,307.83 for additional flooring repairs, the replacement of vinyl tile with carpet in room Y-203, and reorienting carpet tiles in room Y-232.

Change Order Number Nine, as signed by the President on July 9, 2019, increases the contract budget for the Y Building Learning Commons Renovation Remodel by \$31,202.33 to allow for enhancements to add power and data for collaborative furnishings.

Change Order Number Ten, as signed by the President on July 9, 2019, increases the contract budget for the Y Building Learning Commons Renovation Remodel by \$37,638.03 due to classroom and technology enhancements in four classrooms.

Change Order Number Eleven, as signed by the President on July 9, 2019, increases the contract budget for the Y Building Learning Commons Renovation Remodel by \$17,648.22 to accommodate reference desk modifications and the addition of digital signage and check-in kiosks.

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Change Order Number Twelve, as signed by the President on July 9, 2019, increases the contract budget for the Y Building Learning Commons Renovation Remodel by \$779.14 due to additional vinyl tile required for the main lobby.

The original contract sum totaled \$813,264. With Change Orders 1 – 12, the revised contract sum is \$980,208.70, which is within the amount budgeted through the Title III SIP grant.

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

Citizen's Requests

423.74, 19-20

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

C O N S E N T

**District Board of Trustees
July 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

403.557, 19-20

The individuals listed below are being recommended for appointment.

Appointment

<u>Name</u>	<u>Position</u>
John Alexander	Carpenter
Robin Lichtenwalter	Facilities Project Specialist

Board Action Requested

Approval

C O N S E N T

District Board of Trustees
July 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)

411.448, 19-20

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

Executive/Managerial

Appointment

Name
Gary Boulware
PhD, University of Florida

Position
Academic Chair, Business Programs

Lateral

Name
Andrea Lee

Position
Director, Advising and Career Exploration Center

Technical/Professional

Appointment

Full Time

Name
Michael Laffey
MA, University of Limerick

Position
Coordinator, International Student Services

Heather Morgan
Industry Experience

Interim Employment Specialist

Ella Tabares
MEd, University of Florida

Advising Specialist, Academic Advisement Center

* Lawrence Warren
MEd, Texas State University

Coordinator, STEM Tutor

Lateral

Name
Ulysses Fann
Martin Valentine

Position
Manager, Systems and Datacenter
Inventory and Assets Manager

Part Time

<u>Name</u>	<u>Position</u>
* Akia Allen	Specialist, Center of Excellence
Brianna Anderson	Specialist, Blount Learning Lab
* Sara Eyo	Specialist, Center of Excellence
* Kendra Griffin	Senior Instructional Specialist, Upward Bound
* Grant Funded	

Board Action Requested

Approval

C O N S E N T

**District Board of Trustees
July 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)

404.464, 19-20

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

Community Education

Appointment

Part Time

<u>Name</u>	<u>Position</u>
Crista Everett	College For Kids
Charles Foote	College For Kids
Natalia Fuentes	College For Kids
Stephanie Goll	College For Kids
Sabrina Harden	College For Kids
Pauline Jackson	Latch Hook
Logan LaMee	College For Kids
Margaret Magyari	College For Kids
Kristina Matrone	College For Kids
James Miller	College For Kids
Lisa Ngo	College For Kids
Vailma Roca Fernandez	College For Kids
Anabell Sanchez	College For Kids
LaTasha Smith	College For Kids
Anthony Sullivan	College For Kids
Jessica Turner	College For Kids
Pamela Valcante	College For Kids
Jeremiah Vaughn	College For Kids
Juanita White	College For Kids
Kali Wolf	College For Kids

Board Action Requested

Approval

C O N S E N T

District Board of Trustees
July 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)

402.822, 19-20

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>
Carlotta Neill <i>ME, University of Florida</i>	Assistant Professor, High School Dual Enrollment
Carrie Warring <i>MBA, University of Florida</i>	Assistant Professor, Health Services Administration

Part Time

<u>Name</u>
Amanda Catron
Lisa Cook
Leanna Fitzgerald
Frank Kinsey
Faith Lambert
Lisa Lee
Wendy Moore
Amanda Mosley
Deborah O'Hearn
Brenton Richardson
Cynthia Tickel
Kevin Wesley

Board Action Requested

Approval

C O N S E N T

District Board of Trustees
July 16, 2019

Agenda Item: 4.5

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

Leave of Absence

420.170, 19-20

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

In accordance with the foregoing, Thomas Artega has requested a leave of absence from his position of Groundskeeper II for a two-month period beginning July 23, 2019, and ending September 23, 2019. This request is supported by the Grounds Superintendent, the Facilities Operations Manager, the Interim Director, Facilities Operations, and the Vice President for Administrative Affairs and Chief Financial Officer. The College recommends approval of the requested leave.

Board Action Requested

Approval

C O N S E N T

District Board of Trustees
July 16, 2019

Agenda Item: 4.6

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

Adult Education and Family Literacy – Adult General Education Grant

409.2243, 19-20

The purpose of this project is to assist adults in becoming literate and obtaining the knowledge and skills necessary for employment and self-sufficiency; assist adults who are parents in obtaining the educational skills necessary to become full partners in the educational development of their children; and to assist adults in completing high school or the equivalent. Approximately 670 students will be served by this project. This is year three of a three-year funding cycle.

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

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

Operating budget impact: None.

Board Action Requested

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

C O N S E N T

District Board of Trustees
July 16, 2019

Agenda Item: 4.7

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

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

409.2244, 19-20

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

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

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

Operating budget impact: None.

Board Action Requested

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

C O N S E N T

District Board of Trustees
July 16, 2019

Agenda Item: 4.8

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

Carl D. Perkins Career and Technical Education (CTE)
Postsecondary Programs, Section 132 Grant

409.2245, 19-20

This grant funds a program that seeks to fully develop the academic, career, and technical skills of postsecondary education students who elect to enroll in Career and Technical Education (CTE) Programs. The project provides assistance for student attainment of challenging state-established academic, career, and technical skills proficiencies and attainment of an industry-recognized credential, postsecondary degree, or certificate. Retention in or transfer to another two- or four-year postsecondary institution, along with placement in postsecondary education, employment, and/or military service, will be emphasized. Activities and support services are provided to increase enrollment, retention, and completion for nontraditional students, single parents, single pregnant women, displaced homemakers, students with disabilities, and students with other barriers to educational achievement in CTE Programs. The use of technology and contextual, integrated curriculum will be expanded, connections between secondary and postsecondary education systems will be bolstered, and business and industry partnerships will be promoted. Approximately 4,000 participants will benefit from this program.

The amount of funds requested from the Florida Department of Education, Division of Career and Adult Education is \$596,456, with no matching funds from Santa Fe College.

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

Operating budget impact: None.

Board Action Requested

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

C O N S E N T

District Board of Trustees
July 16, 2019

Agenda Item: 4.9

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

Carl D. Perkins Postsecondary Rural and Sparsely Populated
Grant

409.2246, 19-20

This grant funding allows SF to more fully develop the career and technical skills of postsecondary rural students who elect to enroll in high-wage, high-skill, and/or high-demand occupations at the Santa Fe College Andrews Center and North Florida Technical College (NFTC) in Bradford County, with an emphasis on Information Technology or Science, Technology, Engineering, and Math (STEM) career clusters. Funding for in-district, out-of-district, and out-of-state travel will be included for postsecondary career and technical professional training in STEM fields and the coordination of articulation and curriculum alignment. Recruitment and public awareness services will be available for Career and Technical Education (CTE) Programs at NFTC. Educational materials including lab equipment and supplies will be purchased for instructional and student use, with minor technology equipment in particular expanding Information Technology and STEM-related learning experiences to CTE students and improving the record keeping and reporting needs for CTE instructors and staff. Additionally, funding for inventoried capital outlay will be used to improve and expand the use of technology and strengthen the technical skills of postsecondary career and technical students in Nursing Programs. Approximately 250 students will benefit from this program.

The amount of funds requested from the Florida Department of Education, Division of Career and Adult Education is \$18,301, with no matching funds from Santa Fe College.

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

Operating budget impact: None.

Board Action Requested

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

C O N S E N T

District Board of Trustees
July 16, 2019

Agenda Item: 4.10

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

National Institutes of Health (NIH) – SF2UF – Bridges to
Baccalaureate Grant

409.2247, 19-20

This project develops and expands effective institutional programs aimed at students transitioning from a two-year community college degree to a baccalaureate degree in biomedical and behavioral sciences. The program's short-term goal is to increase the number of underrepresented students who successfully transfer from SF to UF and graduate with a baccalaureate degree in biomedical or behavioral science-related disciplines. The program's long-term goal is to enhance the pool of community college students from underrepresented groups who go on to research careers in biomedical and behavioral sciences. To achieve these goals, the SF2UF program will coordinate and align advising for transfer requirements through a two-day "Advising Summit," create a new chemistry and biology tutoring studio at SF, align student learning outcomes in chemistry and biology courses, develop and implement a new Entering Research course at SF, and provide paid employment and research opportunities for SF students.

The College of Agricultural and Life Sciences, the College of Liberal Arts and Sciences, and the College of Health and Human Performance have agreed to guarantee transfer admission to SF2UF participants who have completed the program requirements at SF and meet both the university-wide transfer requirements and the major-specific transfer requirements at UF. Forty-eight students will be served by this project, and this is year five of the five-year program.

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

The amount of funds requested from the University of Florida through the U.S. Department of Health and Human Services, National Institutes of Health (NIH) for year five is \$32,372, with no matching funds from Santa Fe College. Total SF funding for the five-year project is \$429,725.

Duration of this project is August 1, 2019, through July 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
July 16, 2019

Agenda Item: 4.11

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

Institutional Application to Participate in Federal Student Financial
Aid Programs for Fiscal Year 2020-2021

409.2248, 19-20

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

The amount of funds requested from the U.S. Department of Education, Office of Postsecondary Education is \$1,430,000, with no matching funds from Santa Fe College.

Duration of this project is July 1, 2020, through June 30, 2021.

Operating budget impact: None.

Board Action Requested

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

C O N S E N T

District Board of Trustees
July 16, 2019

Agenda Item: 4.12

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

SF Teaching Zoo – Sensory Inclusive Certification Grant

409.2249, 19-20

Funding from this grant will be used to acquire KultureCity's Sensory Inclusive Certification, which will allow those with sensory needs, such as individuals with an autism spectrum disorder, to visit the zoo in a more accessible manner. The certification combines professional training for SF student volunteers with new signage and visitor sensory bags including noise-canceling headphones, weighted lap pads, bean bags, fidgeting toys, and visual feeling zone thermometer cards to help calm sensory overload. This sensory-friendly initiative will allow zoo grounds to become more accessible to all visitors.

The amount of funds requested from the UF Medical Guild, Inc. is \$1,689, with no matching funds from Santa Fe College.

Duration of this project is October 23, 2019, through October 22, 2020.

Operating budget impact: None.

Board Action Requested

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

C O N S E N T

District Board of Trustees
July 16, 2019

Agenda Item: 4.13

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

Report of Purchases for June 2019

202.656, 19-20

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

Purchasing	\$836,959.98
Risk Management Consortium	<u>\$59,629.58</u>
Total	<u>\$896,589.56</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y74982 (Fund 7)	\$ 289,337.00	Contract	Charles Perry Partners, Inc.	Building O Roof and Solar Panel Replacement and Repair General Maintenance
Y74992 (Fund 2)	\$ 121,435.76	Bid	OEC Business Interiors	Learning Commons Furniture Title III
Y75046 (Fund 7)	\$ 197,813.00	Contract	Blakeland, LLC	Building U New HVAC System General Maintenance
	<u>\$ 608,585.76</u>			

Purchase orders for previously awarded bids/contracts: 2
(Both TempForce) Amount: \$ 5,319.00

Other Purchases \$0 - \$35,000.00
Number of purchase orders: 101 Amount: \$ 282,684.80

Board Action Requested

Approval

C O N S E N T

District Board of Trustees
July 16, 2019

Agenda Item: 4.14

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

Colonel Harry M. Hatcher, Jr., Property Survey 20-01

200.943, 19-20

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

The Property Survey Committee met via email on June 18, 2019, to consider requests from property custodians and the committee members approved the requests presented in this Property Survey 20-01. 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	4	114,500.80	114,500.80	0.00
TOTAL	<u>4</u>	<u>114,500.80</u>	<u>114,500.80</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.

E Auditorium Renovation/Remodel – Construction Documents (Phase III Documents), Guaranteed Maximum Price, and Amendment No. 1 to Agreement for Construction Management Services

412.1199, 19-20

Project Background & Description:

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

On September 19, 2017, the Board gave approval to advertise, select, and negotiate a contract for architectural design services. An information item was sent to the Board on April 17, 2018, summarizing the selection process for the architectural firm. Brame Heck Architects from Gainesville was the selection committee's top choice and an agreement for services was negotiated and executed by the Board chair on June 19, 2018.

On July 17, 2018, an item was sent to the Board summarizing the selection process for the construction management firm. Parrish McCall Constructors, Inc., from Gainesville was the selection committee's top choice. The Board approved in concept the agreement for services and delegated authority to the Board chair to execute the final agreement. A purchase order was issued to Parrish McCall Constructors, Inc., for the preconstruction services of the project. An agreement for construction management services was negotiated and executed by the Board chair on July 5, 2019.

Project Status:

College staff has received, reviewed, and approved the Construction Documents (Phase III Documents) for this project and has overseen the construction manager's competitive bidding of all trade packages. College staff are currently participating in a value management process and negotiating a guaranteed maximum price (GMP) not to exceed the construction budget amount of \$2,653,269.

Board Action Requested

- A. Approval of Construction Documents (Phase III Documents)**
- B. Delegation of authority for the Board Chair to execute Amendment No. 1 to Agreement for Construction Management Services that establishes a GMP not to exceed \$2,653,269 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.

Building N Reroof Project Completion

412.1200, 19-20

Project Background & Description:

In 2016, the College partnered with a roofing consultant to evaluate the condition of a group of older roofs on the Northwest Campus and make recommendations for repair, restoration, and replacement. At that time, the consultant evaluated the original gravel surface built up roof on N Building, which was installed in 1995, and determined that it was in fair condition. The consultant suggested minor repairs and recommended that the roof be slated for replacement in the near future. The Facilities Services Department continued to maintain the roof following the evaluation but also determined that, at 22 years old, the roof was beyond both its warranty period and useful life.

On September 19, 2017, the Board approved a project budget of \$350,000 for the design, removal, and replacement of approximately 14,920 square feet of roofing. On January 16, 2018, the Board was presented with a budget amendment for this project and approved a budget increase of \$90,400, raising the project budget to \$440,400. The increase allowed for additional necessary replacements that were identified during the construction process, including the replacement of a skylight, metal stairwell roofing, and perimeter coping.

On October 16, 2018, the Board approved the Construction Documents (Phase III Documents) and the guaranteed maximum price (GMP) of \$337,319. Following approval of the GMP, college staff gave the construction manager notice to proceed with this project on December 7, 2018. The project was substantially complete on February 11, 2019, and reached final completion on May 1, 2019.

College staff have received and approved all project close out documentation and recommend that the Board accept this project as complete.

Final Project Costs	
Design	\$ 32,000.00
Construction	310,450.23
Miscellaneous	<u>2,817.00</u>
Total:	<u>\$ 345,267.23</u>

Board Action Requested

Approval

District Board of Trustees
July 16, 2019

Agenda Item: 6.1

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 June 2019

201.868, 19-20

Closing for the fiscal year ending June 30, 2019, will be completed on August 15, 2019. The attached Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report is preliminary and does not reflect all of the accounting activity for the 12-month period. The Annual Financial Report for fiscal year 2018-2019 will be presented at the September meeting.

Board Action Requested

Approval

District Board of Trustees
July 16, 2019

Agenda Item: 6.2

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

Budget Amendment #1, 2019-2020 Operating Budget, Current
Unrestricted (Fund 1)

201.869, 19-20

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

Board Action Requested

Approval

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

International Travel

101.158, 19-20

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:

Mike Laffey, travel to Bolivia, September 1 – 7, 2019

Mike Laffey, Coordinator of International Student Services, will travel to Santa Cruz, Cochabamba, and La Paz, Bolivia to raise awareness about Santa Fe College and to recruit new international students by making presentations at various local high schools, developing relationships with school counselors, and hosting college fairs with students and parents. This travel will be in conjunction with the University of Florida English Language Institute. This is the third year in a row that SF has traveled to recruit in Bolivia, with new F-1 student enrollment from Bolivia increasing by 31% in 2018-2019 as compared to the previous year. No travel warnings have been issued for Bolivia. This international travel will be funded by Santa Fe College.

Mike Laffey, travel to Colombia, September 15 – 21, 2019

Mike Laffey, Coordinator of International Student Services, will travel to Bogota, Colombia to raise awareness about Santa Fe College and to recruit new international students by making presentations at various local high schools, developing relationships with school counselors, and hosting college fairs with students and parents. This travel will include participation in the EducationUSA Fair hosted by the U.S. State Department. This is the second time in three years that SF has traveled to recruit in Colombia, with new F-1 student enrollment from Colombia increasing by 75% in 2018-2019 as compared to the previous year. The U.S. Department of State advises U.S. citizens to exercise caution in Colombia due to crime, terrorism, and kidnapping, with certain areas of the country having increased risk. Mr. Laffey will remain in Bogota, which is outside the area of increased risk. 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 SF employees traveling to Colombia, but staff are prepared to use personal medical insurance if required. This international travel will be funded by Santa Fe College.

Travel dates are subject to change.

Board Action Requested

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

College Goal: 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

410.561, 19-20

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.

Board Action Requested

Approval

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

410.562, 19-20

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.

Board Action Requested

Approval

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

Criminal Justice User Agreement with the Florida Department of Law Enforcement for the Benefit of the Police Department

408.2453, 19-20

This standardized update to the agreement between the Florida Department of Law Enforcement (FDLE) and the SF Police Department allows for continued access to law enforcement databases, as well as the ability to enter information into these databases. The agreement has been previously updated on several occasions, most recently in 2014, and may be terminated by either party, with or without cause, upon providing advance written notice of 45 days.

FDLE has established an online portal to execute the agreement. As such, to expedite implementation of the agreement, college staff request that signature authority be delegated to the Vice President for Advancement or his designee.

Board Action Requested

- A. Approval of the agreement**
- B. Delegation of authority for the Vice President for Advancement 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.

State of Florida Statewide Voluntary Prekindergarten Provider
Contract

408.2454, 19-20

The Early Learning Coalition of Alachua County (ELC) disseminates state money allocated for Voluntary Prekindergarten (VPK) Programs. This agreement allows the College to provide VPK services to eligible children (children must be four years old by September 1st and reside in Florida) through the Little School. The ELC manages all eligibility determinations and paperwork with the families and then issues the families a Child Certificate of Eligibility or Certificate of Eligibility for Reenrollment for VPK. 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 enrolled families, and the ELC will pay the agreed upon daily rate. It is anticipated that SF can enroll twenty children in the VPK Program through the ELC. This agreement does not obligate any financial resources from the College.

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**
- C. Delegation of authority for the Provost and Vice President for Academic Affairs or his designee to execute any future amendments and related documents**

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

First Amendment to the State of Florida Statewide School
Readiness Provider Contract

408.2455, 19-20

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. The College's agreement with the ELC allows SF to provide childcare services through the Little School to children of qualified families, as approved at the June 18, 2019, board meeting.

At the June board meeting, the Board delegated signature authority to the Provost and Vice President for Academic Affairs to execute the agreement in the ELC's online portal. During this process, the ELC's signature software experienced a technical malfunction that prevented the waiver of SF's exemption from the ELC's Program Assessment. By waiving this exemption and agreeing to be assessed by the ELC on the quality of SF's teacher-child interactions, the College will earn an additional 4% in state-funded reimbursements per child. This amendment rectifies this error retroactive to July 1, 2019, and will allow the Little School to participate in the Program Assessment.

Board Action Requested

- A. Approval of the amendment**
- B. Delegation of authority for the Provost and Vice President for Academic Affairs or his designee to execute the amendment and related documents**
- C. Delegation of authority for the Provost and Vice President for Academic Affairs or his designee to execute any future amendments 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, LLC d/b/a Shands Lake Shore Regional Medical Center for
the Phlebotomy Technician Program

408.2456, 19-20

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 this agreement for the Phlebotomy Technician (PBT) Program will allow SF PBT students to maintain participation in clinical training at the facility's Lake City location. This agreement is effective as of October 1, 2019, for a three-year period, unless terminated by either party by giving thirty (30) days' advance written notice to the other party or as otherwise set forth in the respective agreement.

Board Action Requested

Approval

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

First Amendment to the Health Sciences, Information Technology Education, and Business Programs Affiliation Agreement with the University of Florida Board of Trustees

408.2457, 19-20

The College's Affiliation Agreement with the University of Florida Board of Trustees allows students in Health Science, Information Technology, and Business Programs to participate in training at various UF physician clinic locations in Florida. This amendment strikes the requirement for SF students to purchase additional insurance coverage through UF in order to participate. The amendment does not otherwise change the terms of the agreement.

Board Action Requested

Approval

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

National Study of Learning, Voting and Engagement Participation
Authorization Form with the National Student Clearinghouse

408.2458, 19-20

Santa Fe College has a longstanding agreement with the National Student Clearinghouse whereby the College sends information to the Clearinghouse so it can inform lenders of the enrollment status of College students who receive financial aid. This Participation Authorization Form amends the agreement by giving the College the opportunity to participate in the National Study of Learning, Voting and Engagement conducted by the Institute for Democracy and Higher Education based at Tufts University. This study will give the College the opportunity to measure the voting and registration rates of its students and to study the effectiveness of educational programs at increasing student civic learning and engagement in democracy. The authorization will remain effective from January 1, 2018, through August 31, 2023, unless earlier terminated by either party.

Board Action Requested

Approval

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

Cultural Programs General Support Grant

409.2250, 19-20

This project aims to present a series of award-winning cultural programs that offer a creative mix of visual arts, literature, music, and dance, with the annual SF Spring Arts Festival serving as the premier event in this series. Building on the vision of the Florida Division of Cultural Affairs and designed to have statewide impact, the program goals are as follows: create vibrant, accessible events to engage audiences and inspire participation in the arts; encourage emerging artists and grow audiences for the arts by creating high quality programs; present artists and writers relevant to Florida and Florida's citizens to create an appreciation of the arts and Florida's rich history; engage children and youths in the arts, thus fostering participation and appreciation in the arts by all of our citizens; and provide economic growth to Florida through strong arts events and economic success for Florida artists.

The amount of funds requested from the State of Florida, Division of Cultural Affairs, is \$46,800, with an in-kind match of \$260,527 from the existing college budget, which is required by the funding agency for this level of grant request.

Duration of this project is July 1, 2020, through June 30, 2021.

Operating budget impact: None.

Board Action Requested

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

District Board of Trustees
July 16, 2019

Agenda Item: 10

Santa Fe College Foundation Liaison Update and Board Members' Remarks
