



**The District Board of Trustees
Santa Fe College, Florida
Board Meeting of October 15, 2019, at 4 p.m.
Wattenbarger Student Services Building, Gainesville, Florida**

Amended Agenda

Adoption of Agenda

Agenda Item: 1.1
418.570, 19-20

1. General Functions

Pledge of Allegiance

1.1 Adoption of Agenda for Board Meeting of October 15, 2019

1.2 Approval of Board Meeting Minutes of September 17, 2019

2. Information Items

2.1 President's Report

2.2 Strategic Planning

2.3 Career Pathways Articulation Agreement with the School Board of Levy County

2.4 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)

Finance Items

4.5 Report of Purchases for September 2019

4.6 Colonel Harry M. Hatcher, Jr., Property Survey 20-03

5. Finance Items

5.1 Acceptance of Donations 20-02

5.2 Fund 1 (Current Unrestricted) Revenue and Expenditure Budget Report for September 2019

5.3 Recommendation for Awarding a Proposal for Disaster Debris Clearance and Removal

6. General Institutional Items

6.1 International Center Advisory Board

7. Agreements/Grants

- 7.1 Non Exclusive Master Affiliation Agreement with Florida Hospital Ocala, Inc. d/b/a AdventHealth Ocala for the Health Sciences Programs
- 7.2 Student Affiliation Agreement with the State of Florida, Department of Health, Bradford County Health Department for the Health Services Administration Program – **ADDED**
- 7.3 Institute of Technology and Manufacturing (ITM) – Florida Job Growth Fund Grant
- 7.4 National Institutes of Health (NIH) – SF2UF – Bridges to Baccalaureate Grant – Year 1
- 7.5 TD Bank – Critical Skills for the Workplace Grant

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

9. Adjournment

Board Action Requested

Approval

Approval of Board Meeting Minutes of September 17, 2019

401.561, 19-20

The minutes of the regular meeting of the District Board of Trustees of Santa Fe College held September 17, 2019, are presented for approval.

Board Action Requested

Approval

President's Report

Information Item

The President will discuss a variety of information topics.

Strategic Planning

Information Item
419.69, 19-20

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

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

Career Pathways Articulation Agreement with the School Board of Levy County

Information Item
408.2467, 19-20

The A.S. degree programs listed below have been identified as accelerated paths by which students will have the opportunity to receive college credit as described in the Career Pathways Articulation Agreement between Santa Fe College and the School Board of Levy County.

Secondary Program

Postsecondary Program

Agriculture Biotechnology	Biotechnology Laboratory Technology A.S.
Dental Aide Nursing Assistant	Cardiovascular Technology A.S. Dental Hygiene A.S. Diagnostic Medical Sonography A.S. Nuclear Medicine Technology A.S. Respiratory Care A.S.
Carpentry	Construction Management Technology A.S.

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
412.1203, 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, the second year of the grant was approved on May 15, 2018, and the third year of the grant was approved on June 18, 2019.

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 Order presented for information below represents a case in which enhancements to the original design have been recommended and reviewed carefully by college staff.

The use of federal funds for this construction project required the College to procure the general construction services utilizing a bid process and recommending the lowest responsive bid rather than the more commonly used Construction Manager at Risk process. Certain changes to the original scope of work require a Change Order proposal that is routed for review and approval by all parties. Therefore, this procurement process for construction necessitates the use of formal contract changes that are provided for information to the Board.

Change Order Number Fifteen, as signed by the President on September 23, 2019, increases the contract budget for the Y Building Learning Commons Renovation/Remodel by \$9,022.48 to relocate a variable air volume box in room Y-104; incorporate electrical, data, and fire alarm modifications for the information kiosks and soffit modifications at the circulation desk; and allow for framing of a projection screen.

The original contract sum totaled \$813,264. To comply with the U.S. Department of Education and the State of Florida's financial requirements, a hard bid contractual agreement was utilized, and the College fully anticipated that Change Orders would be utilized. The U.S. Department of Education Title III grant provided a total construction funding of \$1,802,698. With Change Orders 1 – 15, the revised contract sum is now \$1,034,081.77. The project remains within the amount budgeted through the Title III grant.

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

Citizen's Requests

423.76, 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
October 15, 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

403.559, 19-20

The individuals listed below are being recommended for appointment.

Appointment

Full Time

Name
Verlisa Frazier
Jeremy Sanders

Position
Academic Assistant, Humanities and Foreign Languages
Mover, Facilities Services

Board Action Requested

Approval

C O N S E N T

**District Board of Trustees
October 15, 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)

411.451, 19-20

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

Technical/Professional

Appointment

Part Time

<u>Name</u>	<u>Position</u>
Nancy Dale	Specialist, Math Studio
Danielle Dixon	Specialist, Community Education
* Arthur Haller	Specialist, Student Support Services
Katrina Kelly	Specialist, Sciences for Health Programs
Corry Moore	Recruitment Specialist
Shannon Parrish	Finish at the Top Specialist
^ Ryan Rodriguez	Specialist, Assistant Men’s Basketball Coach
^ Casey Scoggins	Specialist, Assistant Baseball Coach

* Grant Funded

^ Student Activities Funded

Board Action Requested

Approval

C O N S E N T

**District Board of Trustees
October 15, 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)

404.466, 19-20

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

Community Education

Appointment

Part Time

Name
Dennis Lewis

Position
Ponce de León: Early Florida

Board Action Requested

Approval

C O N S E N T

**District Board of Trustees
October 15, 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)

402.824, 19-20

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

Appointment

Part Time

Name

Donovan Evans
Lauren Grant
Sharon Pope
Marcy Shepherd
Lawrence Warren
Vanessa Walthall

Board Action Requested

Approval

C O N S E N T

District Board of Trustees
October 15, 2019

Agenda Item: 4.5

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

Report of Purchases for September 2019

202.658, 19-20

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

Purchasing	\$2,565,679.09
Risk Management Consortium	<u>0.00</u>
Total	<u>\$2,565,679.09</u>

<u>P.O. No.</u>	<u>Amount</u>	<u>Procurement</u>	<u>Vendor</u>	<u>Class of Item-Department</u>
Y76607 (Fund 7)	\$ 169,954.13	Contract	W.W. Gay Mechanical	E-Building Roof Work and Piping Relocation Utilities
Y76751 (Fund 1)	\$ 62,675.00	Exempt	Smarthinking, Inc.	Tutoring Services Distance Learning Support
Y76825 (Fund 7)	\$1,389,986.00	Contract	Scherer Construction	Physics Lab Renovation/Remodel I-Building
Y76837 (Fund 7)	\$ 132,475.00	Contract	CED/Raybro	Owner Direct Purchase – Lighting E-Building Auditorium
Y76838 (Fund 7)	\$ 37,053.77	Contract	Taylor Cotton Ridley, Inc.	Owner Direct Purchase – Doors, Frames, and Hardware E-Building Auditorium
Y76843 (Fund 1)	\$ 48,612.00	Exempt	Higher One, Inc.	Secure Credit Card Processing Information Technology
	\$1,840,755.90			

Purchase orders for previously awarded bids/contracts: 13
(All Temp Force)

Amount: \$146,750.17

Other Purchases \$0 - \$35,000.00
Number of purchase orders: 318

Amount: \$578,173.02

Board Action Requested

Approval

C O N S E N T

District Board of Trustees
October 15, 2019

Agenda Item: 4.6

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

Colonel Harry M. Hatcher, Jr., Property Survey 20-03

200.947, 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 September 24, 2019, to consider requests from property custodians, and the Committee members approved the requests presented in this Property Survey 20-03. 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	3	41,765.89	41,765.89	0.00
TOTAL	<u>3</u>	<u>41,765.89</u>	<u>41,765.89</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.

Acceptance of Donations 20-02

200.948, 19-20

Donation #1

Advent Health Ocala has donated the items listed below to the Respiratory Therapy Program.

Qty	Description	Cost
3	GE Mac 5500 HD ECG Electrocardiography Machine	<u>\$7,500.00</u>
	Total	<u>\$7,500.00</u>

Donation #2

North Florida Regional Hospital has donated the item listed below to the Respiratory Therapy Program.

Qty	Description	Cost
1	Puritan Bennett 840 Ventilator	<u>\$2,000.00</u>
	Total	<u>\$2,000.00</u>

Board Action Requested

Approval

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 September 2019

201.874, 19-20

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 September 30, 2019.

The following summary provides a comparison of actual revenues and expenditures for 2019-2020 vs. 2018-2019.

	2019-2020		2018-2019	
	<u>Dollar Amount</u>	<u>Percent of Budget</u>	<u>Dollar Amount</u>	<u>Percent of Actual</u>
Revenue	25,950,193	31.20	26,162,025	30.33
Expenditures	16,373,108	16.71	15,846,542	17.94

Board Action Requested

Approval

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

Recommendation for Awarding a Proposal for Disaster Debris Clearance and Removal

209.201, 19-20

A request for proposals (RFP), jointly created by the Florida College System Risk Management Consortium (FCSRMC) and Santa Fe College, was released on July 16, 2019, for debris clearance and removal services in the event of a disaster, such as a hurricane.

The intention of the solicitation and resulting contracts are to provide Florida College System institutions with an available contractor for these services without the need to perform solicitations at the time of the crisis. Having a contractor in place that was established by a public solicitation enables affected institutions to potentially qualify for reimbursement from the Federal Emergency Management Agency (FEMA). Because this is an indefinite quantity solicitation, the value of the solicitation cannot be determined, and ideally, the colleges would never need to use these services.

Responses to the solicitation were received from the following six vendors and opened on Wednesday, August 21, 2019:

- Custom Treecare, Inc.
- Graham County Land Company
- KDF Enterprises
- Southern Disaster Recovery
- TFR Enterprises, Inc.
- Wood Resource Recovery, LLC

The RFP Evaluation Committee, made up of Consortium staff and SF's Director of Purchasing, read the proposals and met to evaluate the proposals.

To assure adequate coverage of all 28 colleges and due to the uncertainty of the scope of a natural disaster, the Committee determined that it would be best to select two vendors instead of one.

The Committee identified Southern Disaster Recovery and TFR Enterprises as having the best proposals. Each proposal was scored based on four criteria:

- Business Viability, Capability, and Organization (20 points)
- Safety Plans and Records (20 points)
- Qualifications and Experience (20 points)
- Services and Rates (40 points)

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

<u>Proposer</u>	<u>Business Viability and Organization</u>	<u>Safety Plan and Records</u>	<u>Qualifications and Experience</u>	<u>Services and Rates</u>	<u>Total</u>
Southern Disaster Recovery	20	20	20	34	94
TFR Enterprises	20	20	20	31	91
Custom Treecare, Inc.	10	16	20	40	86
Graham County Land Company	20	17	20	28	85

Two vendors, KDF Enterprises and Wood Resource Recovery, LLC, were not scored as their proposals were found non-responsive by the Committee (due to not submitting all of the required documentation).

Board Action Requested

- A. Acceptance of the Committee’s recommendation to award the agreement to both Southern Disaster Recovery and TFR Enterprises**

- B. Approval for the College and the FCSRMC to negotiate agreements with Southern Disaster Recovery and TFR Enterprises upon legal review and approval by the President, the Vice President for Administrative Affairs, and other appropriate college officials**

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

International Center Advisory Board

417.120, 19-20

The SF International Center Advisory Board consists of community members and Santa Fe College international graduates who meet regularly to provide support and guidance to the departments located within in the College's International Center. Advisory Board members support SF's internationalization goals by providing:

- Scholarship support for Study Abroad and F-1 students
- Assistance with international student recruitment
- Access to opportunities for F-1 student internships, or Curricular Practical Training (CPT), and regular employment post-graduation, or Optional Practical Training (OPT)
- Public awareness of the local benefits of internationalization

The International Center Advisory Board will meet at least twice a year but may meet more often. The SF staff that will support this Advisory Board are Dr. Vilma Fuentes, Assistant Vice President for Academic Affairs, and Dr. Dan Rodkin, Associate Vice President for Student Affairs.

Members:

Ms. Sherree Alvarez, Director of Teaching, Learning, and Curriculum, Bradford County Schools

Ms. Yvette Carter, Club Director, Rotary International of Gainesville; Community Relations Director, Gainesville Regional Utilities

Dr. Juanita Duque, President, Latina Women's League; Coordinator, Latina/o Diaspora in the Americas Project, University of Florida

Dr. Megan Forbes, Director, English Learning Institute, University of Florida

Dr. Steve Kalishman, Executive Director, Sister City Program of Gainesville; Partner & Principal, Law Offices of Steven Kalishman, P.A.

Dr. Ed Kellerman, Senior Lecturer, Dial Center for Written and Oral Communication, University of Florida

Ms. Teresa Litvanova, former SF Student Ambassador, SF alumnus, and UF student

Dr. Rosana Resende, Undergraduate Coordinator, Center for Latin American Studies, University of Florida

Ms. Angelica Suarez, Director for Social Justice Programs, Greenhouse Church

Ms. Joan Suchorski, Director (Projects), Altrusa International of Gainesville

Board Action Requested

Approval

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

Non Exclusive Master Affiliation Agreement with Florida Hospital Ocala,
Inc. d/b/a AdventHealth Ocala for the Health Sciences Programs

408.2468, 19-20

The Non Exclusive Master Affiliation Agreement with Florida Hospital Ocala, Inc. d/b/a AdventHealth Ocala will allow students in the Cardiovascular Technology, Clinical Laboratory Sciences, Computed Tomography, Diagnostic Medical Sonography, Health Services Administration, Nuclear Medicine Technology, Physical Therapist Assistant, and Respiratory Therapy programs to participate in clinical training at the hospital's various facilities located in Ocala and the surrounding area, including Lady Lake. This agreement is effective from December 1, 2019, for a five-year term unless terminated by either party in accordance with the termination clause.

Board Action Requested

Approval

A D D E D

**District Board of Trustees
October 15, 2019**

Agenda Item: 7.2

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

Student Affiliation Agreement with the State of Florida, Department of Health, Bradford County Health Department for the Health Services Administration Program

408.2469, 19-20

This agreement with the State of Florida, Department of Health, Bradford County Health Department will allow students in the Health Services Administration program to participate in clinical rotations and internships at the Bradford County Health Department. The agreement is effective from September 30, 2019, through September 30, 2020, and may be renewed on an annual basis for no more than three years. The agreement may be terminated by either party in accordance with the termination clause.

Board Action Requested

Approval

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

Institute of Technology and Manufacturing (ITM) – Florida Job Growth
Fund Grant

409.2259, 19-20

This grant will supplement funding for construction of the new Institute of Technology and Manufacturing (ITM) building, provide needed equipment for the ITM program, and fund outreach and marketing. The new building will offer the space necessary to implement the proposed Associate of Science Degree program in Engineering Technology with a specialization tract in Advanced Manufacturing. This new degree will offer a sequence of courses based on coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge, allowing graduates to acquire the skills needed for further education and careers in the advanced manufacturing career cluster. The degree will focus on broad, transferable skills and will stress understanding and demonstration of the following elements of the Engineering Technology and Industrial Applications: production materials and processes, quality, computer-aided drafting, electronics, mechanics, instrumentation, and safety. The ITM will also house and expand the SF Welding Technology program, which provides 20 different welding certifications.

The amount of funds requested from the Florida Department of Economic Opportunity and Enterprise Florida, Inc. is \$2,851,730, with \$6,574,930 in matching funds from Santa Fe College.

Duration of this project is October 1, 2019, through August 31, 2023.

Operating budget impact: From existing college funds.

Board Action Requested

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

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

National Institutes of Health (NIH) – SF2UF – Bridges to Baccalaureate Grant – Year 1

409.2260, 19-20

This project aims to expand existing institutional programs for students transitioning from a two-year 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 two-year college students from underrepresented groups who go on to research careers in biomedical and behavioral sciences.

To achieve its goals, this project will continue to support the newly created Learning Commons for academic success at SF; create a course-based undergraduate research experience (CURE) in biology at SF; align student learning outcomes in the CURE with departmental and institutional level learning outcomes; provide student participants with comprehensive mental health wellness and mindset intervention; and provide paid employment and research opportunities for SF students.

Additionally, 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 major-specific transfer requirements at UF. Forty-five students will be served during the five-year project. This is year one of a five-year project.

This project is a partnership between the University of Florida as the fiscal agent and Santa Fe College as a 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 one is \$18,815, with \$2,406 in matching funds from Santa Fe College. Total SF funding for the five-year project will be \$190,334.

Duration of this project is August 1, 2020, through July 31, 2021.

Operating budget impact: None.

Board Action Requested

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

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

TD Bank – Critical Skills for the Workplace Grant

409.2261, 19-20

The Critical Skills for the Workplace Grant will provide technology training scholarship funding through the Displaced Homemaker Program (DHP) for women aged 25 years and above, that are low to moderate income, have minimal work history, and have had difficulty finding employment and need additional training in order to promote economic stability and financial security. Funds awarded through this grant will provide assistance in the form of tuition, fees, educational materials, and transportation support for up to 20 participants.

The amount of funds requested from the TD Charitable Foundation is \$5,000, with no matching funds from Santa Fe College.

Duration of this project is January 1, 2020, through February 1, 2021.

Operating budget impact: None.

Board Action Requested

Approval of grant. Upon legal review and approval, the President or 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
October 15, 2019

Agenda Item: 8

Santa Fe College Foundation Liaison Update and Board Members' Remarks
